

# **SOUTHOE & MIDLOE PARISH COUNCIL**

CHAIRMAN: Mr Alan Marnes

Clerk to the Council: -  
Ms Ramune Mimiene  
24 Manchester Road  
Brampton  
Huntingdon  
PE28 4QF  
01480 535265

1 September 2017

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting**, which will be held on **Wednesday 6 September 2017** at **7.30pm** at **Southoe Village Hall**, to deal with the following business:

**Public and Press are invited to attend**

## **AGENDA and NOTICE**

**2017/18**

**09/324 To Receive Apologies and Reasons for Non-Attendance**

**09/325 Declarations of Interests for Members**

**09/326 District and County Councillors Reports**

*Close of meeting*

**09/327 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*

**09/328 To Receive and Approve the Minutes of the Parish Council Meeting 5 Jul 2017**

**09/329 Matters Arising from those Minutes**

**09/330 A1 matters**

**09/331 Planning**

**Proposal: Removal of old wall and move new wall closer to boundary line on North elevation only. Site Address: 12 Town Orchard Southoe St Neots. Reference: 17/01296/HHFUL**, comments by 6 Aug 17 – PC discussed the planning consultation by email and suggested to **Recommend approval**: When the plans for the estate were considered, HDC at the time decreed that certain areas should remain "open plan" and that strip was one area that was to be kept. The original documentation should be on file at HDC and the land registry. Parish Council would ask this to be checked before the permission is granted. Although it only involves moving a wall approx. 2 metres, it would have a small/medium impact on the view from the front of the other houses in the close. Parish Council does not feel that the move will have any significance for the village, as a whole.

**09/332 HDC Consultation:**

REPLACEMENT OF DOG CONTROL ORDERS WITH A PUBLIC SPACE PROTECTION NOTICE, comments by 28 Aug 17

**09/333 Finance**

09/333.1 Bank Reconciliation now carried on the receipt of both a/c bank statements 1 May to 30 Jun 17

09/333.2 Income and Expenditure report as at 30 Jun 17 (on the receipt of both a/cs bank statements)

09/333.3 To approve transfer of £5,000 between a/cs (from Business Reserve a/c to Current

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a/c, a draft letter attached for PC approval)

09/333.4 Completion of the Annual Return for the year ended 31 March 2017, the external auditor report and certificate provided. Notice of conclusion of audit to be published before 30 Sep 17

09/333.5 To note payments approved at July PC for Aug 17, confirmed amounts after Jul payroll was carried:

Date	Cheque No.	Payee and Description	Amount
25 Jul 17	979	Clerk salary Jul 17	£201.07
25 Jul 17	980	HMRC tax deductions from the Clerk wages July 17	£31.60
		<i>It was agreed to pay Mr Holdaway for the grass cutting in July 17:</i>	
25 Jul 17	981	Mr Holdaway – grass cutting churchyard Jul 17	£240.00
		Total Aug 17 Payments:	£472.67

09/333.6 Expenditure for approval 6 Sep 17:

Date	Cheque No.	Payee and Description	Amount
6 Sep 17	982	R Mimiene, Clerk wages Aug 17 £201.27 and expenses on running cost of the Council Jul and Aug 17 £6.01 (mileage £4.80, £1.21 postage)	£207.28
6 Sep 17	983	HMRC Tax deductions from Clerk wages Aug 17 payable to Post Office Ltd	£31.40
6 Sep 17	984	Wicksteed Playing Field maintenance	£2,227.20
6 Sep 17	985	Cambs ACRE membership	£52.00
6 Sep 17	986	Mijan Limited: Internal audit 2016/17, Michael Williamson	£52.70
6 Sep 17	987	Mr Holdaway, grass cutting Aug 17 – did we receive any Invoice for Jul and Aug? (PC paid for July for 2 cuts only)	£ To be confirmed
6 Sep 17	988	Came & Company, PC Insurance cover 1 Oct 17 to 30 Sep 18	£756.55
6 Sep 17	989	PKF Littlejohn LLP – external audit year ended 31 Mar 2017	£120.00
		Total Sep 17 payments:	£To be confirmed

**09/334 To Consider and Approve a new Model of Standing Orders issued by NALC as suggested by Internal Auditor**

**09/335 To Approve Assets Register – item deferred to Sep 17 PC meeting, Cllr A Marnes**

**09/336 To further consider Parish Council Website: PC received a request for [www.southoe-midloe.org.uk](http://www.southoe-midloe.org.uk) to be hosted elsewhere. It is moved to a new hosting platform (fasthosts.com) where it can stay for the time being. PC need to decide about the future of hosting of PC website**

**09/337 To further discuss the Defibrillator for Southoe & Midloe Village**

**09/338 Clerk's contract to be updated re: the hours and pensions scheme**

**Letter from the Pensions Regulator – to consider pensions provider and PC & Employee contributions towards it (suggested is Government Scheme called NEST) and to consider the DD set up for monthly contributions**

**09/339 Village Security & Policing Matters**

**09/340 High street safety issues**

**09/341 Highways Matters**

**09/342 Village Grass cutting issues**

**09/343 Play Area & Playing Field**

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09/343.1 Monthly Play Area Risk Assessment

09/343.2 Play Area – to note repairs carried by Wicksteed, outcome

09/343.3 To agree outstanding issues re: the hiring of the Field, contract

## **09/344 Village Hall**

## **09/345 Village Matters**

09/345.1 Notice Board, update

09/345.2 Finger Post, update

## **09/346 Streetlighting, update**

## **09/347 Church & Burial Matters**

09/346.1 To further discuss the possible repairs of the memorial stones, Cllr A Marnes

## **09/348 Correspondence**

## **09/349 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.*

## **09/350 Date of the Next Meeting: Wed 2 Oct 17 PC Meeting at 7.30pm**

Signed (Clerk) Ramune Mimiene



Date: 1 Sep 2017