

Southorpe Parish Council

Minutes of the meeting held on Monday 16th September 2024 at Barnack Cricket Pavillion at 7 pm

Councillors Present: Carl Brown (ACB), Corinna Blackmore (CB), Clare Peacock (CP) Peter Corder (PC)

Ward Councillor: Irene Walsh (IW)

Clerk: Alison Hurford (AH)

Members of the Public: Gareth and Danica Brown

In the absence of a Chairman, ACB was unanimously elected to Chair the meeting.

24/29	Apologies for Absence No apologies for absence were received.	
24/30	Declaration of Interest No declaration of Interest were received.	
24/31	Minutes of the last meeting (previously circulated) The minutes of the last ordinary council meeting on 10 th July 2024 and the minutes of the extra ordinary meeting on 29 th July 2024 were signed as a true and accurate record by the chairman	
24/32	Matters Arising from meeting on 10th July and 29th July 32.1 Resignation of Councillor Simon Little. It was noted that on 30 th July 2024 Simon Little resigned from Southorpe Parish Council with immediate effect. Southorpe Parish Council would like to record their appreciation and thanks for the considerable input Simon gave to the Council and to the village. The relevant notice has been displayed advertising the Councillor vacancy. To date no applications have been received and the closing date has now passed so any prospective candidates can now be co opted. 32.2 Footpath near Ufford Bridge. CB reported that the landowner has cut the hedge but no response has been received from Peterborough City Council 32.3 Repainting of phone box. This is now complete and thanks to Simon Little, Mark Blackmore, Peter Corder and Adrian Billing for all their efforts. Thanks also to Marian, John and Gareth for providing refreshments.	Action: CB
24/33	Planning – The following details of planning applications were received:	
	33.1 24/00800/LBC replace two dormer windows – Bottom Farmhouse. Permission granted	
	33.2 24/28/1 24/00810/HHFUL - Removal of railings to south boundary and installation of black galvanized steel gate and fencing (Part retrospective) – The Old Dairy Barn, Main Street, Southorpe. Decision pending	
	33.3 24/01084/CTR - T.1 - Willow x2 (red) - Crown raise to 3m, T.2 - Alder (blue) - Reduce by approx. 1.5m and shape. Decision pending – Rose Cottage, Main Street, Southorpe. Decision pending	

	33.4 24/00849/HHFUL -Proposed single storey rear extension, front porch enclosure and minor alterations including window and door replacement – Stonecroft, Main Street, Southorpe. Permission granted	
	33.5 Nest Storage. Peterborough City Council are making enquiries as to potential change of use for this land	
	33.6 To receive and note any new applications arriving after the agenda issued to see if can be agreed now and in clerk's absence. No new applications were received	
24/34	Ward Update	
	34.1 Ward Councillor Irene Walsh. IW reported that plans had gone in for the traffic calming within the Ward and funding had been sourced. IW to confirm this funding is in place. This is an agenda item at the next Ward meeting on the 25 th September and will be discussed fully. Local Plan was also discussed. See Agenda item 24/39 below	
	34.2 Report from Ward meeting if applicable. Next ward meeting is on Wednesday 25 th September	
24/35	Finance	
	35.1 To receive and discuss finance report with bank reconciliation. This was received, checked and signed by CP. £2438.35 in the Savings account and £219.86 in the Business account as of 13.09.24	
	35.2 To add Councillor Brown as a named user on the bank account. This was unanimously agreed and then to remove Simon Little. Current signatories on the account are: Victoria Haynes (Primary User), Corinna Blackmore and Edward Ellwood. AH to complete a new mandate to add Alison Hurford and Carl Brown as signatories to the account. Victoria Haynes and Edward Ellwood then to be removed. Once filed AH to become the primary user of the account in place of Victoria Haynes	Action: AH
	35.3 To discuss CLF Funding payment. ACB and AH to organise the purchase of benches from Fentontimber.co.uk AH to research a price for a new notice board and potentially submit this for CLF for this year.	Action: AH/ACB
	35.4 To discuss appointing Internal Auditor for year end. It was agreed to appoint Claire Tilley from Renaissance Business to complete the Audit again next year.	Action: AH
	35.5 To discuss wish list for next budget to be agreed at November meeting	Action: All
	35.6 To discuss Scheme of Delegation to clerk. This is now in place for the Clerk to make emergency purchases up to £50	
	35.7 To discuss Barnack Burial payment. This is an annual payment of £300. 75% of this is repaid in the parish precept. It was agreed to continue paying this towards the maintenance of the churchyard.	Action: AH
	35.8 To discuss VAT reclaim. AH confirmed that an application to reclaim VAT has been submitted. AH to chase as nothing has been received to date. In future all invoices must be addressed to Southorpe Parish Council to allow future VAT reclaims	Action: AH

	35.9 To discuss an ink subscription. AH suggested the Council join an ink subscription scheme with Epson as this would work out cheaper than purchasing ink from a shop. Agreed unanimously to join for £1.99 a month. This at present will be paid from AH credit card and once the council has applied for a bank card, moved over to this card.	Action: AH
24/36	Payments – to following payments were authorized to be made:	
	36.1 Clerk mileage for September 18 miles @ .45p a mile	£ 8.10
	36.2 Clerk wages for September and October @ £129.60	£259.20
	36.3 Payroll provider PCVS for July, August and September	£ 36.00
	36.4 Zurich Renewal of insurance	£196.00
	36.5 Community Heartbeat Defibrillator support	£162.00
	36.6 Transfer £1000 from BMM account to Business account	£1000
24/37	Environmental	
	37.1 To discuss Multi Agency Meeting. It was agreed that CB would be the representative at the next meeting. There had been no meeting since our last meeting. CB to investigate if any funds available through the Landyke Trust.	Action:CB
24/38	Traffic	
	38.1 To discuss speed restrictions. See Agenda item 34.1. The cost for speed restrictions and speed management through Southorpe would be the responsibility of the Southorpe Parish Council. This requires further discussion.	
	38.2 To discuss A47 improvements. PC reported that the A47 works has been delayed with no start date agreed.	
	38.3 To discuss Barnack Ward Traffic Group. Simon Little attended the last meeting where funding has been sourced to start the initiative with 20mph signs in Wothorpe, Bainton and Ashton being a priority. The next objective would be to focus on reducing the speed between the villages to 50 mph.	
24/39	Local Plan – to discuss meeting held at PCC on 11th September. The date for the publication of the Local Plan has been delayed until February. Peterborough City Council has appealed for additional sites to be considered, and these additional sites will be published together with the original sites, in a document published in October. With the full Local Plan published in February.	
24/40	Risk Assessment – to discuss implementing a Risk Assessment for the Council in line with audit requirements. ACB to work on this document and present to the council at the November meeting	Action: ACB
24/41	.GOV Domain – to discuss the possibility of adopting a .gov domain name for website and for email addresses in line with national guidance	
	41.1 To consider a proposal to change to a gov.uk domain name, to agree the name of the new domain and to continue to own the current domain Southorpe-PC.gov.uk, Southorpeparish.gov.uk, Southorpeparishcouncil.gov.uk. It was unanimously agreed to opt for the .gov.uk domain name and for each councillor to have a .gov.uk email account. It was agreed to use Southorpeparish.gov.uk as the domain name.	

	There is a £100 grant available for this financial year to assist with Councils setting up this.	
	41.2 To consider appointing a .gov.uk Approved Registrar to register the new domain name and provide support. AH presented three pricing structures from three approved companies and it was unanimously agreed to go with the Cloud Nine option as the most cost effective supplier.	Action: AH
	41.3 To review the current provision of the website hosting and consider a quotation to convert the current website to .gov.uk. It was agreed to continue using Squarespace to host the website and Cloud Nine will liaise with them to convert the name to Southorpeparish.gov.uk	Action: AH
	41.4 To review who will have .gov.uk email addresses. It was agreed to have 5 email addresses for Councillors and one for the clerk.	Action: AH
24/42	Date of next meeting: Wednesday 13 th November 2024 at Barnack Village Hall at 7.15 pm	