

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien, Clerk	11th November 2019

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting.
 Issues requiring particular **ratification or note in bold**

19/056.2 – Clerk's report:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation):

- Fenland Leisure. Emergency repairs to 'multi-play' play equipment at Rec **£614.72+vat**
- S J Gill Fencing Ltd. Emergency repairs to gate at The Copse **£120.00+vat**
- P A Collacott & Co. Replace trips on feeder pillar to meet current regulations (The Green) **£150.00+vat maximum**
- Algar Signs. Replacement signs for all play areas **£390.00+vat**
- Ridgeons Ltd. Replacement 'Heras' fencing panels **£154.72+vat**

Administration/ General:

- All staff appraisals held
- Staff have been provided with writing tablets for phone messages/memos as part of going paper-less in the Office/GDPR
- 20 free litter-picking packs provided by SCDC, held at the Office for community use
- Council is now BRAAM Registered (British Register of Accredited Memorial Masons) all local stonemasons will be contacted, taking effect from 1st April 2020
- Baked goods provided by Cllr Payne much appreciated by staff ☺
- Signed agreement with conditions for access across the Village Green to facilitate with a Planning Application granted until 2nd March 2020
- Cambridge Regional College monthly visits underway for the Apprentice
- Electricity installation into the Crossing Keepers Hut due to take place w/c 18th November
- Tree works due to take place on The Green Thursday 21st/ Friday 22nd November to remove deadwood
- Christmas Tree due to be delivered w/c 25th November, purchased from Rougham Estate
- Christmas Dinner booked for Monday 2nd December, 7.30pm at The Boot
- Santa's Grotto at the Crossing Keepers Hut Saturday 14th December
- Risk Assessments and booking form completed for Nativity Event Sunday 15th December on the Green.
- Risk Assessment and booking form completed for Carols on The Green Wednesday 18th December 2019

Meetings / Training:

- Clerk and Apprentice attended resident meeting on Station Road to discuss parking and double yellow lines 28th October – full report at next Highways meeting
- Clerk and Office Manager/RFO attended meeting with Environmental Health 5th November to review processes
- Committee Clerk met with resident to discuss drainage
- Clerk attended site visit Manor Park with Highways Officer to snag LHI work 6th November – full reported to be provided to Highways Committee
- Clerk, Apprentice and Highways Officer inspected footpaths for upcoming LHI application 14th November
- Clerk, Committee Clerk, Apprentice, Cllrs Ing and Payne attended Cambridgeshire Local Councils conference Friday 8th October

Staff matters and holiday/TOIL dates:

Clerk – please note the Clerk will not be available between 9am – 6pm Monday 18th November, no phone or email access

Staff holidays:

	Holiday	Christmas
Clerk	w/c 25 th November	24 th December – 2 nd January
Office Manager		23 rd December – 6 th January
Committee Clerk		24 th December – 2 nd January
Apprentice		24 th December – 6 th January
Groundsman		24 th December – 2 nd January
Assistant Groundsman	w/c 2 nd December	

Office Christmas Opening Hours:

Monday 23rd December – usual opening hours
Tuesday 24th December – Wednesday 1st January – Closed
Thursday 2nd January – usual opening hours
Friday 3rd January – Closed

Please let Clerk know your holiday dates as this greatly aids arrangements in the Council diary

Visitors to the Office:

Cllrs Payne, Davies, Moore, Ing, Cleaver, Jenkins, Carrington
 Several Police visits noting incident in the Car Park

Residents:

- Review of planning applications
- Allotment holders
- Booking community room

- Councillor vacancy enquiry

Contractors:

- Pro-Serve Electrical
- Crossover Group
- Scamblers
- Brookfields
- Acacia
- Tates Treeworks

Half Term Update from Connections Bus

Attendance Figures:

- w/c 9th September – 15
- w/c 16th September – 16
- w/c 23rd September – 10
- w/c 30th September – 20
- w/c 7th October – 23
- w/c 14th October – 15

REPORT TO:	Full Council	12th November 2019
AUTHOR/S:	Lynda Marsh, Office Manager/RFO	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

Expenses paid by DDR					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Barclaycard	Piaggio road tax, stationery, Christmas lights, battery	255.40	15.79	271.19	Environment, Recreation, Administration
Onecom Ltd	Telephone and broadband	80.06	16.01	96.07	Administration
Sharp Copy IT	Copier reading	41.48	8.30	49.78	Administration
Unity Trust Bank	Bank charges - manual credit handling fee	4.50		4.50	Finance & Legal
British Gas	Gas - September account	68.37	3.41	71.78	Recreation
London Fuel	Unleaded fuel	28.23	5.65	33.88	Recreation, Environment
British Gas	Electricity - October account	602.46	120.49	722.95	Recreation
Cambridge Water	Business rates - Burial Ground	35.69	-	35.69	Environment
Cambridge Water	Business rates - Homefield Park	15.17	-	15.17	Environment
British Gas	Gas - October account	134.84	6.74	141.58	Recreation
Siemens Financial Services	Copier lease rental	194.34	38.86	233.20	Administration
PWLB	Office Loan - pmt 28 of 50	1,329.71	-	1,329.71	Finance & Legal
PWLB	12 New Road loan - pmt 19 of 20	1,173.58	-	1,173.58	Finance & Legal
Total		3,963.83	215.25	4,179.08	

	Accounts for Approval				
Expenses paid by BACS	Description	Net	Vat	Total	Cost Centre
S D Carrington	Travel expenses - training course	14.53	-	14.53	Administration
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
Leisure Controls Ltd	Light tokens for floodlights	105.00	21.00	126.00	Recreation
S J Gill Fencing Ltd	Repairs to gate at CKH (Copse) inc replacement post	120.00	24.00	144.00	Environment
Ridgeons Ltd	Sand	108.99	21.80	130.79	Recreation
Berrycroft Stores Ltd	Fertilisers	158.64	31.73	190.37	Recreation
P Moody	Repairs to door and window frames CKH inc materials	245.00	-	245.00	Spec Reserve
SLCC	Annual membership	247.00	-	247.00	Administration
SD Groundscare Ltd	Grass seed and soil conditioner	275.00	21.00	296.00	Recreation
C Wilson	Contractor to assist with pitch marking	385.00	-	385.00	Recreation
Scamblers	Repairs to Piaggio - electric model	447.10	89.42	536.52	Environment

Brookfield Groundcare	Clearance works Homefield Park and Doctors Close	540.00	108.00	648.00	Environment
P A Collacott	Replace light fitting, PAT test Christmas lights, remedial works following EICR	1,021.96	204.40	1,226.36	Recreation, Environment
Buchans Landscapes	Grasscutting - October	1,633.50	326.69	1,960.19	Environment
M8 Administration	Wages, NI and pension	13,203.38		13,203.38	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
	Staff travel expenses to training course	29.20		29.20	Administration
Expenses by Cheque			-		
Poppy Appeal - Royal British Legion	Wreath and donation Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure	100.00		100.00	Administration
Total		18,715.43	853.16	19,568.59	

To Note:				
Accounts Paid In 15.10.19 to 12.11.19				
Net Income				Cost Centre
Allotment Rents		60.00		Environment
Burial Grd Fees		215.00		Environment
Club Receipts		445.00		Recreation
Ground Takings		462.50		Recreation
Sports Courts Fees		469.16		Recreation
Pavilion Rent		588.14		Recreation
Asset Income		116.93		Recreation
Donations	Friends H&IR - payment for sand (Bonfire Burn)	33.33		Recreation
Refund	Stackhouse - insurance refund re Piaggio vehicle	283.36		Finance & Legal
Total		2,673.42		

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank) Cllrs Ing and Jenkins to authorise this month's BACS payments please. N.B. Cllr Ing has verified the invoices to be paid by BACS.

Although there will be no full Council meeting in December, a BACS payment run will still be required for regular and known payments (payroll, grasscutting, maintenance etc.)