

# **SOUTHOE & MIDLOE PARISH COUNCIL**

## **MINUTES of GENERAL MEETING**

**Held on WEDNESDAY 3<sup>rd</sup> FEBRUARY 2016**

**In SOUTHOE VILLAGE HALL at 7.30pm**

Present Mrs. S. Penton **SP** Chairman  
Mr. D. Saw **DS** Vice Chairman  
Mr. I. Davies **ID**  
Mr. A. Marnes **AM**  
Ms R. Mimiene **RM** Parish Clerk

Also present:- County Councillor Mrs. J. Wisson (**JW**)

No members of the public were present.

### **There are two Councillor Vacancies**

**SP** welcomed everyone and introduced the new Clerk to the Council-Ms Ramune Mimiene. **SP** also announced that Agenda Item No 5 'Parish Clerk' due to its confidential nature is going to be carried forward to the end of the meeting and will be discussed in the Clerk's absence.

**2015/16**

**02.144**

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

02.144.1

The Clerk reported that Parish Cllr Mrs Rampley and HDC Cllr Hayward sent their apologies for absence.

**02.145**

### **Declarations of Interests for Members (Disclosable Pecuniary Interests)**

02.145.1

There were no declarations of interests.

**02.146**

### **To Receive and Approve the Minutes of the Meeting, 6 January 2016**

02.146.1

Addition to Minute 138. The following to be inserted:- '**AM** said that he will be attending'.

02.146.2

Proposed by **ID**, seconded by **DS**, 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.

01.146.3

**SP** signed the Minutes as a true record.

**02.147**

### **Matters Arising**

02.147.1

There were no matters arising.

Meeting closed for the next item

**02.148**

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

02.148.1

**JW** reported that County Council has a Meeting on Feb 16 when the final decision on the budget will be made. Update to follow in March.

Also there will be a decision on Boundary Commission consultation. 69 Councillors will be cut to 67.

Update re: A14 meeting in Brampton at the next PC meeting.

The meeting was then reopened at 7.40pm

**02.149**

### **Parish Councillor Vacancies**

02.149.1

There are two Councillor Vacancies. The second vacancy is due to Cllr M Rawson moving from the village. The District Council has confirmed that PC can now co-opt. A resident had shown an interest in becoming a Parish Councillor but, as yet, has not followed up the initial enquiry.

**02.150**

### **Village Security & Policing Matters**

02.150.1

**DS** spoke re: CCTV system. He expressed his opinion that it is not appropriate to put the project on hold as suggested at the last meeting by PCSO Newman. Therefore **DS** sought further advice and received some positive ideas. Balfour Beatty gave PC permission to put the CCTV camera on the lamppost. Still awaiting Faculty approval for a camera on the Church. **DS** will progress the matter.

**DS**

**02.151**

### **Highways Matters**

02.151.1

A questionnaire received from Balfour Beatty. PC is not happy with the state of work Balfour Beatty left the village in. **SP** read out what she had put in the questionnaire so far. **AM** volunteered to fill in the comments box. Full Council approved the response.

**AM**

02.151.2 'Access to Village Only' sign – no reply received. **ID** will follow this up with CCC. **ID**

### 02.152 **A1 Highways Matters**

02.152.1 **AM** attended the meeting on A1 matters, also with **DS** attended a site meeting with CCC engineers and was provided with the map of the drainage system. The map is passed to **SP** for the archives (**SP** has not yet passed over the set of Parish Council files to **RM**). Drains at the bottom of the Rectory Lane in the village need clearing. Councillors discussed responsibility.

02.152.2 **SP** to search the archives for the deeds and to find out to whom drains actually belong. **SP**

### 02.153 **Finance**

02.153.1 Bank Balance current a/c 31 Jan 16: £4,662.05. When Chq. No. 908 for £158.40 (Clerk salary Dec 15) is presented the Current a/c balance will be £4,503.65

02.153.2 Up to date Bank Reconciliation will be produced when the Finance handover is finalized.

02.153.3 Expenditure for approval 3 Feb 16:

Date	Cheque No.	Payee and Description	Amount
3 Feb 16	911	Local Highway Improvement Contribution – High Street Safety Scheme	£918.77
3 Feb 16	912	Mr Holdaway, Grounds Maintenance (Hedge Cutting 15 <sup>th</sup> January)	£110.00

**Total Feb 16 expenditure: £1,028.77**

Chq. 908 not yet cleared – Nicola Webster, Clerk salary £158.40.

Current a/c Balance after Chqs. 908, 911 & 912 are cleared is £3,474.88

02.153.4 Proposed by **ID**, seconded by **DS**, all in favour and it was RESOLVED that all item listed in 02.153.3 are to be paid.

02.153.5 **SP** raised the chqs and they were signed by **AM**, **DS** & **SP**. **SP** retained cheque book. **SP**, **RM**

02.153.6 **SP** will search the USB stick provided by the previous Clerk and will get together with the new Clerk to discuss and sort the Finance further. **SP**, Clerk

02.153.7 Quotation from R. J. Holdaway for Grounds Maintenance of St Leonards Church 2016 received – £115 per cut plus cutting back the hedges £110 each. Quotation **SP**.

02.153.8 Proposed by **AM**, seconded by **DS**, all in favour and it was RESOLVED that the quotation from Mr Holdaway is accepted.

02.153.9 PC considered the appointment of an Internal auditor Michael Williamson. Terms of business and checklist emailed to members prior to the meeting.

02.153.10 Proposed by **ID**, seconded by **DS**, all in favour and it was RESOLVED that Michael Williamson be appointed as an Internal Auditor to Southoe & Midloe Parish Council.  
*Note since meeting: Clerk emailed the Internal Auditor the signed agreement.*

### 02.154 **Play Area & Playing Field**

02.154.1 There is one unit of equipment in the Play Area, which needs attention. **ID** volunteered to check if the item is used and report back to PC for further decision either to repair the equipment or to remove. Risk Assessment of Play area to be carried, **ID**.

### 02.155 **Village Hall**

02.155.1 Invoice for electricity received. As per the long-standing agreement between the Parish Council and the VH Management Cttee. the Parish Council account has been debited with £53.59. e.on had estimated the reading as 02357. This is underestimated as Parish Council actual reading taken on 2 Jan 16 was 02430. This will be resolved when the electricity company provide an official reading.

02.155.2 Since **SP** has stood down and a previous Cllr. has resigned the Village Hall committee needs 2 representatives from PC. The matter was referred to the next meeting.

### 02.156 **Village Matters**

02.156.1 **AM** attended the meeting re: Ouse Valley Way and reported back to the PC that CCC (Cambs. County Council) plan to stop maintaining the Ouse Valley Way. **AM** made it very clear at that meeting that the PC would not be able to take on this work. **AM** reported that CCC is responsible for the footpath but not what's at the side or underneath it. The length of the footpath within the Parish is about 1.5 mile. There is the old derelict pump house by the river.

02.156.2 **DS** reported that a halfhearted attempt has been made to deal with potholes in Rectory Lane. No attempt had been made to deal with those in Bell Lane. **AM** stated that the draft of the Lease says the Parish Council is responsible for land drains. Lease to be traced in archives.

02.156.3 Clerk to write to HDC re: Grass Cutting for the new season. Clerk

02.156.4 Environmental maintenance request sorted by **AM**. Stamped document is referred to chairman for archives.

**02.157 Church & Burial Matters**

02.157.1 None.

**02.158 Planning**

02.158.1 **Tree application Ref. 16/00122/TREE – 2 High Street, Southoe.** PC has no objection.

02.158.2 Proposed by **DS**, seconded by **AM**, all in favour and it was RESOLVED to do so.

**02.159 Correspondence**

02.159.1 List circulated to all Parish Cllrs. by **SP** prior to the meeting.

02.159.2 **UK Power Networks Stakeholder Workshops** to be held in February in Ipswich & London Also put on notice board and sent out on the Grapevine - the news emails sent out by a Southoe resident.

02.159.3 **Highways England – A14 Cambridge to Huntingdon – Forums in Brampton 11.2.16.** **AM** will attend.

02.159.4 **Local Govt. Boundary Commission – Electoral Review of Huntingdonshire** Attachment put on notice board for the attention of the public.

**02.160 Any other business – Items for the next meeting**

02.160.1 **ID** – Salt spreader currently on his drive and not secured – A suitable storage site was discussed.

02.160.2 **AM** – attended the meeting at Little Paxton re: Community Public Access Defibrillators (CPADs). Possibility of getting one and installing at the VH. **AM** will look into this matter further.

02.160.3 **DS** – requested to filter emails as previously used to get too many some of which do not seem to be relevant. **AM**  
**RM**

**02.161 Date and time of the next meeting:** Wed 2 Mar 16, 7.30pm

**EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.  
Clerk left the meeting.

**02.162 Parish Clerk**

02.162.1 These issues were discussed at great length and, in particular, the salary level for Ms. Mimiene as our new Clerk. It was agreed that **ID** & **DS** would compose a joint communication to Ms. Mimiene detailing the Parish Council's proposal. The outcome will be reported at the next meeting.

02.162.2 Agenda Item 5(2) was deferred until the next meeting.

Meeting opened to the public and press.

Meeting closed at 10.50 pm.

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

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Date **2016**

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Chairman: Sheila Penton