

SOUTHOE & MIDLOE PARISH COUNCIL

MINUTES of the MEETING

Held on WEDNESDAY 2nd March 2016

In SOUTHOE VILLAGE HALL at 7.30pm

Present Mrs. S. Penton **SP** Chairman
Mr. I. Davies **ID**
Mr. A. Marnes **AM**
Mrs. H. Ramply **HR**
Ms R. Mimiene **RM** Parish Clerk

Also present: County Councillor Mrs. J. Wisson (**JW**), District Cllr T Hayward (**TH**)
No members of the public were present.

There are two Councillor Vacancies

2015/16

03.163

To Receive Apologies and Reasons for Non Attendance

03.163.1

The Clerk reported that Vice Chairman, Dick Saw (**DS**) sent his apologies for absence as he is away.

03.164

Declarations of Interest for Members (Disclosable Pecuniary Interests)

03.164.1

There were no declarations of interests.

03.165

To Receive and Approve the Minutes of the Meeting, 3 February 2016

03.165.1

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

03.165.2

SP signed the Minutes as a true record.

03.166

Matters Arising

03.166.1

02.169.1: Cllr **ID** reported that salt spreader is now stored safely.

03.166.2

02.154.1: Cllr **ID** reported that check list for Play Area equipment inspection is missing therefore risk assessment could not be carried out. To check PC records when it was last carried out. Resident Kay Lightfoot is willing to do the checks.

03.166.3

02.151.2: Cllr **ID** reported that he contacted Highways re: 'Access to Village Only' sign and has got a reference no. but no response yet.

03.166.4

02.152.2: Deeds for the ditch, ongoing.

03.166.5

02.153.7: Regarding the Grounds Maintenance Quotation from Mr. Holdaway – Clerk to write accepting the quotation as agreed at the last meeting in Feb. The query re: cutting down the saplings between the church and the playground area along the fence in the play area, is now accepted and sorted.

03.166.6

02.155.2: Regarding the VH management committee 2 representatives from PC needed. Check the deeds as some members remember it being only 1 representative.

03.166.7

02.151.1: Cllr **AM** completed the questionnaire on behalf of the PC, which was sent by Balfour Beatty re: street lighting works carried out in the village. PC is not very happy re: works carried out in the village.

Clerk, **SP**

This Item has been brought forward on the request of the chairman.

The Meeting closed for the next item:

03.167

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

03.167.1

Cambridgeshire County Cllr **JW** gave an update on Boundaries for Cambridgeshire. Southoe & Midloe will be part of Buckden and Brampton division. Number of County Cllrs to be reduced from 69 to 61.

Budget approved by CCC. It was decided to put up the council tax by 2%, which is the 2% increase for Adult social care, and 0% rise in normal council tax.

Funding to HACT is not cut. Therefore, the resident who was concerned that they would lose the Bus Service can be assured that this will not happen in April 2016 as first informed.

03.167.2

HDC Cllr **TH** reported that there is no increase in Council Tax this year. Letters will be sent re: banding. If residents wish to challenge this it is possible to do so. Future funding opportunities will be discussed, update at the next meeting.

A1 - Speeding tickets are issued to all speeding vehicles along the Southoe stretch.

A14 is going ahead. Cllrs are invited to the meetings. A compound between Buckden and Brampton for workers is going to be set. Another compound is for the equipment.

Signed for and on behalf of Southoe & Midloe Parish Council

CHAIRMAN

Date.....2016

Regarding the maintenance of the Ouse Valley Way - if someone owns the land then it is their responsibility to maintain it.

The meeting was then re-opened at 8.19pm

03.168 Parish Clerk

03.168.1 Draft Clerk's Terms and Conditions of Employment and Contract circulated to members by **SP** prior to the meeting. These two documents have been in existence for some time and had been previously accepted as the official documents. **SP** had highlighted certain points in red in the Terms and Conditions for discussion in order to apply the terms specifically to Ms. Mimiene.

Para 5 – This states 'Place of Work' is Clerk's home and after some discussion it was agreed to pay Ms Mimiene a mileage allowance to attend meetings at Southoe Village Hall.

Para 6.1 - Salary – It was agreed to add direct reference to email dated 6th Feb. 2016 setting out salary details as in following item 03.168.2.

Para 6.2 – Date of first increment to be 2017.

Para 7 – Recognition of Examination Success – It was agreed to add "Your salary starting point reflects that you are a qualified Clerk and that you already hold the following qualification." This being CiLCA – Certificate in Local Council Administration.

Para 12 – Your hours of work are **an average of 16** hours per month.

Para 18.1 – The word **calendar** to be inserted between **one** and **month**.

Proposed by **AM**, seconded by **ID**, all in favour of above amendments to Terms and Conditions and to leave the **Contract** as it stands.

03.168.2 **SP, ID, DS** and **AM** met after the last meeting and reached a joint decision to offer Ms Mimiene the post of Parish Clerk on a yearly contract of £2,538.60 (£211.55pm), which she has now accepted.

03.168.3 Members decided to defer the following Agenda Item to the end of the meeting: 'To consider payment to the previous Parish Clerk, Mrs. Webster, for expenses and continued clerical support for the last month.' This was discussed but not approved except that Mrs. Webster can claim for expenses against receipts for any goods purchased for use by Parish Council.

03.169 Parish Councillor Vacancies

03.169.1 There are still 2 Parish Councillor vacancies. No follow-up has been received since an initial enquiry from a resident and no other enquiries received.

03.170 Finance

03.170.1 Bank Balance current a/c 31 Jan 16: £4,662.05 as per statement No. 243.

03.170.2 Current a/c balance after chqs 908 (£158.40), 911 (£918.77) & 912 (£110.00) total amount of £1,187.17 are cleared is **£3,474.88**

03.170.3 Expenditure for approval 2 Mar 16: Chairman received 2 more Invoices and added 2 PAYE payments for previous and current Clerk therefore raised 4 additional chqs, payments approved by the full Council.

Date	Cheque No.	Payee and Description	Amount
2 Mar 16	913	The Chancellor, Masters & Scholars of the University of Oxford as Trustee of the Oxford Trust, Amenities Rent 25/03/2016 – 28/09/2016	£379.18
2 Mar 16	914	Ms Mimiene - Clerk's Salary Feb 16 £169.24 and expenses £4.80	£174.04
2 Mar 16	915	HMRC - PAYE re. Ramune Mimiene (SP to confirm payment procedure with HMRC before cheque is despatched)	£42.31
2 Mar 16	916	HMRC - PAYE re. Nicola Webster (SP to confirm payment procedure with HMRC before cheque is despatched)	£284.56
2 Mar 16	917	Street Lighting CCC, Invoice No: 10661680	£345.02
2 Mar 16	918	Grounds Maintenance Holdaway Invoice No: 22	£120.00

Total Mar 16 expenditure: £1,345.11

03.170.4 Bank balance after Mar 16 payments cleared the a/c should be £2,129.77

03.170.5 Letter for approval of Transfer of funds from Business Reserve a/c to Current a/c of £5,000 signed by Cllrs **AM, HR** and **SP**. **SP** to take this to the bank.

03.170.6 Proposed by **HR**, seconded by **AM**, all in favour and it was RESOLVED that all items listed in 03.170.3 are to be paid.

03.170.7 The signed letter of appointments sent to Internal Auditor, confirmation email received. To arrange Internal auditor visit after PC have carried all the year-end procedures. Suggested probably late April or May.

Signed for and on behalf of Southoe & Midloe Parish Council

CHAIRMAN

Date.....2016

- 03.170.8 Info on Audit changes for 2016 (notes/summary done by Clerk after training attended on Finance on 12 Feb 16 by SLCC) - emailed to members prior to the meeting. Also notes on transparency forwarded to PC members.
- 03.170.9 Clerk met with **SP** and had a very productive handover meeting. Policy documents discussed, accounts found, HMRC discussed. Chq book is with **SP** and Annual Return of the last year still to be found and sorted at the next Clerk meeting between Clerk and **SP**.
- 03.170.10 Regarding VAT claim: final date of last claim yet to be ascertained.
- 03.170.11 Tax deductions for previous Clerk and new Clerk. HMRC did not send the Employer Payment booklet yet, therefore **SP** is to ascertain where to send the HMRC chqs raised today.

03.171 Village Security & Policing Matters

03.171.1 No update.

03.172 Highways Matters

03.172.1 No matters to be raised.

03.173 A1 Highways Matters

03.173.1 Update from Cllr AM.

03.174 Play Area & Playing Field

03.174.1 Cllr **ID** presented a photo of fly tipping in the hedge. The photo with the description of the exact location is going to be sent to HDC Cllr on his request. It depends on whom the land belongs to. If it is on a private land – then it is landowner’s responsibility.

03.175 Village Hall

03.175.1 No matters to be discussed.

03.176 Village Matters

03.176.1 Letter from the resident re: water leak in Rectory Lane, Southoe (between two properties in Rectory lane – Nos 31 and 33. Water is permanently seeping down the road, which makes it dangerous when icy, and is also damaging the road surface. Cllrs discussed the matter. Cllr **ID** is going to approach resident with the suggestion to contact either CCC or Anglian Water, as PC has no control over this matter.

03.176.2 **SP** called HDC on 25 Feb 16 re: grass cutting and hedge cutting. Quotes to follow.

03.177 Church & Burial Matters

03.177.1 Report from **SP**: 8th Feb 2016 **SP** received a Phone call from Mavis Wright whose father, William Ward, is buried in our cemetery (in the new bit of cemetery).

The family used to live in Ivy Cottage – 3 doors down from the church.

The enquiry was regarding the interment of Mrs. Wright’s sister’s ashes in the grave of Mr. Ward. There is already one casket of ashes in that grave, which is another of the sisters. The casket of ashes in question is in the possession of another sister in Canada.

SP contacted the Vicar; Annette Reed for advice and on 15th February rang Mrs Wright to inform her of the findings and to ask her for more details.

Mrs Wright confirmed that the ashes are in a casket and that the family wishes to have the urn interred and not for the ashes to be scattered.

SP was able to tell Mrs. Wright that the fee for 2016 for interment of ashes would be £149 including £38 for the minister’s fee, which would be passed on to the Diocese of Ely. They would have to engage the services of a gravedigger.

There are no other charges unless they wish to have a funeral director in attendance for, say, lowering the casket into the ground.

However, the family is considering an additional headstone or plaque. This will be a family decision but no details are available yet.

As **SP** stated she is inexperienced on burial matters she was not able to discuss any additional charges for an additional headstone or plaque or an addition to the existing headstone inscription.

Annette has offered to conduct a little service in the church first for which there would be no charge.

SP had noted from PC’s Cemetery Regulation no. 26 that **“A full size burial plot can be used first to inter a coffin and thereafter up to six ashes interments can take place in the same burial plot.”**

Signed for and on behalf of Southoe & Midloe Parish Council

CHAIRMAN

Date.....2016

03.178 Planning
03.178.1 No planning application received.

03.179 Correspondence
03.179.1 List circulated to Parish Cllrs by Clerk prior to the meeting.
03.179.2 HDC: Letter re: Litter Bins. Map attached. Scanned letter was circulated to members prior to the meeting. There is one bin, which is PC's responsibility, Cllrs to check the exact location and inform the clerk. **ID** is keeping the plan and the letter.
03.180.3 Queen's Diamond Jubilee Medal is sent to Cllr **AM**. Members think that it would be nice to give to children (under 16) at the tea party. The cost is £1.99 per medal plus postage. At least 50 have to be ordered for this to be cost-effective. Members need to find out how many children in the village, to check that for the next meeting.
03.180.4 Regarding the Community Public Access Defibrillator members agreed to apply for a grant. Price for the unit is around £1,700 and £2,000. Agenda item for the next meeting.

03.180 Councillors Questions
03.180.1 There were no Cllr questions.

03.181 Date and time of the next meeting: Wed 6 Apr 16, 7.30pm – Parish Assembly (Annual Parish Meeting) Open to the public. Advertise on the Grapevine page and in the Parish Magazine.

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.

03.168.3 Item deferred to the end of the meeting
To consider payment to the previous Parish Clerk, Mrs. Webster, for expenses and continued clerical support for the last month. After some discussion it was decided that no payment would be made.

The Meeting was re-opened

The Meeting closed at 9.45 pm.

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

Signed for and on behalf of Southoe & Midloe Parish Council

CHAIRMAN

Date.....2016