

**SOUTHOE & MIDLOE PARISH COUNCIL**  
**MINUTES of the PARISH COUNCIL MEETING**  
**Held on WEDNESDAY 6 Jul 2016**  
**In SOUTHOE VILLAGE HALL at 7.30pm**

Present Mrs. S. Penton (**SP**) 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 Terry Hayward (**TH**), Vicar Annette Reed and Mrs A Seward, Village Hall Committee Chairman

**There is 1 Councillor Vacancy**

**2016/17**

**07/59 To Receive Apologies and Reasons for Non Attendance**

07/59.1 Cllr **Dick Saw (DS)** sent apologies for absence.

**07/60 Declarations of Interest for Members (Disclosable Pecuniary Interests)**

07/60.1 There were no declarations of interests.

**07/61 To Receive and Approve the Minutes of the Parish Council Meeting 1 Jun 16**

07/61.1 51.1 line 2 – amend into ‘the grass cuttings are being left in piles up and down the playing field...’

07/61.2 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 with the above amendment.

07/61.3 Chairman signed the Minutes as a true record.

07/61.4 Change Minutes on the website into the amended and approved version.

Clerk

*Cllr SM joins the meeting.*

**07/61 A1 Matters – item brought forward on HDC Cllr TH request**

07/62.1 A1 matters – vegetation/grass in the central reserves of A1 is now cut. Meeting set for the next week, report will be forwarded to PC. Looking how to improve A1.

*Meeting was closed for the following item*

**07/63 Open Forum – For all members of the public and press present including District and County Councillors.**

07/63.1 HDC Cllr **TH** reported that Ouse Valley Way – the board meeting is set up, update to follow.

07/63.2 It is planned to have a new layer of Government and the transfer of resources, powers and accountability from central Government to local authorities, in this case the seven Councils in Cambridgeshire and Peterborough. Combined Authority will be established and in May 2017 a Mayor would be elected as its Chair. A public consultation is now open till the end of Aug 16. The aim of consultation is to focus on tackling socio-economic issues in areas of deprivation and to improve the quality of life for local residents. HDC Cllr **TH** will keep Parish Council informed.

07/63.3 Boundary Commission proposals stay as they are, no changes yet.

07/63.4 Level crossing between Offord and Buckden was discussed but there is no definite answer to that yet.

07/63.5 There is no Tree Warden Coordinator anymore (used to ran course, advise tree wardens, do tree maintenance, suggest what trees to plant, visit nurseries). If any problems with trees these need reporting to CCC as it is under Highways now. Because of the cut backs there is no footpaths officer too, and this matter is now under Highways too, any problems need to be reported online on CCC website. If for example crop is falling over on the path – nothing can be done. With this weather grass growing very fast. It is a great problem. Unless Parish Council can clear the paths themselves there is not much to be done. Parish Council has neither a handy man nor funds available for that. Landowners have responsibility to clear the footpaths, before CCC used to cut footpaths and invoice the landowner.

07/63.6 Regarding Hinchbrooke Hospital - Getting troubles to get specialists. Cut back on the back office.

07/63.7 There are some areas in the parish which is not clear whose responsibility is that, for example ditch and footpaths. PC already sorted the waste bins. Map to get from HDC.

*HDC Cllr TH leaves the meeting.*

07/63.8 Village Hall chairman, Mrs Angela Seward, requested access into the play area for the bouncy castle to be put up. Members will provide the access code for the gates.

07/63.9 Village Fair is on 6 Aug 16. Coins generously purchased by Parish Council, are only for children of Southoe & Midloe who are under 16 years old. Angela will do leaflet drop to inform families in the parish to come along to collect the coin. Clerk to pass the electoral role list to Angela.

Clerk

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

CHAIRMAN

*Note since meeting: Electoral role list is passed to Mrs A Saward on Parish Council request.*

*The meeting was then re-opened*

**07/64 Village Security & Policing Matters**, including CCTV update

07/64.1 Members discussed the complications faced so far regarding CCTV installation as planning permission from HDC is required (unless The Ely Registrar who grants faculties for work to churches can see a letter of planning permission there will be no progress). Also architect needs to be employed to do the drawings. Cost that worries PC and Church. Therefore other options were discussed. Vicar A. Reed suggested E-Bound system which is good for the Church. Members agreed to meet with E-Bound towards the end of July when Cllr Saw is back after his holidays. Money is budgeted for CCTV therefore members felt the need to do so. Advice to be taken from E-Bound to benefit not only the church but the village too.

**07/65 Church & Burial Matters**

07/65.1 Cobbolds Funeral Directors approached PC regarding the request to purchase a full burial plot for cremated remains and the headstone.

As it was the 1<sup>st</sup> request of this kind Parish Council had to discuss the matter and get proper advice, therefore the meeting with Vicar A. Reed and the Clerk for Little Paxton, Jenny Galatly, was set before Parish Council meeting. New table of fees (Brampton Parish Council example sent by the Clerk was used as a template), updated Cemetery regulations (item 26 is amended), application to purchase Exclusive Rights of Burial and Grant of Exclusive Rights of Burial were set. Cllr **AM** brought to the meeting copies of the documents. Vicar A. Reed also provided with a checklist for burial interments and ashes which needs to be adjusted to Southoe & Midloe.

Burial books were brought to the meeting by chairman and a map of graves was brought by the clerk. It was found out that Purchased Graves book was not updated since 2003. Cllr **AM** will do a list of people who he knows and can still contact to issue the grants. Members decided that Grants to be numbered by the plot number.

As Clerk is only part time, members decided to have a nominated person, chairman **SP** to deal with applications and burial matters. Clerk to update the books.

Members agreed to contact all funeral directors.

Table of fees to be amended: Item 3 to go to the top.

It was agreed at the meeting the exclusive rights of burial in earthen graves is 100 years.

Cllr **AM** agreed to amend the forms and forward to full council.

Thank you expressed to Vicar A. Reed, Chairman **SP**, Cllr **AM** and Jenny Gallatly, Clerk for Little Paxton for the help on this matter.

A card of thanks to be sent to the Vicar.

07/65.2 Proposed by Cllr **ID**, seconded by Cllr **AM**, all in favour and it was RESOLVED that New Table of Fees, updated Cemetery Regulations, Application form to purchase Exclusive Rights of Burial and Grant of Exclusive Rights of Burial to be approved.

*Note since meeting: Vicar A. Reed provided the contact details of Funeral directors: TL Cobbold, Anglia Co-operative funerals and Kingfisher Independent Funerals. A table of fees was sent to all Funeral Directors.*

*Chairman saw Mrs J. Thornton and has now got a completed Application Form and provided Mrs. Thornton with the Grant of Exclusive Rights along with the Table of Fees. A payment of £150 received. A receipt yet to be issued.*

*Vicar A. Reed leaves the meeting*

07/65.3 Regarding the Churchyard, a letter from parishioner received re: a tree in the Churchyard which is dying and could cause problems. Pass this info to Cllr **DS**. Report back. **DS**

**07/66 1 Councillor Vacancy**

07/66.1 Cllr **SM** submitted the Member Interest form which was emailed HDC, acknowledgement received..

07/66.2 Council can now fill the vacancy by co option. Notice was put on the PC Notice Board.

**07/67 Matters Arising from those Minutes**

07/67.1 41.1 A letter of thanks was sent to Mrs. Ramply.

07/67.2 51.1 HDC been chased as no response received to PC complaint raised re: grass cutting in the play area and playing fields.

**07/68 Planning**

07/68.1 Nothing to report.

**07/69 Finance**

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

CHAIRMAN

- 07/69.1 Bank statement for current a/c from 1 Apr to 1 Jun received (to Chairman's address, and passed to the Clerk on the night). Balance is £6,198.28. The statement is changed into quarterly. Need to be changed back into monthly statements for current a/c.
- 07/69.2 NAT WEST - Members considered online access to bank accounts.
- 07/69.3 Mrs. H Ramply is removed from signatory list.
- 07/69.4 Cllr **AM** will bring a copy of Bank Mandate done for new Cllr **AK** to the next meeting. Chairman received a letter from the bank confirming the amendment to the account. Cllr **AK** received a phone call from the bank requesting him to come to the bank again and bring his identity documents as the copy they made is not clear enough.
- 07/69.5 Cashbook as at 31 May 16 done and circulated to members. Bank Reconciliation was not carried due to Business a/c bank statement not received.
- 07/69.6 Note Income Received as at 31 May 16:
- Precept 2016/17 £12,160.00 (20 Apr 16)
  - Burial matter £67.00 (5 May 16)
  - Donation £41.68 (5 May 16)
- 07/69.7 Quarterly Finance Report on Income & Expenditure against the Budget spreadsheet created and updated, circulated to full Council together with Agendas for this PC meeting. It was noted at the meeting.
- 07/69.8 A mistake found in the budget spreadsheet, the final formula did not include couple of top lines therefore there is a shortage of £320. The mistake now corrected. It was noted at the meeting. Budget 2016/17 final amount should be £20,141.00 instead of £19,821.00.
- 07/69.9 Bank transfer of funds letter – Proposed by Cllr **ID**, seconded by **SP**, all in favour and it was RESOLVED to sign the money transfer letter to be sent to the bank.
- 07/69.10 Expenditure for approval 6 Jul 16:

| Date                   | Cheque No. | Payee and Description  | Amount  |
|------------------------|------------|--|---------|
| 6 Jul 16               | 927        | Mr Holdaway, Grounds Maintenance May 16 x 3 cuts                                 | £360.00 |
| 6 Jul 16               | 928        | Clerk wages £211.55 and expenses on running cost of the Council<br>£23.03 Jun 16 | £234.58 |
| Total Jul 16 Payments: |            |  | £594.58 |

- 07/69.11 Proposed by Cllr **ID**, seconded by **SM**, all in favour and it was RESOLVED that all items listed in 07/69.10 are to be paid.
- 07/69.12 Expenditure for approval to be paid in August due to Council not meeting in August, needs to be approved at this meeting:

| Date                   | Cheque No. | Payee and Description                                  | Amount  |
|------------------------|------------|--|---------|
| 6 Jul 16               | 929        | Mr Holdaway, Grounds Maintenance Jun & Jul 16 x 4 cuts | £480.00 |
| 6 Jul 16               | 930        | Clerk basic salary Jul 16 £211.55                      | £211.55 |
| Total Aug 16 Payments: |            |  | £691.55 |

- 07/69.13 Proposed by Cllr **ID**, seconded by **SM**, all in favour and it was RESOLVED that all items listed in 07/69.12 are to be paid
- 07/69.14 Members suggested payment to Mr Holdaway to be passed in August only. Chairman holds the Chq book. Proposed by Cllr **ID**, seconded by **SM**, all in favour and it was RESOLVED to do so.
- 07/69.15 Members decided to approve payment to be made for the paints to be purchased when we get the invoice then the chq will be signed for the amount of £218.14 inc VAT. A separate invoice for materials approx £66.00.
- 07/69.16 Street lighting to chase re: Energy use, Cllr **ID** **ID**
- 07/69.17 Clerk is a member of SLCC, membership renewal now received, Clerk request Parish Council if they are happy to make a contribution towards this membership and share the expenses with other Councils Clerk is working for.  
Proposed by Cllr **AM**, seconded by **SM**, all in favour and it was RESOLVED that payment towards the SLCC membership to be made.

| Date            | Cheque No. | Payee and Description                                       | Amount |
|-----------------|------------|---|--------|
| 6 Jul 16        | 931        | The Society of Local Council Clerk, membership renewal 2017 | £31.80 |
| Total payment : |            |   | £31.80 |

**07/70 To Sign Policy Documents which were Approved but not signed at the last Meeting**

- 07/70.1 In process. To be signed at Sep PC meeting.

**07/71 To Approve Councillor Portfolio Responsibilities as agreed at the last meeting**

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

CHAIRMAN

07/71.1 Due to changes made tonight re: Burial Matters the updated spreadsheet will be circulated by Cllr **ID**. ID

**07/72 Highways Matters**

07/72.1 Cllr **SM** spoke to Highways Officer for Huntingdonshire, McDonalds re: speeding in the village along Lees Lane. Option to get in touch with community speed watch. Volunteers needed from the village. Raise the discussion in Sep.

07/72.2 Regarding dog fouling, contact dog warden, HDC.

**07/73 Play Area & Playing Field**

07/73.1 Volunteers to come along and help to re-paint play area equipment. Also planned to do a litter pick, HDC will supply with litter pick equipment. Decent quality paint needs to be purchased. Total £214.14. Advice taken from Wicksteed. Trial paint purchased. Aim to do before 23 Jul 16. Tape out till gets dry and also put up 'wet paint' notices. Invoice to be raised to Parish Council by PPG Architectural Coating UK limited.

07/73.2 Proposed by Cllr **AM**, seconded by **SP**, all in favour and it was RESOLVED to do so.

**07/74 Village Hall**

07/74.1 Nothing to report.

**07/75 Village Matters**

07/75.1 Nothing to report.

**07/76 To Note HDC outcome re: Dangerous Wall**

07/76.1 HDC was contacted. Reply received from C Knights, Principal Building Control Surveyor, HDC, who sent one of his officers to visit the site and inspect the wall in question. And reported back to PC that although there is no doubt the wall in need of attention it is not in a condition which would warrant action under the Building Act 1984. But HDC will monitor the situation in future.

**07/77 Correspondence**

07/77.1 Noted and dealt with.

**07/78 Councillors Questions**

07/78.1 There were no Cllr questions.

**07/79 Clerk Holiday form and Back dated pay of £6.34 (Apr, May & Jun 16)** (According to new pay scales for 2016-17 by NALC and SLCC, presented by CAPALC, to be implemented and backdated to 1 Apr 16, information circulated to members prior to the meeting). – Applying National Pay scale, difference by £0.132p/hr.

07/79.1 Members agreed to LC2 - 29 increase by £0.132p/hr, hourly rate increasing from £13.222 to £13.354. Backpay of £6.34 was agreed to be added to the next payroll.

07/79.2 Clerk to inform Cllr **AM** of the days away and Cllr **AM** will check emails in Clerk's absence.

**07/80 Date of the Next Meeting:** Wed 7 Sep 16 at 7.30 at the Village Hall

Meeting finished at 11.08pm

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