

Southorpe Parish Council (SPC)

Minutes of meeting held at Ufford Village Hall at 1921 hours on Wednesday 11 May 2022

Councillors present: Simon Little (SL) (Chair)
Carl Brown (ACB)
Corinna Blackmore (CB)
Peter Corder (PC)
Victoria Haynes (VH)
PCC Ward Councillor David Over (DO)

Members of the public: Alison Hurford

1. Apologies for absence

Nil

2. Declaration of interests from members

Nil

3. Acceptance of the Minutes of the last meeting held on 09/03/22

The minutes of the last meeting held on 9 March 2022 were approved as a true record without amendment and signed by the Chairman (proposed by PC and seconded by VH).

4. Matters arising from the meeting on 09/03/22

Action points: Items 6.2, 7.3, 9.3, were dealt with under the main agenda items.

5. Ward update

DO informed the meeting that Matt Gladstone, the new CEO of PCC, had attended the last Barnack Ward meeting, following on from the attendance of Darryl Preston, Cambridgeshire Police and Crime Commissioner, at the previous meeting. A number of items had been openly discussed during the meeting and following on from the meeting a number of small items concerning other parishes had been resolved, others were ongoing. It is early days in the appointment, but it was felt that the CEO had experience in administration and protocols, and this was essential in his role with PCC.

It was noted that the local Chief Superintendent of police would attend the next Ward meeting.

6. Celebration of Her Majesty The Queen's Platinum Jubilee 2022

1. Village Jubilee picnic celebration

CB informed the meeting that as several families were unavailable the date of the picnic has been deferred to 12 June. A 'flyer' had been delivered to all houses in the parish notifying the new date. A discussion ensued concerning the arrangements for the event although it was agreed that this was not a SPC event but one to be organised by the Parish. CB requested a provisional donation of £75 from SPC if required by the organisers (although it was noted that currently there was a lack of volunteers to lead the event). The £75 donation was approved by members.

7. Finance matters

1. VH presented the financial overview for the period 1 April 2022 to 10 May 2022 (Appendix 1) and the budget for 2022/2023 (Appendix 2).
2. VH reported no changes to the SPC Assets.

3. VH reported that the SPC is able to apply for an exemption from the requirement to submit an Annual Governance and Accountability Return and Limited Assurance Review, to the auditor of the local councils' internal drainage board and other smaller authorities, if the council certifies itself as exempt and a certificate of exemption is submitted. The council approved this as the Chairman signed the certificate accordingly.
4. VH reported that bank signatory forms to add Simon Little have been signed and submitted and these minutes will be sent to the bank as authority to change the mandate.
5. VH reported that previous minute 7.3 of SPC meeting 090322, **Adrian Patrick Fogarty Will Trust**, is still pending action.
6. VH requested the meeting authorise a donation of £50 to the Parish Magazine. All members unanimously agreed to this request.

8. Parish Council Clerk

SL formally introduced Alison Hurford who attended the meeting. Alison had been interviewed regarding the vacant clerk's position with SPC. SL proposed that the council employs Alison commencing 1 June 2022 on a part-time basis, initially for 12 hours pcm at a rate of £11.50 per hour. All members agreed with this proposal. SL will finalise a contract with Alison prior to this date. A job description has been prepared and a laptop will be required for the role, purchase of which was unanimously agreed.

Discussion took place regarding formal training for the clerk's position. Initial training at a cost of £120 was expected to be financed by the employee and ACB had obtained details of a bursary which was available via CAPALC. In the future, following 12 months in post, Alison would be required to undertake further qualifications. The cost of this training is currently £410, and Alison asked if assistance would be provided by SPC. SL stated that this matter will be researched prior to agreement to undertake the training course.

ACB will meet with Alison in June to discuss and hand over the relevant documents, information and contacts required for the clerk's role. It was suggested that SPC councillors also meet informally to discuss individual responsibilities, to be formally approved at a future meeting. All agreed to these courses of action.

9. Parish Planning matters

ACB presented the following updates on planning matters:

1. **18/00962/FUL – Southorpe Quarry.** Retention of mobile home. Permission was granted for three years which expired on 12 December 2021. The mobile home is still in location. ACB had contacted enforcement at PCC who are dealing with this matter. This matter is still in the hands of PCC enforcement officers. **Action: ACB to contact enforcement for an update.**

10. Environmental issues

CB informed the meeting that there has been steady progress with the nature recovery plan and volunteers assisted in ground works on 2 April. A bonfire and grass cutting are required prior to the picnic. **Action: CB will update the Langdyke Trust on the works undertaken and seek further advice as required. In addition to enquire into the availability of a £500 grant.**

11. Traffic matters update

1. PC has still not received an update from Peter Tebb regarding signage to Southorpe bridge. An update has been received from Kevin Ekins PCC notifying that weather permitting the repair work to the roads in Southorpe has been scheduled for 13th June under a full road closure. **Action: PC to notify residents via WhatsApp group.**

2. CB raised a safety issue regarding the turn to Gazely Lodge which is located in a blind dip on Sutton Heath Road. There is currently no signage warning of the danger. **Action: PC to raise this with PCC.**

12. Village field usage

This item was discharged from the agenda.

13. PCC Civic Award

SL updated the meeting on the award to Edward Elwood on 24 March at PCC. DO reminded the meeting that nominations can now be made for the current year.

Members will consider this for action. **Action: SL will contact PCC to attempt to obtain some photographs of the award to Mr Elwood.**

14. Historic Parish council minutes update

ACB informed the meeting that this item was resolved prior to the meeting. Item discharged.

15. Any Other Business

1. VH updated the meeting on SPC website traffic; currently 950 visitors.
2. DO updated the meeting on new housing developments within the ward at Helpston which had the potential of increasing the number of children seeking placement at Barnack school.
3. ACB drew attention to a document on 'Parish Council Email Hosting' by Henry Clark recently circulated along with minutes from the Parish Council Liaison Group. The contents require serious consideration by SPC and all members were requested to equate themselves with the documents for future discussion.

16. Date of next meeting

1900 hours Wednesday 13 July 2022 at Ufford Village Hall.