

# **SOUTHOE & MIDLOE PARISH COUNCIL**

CHAIRMAN: Mr Alan Marnes

Clerk to the Council: -  
Ms Ramune Mimiene  
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Brampton  
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<http://southoe-midloe.btck.co.uk/>

25 April 2019

Dear Member,

You are hereby summoned to attend the **ANNUAL Parish Council Meeting**, which will be held on **Wednesday 1 May 2019** at **7.30pm** at **Southoe Village Hall**, to deal with the following business:

**Public and Press are invited to attend**

## **AGENDA and NOTICE**

**2019/20**

**05/792 Election of the Chairman**

**05/793 Election of the Vice chairman**

**05/794 To Receive Apologies and Reasons for Non-Attendance**

**05/795 Declarations of Interest for Members**

**05/796 District and County Councillors Reports**

*Close of meeting*

**05/797 Open Forum for all for all members of the public present including**

*Members of the public can address the Council in an open surgery session. Each person wishing to address the council will be allowed to speak for a maximum of 3 minutes, subject to the Chairman's discretion. This part cannot be longer than 15 minutes.*

*Re-opening of the meeting*

**05/798 To Receive and Approve the Minutes of the Parish Council Meeting 3 April 2019**

**05/799 Matters Arising from those Minutes**

**05/800 To further Consider Parish Neighbourhood Plan**

**05/801 A1 Matters. Link Road.**

**05/802 Planning, Local Plan**

- 1) Extension to existing office Site Address: The Old Stables Highfield Farm West Perry Reference: 19/00627/FUL – PC comments by 4 May 19
- 2) Single Extension to side of property to boundary line. Existing garden wall to be moved to meet new extension wall. Site Address: 12 Town Orchard Southoe St Neots Reference: 18/02441/HHFUL – PC comments by 28 Apr 19, extension provided by HDC till after PC meeting

**05/803 To Note the Vacancy caused by Resignation of Cllr Sue Brierly. Awaiting to heard from HDC re: Possibility to Co-opt to fill the vacancy**

**05/804 Southoe Common Barns Wind Farm, update**

**05/805 Finance**

05/805.1 To Approve Cashbook for 2018/19, Income and Expenditure report to 31 Mar 19

05/805.2 To Approve Q4 Bank Reconciliation

05/805.3 To Approve Year End Bank Reconciliation

05/805.4 To Review and Approve PC Assets Register and Review Risk Register

05/805.5 To Approve Year End Accounts:

05/805.5.1 To Approve the Certificate of Exemption 2018/19

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05/805.5.2 To Approve AGAR Section 1 Annual Governance Statement 2018/19

05/805.5.3 To Approve AGAR Section 2 Accounting Statements 2018/19

05/805.6 Expenditure for Approval 1 May 2019:

<b>Date</b>	<b>Cheque No.</b>	<b>Payee and Description</b>	<b>Amount</b>
1 May 19	1093	Ramune Mimiene, Clerk's wages Apr 19	£188.74
1 May 19	1094	HMRC Tax deductions from Clerk's wages Apr 19	£47.00
1 May 19	DD	NEST pensions contribution Apr 19	£24.82
1 May 19	1095	R Mimiene, Expenses on running cost of PC Apr 19 (broadband, mileage)	£9.72
1 May 19	1096	E-ON Streetlighting energy 1 Apr 18 to 31 Mar 19	£228.97
		Total May 19 payments:	£499.25

**05/806 To Review Financial Risk Assessment Policy 2018/19 and 2019/20**

**05/807 To Review Financial Regulations**

**05/808 To Review Standing Orders**

**05/809 To Review Code of Conduct**

**05/610 To Review Maintenance Schedule 2018/19 and 2019/20**

**05/611 To Consider General Data Protection compliance:**

05/611.1 Social Media and Electronic Communication Policy

05/611.2 Information & Data protection Policy

05/611.3 List of documents for Retention or Disposal

05/611.4 Subject Access Request Form

05/611.5 Consent Form

05/611.6 Data Audit Schedule/ Mapping

05/611.7 Cyber Security Checklist

05/611.8 Security Incident Response Policy

**05/612 Parish Council Website, <http://southoe-midloe.btck.co.uk/News> update**

**05/613 The Defibrillator for Southoe & Midloe Village, outcome Cllr A Marnes**

**05/614 Village Security & Policing Matters, update by local PCSO**

**05/615 Highways Matters**

**05/516 Village Grass cutting issues and Footpaths issues in the village**

**05/517 Play Area & Playing Field**

05/517.1 Monthly Play Area Risk Assessment.

05/517.2 Yearly Play Area Inspection carried, outcome.

05/517.3 To consider the best Quote for the Annual Play Area inspection

05/517.4 Risk Assessment for the cabin, outcome.

**05/718 Village Hall**

**05/519 Village Matters**

05/519.1 Finger Post, update

**05/520 Streetlighting: Streetlighting Maintenance contract signed at the last meeting**

05/520.1 To note the new Policy re: Streetlights issued by CCC

**05/521 Church & Burial Matters**

05/521.1 Security system to be installed on the roof of the Church. PC to further consider the

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contribution.

05/521.2 To further discuss the outstanding repairs of the memorial stones, Cllr A Marnes

## **05/522 Correspondence**

## **05/523 Councillors' Questions**

*Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.*

## **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.**

**05/524 To Confirm and Implement the New Pay Scales issued by NALC. Clerk's annual appraisal.**

**05/525 Date of the Next Meeting:** Wed 5 Jun 2019 at 7.30pm at the Village Hall

Signed (Clerk) Ramune Mimiene



Date: 25 April 19