

SOUTHOE & MIDLOE PARISH COUNCIL
MINUTES of the ANNUAL PARISH COUNCIL MEETING
Held on WEDNESDAY 2 October 2019
In SOUTHOE VILLAGE HALL at 7.30pm

Present A Marnes (AM) Chairman, S Mitchel (SM), R Horsman, A Ramply, A Kiley Parish Councillors
Ms R. Mimiene (RM), Clerk
3 members of the public
Angela Ellmer, Chairman of the VH Management Committee
P Downes, County Cllr

Statement, made by the chairman, is attached to the Minutes.

2019/20

10/910 To Receive Apologies and Reasons for Non Attendance

10/910.1 Clerk reported that Cllrs Dick Saw and John Taylor sent apologies for absence.

10/911 Declarations of Interest for Members (Disclosable Pecuniary Interests)

10/911.1 None.

10/912 District and County Councillors Reports

10/912.1 CC Cllr PD: Report attached.

10.912.1 HDC Cllr reported on his absence re: Grant application for footpaths, info shared with PC members.

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

10/913 Open Forum – For all members of the public and press present

Notification on behalf of Highways England received that the A1 between Southoe and Diddington will be closed for approximately 1 week. The works will take place from Monday 7 October for approximately 1 week. A1 closure evenings next week. Cllr AM will email the managers to make sure all residents have access.

AM

Bins at Lees lane were brought to PC attention by residents.

Open meeting in the Church this coming Fri at 7.30pm

Enquiry from Buckden football club to hire the playing fields. Team leaders will come and have a look 1st and will get back to PC if they wish to pursue it.

Central A1 reserve has been cleared out.

Cllr PD left the meeting.

Meeting was opened

10/914 To Receive and Approve the Minutes of the Parish Council Meeting 4 September 2019

Proposal Proposed by Cllr AR, seconded by Cllr SM, all in favour, Cllr RH abstained as she was not present at the last meeting, and it was RESOLVED that Minutes are approved. Carried

Chairman signed the minutes.

10/915 Matters arising from those Minutes

All matters are under the Agenda.

10/916 To further Consider Parish Neighbouring Plan/Neighbourhood Plan (NP)

10/916.1 Cllr RH reported that she will attend Church meeting on Fri this week and will approach more people. Feedback to the next meeting. Cllr RH has already got 20 people interested in being part of NP group. **RH**

10/917 A1 Matters. Link Road.

10/917.1 Closed over night from Mon 7 Oct to Fri 11 Oct 19 to repair pot holes. Break down requested of what they will be doing. South as normal, no restrictions.

The letters delivered to all houses at Southoe regarding the scheduled works for the A1.

Note since meeting: Cllr AM agreed to write to the project managers to make sure the escorted vehicle procedure is explained fully to the team as Southoe & Midloe residents have had serious problems last time northbound closures took place.

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

CHAIRMAN

Cllr AM also asked will the residents be allowed to use A1 northbound from Wyboston right the way to Diddington and that anyone leaving Southoe to go north will be able to do so, will there be an escort vehicle at one of the Southoe junctions as well as the Lt. Paxton flyover.

10/917.2 Nothing heard re: Link Rd.

10/918 Planning, Local Plan.

10/918.1 Cllr AM reported that one planning application was received tonight. Clerk

Southoe Planning Application 05-Mar-2015 8:30 PM
[Amendment to application 18/02441/HHFUL to increase the width of the extension - 12 Town Orchard Southoe St Neots PE19 5YJ](#)

Ref. No: 19/01936/NMA | Received date: Fri 27 Sep 2019 | Status: Pending Decision | Case Type: Planning Application

PC were not consulted on this, but agreed to submit comments to HDC.

The area where this new extension is proposed was designated as "open plan" element of the property boundary.

H.D.C. need to check this as they sold the ground to the developer in the 1970's and this should be in the deeds of the property.

Clerk to email HDC.

Note since meeting: PC comments submitted on 12 Oct 19.

10/918.2 No news on Local Plan.

10/919 To Discuss and Agree Councillor Responsibilities, list circulated

List agreed.

10/920 Ro review and Approve Complaints procedure

Cllr RH will liaise with the Clerk re: how long information needs to be kept. Will add to the procedure.

Proposal Proposed by Cllr SM, seconded by Cllr AR, all in favour and it was RESOLVED Carried that the Complaints Procedure is approved.

10/921 Working with Parish and Town Councils and the Great Ouse Valley Trust to improve the Ouse Valley Way

Correspondence from CCC received seeking Parish Council to assist in this process: attached was the letter and map regarding possible joined up working between Southoe & Midloe parish council and Cambridgeshire County Council to improve the Ouse Valley Way.

Path runs on the very east of S&M parish for about 2km.

It was agreed to ask CC Cllr PD for more details at the next meeting. Keep it on the Agenda.

10/922 Southoe Common Barns Wind Farm, update

Date for the visit yet to be set. Cllr AM emailed last month re: progress on the meeting set up.

10/923 Finance

10/923.1 Cashbook, Income and Expenditure report for Q2 will be carried on the receipt of bank statements to the end of Sep 19.

Current a/c bank balance as at 31 Aug 19 £2,213.41. Due to payments made in Sep the balance will be really low at the end of Sep 19.

Transfer of money now needed, suggested amount £5,000.

Proposal Proposed by Cllr AM, seconded by Cllr RH, all in favour and it was RESOLVED Carried that the Funds Transfer of £5,000 from Business to Current a/c to run PC is approved.

10/923.2 To Consider re-joining CAPALC, the fees for 2019/20 are £212.90.

A county organization that looks after all parish and town councils. Also, S&M will automatically be a member of NALC (National Association).

Proposal Proposed by Cllr RH, seconded by Cllr SM, all in favour and it was RESOLVED Carried that CAPALC membership is approved.

10/923.4 To Consider Budget 2020/21

Clerk and Cllr AM will liaise and Present a Precept Proposals for Nov PC. Cllrs are invited to put ideas forward. Cllr AK suggested a notice for the website issued seeking people to come up with ideas what they want to achieve in the village in the next financial year 1 Apr 20 to 31 Mar 21.

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

CHAIRMAN

02/10/2019		CGM	Grass cutting 21 Aug 19	1125		110.40
02/10/2019		ICO	Data protection Renewal	1126		40.00
02/10/2019		Clerk	Expenses on running cost of PC Sep 19	1127		17.04
02/10/2019		Wages	Wages including payment to HMRC	1128 1129		248.71
02/10/2019		NEST	Pensions contribution Sep 19: Employer and Employee	DD		26.18
02/10/2019		CAPALC	Membership 2019/20	1130		212.90

Proposal **Proposed by Cllr SM, seconded by Cllr RH, all in favour and it was RESOLVED** Carried
that all items listed in 10/923.5 are to be paid.
 It was agreed to put on the Agenda extra 4hrs for the Clerk for extra hours done last month.
 Cllr SM will go to the bank to set as a signatory.

10/924 To consider General Data Protection compliance

10/924.1 Data Protection Policy

Proposal **Proposed by Councillor AM, seconded by Councillor AR, all in favour and it was RESOLVED** Carried
: **that Data Protection Policy is approved.**

10/924.2 List of Documents for Retention or Disposal
 To be reviewed annually.

Proposal **Proposed by Councillor SM, seconded by Councillor AK, all in favour and it was RESOLVED** Carried
: **that List of Documents for Retention or Disposal is approved.**

10/924.3 Consent Form
 Cllr RH is working on it.

RH

10/924.4 Data Audit Schedule/ Mapping

Proposal **Proposed by Councillor AR, seconded by Councillor SM, all in favour and it was RESOLVED** Carried
: **that Data Audit Schedule/ Mapping is approved.**

10/924.5 Southoe & Midloe PC Information kept GPRE records
 Information kept GDPR records

Proposal **Proposed by Councillor RH, seconded by Councillor AM, all in favour and it was RESOLVED** Carried
: **that SMPG PC Information list for GDPE records is approved.**
 Cllr RH will fill that in.

10/924.6 Cyber Security Checklist

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

10/924.7 Data Breach Response Policy
 Insurance to be added, Cllr RH.

RH

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

10/924.8 Subject Access Policy

Proposal **Proposed by Councillor AK, seconded by Councillor RH, all in favour and it was RESOLVED** Carried
: **that Subject Access Policy is approved.**
 PC thanked Cllr RH for sorting the documentation.

10/925 To Review Risk Assessment SM-HS001, Cllr A Kiley

10/925.1 Cllr AK presented the Risk Register which was circulated prior to the meeting.

RH

10/925.2 Update on the Hut: Cllr RH reported that 2 volunteers in the village are liaising and the hut will be going shortly. Quotes up to a few thousand pounds for the removal of the hut received. Update to the next meeting.

AH

10/926 Parish Council Website: updated by Cllr R Horsman

Up to date. Work in progress. Cllr RH will check how many hits made. Any comments received and passed to the relevant bodies. Sensible requests received, passed and deleted.

RH

Village Services could be put on.

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

CHAIRMAN

Notice how to report streetlights.

- 10/927 The Defibrillator for Southoe & Midloe Village**
The defibrillator is up and running. Cllr RH added as a contact person. Signage, discussed at the last meeting, is now up.
- 10/928 Village Security & Policing Matters**
None raised. Invite PCSO to the meeting. Clerk
Note since meeting: PCSO invited to all future meetings, reminder sent.
It was noted by Cllr AM that anyone is welcome to join e-cops if they wish.
- 10/929 Highways Matters**
Missing bin reported and new bins installed
Southoe & Midloe did lose the bins in the village, one near the playground entrance just of Rectory Lane (this one disappeared after the waste collector lorry knocked it over). The other one we have lost in the last week is on the corner of Lees Lane and Thurley Close.
The dog poo bins, mentioned by residents and Hail Weston Parish Council, were installed a few months ago as one of SMPC Councillors reported. Southoe & Midloe PC did not ask for those bins, they just appeared.
Matter raised with HDC. No info from HDC why did they take the bins away.
Investigate LHI scheme flashing sign costs. PC
- 10/930 Village Grass cutting issues and Footpaths issues in the village**
No problems.
- 10/931 Play Area & Playing Field**
- 10/931.1 Monthly Risk Assessment was carried by the Volunteer, noted by PC.
Report from Volunteer who does monthly risk assessment received. Some bushes reported. No rubbish.
- 10/931.2 PF hedge works agreed to be carried by HDC contractors on Wednesday 18th September 2019 – hedges now trimmed. Awaiting the Invoice.
- 10/931.3 Rabbit issue on the PF reported by Cllr AM. Risk as a trip hazard especially if football team wishes to play here. Investigate the options. It was agreed to draft a statement to inform the village on the trip hazard and options how to clear the field of the rabbits, Cllr AM will do so. Cllr RH will put a notice onto the website. AM, RH
- 10/931.2 Risk Assessment for the cabin, to agree further actions
Dealt with.
- 10/932 Village Hall**
VH will remain open.
- 10/933 Village Matters**
Finger post – Welding is not possible. Proposal to PC to budget for repairs. Consider replacing the fingers. Cllrs AK and AM will follow that up. AK, AM
- 10/934 Church & Burial Matters**
- 10/934.1 To further discuss the outstanding repairs of the memorial stones, Cllr A Marnes DS, AM
Cllrs DS and AM got together and repaired one memorial. Need to do the remainder. PC agreed for Cllr DS to pursue.
- 10/934.2 Church to develop into Community Centre. To find out the village considerations. Cllr RH will update PC after the meeting this Fri.
- 10/934.3 Lych Gate and Church wall
Cllr AM sent the history of the wall and lychgate. Further email from the Church AM received. It is understood that repairs could be organised as it is not a major change. AK
Quotes for the next meeting. Cllrs AK and AM.
Letter received from Ely Diocese was read out. PC was asked to carry out the repairs as they are looking after the churchyard.
- 10/935 Correspondence**
- 10/935.1 To consider the request to use football field for Junior games/practice – no contact back
- 10/935.2 A link to HDC open spaces survey <https://www.huntingdonshire.gov.uk/leisure/parks-nature-reserves-and-green-spaces/> - Cllrs are invited to fill in, finishes in 2 days-time (by 4 Oct 19)

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

CHAIRMAN

10/935.3 Climate change and Cambridgeshire Climate Emergency, email from Coordinator, Cambridgeshire Climate Emergency received, PC informed.

4 members of the public and the Chairman AM left the meeting.

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.

10/936 To Consider the Complaint received

The Formal Complaint received.

Due to PC Complains Procedure vice chairman has to be present at the meeting. It was agreed to set a meeting at a convenient time to all. The Panel members are: Cllrs D Saw, A Ramply, A Kiley and the Clerk.

Clerk to notify the complainant.

Clerk

10/937 Councillors Questions

10/937.1 VE day - Agenda item for Nov PC.

10/938 Date of the Next Meeting: Wed 6 Nov 19 at 7.30pm at the VH

Meeting finished at 9.51pm

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