

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the PARISH COUNCIL MEETING
Held on WEDNESDAY 2 Nov 2016
In SOUTHOE VILLAGE HALL at 7.00pm

Present Sheila Penton (SP) Chairman, Dick Saw (DS) Vice - Chairman, A. Marnes (AM), Ian Davies (ID), Sharon Mitchel (SM) and Andrew Kiley (AK).
Ms R. Mimiene (RM) Parish Clerk
HDC Cllr T Hayward
2 members of the public and Mrs A Saward (AS), Chairman of the Village Hall Management Committee.

There is 1 Councillor Vacancy

2016/17

11/124

11/124.1

To Receive Apologies and Reasons for Non Attendance

CCC Cllr J Wisson sent apologies for absence.

11/125

11/125.1

Declarations of Interest for Members (Disclosable Pecuniary Interests)

There were no declarations of interests.

Meeting was closed for the following item

11/126

Open Forum – For all members of the public and press present including District and County Councillors.

11/126.1

11/126.2

1 member of the public expressed interest in A1 discussion which is on the Agenda tonight.
HDC Cllr T Hayward spoke re: Ouse Valley Way and reported that there was a 2nd meeting. Update on Hinchingsbrooke hospital was given: it is a take-over, not merging as a hospital is too small. Two reasons provided: financial and ability to attract staff. HDC requested what are the other options, but there does not seem to be other options. HDC were concerned that Huntingdon area residents might suffer because of the imbalance of the membership of the proposed new management body.

Meeting was re-opened

11/127

11/127.1

To fill 1 Councillor Vacancy by Co-option

PC received 1 application form from 1 interested party. Application was circulated to full Council prior to the meeting and it was agreed tonight to co-opt Susan Jean Brierley to Southoe & Midloe PC.

Proposal:

Proposed by Councillor SP, seconded by Councillor AM, all in favour, and it was Carried
RESOLVED that Susan Jean Brierley to be co-opted to the Council.

New Cllr signed the Acceptance of office and Member Interest forms.

Note since meeting: Member Interest form submitted HDC.

11/128

11/128.1

Highways Matters – item brought forward on HDC Cllr TH request

Cllr DS reported milestone and street sign issue which was brought to PC's attention at the last meeting. Milestone already reinstated. Ian Winfield said that street name sign repairs are the responsibility of HDC. Re: installation of a sign on CCC land next to the Notice Board or by finger post - HDC Cllr TH agreed to provide Cllr DS with the name of the appropriate Council officer to contact. Potholes in Bell Lane still need reporting. Ditch cleared on 16 Oct, job well done. Invoice received by Clerk today. Members agreed to make a payment as the amount was approved at the last meeting.

DS

11/129

11/129.1

A1 Matters

A map provided by Cllr DS. A small possible link road is marked on the map which could help residents of Southoe & Midloe to have a more secure access to the village. The possibility of a Buckden Bypass being constructed at the same time as a minor road for Southoe was discussed.

Mrs A Saward (AS), Chairman of the Village Hall Management Committee joins the meeting

Open discussion with Buckden Parish Council could be useful in this stage. Not sure yet who could fund the slip road, either Highways or CCC. Working party formed by Cllrs DS and AM, members who hold A1 portfolio. Start in new year when the report by Highways England is issued.

DS, AM

11/130

11/130.1

HDC Consultation – Election 2018

No comments to make. S&M elections in 2018.

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


CHAIRMAN

11/131	To Receive and Approve the Minutes of the Parish Council Meeting 5 October 16	
11/131.1	10/103.1: Chairman SP asked to include full names for her and Cllr SM in this section of Apologies.	
Proposal:	Proposed by Councillor AM, seconded by Councillor ID, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting with the above amendment.	Carried
	Minutes were signed.	
11/132	Matters arising from those Minutes	
11/132.1	Leaflets re: general village aesthetics. A letter to attach to these Minutes, Cllr AM to email Clerk the latest version of the letter. Cllr AM delivered everywhere except Rectory Lane. No comments from the public yet.	AM
11/132.2	10/119.3: issue sorted for now re: footpaths but might be a problem in the future.	
11/133	Planning	
11/133.1	Nothing to report.	
	<i>HDC Cllr TH leaves the meeting</i>	
11/134	Finance	
11/134.1	Chairman passed to the clerk: a new Chq book starting with Chq No 951 and Bank Statements: current a/c sheet No 250 and Business a/c sheet No 101.	
11/134.2	Clerk presented Income & Expenditure against the budget report which was approved. New columns: Budget Year to Date, For the rest of year and Full Year Forecast 16/17 were inserted and circulated to members prior to the meeting, hard copy on the night. Cllr ID noted that format is easy to understand and it was a good point to add these additional columns. PC is within the budget.	
11/134.3	To consider bank transfer letter in Dec 16 or Jan 17.	Clerk
11/134.4	Bank statements: members agreed that bank statements need to come to Clerk's address: a change of address letter for the statements to be issued and signed by 3 Signatories to be issued. Chairman SP will issue the letter to the bank. Cllr AM will take the letter to the bank and will ask about the online banking.	SP AM
11/134.5	Bank balances as at 30 Sep 16: Current a/c £5,884.28 and business a/c 28,686.27.	
11/134.6	Cashbook and Bank Reconciliation statement for the period of 1 Aug 16 to 30 Sep 16: Cashbook presented to members prior to the meeting, noted and approved at the meeting. Bank reconciliation approved.	
11/134.7	Note Income Received 1 Aug to 30 Sep 16: Burial fee £150.	
11/134.8	Councillors discussed Budget preliminaries and Precept for 2017/18. deadline for Precept submission HDC is Fri 16 Dec 16. Budget and Precept need to approved at Dec PC meeting. PC has reserves for works at car park. There was no increase in Precept since 2010 (7 years). Cllr ID listed the extra payments PC had this year, like Play area tidying up and repainting, ditch clearing, increase in grass cutting, clerical services. Works need to be carried out in Play area after the Inspection has been done. PC also contributes to Church Insurance. Suggested Precept increase by 2.5% making it £12,500.	
Proposal:	Proposed by Councillor ID, seconded by Councillor SP, all in favour except one member who abstained only because she joined the Council today and is not familiar with all issues to be able to make comments at this stage, and it was RESOLVED that precept for 2017/18 is £12,500.	Carried
	Cllrs ID and AM (Cllrs with Finance portfolio) to agree budgeted expenditure and justify increase for 2017/18 and present the document to full Council prior to the next meeting so everyone could get familiar with and to be approved at the next PC meeting in Dec.	ID, AM
11/134.9	Expenditure for approval 2 Nov 16: <i>Cllr SM leaves the meeting</i> Clerk reported as Oct pay slip was issued by Chairman SP after the Agenda was circulated there is an amendment in Clerk's salary, final amount for Oct 16 wages is less than on the Agenda: 213.66 instead of £224.21. Noted and approved by members.	

Date	Cheque No.	Payee and Description	Amount
2 Nov 16	946	Mr Holdaway, Grounds Maintenance Sep 16 x 2 cuts (13 & 27 Sep)	£240.00
2 Nov 16	947	Clerk wages Oct 16 £213.66 and expenses on running cost of the Council Jul 16 for £9.14, Aug 16 for £0.00, Sep 16 for £15.78 and Oct 16 £11.72 (detailed spreadsheets submitted to chairman monthly) total expenses £36.64.	£250.30
2 Nov 16	948	MiJan Ltd, Internal audit for 2015-16	£50.00
2 Nov 16	949	Wicksteed Playground, Annual Inspection	£85.20
It was agreed on the night to make 1 additional payment (the amount approved in principle at the last meeting):			
2 Nov 16	950	Ditch Clearing, Brian Anderson, no VAT invoice	£490.00
		Total Nov Payments:	1,115.50

Cllr SM returns to the meeting

Proposal Proposed by Cllr ID, seconded by Cllr DS, all in favour and it was **RESOLVED** that all items listed in 11/134.9 are to be paid. **Carried**

11/135 **To Sign Policy Documents which were Approved but not signed at the last Meeting**
 11/135.1 Documents circulated to full PC for comments on 21 Apr 16 by Cllr SP, it is Cllr SP portfolio responsibility therefore Policy Documents will be amended by Cllr SP and presented to PC for approval. **SP**

11/136 **To Approve Amended Councillor Portfolio Responsibilities as agreed at the last PC meeting**
 11/136.1 Chairman SP does not drive therefore cannot represent Council at outside events. Remove 'To lead the parish council in official meetings and represent as required at outside events' from the Objectives list.

Proposal It was Proposed by Cllr ID, seconded by Cllr DS, all in favour and it was **RESOLVED** that Councillor Portfolio Responsibilities to be approved with the above amendment. **Carried**

11/137 **Village Security & Policing Matters, including CCTV update**
 11/137.1 No updates. Suggested some money to be budgeted for the next Financial year. **All**

11/138 **To discuss the Transparency Funding Opportunities**
 11/138.1 Members discussed and agreed that Cllrs ID and AK will get together and fill the application, Clerk will submit. **ID, AK Clerk**

11/139 **Play Area & Playing Field**
 11/139.1 Hedges been cut nicely. There are lots of rabbit holes on the PF. Monitor the situation.
 11/139.2 Members discussed further the request re: PF being fenced off for dog exercise area. Proposed not to go any further with the request due to the risks involved and maintenance costs. Cllr DS to issue a letter to be sent to residents who raised the issue. All paperwork collected so far passed to Cllr DS. **DS**

Cllr SP leaves the meeting.

Cllr SM leaves the meeting.

11/139.3 Play area inspection report received by Clerk and circulated to full council – couple of things which need attention. Main thing is rubber matting. Repair mats next year, might cost under £700. Repairs not to be carried over winter. Include in the budget for the next financial year. The wooden spring broken. Not easy to repair. Cllrs AK, AM and ID will inspect first. **AK, AM and ID**

Cllr SP returns to the meeting.

Cllr SM returns to the meeting.

11/140 **Village Hall**
 11/140.1 Electricity contract with E-ON is up for renewal with E-ON. 14 lamps - E-ON agreed. 12.14pence per hour last year now quote 14.90 for one year, 14.60 for 2 years. 1 customer but 2 different entities/schemes. VH is unmetered and therefore cannot be attached. More people interested in hiring VH. Cost of keeping the VH is going to go up. Contract with E-ON electricity provider ends 29 Nov 16 and 30 days' notice to be given. Cllr ID explained that a bill for streetlights is set once a year, it has only been done today. It was agreed to negotiate the deal, Mrs AS has the paperwork and E-ON letter (notification of a bill paid). Is there another electricity company for a better deal? AS to investigate. **AS**

11/141 **Village Matters**

Signed for and on behalf of Southoe & Midloe Parish Council.....2016

CHAIRMAN

- 11/141.1 Village Maintenance: Grass cutting, Ditch clearing, Road Sweeping and Drain Clearing – Drains done. Ditch was not cleared in many years. Ditch is not PC responsibility, but to have it done PC had to take responsibility.
- 11/141.2 General Village Aesthetics – letter delivered.
- 11/141.3 Village Footpaths:
Village Footpaths – CCC is responsible for, - PC was offered some time ago but did not take over the responsibility of the footpaths maintenance. There is still a problem re: one of the footpaths, Cllr SP reported – the one coming from Rectory Lane. It is being looked into by Cllr ID. **ID**
- 11/142**
11/142.1 **Streetlighting**
Broken street lamp at the bottom of Bell Lane, - the quotation has been obtained by Cllr ID and presented to the Council. It is for the replacement pole bracket and the amount for the works is £92.50. PC approved the quotation. Clerk to instruct the contractor to carry out the works on this street lamp. **Clerk**
- Proposal** **Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED to do so.** **Carried**
Note since meeting: The contractor has been informed, confirmation received.
- 11/143**
11/143.1 **Church & Burial Matters**
Members met prior to the PC meeting and looked through all paperwork of the Burial Matters. It was agreed to purchase the Grave Book **Clerk**
- 11/143.2 Now PC need to finalise the Regulations re: residents, Cllr AM will write a paragraph and will submit to next PC's meeting for approval. **AM**
- 11/144**
11/144.1 **Correspondence**
Noted by members.
- 11/145**
11/145.1 **Councillors Questions**
Cllr SM notified that she received a complaint re: tractor spraying – the dog had to be pushed into the verge to save it from the tractor turning on the field.
- 11/146** **Date of the Next Meeting:** Wed 7 Dec 16 usual time at **7.30pm** at the Village Hall.
- Meeting finished at 22.18pm

These minutes are considered draft until ratified at the Parish Council meeting