

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the ANNUAL PARISH COUNCIL MEETING

Held on WEDNESDAY 3 May 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**).
Ms R. Mimiene (**RM**) Clerk
HDC Cllr T Hayward (**TH**)
Angela Saward, Chairman of the Southoe Village Hall Management Committee.

2017/18

05/245 Election of a Chairman

05/245.1 Cllr DS opened the meeting.

Nomination: AM

Proposal: **Proposed by Councillor SM, seconded by Councillor SB, all in favour, and it was Carried**
RESOLVED that Cllr A Marnes is elected a Chairman to the Council. There were no other
nominations.

Cllr AM signed the Declaration of Acceptance of Office form.

05/246 Election of Vice Chairman

Nomination: DS.

Proposal: **Proposed by Councillor SM, seconded by Councillor SB, all in favour, and it was Carried**
RESOLVED that Cllr D Saw is elected a Vice - Chairman to the Council. There were no
other nominations

Cllr DS signed the Declaration of Acceptance of Office form.

05/247 To Receive Apologies and Reasons for Non Attendance

05/247.1 Clerk reported that Cllr A Kiley sent apologies for absence due to work commitment.

05/248 Declarations of Interest for Members (Disclosable Pecuniary Interests)

05/248.1 There were no declarations of interests.

05/249 District and County Councillors Reports

95/249.1 Cllr TH reminded that there is an Election of a Councillor to Cambridgeshire County Council and Election of Mayor for Cambridgeshire and Peterborough Combined Authority tomorrow 4 May 17.

Meeting was closed for the following item

05/250 Open Forum – For all members of the public and press present including District and County Councillors.

Angela Saward, Chairman of the Southoe Village Hall Management Committee expressed concerns re: planning consultation 17/00840/AGDET.

Meeting was re-opened

05/251 To Receive and Approve the Minutes of the Parish Council Meeting 5 April 2017

05/251.1 04/238.1: Members queried the 1% increase in salary as per NALC and SLCC 2016 -2018 National Salary Award.

04/238.1: It was decided to review the contracted hours which were set at 16 hrs/month at the start of the new Clerks contract in Feb 2016, (previously advertised as up to 20 hrs/month) to meet the hourly rate paid by other PCs paying the Clerk. Agenda item for the next PC meeting. Councillors expressed need for review, chairman to arrange.

Proposal: **Proposed by Councillor ID, 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.

05/252 Matters arising from those Minutes

05/252.1 Covered under 05/251.1.

05/253 To Consider One Councillor Vacancy

05/253.1 Noted.

05/254 Councillor Portfolio: areas of responsibility

05/254.1 Cllr ID will prepare the draft for the next meeting.

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

agmarnes
CHAIRMAN

ID

7th June 2017

05/255 A1 matters
 05/255.1 Recent accidents on A1 added extra problems to residents.
 05/255.2 Closed A1 meeting is planned with Highways England, HDC and new CCC representing S&M on Tue 16 May. Cllr TH will be chairing this meeting.

05/256 Planning
 05/256.1 Cllr ID brought to PC attention that there is one planning consultation 17/00840/AGDET for Common Barn in Southoe which the P.C. was not invited to make planning recommendations. Clerk contacted HDC planners but the case officer was not available. P.C. agreed to write to HDC and ask why P.C. was not consulted. It was also agreed to make planning comments to HDC: While PC may not be against the building itself, they are very concerned about the access and volume of the transport to and from the new facility. Clerk
 05/256.2 CCC: Consultation on the proposed 2017 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development. The consultation period will run for 6 weeks from 6 April until 18 May 2017. 6 Apr 17 – PC commented before.
 05/256.3 HDC Consultation: Houghton and Wyton Neighbourhood Plan: Proposed Alternative Modifications will be available for you to view and comment between the following dates: Start date: 07/04/17 16:00, End date: 22/05/17 17:00. Noted by PC. No need to comment was felt.

05/257 Finance
 05/257.1 Year End Accounts: Cashbook and Bank Reconciliation up to 31 Mar 17
 Year End accounts presented to PC prior to the meeting.
Proposal: **Proposed by Councillor SB, seconded by Councillor ID, all in favour, and it was Carried**
RESOLVED that the Cashbook for 1 Apr 2016 to 31 Mar 17 to be approved.
Proposal: **Proposed by Councillor ID, seconded by Councillor DS, all in favour, and it was Carried**
RESOLVED that the Year Ended 31 Mar 2017 Bank Reconciliation to be approved.
 05/257.2 Income and Expenditure report as at 31 Mar 17
Proposal: **Proposed by Councillor ID, seconded by Councillor SM, all in favour, and it was Carried**
RESOLVED that the Income & Expenditure Report for the Year Ended 31 Mar 2017 to be approved.
 05/257.3 Expenditure for approval 3 May 17:
 Invoice from K& M Lighting Services for the maintenance of the Streetlights for the period of 1 May 2017 to 30 Apr 2018 received after the Agenda was circulated. PC agreed to make the payment tonight.

Date	Cheque No.	Payee and Description	Amount
3 May 17	965	R Mimiene, Clerk wages £230.16 and expenses on running cost of the Council £4.80 (mileage £4.80) Apr 17	£234.96
		<i>Note since meeting: It was agreed to pay the clerk for 20 hours this month but the hours to be discussed at the next meeting under the closed Agenda item.</i>	
3 May 17	966	HMRC Tax deductions from Clerk wages Apr 17 payable to HM Revenue & Customs only	£38.60
3 May 17	967	St Neots Museum Grant request	£20.00
3 May 17	968	E-ON Electricity Invoice, charges for the period of 02/11/2016 – 31/03/2017	£72.63
3 May 17	969	K & M Lighting Ltd, Streetlights maintenance 1 May 17 to 30 Apr 18	£101.34
		Total May 17 Payments:	£467.53

Proposal **Proposed by Cllr SM, seconded by Cllr DS, all in favour and it was RESOLVED that all items listed in 5/257.3 are to be paid. Carried**

2 signatories signed the chqs. Awaiting the 3rd signatory. Cllrs AM will pass the chqs to the 3rd signatory and will bring the chq together with the Invoices back to the Clerk.

Note since meeting: The payments sorted.

05/257.4 To Approve Annual Return Section 1 – Annual Governance Statement 2016/17

Proposal: **Proposed by Councillor ID, seconded by Councillor SB, all in favour, and it was Carried**
RESOLVED that Section 1 - Annual Governance Statement 2016/17 to be approved.

05/257.5 To Approve Annual Return Section 2 – Accounting Statements 2016/17

Proposal: **Proposed by Councillor ID, seconded by Councillor SB, all in favour, and it was Carried**
RESOLVED that Section 2 - Annual Governance Statement 2016/17 to be approved.

05/257.6 To Approve Internal Auditor Report for 2016/17

Auditor issued a check list and made these suggestions:

1) Standing orders: Adopted 7 Dec 16. It is important that all legal requirements in the model are included.

2) It was noted that Year End returns for HMRC were kept with the chairman previously.

Signed for and on behalf of Southoe & Midloe Parish Council..... *[Signature]* 2017 *7th June 2017*
 CHAIRMAN

Now handed in to the Clerk.

- 3) Assets Register is kept but the total figure does not correspond with the amount on the Annual Return. This should be corrected.

The Internal Auditor Report Approved by full PC.

05/257.6.1 To Consider and Approve Asset's Register

It was agreed to use the amount of £55,000 for the AR. Cllr AM will prepare a spreadsheet showing the nominal value and will present to the next PC meeting for the approval. It was also suggested to have a photographic evidence of every asset. AM

05/257.6.2 It was agreed to discuss the model Standing Orders issued by NALC at the next PC meeting in Jun. Clerk to email PC current Standing Orders and the Model suggested by NALC. Agenda item. Clerk

HDC Cllr TH leaves the meeting

05/257.7 Bank Mandate forms brought to sign. New contact address for the Clerk for the Statements sent. SB
A new mandate for Cllr SB to become a signatory and the form to take S Penton name of the accounts. AM

05/258 To further discuss the Defibrillator for Southoe & Midloe Village

05/258.1 Clerk circulated an email re: defibrillators.

05/258.2 Cllr AM approached Buckden Surgery. Costs of £1,600 to purchase including the Defibsafe box that it will sit inside. It does need an electrical supply and maintenance to check the battery is working <http://www.ipad-aed.com/>. To get the best deal for these through WEL med: Rachel Zumpe, Internal Sales & Customer Relations, Rachel.Zumpe@welmedical.com
Direct: 01252 785 310 | Office: 01252 344 007. Websites: [WEL Medical Limited](http://www.welmedical.com) | [iPAD AED](http://www.ipad-aed.com/) | [DefibSafe Cabinets](http://www.defibsafe.com/)

05/258.3 It was agreed to pursue. AM

05/259 Village Security & Policing Matters

06/259.1 PCSO came to the Village and checked PF several times. He keeps visiting the PF.

05/260 Highways Matters

05/260.1 Cllr DS met Ian Winfield to discuss continuing drainage problems in Rectory Lane. His plan is:

1. To get the main drain (north side of lane) jettied and camera-ed in a few weeks, to see where the problems are.
2. Highways officer suggested that S&M then apply for an LHI grant this September to sort out the various leaks and holes. He thought we could do much of it for the £10,000.

05/260.2 Potholes were repaired. Still quite a few left.

05/260.3 30mph sign is missing. To report.

05/261 Play Area & Playing Field

05/261.1 Rubber matting – Still waiting for the 3rd quotation. Clerk to chase HDC.

Quotes from Wicksteed and Soft Surfaces received. Cllr ID to email the quotes to the Clerk. Clerk

05/261.2 To further consider the hiring of the Field and price ID

PC is happy for the PF to be used. To further investigate the fees. Parking will be suggested at the Rectory Lane. PC approved in principle the annual fee for a season. Payment will have to be made in advance. Angela Seward, Chairman of the Southoe Village Hall Management Committee agreed to find out the price list. AS

05/262 Village Hall

05/262.1 Angela Seward, Chairman of the Southoe Village Hall Management Committee reported that the Insurance is sorted. Planning to have a new toilet.

PC should have 2 members on the committee. Cllr AM and SM are the representatives. AM, SM

A key to the VH will be provided to Cllrs AM / DS.

05/263 Village Matters

05/263.1 Notice Board, update from Cllrs A Kiley and I Davies – In progress.

Cllr ID will check the Notice Board. ID

05/253.2 Finger Post, update from Cllrs A Kiley and I Davies –

Could be done but needs somebody spending a lot of time organizing it. Leave it on the Agenda.

05/264 Streetlighting

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

Chairman's Signature
CHAIRMAN

2017

7TH June

05/264.1 Invoice from E-ON received for the 14 streetlights that PC maintains. All the rest are CCC. K&M Lighting maintenance contract set up. It is brighter and more efficient after the LED lights were installed.

05/265 Church & Burial Matters

05/265.1 Risk Assessment, Cllr A Kiley covers C&C, area by NB and Village Hall
Assessment of options for improved paved access to Southoe cemetery presented to PC by Cllrs AK, AM and DS. Option 4 for gravel path was suggested. Report attached to these Minutes. It could be done by contractors or undertaken as a village project, suggested in the report. PC would consider carrying works themselves.

Note since meeting: S&M Financial Regulations state: '(h)When it is to enter into a contract less than £5,000 in value for the supply of goods and materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £150 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) above shall apply'.

05/265.2 Loose grave stones, Still waiting to hear from one family. 2 families cannot be found/contacted.

05/265.3 BB15 - needs to be marked for 16 May 17 interment. Clerk to provide to Dignity Funeral directors the contact no for Cllr AM who will mark the plot up.

05/265.4 Dignity Funerals sent email – re: headstone. The family of the late Richard Thornton want to put a black polished granite stone with dogs engraved into headstone. PC approved. Clerk to reply.

Note since meeting: Clerk informed Dignity Funeral Directors.

05/266 Correspondence

05/266.1 Circulated prior to the meeting.

05/266.2 Item 1: Clerk to reply saying that PC has no issues.

05/266.3 Tree warden, Cllr AM will reply to Cllr TH.

05/266.4 Item 4: Reply that PC has no comments.

Clerk
AM
Clerk

05/267 Councillors Questions

05/267.1 Website provider – Cllr ID speaking to the previous provider and will be asking for advice. ID
Website is still running. Cllr DS approached other people who could know something but no luck.

05/268 Date of the Next Meeting: Wed 7 Jun 17 at 7.30pm at the Village Hall.

Meeting finished at 9.26pm

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