

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the PARISH COUNCIL MEETING
Held on WEDNESDAY 6 Dec 17
In SOUTHOE VILLAGE HALL at 7.30pm

Present Alan Marnes (**AM**) Chairman, Dick Saw (**DS**) Vice - Chairman, I Davies (**ID**), Sue Brierley (**SB**), Rachel Horsman (**RH**),
Ms R. Mimiene (**RM**) Clerk
CC Cllr P Downes (**PD**)
HDC Cllr T Hayward (**TH**)
4 members of the public.
Angela Seward, Chairman of the VH Committee

2017/18

12/402

12/402.1

To Receive Apologies and Reasons for Non Attendance

Clerk reported that PC Cllrs S Mitchel and A Kiley sent apologies for absence.

12/403

12/403.1

Declarations of Interest for Members (Disclosable Pecuniary Interests)

There were no declarations of interests.

12/404

District and County Councillors Reports

2 members of the public join the meeting

CC Cllr PD presented a report.

HDC Cllr TH reported:

A1 MATTERS Richard Saw, Kerry Simpson (Diddington), Peter Downes and HDC Cllr TH met Allan Trille (Keir) on the 21st November to discuss and then tour the current problems on the A1. Details of this meeting and its decisions and requests were sent to the Parish Council. The main issues discussed were the problem of sight lines and signage on the two entrances to Southoe, the Diddington Village Junction and a number of problems approaching and on the Buckden Roundabout. The overgrown verges and central reservation have since been cut at Diddington but HDC Cllr TH is not aware of other work being completed. Unfortunately, the HE representative did not attend the meeting so there was no opportunity to discuss our County Councillor's ideas for possible amelioration of some of the current problems. Members were told that the Keir's representative would be discussing these with HE the following week but to date have received no feed-back.

Residents will all be aware of the problems which appear likely to occur with the planned partial closure of the A1 for construction work on the planned Wind Turbines. CCC Cllr PC and HDC Cllr TH have been involved in trying to obtain a clearer picture of what is planned to happen, and PC will discuss the issue tonight.

The Report on the future of the A1 update is expected either just before or just after Christmas.

FOOTPATHS Last week HDC Cllr TH walked all 6.5 miles of the ROW between Southoe, Hail Weston and East Perry. The weather was kind, if a little cold, and the walk is one that HDC Cllr would recommend to all residents. Apart from some expected mud the paths are good although they would benefit from some extra signage. It should be remembered that footpaths are not the same as pavements. The path off Rectory Lane which skirts the west of the village has been rolled and the drilling has stopped well short of it. The only other observation is that a path across a field to the south of the village has been diverted around the field with no apparent signage.

CAMBRIDGE AND PETERBOROUGH COMBINED AUTHORITY MATTERS. The Combined Authority has commissioned a Strategic Review of buses and other public transport in Cambridgeshire. Their survey, which they hope to complete in six months, will only reach down to District Council level. HDC Cllr TH shall urge the District Council to seek the views of the towns and Parishes and would welcome PC's views on the subject. The aim of the review is to inform a future Combined Authority Bus Strategy. All details of Combined Authority Board Meetings and its Overview and Scrutiny Panel (HDC Cllr TH is a Vice-Chairman) are available on the internet.

Homelessness – report will be forwarded to the Clerk to be circulated.

Note since meeting: Report received and circulated to full PC, a copy attached to these Minutes.

A REMINDER Next May there will be an election for all Huntingdon District Council Councillors and all Town and Parish Councillors.

Meeting was closed for the members of the public to raise any issues

12/405

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

Signed for and on behalf of Southoe & Midloe Parish Council.....2018

CHAIRMAN

Resident Hayley Felce submitted a report re: HGV's through the village. It was stated that there was a lack of communication from TCI. Highways England were contacted. Residents felt that a inaccurate information was provided to the Community. Residents spoke to Gavin Sylvester, Planning Officer at HDC. It was considered by many that the community of the parish is put at risk due to poor traffic management. The sign says diversion but there is no diversion. Mrs Felce felt that until TCI put a proper traffic plan which is consistent, everything should go on hold. TCI were invited to PC meeting tonight but informed PC that ~~they cannot attend tonight~~. 'Given the levels of emotion that seem to be running pretty high over the last week or so we do not feel that there is much possibility of such an interface being constructive and thus will serve no beneficial purpose'. They are offering to meet with a sub-committee.

Photos of HGV need to be taken if they are noticed where they should not be.

Two problems raised: Safety and HGVs.

PC can write a letter to TCI outlining the problems, inviting them to come and answer questions.

Villagers are unsatisfied re: traffic management plans by TCI.

CCC Cllr PD: Proposal for planning was approved. Traffic management plan has to be enforced.

On A1 – Highways England, but if it is in the village CCC Highways. CC Cllr PD is happy to sit down and look everything through.

HDC Cllr TH: problems on A1 itself. Talk to Highways England and HDC Planner G Sylvester who is dealing with it.

CCC Cllr PD offered to arrange a meeting with the relevant people from Highways England, TCI, CCC and HDC, engineers, and Parish Cllrs – to clarify the procedural conditions. And come back to PC to say what is being proposed. Clear guidelines. CCC Cllr and HDC Cllr will sort that out. Security and Safety are the main issues.

S&M PC authorized HDC and CCC Cllrs to approach officials and clarify the situation. Then come back to PC and report A.S.A.P. so that all councilors can meet with T.C.I. PC agreed.

Bell Lane closure planning – Lane not to be shut when work not being done.

Cllrs DS and ID will write the bullet points and distribute to full PC and then Clerk will forward to HDC and CCC Cllrs.

Traffic management arrangements need to be clear and understandable.

PC to respond to the email received from TCI which was read out today. Inform TCI that HDC and CCC Cllrs are prepared to respond to them.

Briefing note to be sent from PC for PD and TH to be made to take forward to officials at CC., HDC., HE. and Kier then then contact TCI people with a view to getting meetings to include the Parish Councillors in order to try to move the matter forward.

If no satisfactory resolution reached, have an extraordinary meeting of PC to resolve it.

PC agreed to point out to HDC that the archaeology condition is believed not met but the works already started on the above site in Southoe. Clerk to contact HDC.

Note since meeting: Clerk contacted HDC planners on 7 Dec 17. Awaiting outcome.

HDC and CCC Cllrs leave the meeting

Meeting re- opened

Item 12/418.1 Brought forward

Brett O'Connor, TCI Renewables, offered to meet with the sub-group. PC agreed to form a working party of 2 or 3 PC Cllrs and a member of the public (Hayley Felce volunteered to join the group). This working group will be active till the project is finished and will consider all concerns raised re: safety and other issues.

12/406 **To Receive and Approve the Minutes of the Parish Council Meeting 1 Nov 2017**
Proposal: **Proposed by Councillor SB, seconded by Councillor ID, 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.

1 member of the public leaves the meeting.

12/407 **Matters arising from those Minutes**
None.

12/408 **A1 Matters**
It was reported that the state of A1 slip road at the Little Paxton turn off of the South bound is in AM poor conditions.
It seems that H.G.V's are exiting the land fill/ concrete crushing site and depositing mud and debris on the road which is very dangerous for all road users but especially motor cycles.
Councillors for Southoe & Midloe PC were unsure if it was permitted for these H.G.V's to actually

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

[Signature]
CHAIRMAN

2018 *7.19.18*

enter the A1 slip road at this point as there is an entrance/exit off of the service road.

Note since meeting: Response received that one of Asset Incident Watchman will take a look at the issue reported. It was also suggested that any queries be directed to the Highways England Customer Service team directly by calling 0300 123 5000 or e-mailing: info@highwaysengland.co.uk so that any enquiries and complaints can be handled in the correct way by the Customer Service team

12/409 Planning – none received in this period

12/410 Consultations: None received in this period

12/411 Finance

12/411.1 To Consider and Approve Budget and Precept 2018/19:

Precept for 2018/19 go up by 1% £12,626.

Budget: £16,763.49

Difference to be covered by the reserves.

Proposal: Proposed by Councillor ID, seconded by Councillor AM, all in favour, and it was Carried RESOLVED that Precept for 2018/19 is £12,626 and Budget £16,763.

Note since meeting: Precept request for 108/19 submitted HDC on 7 Dec 17.

12/411.2 To consider and approve Internal audit fees for 2017/18 and Note External audit info

Proposal: Proposed by Councillor ID, seconded by Councillor SB, all in favour, and it was Carried RESOLVED to approve Internal Auditor for 2018/19 including the fees (£10 increase, making total £60).

Note since meeting: Letter of appointment for 2018/19 is sent to the Internal auditor on 7 Dec 17.

Notification of external auditor appointment for 2017/18 noted.

3 members of the public leave the meeting.

12/411.3 To note Current and Business a/cs balance as at 31 Oct 17:

Current a/c balance as at 31 Oct 17: £3,319.15

Business a/c: no statement received.

12/411.4 Income and Expenditure report as at 31 Oct 17, Noted.

12/411.5 Regarding payment to HMRC: To further consider the best option for PC: DD, telephone and Internet banking. PC still can pay by Chq payment only the Post Office will not be able to do the payment via Employer Payment booklet after 15 Dec 17

Clerk spoke to NatWest business line banking re: Internet & Telephone Banking. There are 2 options:

1. Free service: 3 signatories have to sign the form (which I have with me), but only 1 user can actually put payments on and authorize them. As it cannot be the clerk... it would have to be a signatory and I would need to send that particular Councillor all details of Invoices and then this authorized user will put payments online and authorize them...
2. Another option is – service for £20 per month. Clerk can be an administrator & 2 or 3 or 1 Councillor/s (how many PC wishes to have for each payment to be authorised) would have the option of logging in and authorizing the payment/s.

Also re: PAYE payment to HMRC – NatWest suggested that a letter signed by 3 signatories (containing all HMRC details a/c no, sort code, etc) saying that 'PC allows to transfer money to HMRC' will need to be taken into a bank by one of the Signatories with ID. It cannot be the Clerk! Check with HMRC re: payments by BACS. Option to pay quarterly.

Clerk to check with CAPALC.

Clerk

Note since meeting: Clerk filled the helpdesk form and emailed CAPALC the PC query.

12/411.6 Expenditure for approval 6 Dec 17

Cambs ACRE membership renewal form received too late for the Agenda. If PC approves we can make payment today. It is for £55.50 and is budgeted for.

Note since meeting: While doing the a/cs it was noticed that the payment for Cambs ACRE was already raised earlier in the year, therefore after checking with Cambs ACRE this chq payment Chq No 1001 for £55.50 is now cancelled.

Invoice from Mr Holdaway presented at the meeting and it was agreed to make this payment for the grass cutting. It is the last invoice for this grass cutting season.

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

gymtames
CHAIRMAN

7TH 12/18

Date	Cheque No.	Payee and Description	Amount
6 Dec 17	997	Mr Holdaway, grass cutting – 2, 16 and 31 Oct 17	£360.00
6 Dec 17	998	R Mimiene, Clerk wages Nov 17 £191.84 and expenses on running cost of the Council Nov 17 £7.04 (mileage £4.8 and paper £2.24)	£198.88
6 Dec 17	999	HMRC Tax deductions from Clerk wages Nov 17	£29.20
6 Dec 17	DD	Nest Pensions contribution Nov 17	£23.26
6 Dec 17	1000	Wicksteed Playgrounds Accompanied Inspection: Play Area	£103.20
6 Dec 17	1001	Camps ACRE payment raised but cancelled as PC already raised a payment previously.	£55.50
Total Dec 17 payments:			£714.54

Proposal Proposed by Cllr DS, seconded by Cllr RH., all in favour and it was **RESOLVED** that all Carried items listed in 12/411.6 are to be paid.

12/412 PC Risk Register, approved at the last meeting, Cllr A Kiley
Amendments to be added by Cllr AK. Carried forward.

12/413 To Review Standing Orders, Financial Risk Assessment, Financial Regulations, Maintenance schedules, Risk Assessment
Carry forward to Feb 18 meeting.

12/414 To Approve Assets Register, Cllr A Marnes and Clerk
Carry this item forward.

12/415 Parish Council Website: updated by Cllr R Horsman

12/415.1 Website is up and running. Cllr RH transferred quite a lot of documents onto it. 57 years of documents, Agendas and Minutes will be uploaded by Cllr RH. Advertise to the village. Photos of the Village fair. Local interests to be linked to the website. Planning to be advertised to the public by Jan 18. Thank you expressed to RH.

12/416 To further discuss the Defibrillator for Southoe & Midloe Village
Carry forward. Cllr ID has some info to forward to Cllr AM.

12/417 Village Security & Policing Matters

12/417.1 Issue mentioned by the resident re: the diversion which was left, and all cars were coming into the village.

Photographic evidence of vehicles entering where they should not be, have to be passed to the police.

12/417.1 Speeding bike noticed again.

12/427.3 A school bus struggled to get through as the road in High Street was blocked by cars parked both sides of the road. Also reports of access to V.H. sometimes is difficult because of parked cars.

12/418 Highways Matters

12/418.1 Southoe Common Barns Wind Farm, outcome
Dealt with.

12/418.2 To consider the Village a HGV exclusion zone/area
Covered.

12/419 Village Grass cutting issues and Footpaths issues in the village

12/419.1 Clerk is obtaining the 3rd quote (CGM) for the play area.
Cllrs AM and ID are happy to meet the contractors on site.

Clerk
AM, ID

12/419.2 Footpaths issues in the village – councillor ID asked if we could cut any over grown paths. He would find out.

12/420 Play Area & Playing Field

12/420.1 Yearly Play Area inspection carried by Wicksteed, outcome

Wicksteed report presented to PC. Wicksteed are happy by the repair works carried at PA.

Dog fouling in Play Area was mentioned. There is a sign saying no dogs in PA.

People are using the gate at the back of the VH as a shortcut. The V.H. deeds say that it has to be a secure fence. Cllr RH will write a note for Grapevine that dogs are not allowed to the PA. PC agreed to ask residents to take photos and report to PC if they see anyone taking their dog in. If that continues the gate from the VH side will be locked.

Signed for and on behalf of Southoe & Midloe Parish Council.....2018

gymms
CHAIRMAN

7th Feb

- 20.2 Monthly Play Area Risk Assessment and Yearly Inspection
Carried. Report to be presented to the Clerk.

12/421 Village Hall
Smart meter installed. Monthly bills from now.

12/422 Village Matters

- 12/422.1 Notice Board – Cllr AK done one side. The NB looks very good now.
12/422.2 Finger post – I Winfield, Highways Officer, was out and sent the letter to the owner of the house. AK
He sent PC a list of approved contractors who could dig it out. Cllr AK is looking at the list and
getting the quotes. It was agreed to locate the Finger post just inside the church wall. Make sure
fingers are not sticking out into the road.

12/423 Streetlighting

- 12/423.1 PC4 at Rectory Lane, the glass broken, plastic bag over the connection. Clerk to report.
12/423.2 Cllr RH asked do PC have a map of streetlights (which ones belong to PC and which ones belong Clerk
to CCC) so that she could upload onto the new PC website and people would know whom to AM
report the faulty streetlight. Cllr AM will find it, but it is a hard copy, but not a digital one.
Streetlights map can also be found on CCC website.

12/424 Church & Burial Matters

- 12/424.1 To further discuss the possible repairs of the memorial stones, Cllr AM
2 been done. 3 outstanding. The ones done been bonded. Cllr AM will carry out the works in AM
spring.
12/424.2 Footpath issue – No update.

12/425 Correspondence

- 12/425.1 Highways England meeting – Clerk to check if they refer to Alconbury only or all Highway England
groups.

Angela Seward leaves the meeting.

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.

**12/426 To sign the amended Clerk's contract and as suggested at Nov PC to finalise the decision
on the Annual Increment.**

It was agreed to offer the Clerk to a higher pay scale LC2 30 from 1 Apr 18. Future pay scale PC
increments to be discussed by Councillors at annual evaluation.

**Proposal: Proposed by Councillor ID, seconded by Councillor AM, all in favour, and it was Carried
RESOLVED to do so.**

Amended Contract includes the pensions scheme. Print it out and sign at the next PC meeting. Clerk

12/427 Councillors Questions
None.

12/428 Date of the Next Meeting: Wed 3 Jan 18 at 7.30pm at the Village Hall.

Meeting finished at 10.02pm

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