

**SOUTHOE & MIDLOE PARISH COUNCIL**  
**MINUTES of the PARISH COUNCIL MEETING**  
**Held on WEDNESDAY 7 Jun 17**  
**In SOUTHOE VILLAGE HALL at 7.30pm**

Present Alan Marnes (AM) Chairman, Dick Saw (DS) Vice - Chairman, I Davies (ID), Sue Brierley (SB), S Mitchel (SM), A Kiley (AK).  
Ms R. Mimiene (RM) Clerk  
CC Cllr P Downes  
HDC Cllr T Hayward (TH)  
Angela Saward, Chairman of the Southoe Village Hall Management Committee.  
1 member of the public.

2017/18

**06/269 To Receive Apologies and Reasons for Non Attendance**

06/269.1 There were no apologies for absence.

**06/270 Declarations of Interest for Members (Disclosable Pecuniary Interests)**

06/270.1 There were no declarations of interests.

**06/271 District and County Councillors Reports**

06/271.1 CC Cllr P Downes presented the report which is attached to these minutes.

*Cllr SM joins the meeting*

06/271.2 HDC Cllr TH provided a verbal report. The Ouse Valley group met. Issues with the overgrowth of the paths. Might need HDC and PC help re: tidying up Ouse Valley more than twice a year. HDC Cllr TH is meeting a footpath officer next week.

06/271.3 Drains were tidied up last week in the village.

*Meeting was closed for the following item*

**06/272 Open Forum – For all members of the public and press present including District and County Councillors.**

06/272.1 Angela Saward, Chairman of the Southoe Village Hall Management Committee asked for the Agenda for Grapevine. Highways matter to be raised later under the Highways.

*CC Cllr PD leaves the meeting*

*Meeting was re-opened*

**06/273 To Receive and Approve the Minutes of the Parish Council Meeting 3 May 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.

**06/274 Matters arising from those Minutes**

06/274.1 All items will be covered under the Agenda items later on tonight.

**06/275 To Consider One Councillor Vacancy**

06/275.1 No members interested.

**06/276 A1 Matters**

06/276.1 Cllr TH had a meeting with Highways England re: traffic issues in Southoe and is looking for possible solutions/alternative schemes.

A1 overgrown vegetation in central reserves was reported to Highways by Cllr AM. HDC Cllr TH has also got this issue under his consideration. Thank you to Cllr TH was expressed from PC for all input in A1 matters. Highways England is looking into A1 improvements. PC is pushing for a link road or any solution that could make access into Southoe & Midloe safer within short time. Letter to MP was written, meetings attended and the problems were presented.

Cllr AM Proposed to pursue HDC Cllr TH and CCC Cllr PD on PC behalf for any option/solution to make this village access safer within the short time. It was decided to seek all opportunities to find an alternative to the present situation.

Proposal: Proposed by Councillor AM, seconded by Councillor DS, all in favour, and it was Carried

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

CHAIRMAN

**RESOLVED to do so.**

**06/277 Councillor Portfolio: areas of responsibility, revised May 2017**

06/277.1 Cllr ID prepared the draft version for the next meeting which was circulated to members prior to the meeting. ID

Councillor Responsibilities document May 2017 was approved by PC. Signed by Chairman. Filed.

Notice Board: Cllr SM will be responsible for updating the NB

SM

Clerk will carry on doing monthly time sheets but will not need to send to the chairman any more for monthly approval.

**06/278 Planning**

06/278.1 No reply received from HDC re: query raised at the last PC meeting.

**06/279 Finance**

06/279.1 Annual Return 2016.17 completed and posted to external auditors. It is on PC NB. PC website is down at the moment. Website is on the Agenda for tonight.

P60 form passed to the Clerk (Due to payroll previously run by Chairman S Penton).

06/279.2 Cashbook and Bank Reconciliation up to 30 Apr 17

Cllr AM and SB went to the NatWest bank and presented the mandates. Cllr Sheila Penton is taken from the accounts due to the resignation. Cllr SB is a signatory. And Clerk's new address is on NatWest system. It was agreed that bank statements come directly to the Clerk. Copies of mini bank statements for Current a/c for Apr - May 17 and Reserve a/c for Jan - Apr 17 provided to the Clerk tonight.

A copy of a bank mandate submitted to NatWest passed to the Clerk.

Bank reconciliation for Apr 17 prepared and approved by PC, signed by the chairman.

06/279.3 Income and Expenditure report as at 30 Apr 17, approved.

06/279.4 Expenditure for approval 7 Jun 17:

*Note: Clerk's salary final amount amended (Agenda had a different amount than it actually added up to) and noted.*

*To note that chq No 972 raised to Mr Holdaway was cancelled and a new chq No 973 was raised.*

Date	Cheque No.	Payee and Description	Amount
7 Jun 17	970	R Mimiene, Clerk wages £201.07 and expenses on running cost of the Council £9.77 (mileage £4.80, cartridge £4.97) May 17	£210.84
7 Jun 17	971	HMRC Tax deductions from Clerk wages May 17 payable to Post Office Ltd (on the receipt of Employer Payment booklet tonight) not to HM Revenue & Customs	£31.60
		<i>Additional Invoice received from Mr Holdaway for grass cutting in May 17 since Agenda was issued:</i>	£600.00
		<i>Chq No 972 cancelled and a new one No 973 raised instead.</i>	
7 Jun 17	973	Mr Holdaway, grass cutting x 2 Invoices for Apr and May 17	£500.00
		<i>It was agreed to make a donation to MAGPASS Air Ambulance</i>	
7 Jun 17	974	MAGPAS Air Ambulance	£50.00
		Total Jun 17 Payments:	£892.44

**Proposal** Proposed by Cllr DS, seconded by Cllr ID, all in favour and it was **RESOLVED** that all items listed in 06/279.4 are to be paid (including a new Invoice to Mr Holdaway and donation to MAGPAS). **Carried**

**06/280 To Consider and Approve a new Model of Standing Orders issued by NALC as suggested by Internal Auditor**

Defer to the next meeting.

**06/281 To Approve Assets Register, Cllr A Marnes**

Action to value the assets. Cllr AM will provide a detailed list with photographic evidence for Sep PC meeting. AM

**06/282 To consider the FUTURE OF HDC TREE WARDEN CO-ORDINATOR, as suggested by HDC Cllr T Hayward**

06/282.1 Cllr SB is a tree warden for Southoe & Midloe PC.

It was agreed to reply HDC explaining that S&M PC very much supports the position of the Tree Warden Co-ordinator.

It was also agreed to make a list of trees which are under PC responsibility. Cllr TH volunteered to Signed for and on behalf of Southoe & Midloe Parish Council.....2017

SB

CHAIRMAN



walk with Cllr SB. HDC Cllr TH said that it is a good practice to make a list of all trees separating under PC, HDC and CCC trees.

Cllrs discussed that it would be a good idea to make a list/map of all Village Assets and what actually falls under PC responsibility. Action to Cllr AK. Cllr AK apologised as he will not be able to attend the next meeting in July but will take on this project. AK

**Proposal** Proposed by Cllr AK, seconded by Cllr SB, all in favour and it was **RESOLVED** to make a **list of trees under PC responsibility 1<sup>st</sup> and also list down all Village Assets.** Carried

*Note since meeting: Clerk responded re: tree warden co-ordinator's role to HDC on 8 Jun 17.*

**06/283 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**

**06/283.1** Cllr ID will research and present the cost. The ones hosted by BT might be a good idea to look at. ID  
It was also requested to email Agenda for Grapevine as website seems to be inactive for now.

**06/284 To further discuss the Defibrillator for Southoe & Midloe Village**

Deferred to the next meeting.

AM

**06/285 To Consider Pensions Regulator**

**06/285.1** Staging date: 1 Nov 17. PC agreed to provide a pension to the Clerk. Clerk to start the declaration and report back to the next PC meeting. NEST pensions scheme was discussed. Clerk to forward more info to PC members.

Clerk  
PC

*Note since meeting: Clerk started the declaration and checked with NEST pensions provided re: further steps.*

**06/286 Village Security & Policing Matters**

**06/286.1** Nothing to report.

**06/287 Highways Matters**

**06/287.1** Ian Winfield (CCC Highways) came to sort Rectory Lane drain problems on 5 Jun 17. Drains were jetted. Pictures taken, report and proposal will be sent to PC on what they might do. There is about 30-40 meters that is really blocked. There are 2 ways to do it. Local Highways initiative (application needs to be made in Sep if this option is chosen) or come up with another scheme.

**06/287.2** Hedging in Rectory Lane started growing into the Lane. CCC used to do it before quite frequently but due to the cut backs hedge cutting times are limited to minimum now. PC agreed to write to landowners. Cllr DS will draft a letter. Clerk to email residents. DS

**06/288 Play Area & Playing Field**

**06/288.1** Monthly Play Area check is carried, a copy of the Checklist is presented for PC files.

**06/288.2** Letter received from SAVILLS re: Annual evaluation of Play Area and Playing Fields received. It is going to be carried tomorrow, 8 Jun17. Clerk to change contact details.

**06/288.2** To further consider works at Play Area - Rubber matting

3 Quotes received:

- 1) Wicksteed £1,962.00 + VAT
- 2) Soft Surfaces £2,187.00 + VAT.
- 3) Sovereign Play £3,211.76 + VAT

*Cllr SM leaves the meeting*

**Proposal** Proposed by Cllr AM, seconded by Cllr ID, all in favour and it was **RESOLVED** that **Wicksteed Quote to be accepted.** Carried

*SM joins the meeting*

Clerk to liaise with Cllr ID and put the order through.

Clerk

**06/288.3** To further consider the hiring of the Field and price

Info on hiring the Field (provided by Angela Saward, Chairman of the Southoe Village Hall Management Committee) was circulated to full PC prior to the meeting.

All  
Clerk

Cllr AM proposed to reply to Little Paxton U10 manager and say that PC is in agreement in principle of hiring the Field but have no facilities to do white lining. Price per game is £25.00. This year 5 & 6 Aug the Field is not available as it is marked for Village activities. A Saward and PC members are now checking with Hunts FA re: contract for renting out the field. The contract will be finalised before the football season starts.

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

*R.S. Saward*  
CHAIRMAN

2017



Clerk to check with PC Insurance company.  
Note since meeting: Reply to Manager of U11 sent 6 Jun 17.

Cllr ID leaves the meeting

**06/289 Village Hall**

06/289.1 1 member retired from the VH committee. A new treasurer was co-opted. VH Committee AS  
Chairman AS reported that they are now waiting for both toilets to be repaired. VH also needs  
repainting. When paints received, volunteers will help to paint. Revised version of consultation  
document is being prepared to ask the villagers' opinion on the future of the VH.

**06/290 Village Matters**

06/290.1 Notice Board, update from Cllrs A Kiley and I Davies  
New lock and keys are purchased.

06/290.2 Finger Post, update from Cllrs A Kiley and I Davies  
It is planned to renovate the finger post. Member also agreed to investigate can the finger post AK, DS  
be moved to a different location. There might be restrictions.

**06/291 Streetlighting**

06/291.1 All streetlights seem to be working. No issues to report.

**06/292 Church & Burial Matters**

06/292.1 Risk Assessment carried by Cllr A Kiley covers C&C, area by NB and Village Hall  
Thank you expressed to Cllr AK for producing the document.

**Proposal Proposed by Cllr AM, seconded by Cllr SB, all in favour and it was RESOLVED that the Carried**  
**Risk Assessment is approved (Document Ref. No. SM\_HS001).**  
Churchyard entrance problems discussed. PC is looking into extending a path towards the  
cemetery. Suggested to have a compacted gravel path. It was agreed to start works in autumn.  
Cllr SB and DS will check with the church.

*1 member of the public joins the meeting*

06/292.2 To further discuss the possible repairs of the memorial stones, Cllr A Marnes  
Repairs will be carried by three families in Jun 17. PC could not contact other 3 families. PC will SB, DS  
need to make a decision, either to lay the headstones flat or repair them. Cllrs SB and DS will  
bring this matter at the Church meeting next week. Path issue will also be brought to PCC  
attention.

**06/293 Correspondence**

06/293.1 HDC: Tree Strategy for Huntingdonshire. Cllr SB would like to attend the training provided.

06/293.2 MAGPAS looking for grants. PC agreed to make a grant of £50.00.

**Proposal Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED that the Carried**  
**Grant of £50.00 is approved.**

It was agreed to ask MAGPAS would they be interested in supplying a stall at Village fair. Clerk  
*Note since meeting: Reply form MAGPAS received. They are happy to produce a stall for a  
Village Fair in August. A Saward is happy to speak to them and provide more info on the  
date/location etc.*

**06/294 Councillors Questions**

06/294.1 Cllr AK thanked everyone for attending tonight and spoke re: the community engagement issues  
in the village.

**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*

**06/295**

**To Consider the Approval of the reviewed working hours for a Clerk, report from Cllrs A  
Marnes and S Brierley**

Personnel met. It was agreed that Clerk's working hrs are going to be increased to 17.5hrs per  
month. Cllrs AM and SB visited the Clerk and the agreement was reached.

**Proposal Proposed by Cllr AM, seconded by Cllr SB, all in favour and it was RESOLVED that Carried**  
**working hours to be 17.5hrs/month.**

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

CHAIRMAN

Contract now needs to be rewritten. Action to Cllr ID who dealt with it before.

ID

*Open the meeting*

06/296

**Date of the Next Meeting:** Wed 5 Jul 17 at 7.30pm at the Village Hall.

Meeting finished at 10.05pm

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

Signed for and on behalf of Southoe & Midloe Parish Council.....*R.3. Sme*.....2017

CHAIRMAN