

MINUTES

The Parish Council Meeting of Stow Longa was held on Tuesday 20 Jun 2018 at 8.00pm in St. Botolph's Church

- Present Michael G. Hayes (Chairman), Sue Humfryes, Martin Allen, Amy Pearson and Adrienne Bonwick, Parish Councillors.
R Mimiene, Clerk & RFO
No members of the public.
HDC Cllr J Gray
- 267/18 To Receive Apologies and Reasons for Non-Attendance**
267/18.1 None.
- 268/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
268/18.1 Cllr AP declared interest in Planning Agenda Item 2 Church Lane.
- 269/18 Public Open Forum**
269/18.1 HDC Cllr JG is representing Kimbolton Ward which Stow Longa falls under now. Cllr JG is a member of Finance and all the estate for the HDC committees. If there is anything PC needs, please contact at any time.
Local Plan was submitted to inspector at the end of Mar 18. Most developments are round the market towns. Very little change in Stow Longa.
Cllr JG also noted that HDC recycling is going to cost more than expected.
PC expressed a worry re: the warehouses along A14, should there be more developed but HDC Cllr assured that it is not the case.
Molesworth RAF – no proper infrastructure in place yet.
There are issues with train tables.
SLPC the biggest issue is the road, traffic and resurfacing.
HDC Cllr JG leaves the meeting.
- 270/18 To Receive and Approve the Annual Parish Council Meeting Minutes 22 May 2018**
Proposal: Proposed by Councillor MA, seconded by Councillor SH, all in favour, and it was **RESOLVED** that the minutes of 22 May 2018 Annual Parish Council Meeting be accepted and signed as a true record of the meeting. **Carried**
Chairman signed the Minutes.
- 271/18 Matters arising from those Minutes (not on the Agenda)**
271/18.1 Cllr MGH emailed to Cllr J Yong to express thank you for serving the community. Thanks also expressed to ex Cllr S Butcher. **Clerk**
It was agreed to write a thank you letter. Clerk to draft one, and email to Chairman for any additions. **Clerk, MGH**
- 272/18 Planning**
1) Planning: RE: Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 The Preliminary Draft Plan, along with a number of supporting documents, including a Sustainability Appraisal Scoping Report, are available to view online at cambridgeshire.gov.uk/mwlp or peterborough.gov.uk/mwlp.
Noted.
2) Proposal: Construction of calor gas bottle enclosure and gas supply route, redecoration of existing render and painted brickwork and installation of air brick vent, internal doors to kitchen, access gates and secondary glazing to all windows. Site Address: 2 Church Lane Stow Longa Huntingdon Reference: 18/00888/LBC, PC comments by 6 June, case office Kathy Render
Noted.
- 273/18 Finance**
273.1 To further Consider Internet Banking, Cllr MGH
Leave for the time being.
273.2 To Note Internal Auditor report, circulated to full PC prior to the meeting
Auditor brought 3 issues to PC attention and provided advice on:
 - Standing Orders – latest version issued by NALC in 2018 is going to be formally approved tonight under the Agenda item 11.2

- S137 validity - Contribution to PCC for churchyard grass cutting. There has been some discussion recently about the ability of Councils to make such contributions. <http://www.churchcare.co.uk/images/Churches/Local-Authority-Investment-in-Church-Buildings-Guidance.pdf> should be read to ensure that the Council is complying with the law.
- Formal risk assessment documents available for inspection - The Council has improved its RA documentation by adopting a Risk Register on 19 July 2017. Internal auditor suggested that it is extended to include the Play Area and other assets (e.g. note regular inspection regime) – Note: PA added to the Risk Register.

273.3 Cashbook for 2018/19 – No payments raised at Apr & May 2018 meetings, nothing to report. No Bank statement received yet.

273.4 To Consider the Transparency funding Spending

PC were eligible for the grant and got it. If PC needed to buy a lap top, PC would do so. Carry on as an Agenda item.

273.5 To Consider CIL Spending: The 1st amount of £2,591.79 received in Apr 2018.

Kerb at the Green to stop traffic which is eroded especially by the lorries. PC earmarked for this project.

273.6 To Approve 20 Jun 2018 Expenditure:

Date	Cheque No.	Payee and Description	Amount
20 Jun 18	435	CAPALC membership renewal 2018-19 (does not include GDPR payment)	£113.24
20 Jun 18	436	Cambs ACRE membership renewal 2018/19	£55.50
20 Jun 18	437	MiJan Ltd, Internal Audit 2017/18	£62.70
20 Jun 18	438	CGM: village maintenance May 18 – 1 st Invoice	£42.00
20 Jun 18	439	Clerk salary Q1: Apr, May & Jun 18	£340.40
20 Jun 18	440	HMRC: Tax deductions Q1: Apr, May & Jun 18	£85.00
20 Jun 18	441	Expenses on running cost of PC Q1: Apr, may & Jun 18	£21.32
		Total Jun 18 Expenditure:	£412.76

Proposal: Proposed by Councillor AB, seconded by Councillor AP, all in favour and it was **RESOLVED** that all payments listed above are to be approved and paid. **Carried**
Revisit signatories.

274/18 Parish Council Website – Restructure of the PC website

Ex Cllr JY is helping PC, he will upload info and create different sections for Agendas, Minutes, Accounts, Policies, etc.

Would be nice to be able to upload a calendar of social activities. Clerk to speak to ex Cllr JY. PC Clerk to investigate the website further. Clerk to discuss with ex Cllr JY.

275/18 Signage on the Village Green

No issues.

276/18 GDPR, new regulation coming into force by 25 May 2018: Personal data audit questionnaire carried. To consider the approval of the required documents, consent forms, privacy notice and other documents:

SLCC stated in their weekly newsletter that: *The House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May.*

Cllr AP agreed to have a look. She has now got the hard copies and will email full PC the comments. AP In process. Documents to be approved at the next Meeting.

277/18 To Review and Approve Policy Documents:

1) Financial Regulations (new model adopted by PC in May 2017) – Clerk has now removed the [square brackets] where appropriate. Amended and highlighted points which were brought to PC attention, to be added for the next meeting. Clerk and Chairman will work on this. Chairman's comments on the hard copy provided to Clerk. Documents to be approved at the next Meeting. Clerk MGH

2) New Model of Standing Orders (includes GDPR) 2018

Cllr SH agreed to view and sort out part 19, p 25 re: Handling Staff matters. Grievance to vice chairman or any other member of the Council. Document to be approved at the next Meeting. SH
Note since meeting: Clerk emailed the updated copy of the Standing Orders to Cllr SH.

3) Risk Management/Assessment Policy: Financial and General Risk Assessment (new model adopted in Jul 2017) – to include the Play Area checks as suggested by the Internal Auditor. PC to review the document (as one statement will need to be changed when PC registered with ICO. Proper document control: states PC is not registered with the Information Commissioners for Data protection) when GDPR is in place.

285/18 Councillors' questions/Any other business

285/18.1 New Cllrs email addresses are set up.

285/18.2 Eco toilet (composting toilet) is now ordered to the church. Public facility. Agenda item for the next Clerk meeting.

286/18 Date of the next meeting – 18 July 2018 Scheduled

Meeting finished at 9.39pm.

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

Date

Chairman: Michael G. Hayes

Appendix

Project	Report	Action by
CIL application	Contact HDC	Cllr MGH
Bank mandate issues and telephone/internet banking issues re: HMRC tax deduction payments	Arrange a visit to the bank to handle in all paperwork and will seek advice on telephone/internet banking for PC	Cllr MGH will go to the bank and sort this out. Moved on.
Play Area	Broken slat needs replacing.	Cllr MGH will arrange the repairs.
Village Cross	Information regarding recommended contractors for the proposed work is awaited from Quinton Carroll of CCC. Local stone masons are also being approached	Q. Carroll Cllr JY met with stone mason. Cllr JY to chase the 3 rd quote. Deferred to the next meeting in Mar 17. 15 Mar 17 – Cllr JY, 3 quotes from Stone Masons. 19 Jul 17 - Quotes were re-sent for the update but not heard back. Cllr JY will forward the email to the clerk to chase. JY – nothing heard since. To chase.
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	Cllr SH – resurfacing suggested after walkabout with Karl Brockett. Cllr AM will measure the kerb all the way towards the turning into vicarage. Cllr SH had some estimates, will look through the emails. 20 Jun 18: To pick up when the resurfacing is done.
Highway resurfacing	A subject for meeting with LHO.	Cllr SH met Karl Brockett, need to follow up with the Agenda item now. PC agreed that Cllr SH will approach Karl Brockett re: follow up meeting. 20 Jun 18: Cllr MA will speak to the contactors and get a couple/three quotes to see if PC could afford it. Get quote for both options of kerbs – standard and conservation ones. K Brockett left and there is no replacement.
Speedwatch	Session held in Sept 7 speeders reported.	Cllr SH: there was not enough people to run a session w/c 14 Nov 16 In March. Next meeting in May.

		<p>17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes. Speedwatch group is looking for volunteers.</p> <p>19 Jul 17 - Sharing the equipment with 5 villages. No response. Jim Humfryes is staying on this group.</p> <p>20 Sep 17: PC need to access equipment.</p> <p>18 Apr 18: No progress.</p>
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