

# **SOUTHOE & MIDLOE PARISH COUNCIL**

## **MINUTES of the PARISH COUNCIL MEETING**

**Held on WEDNESDAY 6 Sep 17**

**In SOUTHOE VILLAGE HALL at 7.30pm**

Present Alan Marnes (AM) Chairman, Dick Saw (DS) Vice - Chairman, Sue Brierley (SB), Sharon Mitchel (SM), A Kiley (AK), R Horsman (RH).  
Ms R. Mimiene (RM) Clerk  
CC Cllr P Downes (PD)  
No members of the public.

2017/18

09/324

09/324.1

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

Clerk reported that PC Cllr I Davies and HDC Cllr T Hayward sent apologies for absence.

09/325

09/325.1

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

There were no declarations of interests.

09/326

09/326.1

### **District and County Councillors Reports**

CC Cllr PD presented a written report which was circulated to full PC prior to the meeting. Report attached to these minutes.

*CC Cllr PD leaves the meeting*

09/326.2

HDC Cllr TH was unable to attend the meeting this evening. Written report was circulated prior to the meeting, attached to these Minutes.

*Meeting was not closed as there were no members of the public to raise any issues*

09/327

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

No members of the public present.

09/328

Proposal:

### **To Receive and Approve the Minutes of the Parish Council Meeting 5 July 2017**

**Proposed by Councillor SB, seconded by Councillor DS, 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.

09/329

### **Matters arising from those Minutes**

07/300.2 - Waste bin at Town Orchard entrance to football pitch. This matter is now sorted. The bin has been emptied and is now back on the normal rota for future H.D.C. collections.

07/302.3 - Clerk Contract. The contract was re-written by Cllr ID on 10th July but it will probably need to be updated again once the pension issue for the Clerk has been finalised.

07/309 - Website - still not resolved. Councillor R. Horsman volunteered to progress this with Councillor I.D.

09/330

09/330.1

09/330.2

### **A1 Matters**

Info circulated by Cllr AM today from Highways England website, attached to these minutes.

HDC Cllr TH reported about the A1 average speed cameras.

The total number of tickets issued in the last six months was 907. There are three thresholds for penalties: Diversion Course 68-75 mph, Points and a fine (no court) 76-85 mph, Summons and Court appearance 86 mph+.

Cllr AM attended the Local Plan to 2036: Draft Consultation 2017 meeting at HDC and found out that the data used was 3 years old and the wrong speed limit restrictions by Southoe & Midloe were supplied in the document.

09/331

09/331.1

### **Planning**

**Proposal: Removal of old wall and move new wall closer to boundary line on North elevation only. Site Address: 12 Town Orchard Southoe St Neots. Reference: 17/01296/HHFUL, comments by 6 Aug 17 – PC discussed the planning consultation by email and suggested to Recommend approval: When the plans for the estate were considered, HDC at the time decreed that certain areas should remain "open plan" and that strip was one area that was to be kept. The original documentation should be on file at HDC and the land registry. Parish Council would ask this to be checked before the permission is granted. Although it only involves moving a wall approx. 2 metres, it would have a small/medium impact on the view from the front of the other houses in the close. Parish Council does not feel that the move will have any significance for the village, as a whole.**

**Proposal: Proposed by Councillor AM, seconded by Councillor SB, all in favour, and it was Carried**  
**RESOLVED that the planning application is approved.**

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

*Alan Marnes*  
CHAIRMAN

2017

4/10/17



09/331.2 Local Plan to 2036: Consultation Draft 2017. No PC comments. Cllr AM submitted his personal comments. Cllr AM attended the seminar and provided PC with a copy of the draft Local Plan to 2036. No development is planned in Southoe & Midloe parish. Noted.

**09/332 HDC Consultation**  
**REPLACEMENT OF DOG CONTROL ORDERS WITH A PUBLIC SPACE PROTECTION NOTICE**, comments by 28 Aug 17  
 No PC comments. Orders for Play Area only – it is dog control area.  
*Note since meeting: Clerk responded HDC.*

**09/333 Finance**

09/333.1 Bank Reconciliation 1 May to 30 Jun 17:

Current a/c bank balance as reported at the last meeting £4,163.83.

Reserve a/c: Quarterly bank statement sheet No 104 now received, balance £36,189.69

Bank Reconciliation approved.

PC members discussed the reserve's situation.

09/333.2 Income and Expenditure report as at 30 Jun 17. Approved.

09/333.3 To approve transfer of £5,000 between a/cs (from Business Reserve a/c to Current a/c, a draft letter attached for PC approval)

**Proposal:** **Proposed by Councillor DS, seconded by Councillor AK, all in favour, and it was Carried**  
**RESOLVED to sign the bank transfer letter.**

*Note since meeting: Letter posted to the bank on 7 Sep 127*

09/333.4 Completion of the Annual Return for the year ended 31 March 2017, the external auditor report and certificate provided. Notice of conclusion of audit to be published before 30 Sep 17.

Report and Notice on the PC NB.

09/333.5 To note payments approved at July's PC for Aug 17, confirmed amounts after Jul payroll:

| Date                   | Cheque No. | Payee and Description                                                     | Amount  |
|------------------------|------------|---------------------------------------------------------------------------|---------|
| 25 Jul 17              | 979        | Clerk salary Jul 17                                                       | £201.07 |
| 25 Jul 17              | 980        | HMRC tax deductions from the Clerk wages July 17                          | £31.60  |
|                        |            | <i>It was agreed to pay Mr Holdaway for the grass cutting in July 17:</i> |         |
| 25 Jul 17              | 981        | Mr Holdaway – grass cutting churchyard Jul 17                             | £240.00 |
| Total Aug 17 Payments: |            |                                                                           | £472.67 |

09/333.6 Expenditure for approval 6 Sep 17

PC members discussed the Insurance policy and agreed to take advantage of the 3-year long term agreement. Therefore, instead of £756.55 PC will be paying £718.72.

**Proposal:** **Proposed by Councillor SB, seconded by Councillor AM, all in favour, and it was Carried**  
**RESOLVED that to approve the 3-year long term agreement with Came & Company Local Council Insurance.**

Cllr AK asked to have PC Risk Register on the Oct PC Agenda.

AK

| Date                   | Cheque No. | Payee and Description                                                                                                                 | Amount    |
|------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 6 Sep 17               | 982        | R Mimiene, Clerk wages Aug 17 £201.27 and expenses on running cost of the Council Jul and Aug 17 £6.01 (mileage £4.80, £1.21 postage) | £207.28   |
| 6 Sep 17               | 983        | HMRC Tax deductions from Clerk wages Aug 17 payable to Post Office Ltd                                                                | £31.40    |
| 6 Sep 17               | 984        | Wicksteed Playing Field maintenance                                                                                                   | £2,227.20 |
| 6 Sep 17               | 985        | Cambs ACRE membership                                                                                                                 | £54.00    |
| 6 Sep 17               | 986        | Cambs ACRE membership                                                                                                                 | £52.70    |
| 6 Sep 17               | 987        | Mijan Limited: Internal audit 2016/17, Michael Williamson                                                                             | £240.00   |
| 6 Sep 17               | 988        | Mr Holdaway, grass cutting Aug 17                                                                                                     | £718.72   |
| 6 Sep 17               | 989        | Came & Company, PC Insurance cover 1 Oct 17 to 30 Sep 18                                                                              | £120.00   |
| 6 Sep 17               |            | PKF Littlejohn LLP – external audit year ended 31 Mar 2017                                                                            | £3,651.30 |
| Total Sep 17 payments: |            |                                                                                                                                       | £3,651.30 |

**Proposal** **Proposed by Cllr DS, seconded by Cllr SM, all in favour and it was RESOLVED that all items listed in 09/333.6 are to be paid.** **Carried**

**09/334 To Consider and Approve a new Model of Standing Orders issued by NALC as suggested by Internal Auditor**

PC felt that the Standing Orders adopted by PC previously are specifically modified to Southoe & Midloe Parish Council and therefore cover all the areas needed. It was agreed to keep the existing Standing Orders and not to adopt the new ones. Noted.

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



- 09/335 **To Approve Assets Register, Cllr A Marnes**  
Carry this item forward to the next meeting. AM
- 09/336 **To consider Parish Council Website: PC received a request for [www.southoe-midloe.org.uk](http://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**  
PC is still looking for a new host. Cllr RH has suggestions how to take this action forward. Cllr RH will liaise with Cllr ID. RH, ID
- 09/337 **To further discuss the Defibrillator for Southoe & Midloe Village**  
Defer to the next meeting in Oct. Cllr AK will approach somebody he knows for more information. AM, AK
- 09/338 **Clerk's contract to be updated re: the hours and pensions scheme**  
**Letter from the Pensions Regulator received – to consider pensions provider and PC & Employee contributions towards it (suggested is the Government Scheme called NEST) and to consider the DD set up for monthly contributions**  
1 Nov 17 Staging date  
Cllr AM was a member of Pensions Action Group who worked with government to introduce pensions and pensions protection for all working people, Cllr A.M. explained to PC the situation. PC discussed it. Clerk is not automatically enrolled but as she expressed the wish to be added to the scheme PC agreed to offer the Clerk the pensions scheme (Clerk to use the NEST pensions provider as she is already using it for other 2 Councils). It was agreed to make initial payment of 5% from the gross salary. Cllr A.M explained that percentage paid ongoing would normally reduce with government recommendations. It was agreed to sign DD at Oct PC and start adding to the scheme in Nov 17. PC will have to budget for it. New budget to be set at Nov 17 PC meeting.  
Clerk's gross pay is £232.67 therefore 5% of PC contribution would be £11.63, per calendar month and the Clerk will add the same 5% which is £11.63. The final amounts to be confirmed.
- Proposal** **Proposed by Cllr SB, seconded by Cllr RH, all in favour and it was RESOLVED to go with the NEST pension scheme and set up a direct debit for 5% of PC contribution. Clerk to prepare paperwork for signing at Oct PC.** **Carried**
- 09/339 **Village Security & Policing Matters**  
09/239.1 Cllrs check the PF constantly.  
09/339.2 PCC meeting with the Cambridgeshire Police and Crime Commissioner on Fri 15 Sep 17 – Clerk to book a place for Cllr AM. AM, Clerk  
*Note since meeting: The place is booked.*
- 09/340 **High Street safety issues**  
09/340.1 Letter sent to the speeding bike rider, no reply received. It was noted that the cyclist seems to go slower.
- 09/341 **Highways Matters**  
09/341.1 Cllr DS reported that Highways Officer visited the site in July and reported back that the works required to bring the system up to date would be around 20 – 30k. It would not be funded by LHI scheme. To further discuss and monitor. Collect evidence/photos of the area over the winter. DS
- 09/342 **Village Grass cutting issues**  
09/342.1 In response to a recent complaint from a resident Sheila Penton, HDC grass cutting services (Emma Stannard) was contacted re: a complaint about the most recent grass cut on the playfield and on The Green.  
Reply from HDC received straight away. Photos submitted to PC by HDC Officer who inspected the areas in question. PC felt that the reply is very reasonable.  
August was a month with so much growth.
- 09/343 **Play Area & Playing Field**  
09/343.1 Monthly Play Area check – Cllr AM reported that checks are carried out by Mrs. K Lightfoot.  
09/343.2 Play Area – order placed with Wicksteed, outcome. ID  
The repairs by Wicksteed carried well on 2 Aug 17. It has been 15 years till PC had this play area installed.  
Wicksteed: Annual Play Area inspection: Registration Form for Inspection of Playground Equipment received. PC chose an accompanied inspection for £71.00 + a detailed analysis £15.00 as previously. Clerk will fill in the form and submit to Wicksteed.  
*Note since meeting: Form submitted on 7 Sep 17*

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

CHAIRMAN



- 09/343.3 To agree outstanding issues: the hiring on the Field, contract Simon Dance, the man who was enquiring re: football pitch in Southoe emailed the Clerk that he passed Clerk's details to Little Paxton Colts Chairman Paul Cook. No one contacted PC.
- 09/344 Village Hall**  
Cllr RH joined the group of PC members who represent the PC at VH committee. Cllrs SM, AM are already members.  
Thank you expressed by PC to VH Committee for the new chairs at VH.
- 09/345 Village Matters**  
09/345.1 Notice Board, update from Cllrs A Kiley  
No update.  
09/345.2 Finger Post, update from Cllrs A Kiley  
PC received an email from residents No 31 Church Way on 26 July 17. PC sought advice. The hedge in question was planted by residents on CCC side of the fence. Highways officer I Winfield sent a map showing the boundary line. Clerk acknowledged the receipt of the email on 27 Jul 17. PC now agreed to reply to the residents pointing out that the finger post is located on CCC land and PC are further investigating the situation.  
PC to make a decision at the next PC meeting in Oct. Clerk  
PC
- 09/346 Streetlighting**  
09/346.1 Nothing to report.
- 09/347 Church & Burial Matters**  
09/347.1 To further discuss the possible repairs of the memorial stones, Cllr A Marnes  
Some gravestones repaired by families. Others need to be repaired or laid flat. PC to decide at the future meetings if other families could not be contacted.  
Cllr SM was approached by the resident Mrs G Smith (Lees Lane) who would like to find out the details of the burial plot which was purchased some 5 years ago. Clerk  
09/347.2 Rector of Southoe Church Annette Reed emailed PC thanking for last year's donation towards church Insurance cover and have asked if PC are considering a donation for 2017. Last year PC donated £750. Clerk to raise a payment at Oct PC meeting.
- Proposal** **Proposed by Cllr SM, seconded by Cllr DS, all in favour and it was RESOLVED to** **Carried**  
**contribute £750 as a donation under S137.**
- 09/348 Correspondence**  
09/348.1 Cllr AM will be attending ACRE AGM on 26 Sep 17 at 2pm at Cambridge. Full details provided.  
09/348.2 Huntingdonshire Parish and Town Council Conference 9 Oct 17 at 9.30am. Chairman and Clerk will attend.
- 09/349 Councillors Questions**  
None.
- 9/350 Date of the Next Meeting: Wed 4 Oct 17 at 7.30pm at the Village Hall.**  
  
Meeting finished at 21.55pm  
  
*These minutes are considered draft until ratified at the Parish Council meeting*

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

  
CHAIRMAN