

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the ANNUAL PARISH COUNCIL MEETING
Held on WEDNESDAY 1 May 2019
In SOUTHOE VILLAGE HALL at 7.30pm

Present A Marnes (AM) Chairman, D Saw (DS) Vice-Chairman and R Horseman.
Ms R. Mimiene (RM) Clerk.
No members of the public
Angela Ellmer, Chairman of the VH Management Committee

2019/20

05/792 Election of the Chairman
Proposal: Proposed by Councillor RH, seconded by Councillor DS, all in favour, and it was RESOLVED Carried
that Alan Marnes is elected a Chairman.

05/793 Election of the Vice-Chairman
Proposal: Proposed by Councillor RH, seconded by Councillor AM, all in favour, and it was RESOLVED Carried
that Dick Saw is elected a Vice-Chairman.

05/794 To Receive Apologies and Reasons for Non Attendance
05/794.1 Clerk reported that Cllrs A Kiley, S Mitchel and A Rampley sent apologies for absence.

05/795 Declarations of Interest for Members (Disclosable Pecuniary Interests)
05/795.1 None.

05/796 District and County Councillors Reports
CC Cllr PD sent apologies.

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

05/797 Open Forum – For all members of the public and press present
No issues raised.

Meeting was opened.

05/798 To Receive and Approve the Minutes of the Parish Council Meeting 3 April 2019
As there are not enough Cllrs present tonight who attended the last meeting in Apr it was agreed to approve the Minutes at the next meeting in Jun.

05/799 Matters arising from those Minutes
All matters are under the Agenda.

05/800 To further Consider Parish Neighbouring Plan/Neighbourhood Plan (NP)
NP flyer prepared and presented to PC by Cllr RH. A copy attached to these Minutes. RH
An open meeting will be held at the VH, date to be confirmed. Cllrs thanked Cllr RH.

05/801 A1 Matters. Link Road.
No update. Potholes from Little Paxton all along the road. All way down the fly over.
Report it to Highways.

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

No objections to the proposed development.

Proposal: Proposed by Councillor AM, seconded by Councillor RH, all in favour, and it was RESOLVED Carried
that PC recommends Approval to the above planning consultation.

- 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.

PC would like to make a comment and raise a question regarding the previously open plan area when the house was originally developed, is that still the case?

05/803 To Note the Vacancy caused by Resignation of Cllr Sue Brierly



Signed for and on behalf of Southoe & Midloe Parish Council.....2019

CHAIRMAN

The statutory period for electors to request an election to fill the vacancy on the Council, due to the resignation of Councillor Mrs Sue Brierley, has now passed without such a request having been made. Therefore, PC can now make the necessary arrangements to co-opt to fill the vacancy.
Notice on PC website.

05/804 Southoe Common Barns Wind Farm, update
No update.

05/805 Finance

05/805.1 To approve Cashbook for 2018/19, Income and Expenditure report to 31 Mar 19
Reserve a/c balance as at 31 Mar 19: £26,588.19.
Current a/c balance as at 31 Mar 19 £5,421.44.

Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was RESOLVED Carried that cashbook is approved.

05/805.2 To Approve Q4 Bank Reconciliation

Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was RESOLVED Carried that Q4 Bank Reconciliation is approved.

05/805.3 To Approve Year End Bank Reconciliation

Proposal Proposed by Cllr DS, seconded by Cllr RH, all in favour and it was RESOLVED Carried that Year End Bank Reconciliation is approved.

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

Regarding the defibrillator: Service is purchased but not the actual machine. It belongs to Community Heart Foundation.
Addition to the Assets is PC lap top for the price of £300.00.

Proposal Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED Carried that Assets Register and Risk Register is approved with the above addition.

05/805.5 To Approve Year End Accounts:

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

Proposal Proposed by Cllr DS, seconded by Cllr RB, all in favour and it was RESOLVED Carried that the Certificate of Exemption 2018/19 is approved.

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

Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was RESOLVED Carried that Section 1 Annual Governance Statement is approved.

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

Proposal Proposed by Cllr RH, seconded by Cllr SD, all in favour and it was RESOLVED Carried that Section 2 Accounting Statement is approved.

05/805.6 Expenditure for approval 1 May 19

E-On DD dated 24 Mar 19 to be debited from PC a/c 8 Apr 19 for the period of 24 Feb 19 to 24 Mar 19

Date	Cheque No.	Payee and Description	Amount
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

There are changes re: Pensions contributions but PC agreed to continue with the arrangements already in place.

Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was RESOLVED Carried that all items listed in 05/805.6 are to be paid.

Clerk informed that the notification re: Precept of £12,626.00 for 2019/20 received from HDC on 23 Apr 19.

PC to appoint one more signatory. Wait till a new member is co-opted.

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

Proposal Proposed by Cllr DS, seconded by Cllr RH, all in favour and it was RESOLVED Carried that Financial Risk Assessment Policy is to be approved.

05/807 To Review Financial Regulations

Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was RESOLVED that Financial Regulations are approved.

Carried 

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- 05/808 To Review Standing Orders**
Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was **RESOLVED** Carried that Standing Orders are approved.
- 05/809 To Review Code of Conduct**
Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was **RESOLVED** Carried that Code of Conduct is approved.
- 05/810 To Review Maintenance Schedule 2018/19 and 2019/20 and Risk Register** **AK**
 Risk Register to complete, action AK.
Proposal Proposed by Cllr AM, seconded by Cllr RH, all in favour and it was **RESOLVED** Carried that Maintenance Schedule is approved.
- 05/811 To consider General Data Protection compliance**
 PC reviewed the Privacy Notice for Staff, Councillors and General one.
Proposal Proposed by Cllr RH, seconded by Cllr DS, all in favour and it was **RESOLVED** Carried that Privacy Notices are approved.
 Subject Access Request form (SAR) been discussed. Clerk to forward the template response letter.
- 05/812 Parish Council Website: updated by Cllr R Horsman**
 Website address <http://southoe-midloe.btck.co.uk/News> - up to date. A user guide produced to the Clerk. It consists of the instructions how to log in, upload documents, etc.
- 05/813 The Defibrillator for Southoe & Midloe Village**
 Going to be fitted over the weekend. Thank you to VH Chairman AE for arranging this.
- 05/814 Village Security & Policing Matters**
 No issues raised.
- 05/815 Highways Matters**
 Cllr DS met Ian Winfield in the village straight after Apr PC meeting to discuss Highways issues in Rectory Lane:
 1) Highways Officer will get the contractor to return as the repair of the pot-holes which have recently been done in the Lane is poor.
 2) Highways officer admitted that the hedges should have been cut back one metre from the road by CCC contractors, but this was not done at all in 2018. He assured that the Lane is on their 2019 schedule, and has asked Cllr DS to inform CCC if nothing is done.
 3) CCC have money in his budget to solve the surface water drainage problems in Rectory Lane.
- 05/816 Village Grass cutting issues and Footpaths issues in the village**
 05/816.1 No issues.
 05/816.2 Footpaths not sprayed.
- 05/817 Play Area & Playing Field**
 05/817.1 Monthly Risk Assessment done by a volunteer – carried and submitted to the Clerk. A new sheet needed.
 05/817.2 Yearly Play Area Inspection now carried, outcome. No major issues raised.
 Grass been cut.
 05/817.3 To consider the best Quote for the Annual Play Area inspection:
 1) Current carried by Wicksteed – Increased from Accompanied inspection £71.00 + Detailed Risk Analysis £15.00.
 From next year Wicksteed are charging as classed 2 play areas, the charge will double.
 2) Playforce Inspection –
 a. Annual Inspection only (includes 1 x independent annual inspection only) PIAM023-A-NA, PSXT006-A-NA £ 114.00
 b. 1 Year Annual Inspection Package for 1-2 sites (includes 1 x independent annual inspection and 3 x operational inspections) PIAM019-A-NA, PSXT006-A-NA £ 376.50



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3) 3) Sovereign – Quotes received consists of 3 packages (bronze, silver and gold). Information booklet attached along with a sign-up form. Bronze Package £14.99 per month. £222.00 annual in advance

4) Fenland Leisure £120.00 (incl £20.00 VAT)

Playground operational inspection to EN1176 and EN1177 complete with report and risk assessment. Next year's inspection will automatically be diarised for 12 months' time.

Proposal Proposed by Cllr DS, seconded by Cllr RH, all in favour and it was RESOLVED Carried that Quote No 4 received from Fenland Leisure is accepted for £120.00.

Note since meeting: Clerk instructed the contractor.

05/817.4 Risk Assessment for the cabin, discuss actions to be taken
Proposed to remove the current structure and replace with a container type structure as and when is available. Chairman to check the signs and if needed will reprint and re-attach to the cabin. AM

05/818 Village Hall
Chairman AE reported that boiler issues dealt with. Grant to be discussed. VH upgrade progressing.

05/819 Village Matters
05/819.1 Finger Post – Cllr AK will prepare a sketch of the suggested siting and submit to Highways Officer. A response needed to the contractor who removed the Post. Cllr AK to provide an update. AK

05/820 Streetlighting: Streetlighting Maintenance contract signed
05/820.1 To note the new Policy re: Streetlights issued by CCC – been noted.

05/821 Church & Burial Matters
05/821.1 Contribution done
This item is now complete. Closed.

05/821.2 To further discuss the outstanding repairs of the memorial stones, Cllr A Marnes AM, AK
Cllrs AM and DS will inspect and report back.

05/822 Correspondence
Dealt accordingly.

05/823 Councillors Questions
None.

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.

05/824 To Confirm and Implement the New Pay Scales issued by NALC. Clerk's annual appraisal.
Appraisal carried. It was agreed to move the Clerk one scale point up. SCL31 from 1 Apr 19 and backdate the pay for Apr. SCP 31 becomes now SCP25.
AM, DS

Proposal Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED Carried that the Employment Briefing E20-18 2018-2019 National salary Award issued by NALC is adopted and Clerk is moved one SCP up. SCP 31 becomes SCP 25. Approved.

05/825 Date of the Next Meeting: Wed 5 Jun 19 at 7.30pm at the VH

Meeting finished at 9.08pm

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

5 Jun 19



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