

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the PARISH COUNCIL MEETING
Held on WEDNESDAY 5 Oct 2016
In SOUTHOE VILLAGE HALL at 7.30pm

Present Dick Saw (**DS**) Vice - Chairman, A. Marnes (**AM**), Ian Davies (**ID**) and Andrew Kiley (**AK**).
Ms R. Mimiene (**RM**) Parish Clerk
Mrs A Saward (**AS**), Chairman of the Village Hall Management Committee, Mrs J. Gellatly, Clerk to Little Paxton Parish Council.
Also present: 6 members of the public.
In Mrs Penton's absence, the meeting was chaired by the Vice Chairman, Mr D Saw.

There is 1 Councillor Vacancy

2016/17
10/103

To Receive Apologies and Reasons for Non Attendance

10/103.1

PC Cllrs **SP** and **SM** due to holidays and HDC Cllr **TH** (Terry Hayward) sent apologies for absence. *Sheila Penton & Sharon Mitchell*

10/104

Declarations of Interest for Members (Disclosable Pecuniary Interests)

10/104.1

There were no declarations of interests.

Meeting was closed for the following item

10/105

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

10/105.1

HDC Cllr **TH** sent email on his absence, stating that there is nothing to report this month.

10/105.2

Mrs J Gellatly, Clerk to Little Paxton Parish Council, updated Southoe & Midloe PC burial records and handed them over tonight. Cemetery Map was incorrect, but it is up to date now. Working file is set up (blank forms for purchasing rights, and other templates provided). It is a good practice to attach a map to burial rights so it is clear where the purchased grave place is. PC has to purchase 'Register of Graves' book, it will last for a long time. Mrs Gellatly said she spent about 8 hrs sorting the paperwork but would only ask for the reimbursement of expenses (photocopying, purchasing the folder, the receipts passed to the clerk). Members suggested a donation to the Little Paxton PCC should be made. Thank you expressed to Mrs J. Gellatly.

10/105.3

Parishioner spoke re: nominated dog exercise area, which was discussed at the last meeting, petition has been signed by 28 residents of S&M and handed to PC for a further discussion. It is on the Agenda for tonight.

10/105.4

Parishioner wishes Southoe & Midloe PC to have a Village Sign like most villages do. Parishioner agreed to investigate the cost, and bring a proposal to the next meeting, as well as design and estimate price.

10/105.5

Chairman of the Village Hall Management Committee, **AS**, reported that there are still spare coins: 25 given out, sold 5. Spare ones been advertised, could be for sale or a prize. Angela also reported that power cut happens quite regularly. PF hedges need to be done before rainy season starts.

10/105.6

Town Orchard street sign needs fixing/replacing. Cllr DS will speak to Ian Winfield, CCC.

Meeting was re-opened

10/106

To note 1 Councillor vacancy

10/106.1

There is one possible person interested.

10/107

To Receive and Approve the Minutes of the Parish Council Meeting 7 Sep 16

Proposal:

Proposed by Councillor AK, seconded by Councillor AM, all in favour, and it was *Carried* RESOLVED that the minutes be accepted and signed as a true record of the meeting.
Minutes were signed.

10/108

Matters arising from those Minutes

10/108.1

09/95.3.1: General Village Aesthetics, sorted now, letter issued.

10/108.2

09/96.4: The footpath in question is now cut back.

10/109

Church & Burial Matters – Grant Book to purchase, checklist for burials interments and ashes. This item is brought forward on chairman's request.

10/109.1

PC needs to purchase Register of Graves Book (from Shaw & Sons Ltd) and sort Rules and Regulations. Info to be sent by Little Paxton PC Clerk. Needs sorting before the next PC meeting. Clerk to meet with Councillors and look through all the procedures so in the absence of Clerk members are familiar with the steps to be followed. No need to purchase the Grant book.
Mrs J Gellatly leaves the meeting.

Signed for and on behalf of Southoe & Midloe Parish Council.....*Antony* 2.11.2016

CHAIRMAN

- 10/110 Planning**
 10/110.1 16/01825/FUL The removal of an existing portacabin to be replaced by a single storey permanent building, Boughton Lodge Water Sports Club Great North Rd, Southoe, received 14 Sep 16
 Recommend Approval because single storey permanent building is not visible from the village and represents a valuable recreation resource.
Proposal: **Proposed by Councillor AM, seconded by Councillor ID, all in favour, and it was RESOLVED to do so.** Carried
- 10/110.2 16/01915/HHFUL 2 storey front, side and rear extensions, 15 Thurley Close, Southoe, received 20 Sep 16
 Objection letter from a resident received and circulated to full Council.
 2 Cllrs who are not present today sent reports with their recommendations.
 Members discussed and decided to recommend Refusal because the extension is overbearing and not in keeping with the area. Loss of light and overshadowing to neighbouring properties.
Proposal: **Proposed by Councillor AM, seconded by Councillor DS, 3 in favour, and 1 abstention, and it was RESOLVED to do so.** Carried
- 10/110.3 If training on Planning comes up, Cllr AK is more than happy to attend to obtain understanding.
 10/110.4 Consultation:
 Housing and Economic Land Availability Assessment: Additional Sites Consultation 2016, consultation open from 26 Sep to 7 Nov 16, <http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/helaa2016>. PC decided not to make any comments.

- 10/111 Finance**
 10/111.1 Bank balances as at 1 Sep 16: Current a/c £8,468.82. As Bank Statements come to Chairman's address, clerk suggested to consider changing postal address to Clerk's. Agenda item Nov PC. No Business a/c statement received. A card and online banking maybe available for PC if needed.
- 10/111.2 Chairman **SP** to provide missing info on burial income x 2 as underlined in cashbook (Burial fee of £150 and £90, paid by BACS on 11/07/16 and 08/08/16) **SP**
- 10/111.3 Cashbook and Bank Reconciliation statement up to 31 Aug 16: Cashbook presented to members prior to the meeting and noted at the meeting. Bank Reconciliation to be carried out quarterly on the receipt of Business a/c statement. Cashbook balance as on 31 Aug 16 is £36,671.39.
- 10/111.4 Note Income Received 1 to 31 Aug 16: £90.00 for Burials – Interment fee.
- 10/111.5 Quarterly Finance Report on Income and Expenditure against the Budget report to be carried on the receipt of both accounts bank statements.
- 10/111.6 Completion of External Audit 2015/16 – Notice for public inspection and External Auditor's report
- 10/111.7 Budget preliminaries and Precept 2017/18, deadline for Precept submission is Fri 16 Dec 16 – needs to be discussed at Nov PC and approved at Dec PC.
- 10/111.8 Cllr **DS** proposed to approve payment to Mrs Jenny Gellatly re: expenses for £23.70 and a donation to Little Paxton PCC for £100.00.
- Proposal:** **Proposed by Councillor DS, seconded by Councillor ID, all in favour and it was RESOLVED to pay Mrs J Gellatly the expenses of £23.70 and a donation to Little Paxton PCC for £100.** Carried
- 10/111.9 Expenditure for approval 5 Oct 16:

Date	Cheque No.	Payee and Description	Amount
5 Oct 16	941	Mr Holdaway, Grounds Maintenance Aug 16 x 2 cuts (8 and 30 Aug)	£240.00
5 Oct 16	942	Clerk wages and expenses on running cost of the Council Sep 16 £224.21 (does not include expenses paid for Jul 16 £9.14, Aug 16 £0.00 and Sep 1 £15.78, chairman is working on this)	£224.21
5 Oct 16	943	External audit 2015.16	£120.00
It was agreed on the night to make 2 additional payments:			
5 Oct 16	944	Mrs J Gellatly, expenses for copying the map, buying new lever arch file, plastic folders and printing photos	£23.70
5 Oct 16	945	Little Paxton PCC, donation	£100.00
		Total Oct Payments:	£707.91

- Proposal** **Proposed by Cllr AM, seconded by Cllr AK, all in favour and it was RESOLVED that all items listed in 10/111.9 are to be paid.** Carried

10/111.10 There is training arranged by SLCC 'Cemetery Legal Compliance' (day long course takes an in depth look at the legal aspects of managing a cemetery effectively and sensitively) on Wed 12 Oct

Signed for and on behalf of Southoe & Midloe Parish Council... *Penton* 2...11...2016

CHAIRMAN

Proposal	<p>16 in Huntingdon. Could parish council make a contribution towards the cost of this training course which will be beneficial to S&M PC as a parish council in the future. Total amount of training is £145.00+VAT.</p> <p>Proposed by Cllr AM, seconded by Cllr AK, all in favour and it was RESOLVED that £30 to be paid towards the training expenses.</p>	Carried
10/112 10/112.1	<p>To Sign Policy Documents which were Approved but not signed at the last Meeting</p> <p>Still in process, with Chairman SP.</p>	SP
10/113 10/113.1	<p>To Approve Amended Councillor Portfolio Responsibilities as agreed at the last PC meeting</p> <p>Suggested to wait till Chairman SP is back.</p>	
10/114 10/114.1	<p>Village Security & Policing Matters, including CCTV update</p> <p>Cllrs had a site meeting with SS Systems who explained that this system is mostly to protect a lead on church roof only. There would be no benefit to the rest of the Village. It is more like alarm system for capturing, not monitoring system. Capital price close to £6000 and then yearly £600 payment for monitoring. Leave this item till Chairman SP is back.</p>	
10/115 10/115.1	<p>To discuss the Transparency Funding Opportunities</p> <p>Info circulated by Clerk prior to the meeting. Cllr ID will have a look and bring recommendation to the next meeting.</p>	ID
10/116 10/116.1	<p>Highways Matters</p> <p>Cllr DS is going to contact Ian Winfield re: milestone reported at the previous PC meeting and street sign reported today. And will also ask re: option to install Village Sign on CCC land next to NB or by finger post. Potholes in Bell Lane need reporting too.</p>	DS
10/116 10/116.1	<p>A1 Matters</p> <p>Cllrs AM and DS went to the A1 safety meeting. Everyone received minutes of that meeting. Cllr AM gave an update. A copy of map provided by Cllr DS. It was an encouraging meeting. Debate at next meeting. Agenda item for the next PC Meeting. What PC can do? Formal approach to Buckden suggested. Link road to Little Paxton Fly over could be an option for S&M residents.</p>	
10/117 10/117.1	<p>Play Area & Playing Field</p> <p>Cllr ID met with Chris Newell of Wicksteed to inspect playfield equipment and 4 things were raised. Full report will follow to Clerk. In summary:</p> <ul style="list-style-type: none"> • Small mobile (missing foot pedals for some time) must either be removed or replaced (medium job), • 3 seat metal rocker should have the ground surface/turf built up a little more under the base to avoid trip hazard (small job), • Metal seating area in skate board area should have weeds tidied up regularly (small job), • Rubber matting under two sets of swings and on one climbing frame area needs edge repairs and one area of repair directly under one of the swings (large and dirty job). 	
10/117.2	<p>Costings will be supplied in the report, could be as much as £2,000. Do the jobs in early 2017.</p> <p>Re: <u>Designated dog exercise area</u>. Clerk circulated info from Stephanie Harlock, Animal Welfare & Pest Control Team Leader, HDC. There are residents who would be ready to help to do the work and it was also priced by residents. The request is for the whole of the playing field to be fenced off. Southoe & Midloe is surrounded by footpaths – it is generally possible to walk dogs any direction. Who will clear that area as it can easily become a dog poo area? A petition for the designated dog exercise area was signed by 28 residents of S&M. Parish Council felt that they have to see a petition against it so everyone in the villages have their say. It was agreed to investigate the total cost and prepare a more detailed proposal. Councillors agreed that this needs checking with Savills (PC rents the land from them) and PC Insurance company first, clerk to follow that up. Would PC need to change the lease of the land and how much would that cost. Who will be cutting grass in that area and who will clear the dog poo? Councillors also questioned how will we stop people from outside of the village bringing their dogs to run free in this designated area? What if dogs attack children or other dogs?</p>	
10/118 10/118.1	<p>Village Hall</p> <p>Village Hall Committee Chairman reported that consultation re: repairs of the VH roof is in process.</p>	
10/119 10/119.1	<p>Village Matters</p> <p>Village Maintenance:</p>	

Signed for and on behalf of Southoe & Midloe Parish Council.....2.....11.....2016

CHAIRMAN

- 10/119.1.1 Grass/Hedge cutting: HDC provided a quote to cut the hedge surrounding both the playing field, front car park and play area is £424.12. Excluding the front car park area £336.20. HDC are willing to hold both these prices from last year's quote.
- Proposal** **Proposed by Cllr DS, seconded by Cllr AM, all in favour and it was RESOLVED that £424.12 quote to be accepted.** **Carried**
- 10/119.1.2 Ditch Clearing: Flood risk, members discussed doing it themselves or getting a mini digger. A quote for digger for £490 (hire of digger and dumper, labour x 2 people, fuel, that will take 4-8 hours) received from Brian Anderson and would be best done by closing the Lane (restricting the road for access, members will do traffic management). Quote provided to Clerk on the night. To find out if contractor has 3rd party liability. Cllr DS will organise volunteers.
- Proposal** **Proposed by Cllr DS, seconded by Cllr AK, all in favour and it was RESOLVED to clear the ditch hiring the mini digger for £490.** **DS Carried**
- 10/119.1.3 Road sweeping and Drain clearing: Cllr ID checked with HDC Road Sweeper team and due to vehicle break downs HDC now waiting for a new sweeper to be delivered, HDC are a little behind with jobs. The team should be in Southoe & Midloe by the end of November, before then the weed spraying team will be coming to the village.
- 10/119.2 General Village Aesthetics – a letter issued. Cllr AM agreed to print the letters and not claim the expenses, PC members agreed to hand deliver to every household. **All**
- 10/119.3 Village Footpaths: There were issues before which seem to be sorted now.
- 10/119.4 2 members of the public leave the meeting
There was a concern expressed by a resident re: the use of electric buggies in the village. Complaint received by Chairman SP, circulated to full Council. PC needs more info.
- 10/120** **Streetlighting**
- 10/120.1 14 street lamps, Cllr ID in process of completing the forms, there is a list of 7 items which PC need to address, one of them is to nominate electricity supplier, - members suggested to use E-ON as they supply electricity to the Village hall already. Annual charge would be better than monthly.
- 10/121** **Correspondence**
- 10/121.1 Noted by members.
- 10/122** **Councillors Questions**
- 10/122.1 There were no Cllr questions.
- 10/123** **Date of the Next Meeting: Wed 2 Nov 16 at 7.00 at the Village Hall (suggested earlier start re: budget discussion).**

Meeting finished at 22.22pm

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

Signed for and on behalf of Southoe & Midloe Parish Council.....*Penton*.....2.11.....2016

CHAIRMAN