

# **SOUTHOE & MIDLOE PARISH COUNCIL ANNUAL GENERAL MEETING**

## **MINUTES of MEETING**

**Held on WEDNESDAY 6<sup>th</sup> MAY 2015**

**In SOUTHOE VILLAGE HALL at 7.00pm**

**PRESENT:** - Mr. A. Marnes (Chairman), Mrs S. Penton (Vice Chairman), Parish Councillors Mr. D. Felce, Mr. I. Davies, Mrs. H. Ramply, Mr. D. Saw.

Also present:- The Clerk, Mrs. Barnicoat and seven members of the public.

### **1. a) ELECTION OF CHAIRMAN**

It was proposed by Mr. Davies that Mrs. Penton be elected as Chairman. This was seconded by Mr. Felce and there were no further nominations. It was unanimously agreed by all present that Mrs. Penton be elected as Chairman. Mrs. Penton signed a Declaration of Acceptance of Office form.

Councillors wished to express their grateful thanks to Mr. Marnes for his continued efforts and support during his time as Chairman to the Council over the last 10 years.

Mr. Marnes handed over the Chairmanship of the meeting to Mrs. Penton.

### **1. b) ELECTION OF VICE CHAIRMAN**

It was proposed by Mrs. Ramply that Mr. Felce be elected as Vice Chairman. This was seconded by Mr. Marnes, and there were no further nominations. It was unanimously agreed by all present that Mr. Felce be elected as Vice Chairman. Mr. Felce signed a Declaration of Acceptance of Office form.

### **1. c) REVIEW OF COUNCIL DOCUMENTS**

A number of documents had been circulated to Councillors ahead of the meeting, these were reviewed in turn:

**Standing Orders** – Mrs. Penton outlined that there were some changes to made to points 1) and 3) along with some further amendments, it was agreed that Mrs. Penton to send round the suggestions for updating and then the reviewed document to be reviewed at the next meeting.

**Financial Regulations** – this had been updated last year, there were some changes still to be made and this document would be reviewed at the next meeting.

**Risk Assessment** – the generic policy document and there needs to be an update made to item 6), so this would be done and brought to the next meeting.

**Financial Risk Assessment** – those present felt this was a comprehensive document and unanimously agreed to approve the document, resolution passed.

**Asset Register** – this to be circulated.

### **2. APOLOGIES FOR ABSENCE**

Parish Councillor Mr. M. Rawson, District Councillor T. Hayward and County Councillor J. Wisson as well as the Police had sent apologies which were accepted.

### **3. DECLARATIONS OF INTEREST**

Mrs. H. Ramply had a declaration of interest in the wind monitoring mast planning application on the agenda. There were no other new declarations of interest received for this meeting.

### **4. APPROVAL OF MINUTES OF THE MEETING HELD ON 4<sup>th</sup> March 2015**

These had been circulated to all Councillors and it was unanimously agreed by all present to accept the minutes of the meeting as a true record. Resolution passed.

Signed for and on behalf of Southoe & Midloe Parish Council.....

Date: - 3<sup>rd</sup> June 2015

**5. MATTERS ARISING**

The Clerk confirmed the planning applications comments had been submitted.

There has been further communication with Eon regarding the meter readings of the Village Hall and they have stated that the meter readings are accurate. Therefore, the invoice issued of £117.58 for the most recent reading is correct. The Chair of the Village Hall Management Committee and a Parish Councillor had been present when the engineer had been out to look at the smart meter, which had clearly not been working properly as it was showing a high reading when no appliances in the building were on. The Parish Council were supportive that this matter needs monitoring as there has been no significant increase in usage or hiring of the Village Hall to correlate with the bills going up so suddenly. This to be discussed later on during the agenda.

All other items to be covered during the meeting.

**The meeting was closed for the next item**

**6. PUBLIC PARTICIPATION**

There was concern expressed by a resident of a District policy of turning street lights off from midnight to 6am. It was felt that Cllr. Wisson needs to be asked for clarification on this.

There was an update requested by a resident regarding the street lighting near the pumping station, which needs to be moved. The previous discussion with the engineers was detailed and that the Council have been advised that the light cannot be moved due to underground service issues. Cllr. Wisson had previously been asked to follow this up. Mrs. Penton agreed to seek an update.

There was a question relating to the Dog Control Order leaflet and the Council ensuring that this is carefully worded as not to cause offence.

There have been some posts put up in the High Street. It is assumed that these are for signs relating to the new safety measures due to be installed shortly.

It was asked how the Council have proceeded with the matting for the pathway in the churchyard that had been requested previously. The Clerk would re-circulate the link to the possible products that could be used.

**The meeting was then reopened.**

**7. POLICING ISSUES/NEIGHBOURHOOD WATCH**

Mr. Marnes had passed on his complaint to PCSO, Carol List regarding drivers carrying out U turns on the A1 close to the village.

Constable Carl Harris had emailed Mrs. Penton with some useful information, it was noted that this had been circulated round through Grapevine to residents.

Mr. D. Saw updated that the notices had been in the churchyard for three weeks, and following one more week the consultation process for the cameras would go through to the next stage. The Diocese at Ely has already approved the time-scale for installation, which would be in the region of 6 weeks. Mr. D. Saw offered to write an informative leaflet to all residents for circulation to raise awareness of the cameras, and give reassurance in terms of protocol and their purpose. This would then be delivered to all houses and circulated on the Grapevine.

It was also noted that the continuing issue of U-turns has been reported on the A1 to the appropriate individuals.

**8. HIGHWAYS MATTERS REGARDING THE VILLAGE**

The issue raised previously regarding the dip in the High Street near the entrance to the Village Hall had now been repaired and it has been confirmed that the traffic calming measure work is due to commence on 28<sup>th</sup> May. The contractors have been appointed. Another depression has appeared in the vicinity of the previous one, which has been seen by the Officer who has deemed it not to be sufficient to repair.

**9. A1 MATTERS**

The A1 Safety Group met a few weeks ago and the U-turn issue had again been reported. The engineer present had commented that the whole A1 safety review would be started within the next year.

Signed for and on behalf of Southoe & Midloe Parish Council.....

Date: - 3<sup>rd</sup> June 2015

**10. FINANCE**

There was feedback given regarding the recent interviews that had taken place for the Parish Clerk position. It was approved that Nicola Webster be appointed subject to terms and conditions being confirmed, and she would be starting mid May. Actual rate of pay and start date yet to be agreed.

Mrs. Barnicoat had brought all documents to the meeting ready for handing over to the new Clerk. It was felt that change of address for Parish correspondence could be made to appropriate contacts by email.

The Council then reviewed the year end accounts which had been circulated to all Councillors prior to the meeting, including: receipts and payments for the year, supporting statement, cash book and bank reconciliation as well as a copy of the completed Annual Return sections 1 and 2. The Councillors took the opportunity to look through the accounts in detail and view the bank statements. It was unanimously agreed to sign off the accounts presented for 2014/15 as a true and accurate record. Resolution passed. Therefore Section 1 and 2 of the Annual return were completed by the Chairman, and the Supporting Statement and the Bank reconciliation documents were also signed.

The accounts had been reviewed by the Internal Auditor. The only item that had been answered 'no' was salaries to employees as the Council noted this was due to the services of a company being used and not by an employee. supported that this explanation be submitted to the external auditor. The Clerk had prepared all the supporting and accompanying documents to be sent to the external auditor, the new Clerk contact details to be added onto the covering letter then it can be sent.

The following invoices were presented:

- Barnicoat Ltd clerking service £429.44
- Hunts District Council installation of waste bin £457.00
- Gill Wiggs internal audit fee £85.00
- OUEM Recreation Ground rent £327.50
- Mr R Holdaway grass cutting £205.00

These were unanimously agreed and approved that they be paid.

It was noted that the most recent Eon direct debit was £37.85.

Mr. Marnes pointed out that he felt there was still an outstanding invoice due for payment to Mr. Holdaway for grass cutting services. When this invoice is located it will be paid before the June meeting.

**11. DOG CONTROL ORDERS IN THE VILLAGE**

The Clerk to resend the drafted Dog Control Order information leaflet for the village. It was raised that an individual in the village had videoed a dog walker being aggressive to them, it was agreed that the appropriate place for this to be reported to would be the police or dog warden.

**12. PLAYING FIELD**

No items to discuss.

**13. VILLAGE HALL**

It was reported that a hirer had been lost due to them feeling there was insufficient parking for the hall. This is now fourth person to have said this. There is an opportunity for a District Council grant up to £5k so the possibility of new fire door or front door is being investigated as well as new windows, with quotes being obtained. The Management Committee have agreed to commit 10% seed funding for any work and the Parish Council confirmed they are agreeable to receive the invoices for any such work.

Work with organising the fayre is ongoing.

There was further discussion regarding Eon, with a review of the payments made over the 2014/15 financial year. Comparing the electricity supply figures with the year 2013/14 showed that payments are inline overall so it was agreed no further action to be taken at this point.

**14. CHURCH MATTERS & BURIAL GROUND**

It was reported that the Church has got through the first round of applications for work to be done to the heating. The Parish Council agreed to write a letter of support for this.

**15. PLANNING APPLICATIONS**

- **15/00541/FUL new porch to front elevation at 8 Lees Lane** The Council had no objection to this application.

- **15/00537/FUL single storey extension at 11 Town Orchard** The Council had no objection to this application.

The Clerk to feedback comments.

*Mrs. Ramply took leave at this point of the meeting.*

Between meetings the following application had been received:

**15/00426/FUL retention until 31<sup>st</sup> January 2017 of existing 70m high meteorological wind monitoring mast erected under temporary planning permission dated 24<sup>th</sup> October 2011 under reference 1101442FUL at land North West of Church Farm, Rectory Lane** The Clerk had asked the District council if the consultation period could be extended slightly to allow the Council to discuss at this meeting prior to formally submitting feedback. The Council expressed their disappointment with the Officers response. Mrs. Barnicoat to confirm wording of telephone conversation and Mrs. Penton will take this up with the Planning Department.

**16. CORRESPONDENCE / EMAILS**

The correspondence was reviewed.

Mr. Marnes agreed to provide the District Council with a copy of a map of the village showing the areas of grass they are contracted to cut.

**17. ANY OTHER BUSINESS**

The fly tipping at Bell Lane has been reported again. However, this is ongoing and appears to be worsening. Mrs. Barnicoat to report this to Environmental Health. It is believed that the responsible is Dan Smith.

It was noted that all the glass and rubbish by the skiing lake has been cleared by volunteers.

**18. WIND FARM UPDATE**

The application had been discussed.

**19. DATE OF NEXT MEETING**

Mrs. Penton tendered her apologies for absence for the next meeting due to pre-arranged holiday. The possibility of an alternative date was discussed but the majority decision was to keep to the usual date of the 1<sup>st</sup> Wednesday in the month.

This would be Wednesday 3<sup>rd</sup> June at 7.30pm.

The meeting was closed at 9.00pm

Signed for and on behalf of Southoe & Midloe Parish Council.....

Date: - 3<sup>rd</sup> June 2015