

**SOUTHOE & MIDLOE PARISH COUNCIL**  
**MINUTES of the ANNUAL PARISH COUNCIL MEETING**  
**Held on WEDNESDAY 3 July 2019**  
**In SOUTHOE VILLAGE HALL at 7.30pm**

Present A Marnes (AM) Chairman, D Saw (DS) Vice-Chairman, S Mitchel (SM) and R Horsman (RH), Parish Councillors  
Ms R. Mimiene (RM), Clerk  
1 member of the public  
Angela Ellmer, Chairman of the VH Management Committee  
P Downes, County Cllr  
H Masson, HDC Cllr

*The member of the public who was unknown to the council stated he would be videoing the meeting. PC were advised that video/voice recording is going onto the public media. But due to councillors being upset at this statement, the member of the public was asked to voice record only to which he agreed.*

**2019/20**

**07/853 To Receive Apologies and Reasons for Non Attendance**

07/853.1 Clerk reported that Cllrs J Taylor, A Ramply and A Kiley sent apologies for absence.

**07/854 Declarations of Interest for Members (Disclosable Pecuniary Interests)**

07/854.1 None.

**07/855 District and County Councillors Reports**

07/855.1 CC Cllr PD report attached. He also reported

Survey forms given to HACT users re: bus passes. Residents felt they need reassurance that this service (the only one in the village) will not be taken away.

07/855.2 HDC Cllr HM presented a verbal report – petition to upgrade A1 from Junction 10 to Junction 14 will be coming live soon. Discuss at Sep PC. HDC Cllr HM will circulate info. HM

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

**07/856 Open Forum – For all members of the public and press present**

Resident reported that there is still a tree left on Bell Lane that needs cutting back. Grass cutting issues in the village due to failure to cut by the contractor as per the schedule.

*Meeting was opened*

**07/857 To Receive and Approve the Minutes of the Parish Council Meeting 5 June 2019**

**Proposal Proposed by Cllr SM, seconded by Cllr DS, all in favour and it was RESOLVED that Minutes are approved. Carried**

*Chairman signed the minutes.*

**07/858 Matters arising from those Minutes**

All matters are under the Agenda.

**07/859 To further Consider Parish Neighbouring Plan/Neighbourhood Plan (NP)**

07/859.1 One leaflet drop done previously. Another leaflet drop is planned this weekend. Mon 15 Jul 19 at 7pm the NP meeting is set at the VH. Info advertising the event will be put on the PC Website and Grapevine. Whole village been leafleted and 5 forms received back. The ones who provided the feedback seem to be really interested. Cllr DS will do the Rectory Lane leaflets drop. PC will wait and see how many people turn up as for the NP to go ahead there is the need for majority of the community involvement. Cllr AM provided a draft copy of Buckden plans to Cllr RH to show how the plan works. PC RH

**07/860 A1 Matters. Link Road.**

07/860.1 After a few chase-up emails and phone calls made by Cllr AM, CC Highways officers visited the site to check the vegetation reported. During the visit it was recognised the areas of low-lying shrubbery in the central reservation at both Lees Lane and Bell Lane junctions might cause a problem in the future for traffic turning into either

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

CHAIRMAN

access from the southbound carriageway.

The current A1 contract for the maintenance will be undertaken by Ringway for the foreseeable future.

SMPC were told by CC Highways that the Japanese Knotweed is currently being closely monitored in line with weed control plan and there are plans to treat this area in August / early September. As reported by the H.E. no damage to the footway or carriageway has been identified in conjunction with the invasive weed at this location and indications are it is currently spreading.

There are works in H.E's programme to resurface both lanes of the northbound carriageway from approximately the Paxton flyover to Lees Lane. It is currently planned to start this autumn and discussions will be held in due course with the Parish regarding access arrangements during the works as they are aware that the A1 is the only access.

07/860.2 Chairman AM was invited to Buckden by the Parish Council chairman, who have arranged a meeting with the H.E. Cllr AM also had the opportunity to tell H.E. the issues for Southoe:

- The yearly fight to get the central areas cut – vegetation in central areas from Lees Lane to Bell Lane junctions.
- The general state of the road (this year northbound from Paxton flyover to Lees Lane)
- The state of the footpaths
- The road makings in the junctions, central reserve at Lees Lane
- Lack of enforcement of the U turn
- Left turn ban for Bell Lane off the northbound
- Milestones areas need clearing
- Japanese Knot weed on the east of the southbound – Authorities were notified.

07/860.3 Cllr RH reported that when the verges along the southbound carriageway were cut the machine went over a huge amount of rubbish, glass and tins as well as the body of a badger. Cllr RH reported that she tried tidying up the verge and tried to brush the glass off the cycleway.

07/860.4 Gravel lorries were reported parking on the slip road into Little Paxton (blocking the slip road) – need to contact the company, Clerk and Cllr AM will draft a letter. Clerk AM

07/860.5 Highways roadshow at Buckden fete, Cllrs were invited to go and report issues for Southoe. PC

07/860.6 Lots of gravel on A 1 inside the white lines from the flyover to Southoe, need reporting/ sweeping.

#### 07/861 **Planning. Local Plan.**

07/861.1 Cllr AM reported that Info re: Solar farm at Grafham which is mainly in Southoe & Midloe side, was dealt under devolved matters.

07/861.2 Local Plan 2036 is now implemented.

#### 07/862 **To Discuss and Agree Councillor Responsibilities, list circulated**

Due to 3 Cllrs apologies tonight, it was agreed to carry this item forward to Sep meeting.

*Cllr PD left the meeting*

#### 07/863 **Southoe Common Barns Wind Farm, update**

All up and running. Open evening planned at the end of August. Cllr RH will advertise on the website. Date to be confirmed. Event for max 20 people. RH

#### 07/864 **Finance**

07/864.1 To approve Cashbook, Income and Expenditure report to 31 May 19. Bank statement received for current a/c Apr and May 19 in time for the meeting in Jun. No further statements received.

Reserve a/c balance as at 31 Mar 19: £26,588.19. (Bank Statement is quarterly)

Current a/c balance as at 31 May 19: £4,607.75

07/864.2 Approve a new signatory to PC account

**Proposal Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED that Cllr SM is to be added to the NatWest banking account as a signatory, approved.** Carried

Bank mandate to be arranged, Cllrs SM and AM to go to the local branch. AM

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CHAIRMAN

07/864.3 Due to no meetings in August: To Approve in principle August 19 payments (Wages, tax deductions, expenses), Churchyard Maintenance and Play area contract.

**Proposal Proposed by Cllr AM, seconded by Cllr SM, all in favour and it was RESOLVED that August payments including Churchyard Maintenance are approved in principle. Carried**

07/864.4 Expenditure for Approval 3 Jul 19:

Invoice for £250.00 from Mr Holdaway for Churchyard maintenance received. It was agreed to make the payment tonight.

| Date payment raised | Date debited | Income/Expenditure | Details                                     | Chq/So /DD/Trans | Income | Total Expenditure |
|---------------------|--------------|--------------------|---|------------------|--------|-------------------|
| 03/07/2019          |              | Wages              | Wages Jun 19                                | 1107             |        | 198.91            |
| 03/07/2019          |              | HMRC               | Tax deductions Jun 19                       | 1108             |        | 49.80             |
| 03/07/2019          | DD           | NEST               | Pensions submission PC & Employee Jun 19    | DD               |        | 26.18             |
| 03/07/2019          |              | Expenses           | Expenses on running cost of PC Jun 19       | 1109             |        | 17.04             |
| 03/07/2019          |              | Mr Holdaway        | Burial Ground maintenance May 2019 x 2 cuts | 1110             |        | 250.00            |
| 03/07/2019          |              | CGM Group          | Maintenance of PF                           | 1111             |        | 110.40            |
| 03/07/2019          |              | Mr Holdaway        | Burial Ground maintenance Jun 2019 x 2 cuts | 1112             |        | 250.00            |
|                     |              |                    |   |                  |        |                   |
|                     |              |                    |   |                  | 0.00   | 902.33            |

**Proposal Proposed by Cllr RH, seconded by Cllr SM, all in favour and it was RESOLVED that all items listed in 07/864.4 are approved including the additional payment to Mr Holdaway on the submission of a new Invoice for Jun maintenance. Carried**

#### 07/865 To consider General Data Protection compliance

Cllr RH circulated:

- 1) Social Media Policy – will need to go onto the website, advised to be read by Councillors

07/865.1 Social Media Policy

**Proposal: Proposed by Councillor RH, seconded by Councillor AM, all in favour and it was RESOLVED that Social Media and Electronic Communication Policy is approved. Carried**

- 2) SAR form – to be kept by the Clerk, it guides responses to any requests should they come in.

07/865.2 Subject Access Request form (SAR)

**Proposal: Proposed by Councillor RH, seconded by Councillor AM, all in favour and it was RESOLVED that SAR is approved. Carried**

Outstanding documents are being looked at.

#### 07/866 To Review Risk Assessment SM-HS001, Cllr A Kiley

Defer to Sep meeting when Cllr AK is present.

#### 07/867 Parish Council Website: updated by Cllr R Horsman

Cllr RH reported that the website is up to date with the current policies.

#### 07/868 The Defibrillator for Southoe & Midloe Village

A leaflet issued and delivered to every household the village by Cllr AM.

AM

The parish council / village hall committee installed a defibrillator on the wall of the village hall, it is now operational, if anyone should need the equipment, the way to get the code for the locked door is ring 999 and the Ambulance service will give the instructions needed. A 2hour training package been arranged for Friday 26<sup>th</sup> July at 7pm at the Southoe Village Hall for Cardiac Arrest Response Seminar. There are limited number of places available on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Residents are invited to book a place by emailing to Chairman Alan Marnes at [southoeam@yahoo.co.uk](mailto:southoeam@yahoo.co.uk) or by letter to 23 High St Southoe.

PC

#### 07/869 Village Security & Policing Matters

When contacting Police, please also email so the trail is there for a better response.

- 07/870 Highways Matters**  
One side of the Hedges in Rectory Lane cut by the farmer.  
Email response from Highways received on 10 Jun 19. Cllr DS reported problems contacting CCC engineer Mr Winfield.
- 07/871 Village Grass cutting issues and Footpaths issues in the village**  
07/871.1 Footpaths reported to CCC. Leaflets drop done in the village. Some hedges and parts of footpaths (including the one by the Ouse Valley) are still a problem.  
Dead deer on the road reported, Cllr AM will sort this out. AM
- 07/872 Play Area & Playing Field**  
07/872.1 Monthly Risk Assessment done by a volunteer – carried  
Yearly Play Area Inspection – will be carried by the new contractor in autumn 2019  
Grass now cut. It was 53 days without any cut. Complaints were received. Cllr AM been trying to get contractors to do it since the beginning of June. Suggest looking at getting a different contractor for the next season as PC most likely are not going to renew the contract for the next season as cannot cope with the service provided.  
Current contractor does not keep to the schedule. PC to start looking for suggestions. If not done by the contractor a week before the fair get somebody one off to cut the grass. Contractor need to return this week to finish. Then, as advised, should be back on the schedule (w/c 10 Jul is next scheduled cut). To be cut on 5 Aug 19 before the fete. Monitor.  
07/872.2 Risk Assessment for the cabin, to agree further actions  
Cllr RH proposed at the last meeting to make a decision tonight.  
It was agreed to remove the cabin ideally before the village Fete and by all means to replace it. Estimates cost for disposal to be gained.  
Cllr SM will seek advice on how to best remove the hut.  
Cllr RH will contact the scrap metal dealers, local ones 1<sup>st</sup>.  
*Standing Orders were stopped*  
The resident was approached for any help if possible. But it was noted that he was not able to help.  
*Meeting was re-opened*  
The site needs to be cleared. PC approved up to £200 expenditure to remove the hut and clear the site ready for a new hut to be installed.
- Proposal Proposed by Cllr AM, seconded by Cllr DS, all in favour and it was RESOLVED Carried that the expenditure up to £200.00 is approved.**
- 07/873 Village Hall**  
Application for grant from Camb Community Foundation been sent in, still answering questions.
- 07/874 Village Matters**  
06/847.1 Finger Post – no update, Cllr AK is dealing with it, Highways officer wanted a sketch. AK  
PC has a proposal form a Volunteer AE to do the computer sketch. Cllr DS will chase AE  
CC Highways.
- 07/875 Streetlighting: Issues with the Invoices, Cllr AM approached CC, awaiting the feedback**  
No feedback from CCC re: Invoices already paid by PC after Cllr AM chased.
- 07/876 Church & Burial Matters**  
07/876.1 Application for memorial received, approved by PC.  
07/876.2 Church has monitored alarm installed now. Reported a few lead steals from other churches in the area. If the alarm goes off there are 4 local residents who will be notified and been instructed on further actions. Alarm been tested but did no go on yet.  
07/876.1 To further discuss the outstanding repairs of the memorial stones, Cllr A Marnes AK  
Cllr DS inspected the memorials and informed PC that 2 memorials left that need DS  
fixing. It was agreed to seek Cllr AK to risk assess. AM
- 07/877 Correspondence**

07/877.1 Highways England trying to limit effects on traffic out of Buckden and Perry Rd – document produced advocating 2 sets of traffic lights on the Roundabout. PC consider that would only make things worse, as traffic will be stop start all the time and add to pollution and environmental issues. Village has already got standing traffic in the morning and afternoon when peak time traffic back as far as Southoe. But Highways England seem to be content with this proposal.

Cllr AM will put the response on behalf of PC and circulate to PC before submitting.

07/877.2 Chorus Homes taking over from Luminus Homes, informative letter received.

07/877.3 Polling stations – no change, Clerk will email.

07/877.4 A428 consultation by 26 Jul 19 (includes Black Cat) – Cllr AM agreed to respond that PC support it. Consultation submission can be accessed via

[https://highwaysengland.citizenspace.com/he/a428-black-cat-to-caxton-gibbet-improvements/consultation/my\\_response?user\\_id=ANON-W29Z-TH8Z-A&key=bd8d86c28e0bb119ec4fda64e7c6cdc65c217108](https://highwaysengland.citizenspace.com/he/a428-black-cat-to-caxton-gibbet-improvements/consultation/my_response?user_id=ANON-W29Z-TH8Z-A&key=bd8d86c28e0bb119ec4fda64e7c6cdc65c217108)

#### **07/878 Councillors Questions**

None raised.

**07/879 Date of the Next Meeting:** Wed 4 Sep 19 at 7.30pm at the VH (no meetings in August)

Meeting finished at 9.38pm

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