

**SOUTHOE & MIDLOE PARISH COUNCIL**

**MINUTES of the PARISH COUNCIL MEETING**

**Held on WEDNESDAY 1 Jun 2016**

**In SOUTHOE VILLAGE HALL at 7.30pm**

Present Mrs. S. Penton (**SP**) Chairman, D Saw (**DS**) Vice Chairman, I. Davies (**ID**), A. Marnes (**AM**), Mrs Sharon Mitchell (**SM**) and Andrew Kiley (**AK**).  
Ms R. Mimiene (**RM**) Parish Clerk  
Also present: HDC Cllr **TH**.

**There is 1 Councillor Vacancy**

**2016/17**

**36 Election of Chairman**

36.1 Nomination: **SP**. Proposed by **ID**, seconded by **DS**, all in favour and it was RESOLVED to elect **SP** as chairman

36.2 Chairman signed the Declaration of Acceptance of Office form.

**37 Chairman's Opening Remarks**

37.1 None

**38 To Receive Apologies and Reasons for Non Attendance**

38.1 None.

**39 Declarations of Interest for Members (Disclosable Pecuniary Interests)**

39.1 There were no declarations of interests.

*The Meeting closed for the next item:*

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

40.1 HDC Cllr TH spoke re: Ouse Valley Way footpath management.

40.2 New Huntingdonshire District Council leader is Robin Howe.

40.3 Peterborough and Cambridge boundary changes in process.

40.4 There was a car accident on A1 which caused traffic problems. Traffic jams happen a lot especially by the roundabout by Buckden. Speed cameras are installed and average of 300 people a month pay penalties for speeding. Consider putting 'Village only' sign. A very large workforce on A14 to start.

*The meeting was then re-opened*

**41 2 Councillor Vacancies – Consider Co-option**

41.1 Another vacancy has been created by the resignation of Cllr Helen Ramply (**HR**) who had served the Parish Council for many years and will be highly missed. Cllr **AM** proposed to write a thank you letter to Mrs Ramply from all of the council for her long time service. Cllr **AM** will draft a letter. AM

41.2 Notice of Vacancy (Vacancy caused by a resignation of Mrs Ramply) was issued on 31 May 16. HDC informed. A bye-election to fill the vacancy will be held within 14 days (not counting Saturdays and Sundays) from the date given in the Notice if 10 electors for the parish give notice in writing claiming such an election to the Returning Officer, HDC. If no such notice given by 21 Jun 16 the Parish Council will fill the vacancy by co-option.

41.3 2 applications received: one from Mrs Sharon Mitchell and another from Mr Andrew Kiley.

41.4 Proposed by Cllr **SP**, seconded by Cllr **AM**, all in favour and it was RESOLVED that **SM** and **AK** be co-opted to the Parish Council.

41.5 **SM** and **AK** signed the declaration of Acceptance of Office form. Cllr **AK** signed the Register of Members' Interests. Cllr **SM** needs to submit to the Clerk Members' Interests form which will be forwarded to HDC within 28 days of the day of the co-option. A new Cllr pack is passed to new Cllrs. Clerk SM

**42 To Receive and Approve the Minutes of the Parish Council Meeting 4 May 16**

42.1 Proposed by Cllr **AM**, seconded by Cllr **ID**, all in favour and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.

42.2 Chairman signed the Minutes as a true record.

**43 Matters Arising from those Minutes**

43.1 Members requested to shorten the numbering of the minutes, take away yy/mm/dd and only leave the minute number. Cllrs **DS** proposed, Cllr **AM** seconded this and it was agreed to do so.

43.2 Regarding the Dangerous Brick Wall letter was sent as agreed at the last meeting. No further

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

CHAIRMAN

correspondence received. HDC Building Control Dangerous Structures to be contacted. Cllr **ID** will draft a letter to HDC.

ID

*Note since meeting: Letter listing PC's concerns re: Dangerous Wall sent HDC.*

**44 Planning**

44.1 Nothing to report.

**45 Finance**

45.1 No bank statement since Mar 16 received yet. Normally PC gets statements each month. Both PC accounts – current and business are with NATWEST. All transactions by chqs except one DD for E-ON electricity VH. Cllr **HR** was a signatory and with her resignation there is now a shortage of signatories. PC has only 3 signatories of 4 to sign the chqs (every chq needs to be signed by 3 signatories). Cllr **AK** was appointed to become a signatory. Cllr **AM** will arrange the letter to the bank.

AM,  
AK

*Note since meeting: Cllr AM went to the bank and got the Bank Balances as on 2 Jun 16:*

- Business a/c £32,631.58
- Bus Current a/c £6,198.28

45.2 Expenditure for approval 1 Jun 16

Date	Cheque No.	Payee and Description	Amount
1 Jun 16	924	Mr Holdaway, Grounds Maintenance Apr 16 (2 cuts)	£240.00
1 Jun 16	925	K&M Lighting Services Ltd <ul style="list-style-type: none"><li>• Street Lighting Maintenance charge 1 may 16 - 30 Apr 17 £101.34</li><li>• Installation of 14 LED Lamps - £1,092.00</li></ul>	£1,193.34
1Jun 16	926	Clerk wages £211.55 and expenses £19.07 May 16	£230.62

**Total Jun 16 expenditure: £1,663.96**

45.3 Proposed by Cllr **AM**, seconded by **ID**, all in favour and it was RESOLVED that all items listed in 45.2 are to be paid.

45.4 VAT reclaim for the period of 1 Mar 15 to 31 Mar 16 done.

45.5 Notice for Public Rights – Notice to go on NB Thu 2 Jun 16. All documents requested to be published by Transparency code emailed to chairman for the Notice Board and also website.

45.6 A new Chq book received by chairman. Staying with chairman for now.

45.7 Annual Return 2015.16 – explanation of variances – box 7 explanation 'In order to complete the planning for the playing field car park' - presented to the external auditors. Members decided to get proof of sending of AR and email external auditors that it has been sent.

*Note since meeting: AR now sent to external auditors.*

**46 To Review Policy Documents** – documents were circulated to members by email prior to the meeting

46.1 Code of Conduct as amended.

46.2 Financial Risk Assessment.

46.3 Risk Assessment for Southoe & Midloe Parish Council – VH deeds cannot be found – Standing orders and Risk assessment both say 1 person needs to be on VH Committee. Cllr **AM** will carry out a further research.

AM

46.4 Maintenance Schedules.

46.5 Standing Orders.

46.6 Internal Audit Procedures.

46.7 Financial Regulations.

46.8 Proposed by Cllr **ID**, seconded by Cllr **AM**, all in favour and it was RESOLVED that the listed documents be approved.

**47 To Approve Councillor Portfolio Responsibilities**

47.1 List circulated by Cllr **ID** prior to the meeting. Members shared the portfolio responsibilities and agreed to approve the finalised version at the next PC meeting in Jul 16.

All

**48 Village Security & Policing Matters**, including CCTV update

48.1 CCTV: 6 bodies need to be approached. Cllr **DS** is working on this matter. Got one approval so far. HDC planners need to be approached as it is the listed building, get advice. There might be a fee for planning application, find out how much. Advice from Architect needed too. Balfour Beatty approach for the power supply. Data protection to be contacted too. PC requested to find out the cost and then present to the Council.

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

CHAIRMAN

- 49 Highways Matters**  
49.1 Fly over between Southoe & Midloe and Diddington is considered by Highways England as they are looking to upgrade A1. PC will get the views of what the ideas finally are by the end of the year.
- 50 A1 Matters**  
50.1 The vegetation on A1 Central Reservation is over the top of the crash barriers, thus obscuring the view of on-coming traffic. Cllr **AM** will contact Highway England. AM
- 51 Play Area & Playing Field**  
51.1 Complaints were received re: standard of grass cutting recently carried out on the Playing Field. In Southoe. The cuts appear to be very uneven, the grass cuttings are being left in piles up and done the playing field and the overall quality is unacceptable. Also request for a copy of the 'improved GM spec' and digitised maps showing the areas being cut, as they did not appear to have been sent with HDC quotation dated 7 Mar 16. Cllr **ID** will draft a letter for Clerk to send. ID  
*Note since meeting: Email drafted by Cllr ID re: grass cutting and sent HDC by Clerk on 3 Jun 16.* Clerk  
51.2 It was brought to Cllr **AM**'s attention that some equipment at Play Area needs cleaning and painting. Also weeds are growing around some equipment. Clean the area before summer, get some people together. Cllr **ID** will check on appropriate weed killer and equipment required for the job. ID  
51.3 Response sent re: Southoe Park Field complaint. PC does not have any objection to erecting a small barrier in front of the thorny hedge behind one goal at the car park end of the football pitch. It would need to be built using wooden posts and a heavy duty plastic netting approximately 40 metres in length. There would have to be a gap behind the goal so that pedestrians could still walk through the area. But there are problems as well – cost implementation (around £120 for the posts and plastic netting) as no money budgeted for this job for 2016/17. Also a sufficient gap must be left between the new barrier and the existing hedge so that the hedge could still be trimmed by suitable equipment. The posts need to be fitted and barrier needs to be erected. Cllr **ID** will draft a letter. ID  
*Note since meeting: Email sent.*
- 52 Village Hall**  
52.1 Quiz evening was a great success and everyone enjoyed it. Looking for funding opportunities for the replacement of the roof.
- 53 Village Matters**  
53.1 None.
- 54 Church & Burial Matters**  
54.1 Complaint from residents received re: early grass cutting at the Churchyard. Cllrs **ID** and **AM** will draft a reply suggesting the grass cutting contractor to start at 8am onwards in the future on Bank Holidays. ID AM  
54.2 Burial books and files passed to chair on the request.
- 55 To Discuss issues with Dangerous Wall**  
55.1 Discussed
- 56 Correspondence**  
56.1 Ouse Valley Way footpath: Members appointed Cllr **AM** to represent the Council on this matter. AM  
*Note since meeting: Cllr DS leaves the meeting.*
- 57 Councillors Questions**  
57.1 Speeding on Lees Lane. Cllr **SM** raised the issue. Cllr **AM** suggested that funding had been received from HDC towards recent installation of speed hump on High Street. Cllr **SM** agreed to look into this further. SM
- 58 Date of the Next Meeting: 6 Jul 16**  
Meeting finished at 10.21pm  
*These minutes are considered draft until ratified at the Parish Council meeting*