

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the PARISH COUNCIL MEETING
Held on WEDNESDAY 5 July 17
In SOUTHOE VILLAGE HALL at 7.30pm

Present Dick Saw (**DS**) Vice - Chairman, I Davies (**ID**), Sue Brierley (**SB**), A Kiley (**AK**), R Horsman (**RH**).
Ms R. Mimiene (**RM**) Clerk
CC Cllr P Downes (**PD**)
HDC Cllr T Hayward (**TH**)
Angela Saward, Chairman of the Southoe Village Hall Management Committee.
5 members of the public.

2017/18

07/297 To Receive Apologies and Reasons for Non Attendance

07/297.1 Clerk reported that Cllrs A Marnes and S Mitchel sent apologies for absence.

07/298 Declarations of Interest for Members (Disclosable Pecuniary Interests)

07/298.1 There were no declarations of interests.

07/299 District and County Councillors Reports

07/299.1 CC Cllr P Downes presented a written report prior to the meeting which is attached to these minutes. CC Cllr PD informed PC that he can be a bit late for the meeting.

07/299.2 HDC Cllr TH attended the Combined Authority meeting. Lots of policy documents are going to be reviewed. Update provided. Re: A1 – a meeting set for Tue next week. A Mayor of Combined Authority will speak to MP Jonathan Djanogly re: A1 issues so they are included into the next stage of consultation. Re: Tree Warden Coordinator, HDC are running a course for parish tree wardens. No more places available, but there might be more seminars.

Meeting was closed for the following item

07/300 Open Forum – For all members of the public and press present

07/300.1 High street safety issues – it is on the Agenda tonight but PC agreed to cover the item now. Parishioner came to raise the issue re: the speed of cyclist along the High Street and Town Orchard. It was agreed that Cllr ID will draft a letter. A name and address to be provided. If it is a safety issue, PCSO can be contacted. It was agreed to send the letter first. **ID Clerk**

Note since meeting: Letter posted on 11 Jul 17.

07/300.2 Member of the public raised an issue re: Playing Fields – dog fouling bin at the top of the Playground which was not emptied. HDC was contacted. Cllr ID is sorting this out. **ID**

07/300.3 Member of the public raised the issue and concerns re: The Hut. It was discussed at length at PC meetings. It was unanimously agreed to leave the hut where it is. Police were round and cautioned various people. To remind PCSO to check it again. HDC Cllr TH spoke to PCSO before as Bucked had similar issues. Bin was there before and it was used to go onto the roof of the hut. More litter around than in the bin. Leave it as it is but please let us know. **Clerk**

Note since meeting: Clerk emailed Richard Braddick, the local PCSO and asked for some feedback on the Hut issues. PCSO can be reached on: Richard.Braddick@cambs.pnn.police.uk

07/300.4 Overgrown hedges in Bell Lane were cut.

07/300.5 Cycle track: Kerbs on the lay by on A1. PC wrote to Highways England before.

1 member leaves the meeting

Meeting was re-opened

07/301 To Receive and Approve the Minutes of the Parish Council Meeting 7 June 2017

Proposal: Proposed by Councillor SB, seconded by Councillor AK, 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.

07/302 Matters arising from those Minutes

07/302.1 Letters re: overgrown hedges and bushes on Bell Lane and Rectory Lane sent. Some hedges have been trimmed.

07/302.2 Vegetation in the middle area of A1. Contractor came and was working towards Little Paxton fly over but missed Southoe area. Therefore, a local resident completed the job.

07/302.3 06/295: re: Contract, it was proposed to Cllr ID to deal with it. Cllr ID did not put the contract together last time. It was agreed to do it when Cllr AM is back. Clerk to scan and email the contract to Cllr ID. **Clerk ID, AM**

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

agm King
CHAIRMAN

CC Cllr PD joins the meeting.

CC Cllr PD expressed concerns re: Item 2 on the report Local Highways Initiative (LHI) changes. CCC are going to charge PC a non-refundable deposit upfront. For small councils with a small precept that might quite difficult. Limited Feasibility Scheme is £190, Considerable Feasibility Required scheme is £635. The table of fees is included into the document which is going to Highways and Community Infrastructure Committee on Tue 11 Jul 17. Considerable Feasibility Required scheme is £635.

PC are considering drainage scheme for the next year. Highways officer suggested using this scheme. It needs checking.

07/303 To Consider co-option to fill one Councillor Vacancy

07/303.1 Mrs Rachel Horsman expressed interest in becoming a Parish Councillor.

Proposal: **Proposed by Councillor ID, seconded by Councillor SB, all in favour, and it was Carried RESOLVED that Rachel Horsman to be co-opted to Southoe & Midloe PC.**

PC welcomed Cllr R Horsman. Cllr RH signed the acceptance of office form and Register of Members' Interest form.

Note since meeting: Clerk emailed the Register of Members' Interest form to HDC on Fri 7 Jul 17. Confirmation received.

07/304 A1 Matters

07/304.1 Overgrowth is very bad. Highways were chased up. A1 safety group are discussing this. It was agreed that a year's growth happened in two months.

07/304.2 Speed cameras – latest update to come at the end of this month. Cameras do work. In a month's period over 600 people were caught.

07/305 Planning

07/305.1 Local Plan to 2036 – nothing seen that could affect Southoe & Midloe. All Cllrs to read the document. PC can comment as a body and individual residents/councillors comments can be submitted too. It is possible to see other people's comments on the planning portal. Responses to be agreed by email by full PC before the submission.

07/306 Finance

07/306.1 Cashbook up to 30 Jun 17: No bank Reconciliation carried as no Reserve a/c bank statement received

Current a/c bank statements (No 258 & 259 covering the period of May & Jun 17, Jun statement received today) received to Clerk's new address. Current a/c bank balance as at 30 Jun 17 is £4,163.83.

Reserve a/c: No statement for Reserve a/c. Should be a quarterly bank statement for reserve a/c, due last day of Dec, Mar, Jun and Sept. To check with the bank re: the statement for Reserve a/c for Q1 (Apr, May & Jun).

Cashbook balance of both accounts: £40,352.89. Cashbook approved.

07/306.2 Income and Expenditure report as at 30 Jun 17, Approved.

07/306.3 Expenditure for approval 5 Jul 17

Date	Cheque No.	Payee and Description	Amount
5 Jul 17	975	R Mimiene, Clerk wages £201.07 and expenses on running cost of the Council £14.68 (mileage £4.80, cartridge/paper/files £8.90, A4 letter stamp) Jun 17	£215.75
5 Jul 17	976	HMRC Tax deductions from Clerk wages Jun 17 payable to HM Revenue & Customs only Due to the receipt of the Employer Payment Booklet, chq is made payable to Post Office Ltd	£31.60
5 Jul 17	977	SLCC – contribution towards SLCC membership (full price is £157.00) which is split between all 7 PCs according to the % of the hours contracted.	£21.40
5 Jul 17	978	Mr Holdaway, grass cutting Jun 17, awaiting Invoice to be delivered – Invoice received.	£355.00
Total Jul 17 payments:			£623.75

Proposal **Proposed by Cllr ID, seconded by Cllr SB, all in favour and it was RESOLVED that all Carried items listed in 07/306.3 are to be paid.**

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


CHAIRMAN

2017 6/9/17

Date	Cheque No.	Payee and Description	Amount
		<i>To Approve in principle Aug 17 Payments. Amounts will be finalised after July payroll is carried (which is during the last week in July):</i>	
25 Jul 17	979	Clerk salary Jul 17	£201.07 to be confirmed
25 Jul 17	980	HMRC tax deductions from the Clerk wages July 17	£31.60 to be confirmed
25 Jul 17	981	Mr Holdaway - Clerk to ask for an Invoice so it can be signed together with Clerk's wages for Jul 17.	240.00 to be confirmed
		Total Aug 17 Payments:	£To be confirmed

Proposal Proposed by Cllr ID, seconded by Cllr SB, all in favour and it was **RESOLVED** that Carried additional 3 items listed in 07/306.3 for Aug 17 payments are to be paid.
Chq payment for £150.00 for the headstone received from Mills Master Masons, plot No BB16.

HDC and CCC leave the meeting

07/307 To Consider and Approve a new Model of Standing Orders issued by NALC as suggested by Internal Auditor
Defer to the next meeting. Consider at Sep meeting.

07/308 To Approve Assets Register, Cllr A Marnes
Will be carried for Sep PC.

07/309 To consider Parish Council Website: PC received a request for www.southoe-midloe.org.uk to be hosted elsewhere. It is moved to a new hosting platform (fasthosts.com) where it can stay for the time being. PC need to decide about the future of hosting of PC website
In process. It was noted that Hail Weston website is very good.

07/310 To further discuss the Defibrillator for Southoe & Midloe Village
Defer to the next meeting in Sep when Cllr AM is present.

AM

07/311 To Consider Pensions Regulator - to agree the percentage of monthly contribution towards Clerk's Pension scheme

07/311.1 As agreed at the last PC meeting Clerk registered PC with the Pensions Regulator and started the declaration which needs to be finished within 5 months after the staging date 1 Nov 17. On the staging day PC has to have a pensions scheme provider and contributions have to be made. Pension scheme now needs to be chosen.
Clerk approached NEST pension scheme (as mentioned at the last PC meeting, which is a Government scheme). Only once NEST received the DD authorisation from PC & PC completed the scheme set - up NEST will set up a DD mandate with a PC bank for contribution payments. DD mandate needs to be done online and printed for signing at the meeting. PC would need to agree the % of contribution 1st.
Clerk provided 2 examples of the letter which needs to be issued to the Clerk.
It was agreed to defer this matter to the next meeting.
PC is supportive but need to discuss and agree the % of the contributions.

07/312 Village Security & Policing Matters

07/312.1 Issue re: the cabin on the Playing Fields raised by the parishioner again tonight. Discussed under the Agenda item 07/300.3.
Note since meeting: Clerk contacted PCSO Richard Braddick, who advised that he is still keeping an eye on the cabin/hut however, he has been on annual leave this past few weeks. The last time PCSO visited the site was w/c 12th June 2017 and the hut according to PCSO 'seemed devoid of any new drug paraphernalia, in fact it was still clear after the clean up earlier in the year'. PCSO suggested that if residents see suspicious activity at the hut, it would be an idea for them to call it in on the 101 number.

07/312.2 Dog was noticed in the play area. No dogs allowed notices are there. The owner was advised.

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

agmarnes
CHAIRMAN

2017 6/9/17

07/313 High Street safety issues

07/313.1 Discussed earlier today. Cllr ID will draft a letter and get the Clerk to send it. PC to agree before sending. Inform the resident.

07/314 Highways Matters

07/314.1 CCC Highways officer Ian Winfield email re: Jetting drains. I Winfield visited the Rectory Lane yesterday. The works required to bring the system up to date is around 20K to 30K. The Highways Officer will put forward for consideration for funding but would need evidence of the inconvenience that it causes and how it affects safety to the local road users or the probability of flooding to local properties.

07/315 Play Area & Playing Field

07/315.1 Monthly Play Area check – weeds around the goalposts and teenager seating area. The grass coming up from the gaps in the surface. Needs sorting on the regular basis. Cllr ID will check and report back to PC. ID

07/315.2 Play Area – order placed with Wicksteed, outcome. ID
The repairs by Wicksteed will be carried on 2 Aug 17. Nearer the time Cllr ID will put the notices up.

07/315.3 To agree outstanding issues: the hiring on the Field, contract
The price of £25 a game was agreed at the last meeting. Clerk emailed to Simon Dance, Little Paxton under 10s manager. No reply received. Clerk to email and check if they are still interested in hiring the field. Clerk

When confirmation is received, the booking form will be issued. Cllr DS will have a look at the example agreement supplied by VH committee chairman, and will send the amended version to the Clerk. The pdf version of the agreement needs converting into a word doc. D

Note since meeting: Clerk emailed to the U10 manager.

07/316 Village Hall

07/316.1 Angela Seward, Chairman of the Southoe Village Hall Management Committee reported that 1 new toilet is installed and another one is repaired. New chairs are going to be delivered soon. It was agreed to arrange the painting of the hall in autumn. Cllrs volunteered to help. All

07/317 Village Matters

07/317.1 Notice Board, update from Cllrs A Kiley and I Davies
New keys with Cllrs SM and Cllr AM.

07/317.2 Finger Post, update from Cllrs A Kiley and I Davies
Advice was taken from the Highways officer Ian Winfield. Need to check what land the Finger post is on and if PC can move it from the hedge and refurbish. Members agreed to set a meeting this coming weekend. It was agreed that it would be nice to get it moved to a more central location in the village.

Note since meeting: I Winfield, the Highways officer, confirmed to the chairman A Marnes on 27 Jul 17 that the land belongs to CCC Highways. Maps were emailed to Cllr D Saw.

Note: Due to A1 North closure, PC agreed to let Clerk go before 9pm. Clerk leaves the meeting.

07/318 Streetlighting

07/318.1 It was reported that overgrown trees on Rectory Lane are blocking some lights.

07/319 Church & Burial Matters

07/319.1 To further discuss the possible repairs of the memorial stones, Cllr A Marnes
PCC stated their concern that some gravestones are currently laid flat on the floor. Cllr DS stated that individual families had been contacted (where possible) and asked to have their stones repaired and that any work must be carried out to the correct standard. Those families should be asked again. PC

PC must make a decision/take action at the next full PC meeting.

07/319.2 Works at the churchyard

At a recent PCC meeting, Cllr's SB and DS discussed the matter of a new pathway towards the Churchyard.

They were told that a full work schedule/assessment including risk assessment and plan may be required before any work could be considered by the Diocese. When all details have been provided, permission to do the work would be in the form of an Arch-deacon's Letter.

Although it was suggested that the work be carried out by professional, the PC generally agreed that this type of work could be carried out by volunteers in the parish and that this could be an excellent 'bonding' exercise for the residents. Cllr AK agreed to write up a work schedule based on work starting Spring 2018. AK

Signed for and on behalf of Southoe & Midloe Parish Council.....2017

CHAIRMAN

/320 Councillor Training available: HDC training/seminar on trees and CPRE training on Planning

Tree training course is now fully booked.

07/321 Correspondence

07/321.1 Textile bin in Southoe - discussed and generally felt that this would not be a good idea for our village.

07/322 Councillors Questions

07/322.1 Cllr ID noted the current very poor condition of Green Lane public footpath. ID to speak with ID HDC Cllr TH to see what influence he can have in getting the lane tidied up and cut back.

07/323 Date of the Next Meeting: Wed 6 Sep 17 at **7.30pm** at the Village Hall.

Meeting finished at pm

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