

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 18 July 2018 at 8.00pm in St. Botolph's Church

Present Cllrs Michael G. Hayes (Chairman), Sue Humfryes, Martin Allen, Amy Pearson and Adrienne Bonwick.
No members of the public.
CC Cllr Ian Gardener.

287/18 To Receive Apologies and Reasons for Non-Attendance
287/18.1 None.

288/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)
288/18.1 None.

289/18 Public Open Forum

CC Cllr IG reported that he is on Highways, Infrastructure and Planning Committees and is a Vice Chair for the Planning. Mineral extraction through the county, waste disposal, renewable energy. He is also on fire authority. MMD charter is released for people suffering from disorders. 2036 Local Plan – any existing sites selected, back to CCC as was closed in June this year and hope to have a draft policy in Mar/Apr next year – any sites in this division being put forward will be included in the plan. PC can make their representations to the proposal. In Aug 2020 it goes to Government and adoption planned in Nov 2020 earliest that could be. CCC is in Pioneer category as they won renewable energy programme. Smart energy grids at Park & Ride sites. St Ives will be the 1st one, next one is Trumpington all way the guided bus route. Route A428 – Highways England going to decide which route to choose for construction to be started 2021 - 2025. All construction on A14 has to be completed. All that work done before altering A428 which is a diversion now for A14. 3 route options for A428 road were listed. A421 route from Cambridge to Oxford. Railway line from Oxford to Cambridge is being considered too. Rapid transit system. Plastic roads – single use plastic which goes into grey bin, is planned to be taken out and mixed with tarmac type material to be used for filling potholes. Trying in Cumbria this now, if that proves to be a success, will be used in Cambs too.

A14 works are well ahead. Cllr IG offered PC to have meetings in his office during the cold winter month.

CC Cllr IG leaves the meeting

290/18 To Receive and Approve the Parish Council Meeting Minutes 20 Jun 2018
Proposal: Proposed by Councillor SH, seconded by Councillor AM, all in favour, and it was RESOLVED that the minutes of 20 Jun 18 Parish Council Meeting be accepted and signed as a true record of the meeting. Carried
Chairman signed the Minutes.

291/18 Matters arising from those Minutes (not on the Agenda)
None.

292/18 Planning
None. 2 new houses been named.

293/18 Finance

293.1 To further Consider Internet Banking, Cllr MGH
Remove this item from the Agenda for now.

293.2 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 – to be approved at this meeting.
- S137 validity - Contribution to PCC for churchyard grass cutting. Internal auditor noted that here has been some discussion recently about the ability of Councils to make such contributions. <http://www.churchcare.co.uk/images/Churches/Local-Authority-Investmentin-Church-Buildings-Guidance.pdf> should be read to ensure that the Council is complying with the law - *ongoing*.
- 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.

293.3 Cashbook for 2018/19 – updated Cashbook, Income against Expenditure and Bank Reconciliation for Q1 circulated to PC. It is approved and signed by members.

293.4 To Consider the Transparency funding Spending

Carry this item forward.

293.5 To Consider CIL Spending: The 1st payment of £2,591.79 received by PC in Apr 2018.

Suggestion to make a donation towards the Eco toilet which is usable as a village amenity. Clerk to check with HDC. PC then agreed to invite a member of PCC to PC meeting. There is a plan to put mains water and a kitchen. PC are happy with the proposal. Sep Agenda item and Richard Whidborne will be asked to attend to discuss the PCC's plans.

293.6 To Approve 18 Jul 2018 Expenditure:

Date	Cheque No.	Payee and Description	Amount
18 Jul 18	442	SLCC: Contribution towards the membership, total amount is £185, SLPC contribution according to the % hrs contacted is 7.78%	£14.39
18 Jul 18	443	Ramune Mimiene Expenses Jul 18, full list presented	£25.32
18 Jul 18	444	CGM: Grounds maintenance for a month Jun 18	£42.00 (of which VAT 7.00)
18 Jul 18	445	HDC: Uncontested Election 3 May 18	£75.00
		Total Jul 18 Expenditure:	£156.71

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

294/18 To Approve Councillor Responsibilities

Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was **RESOLVED** that Councillor Responsibilities are approved. **Carried**

295/18 To Consider Registration with the Information Commissioner (ICO) for Data Protection

Further advice sought and will be forward to PC members by Clerk for PC consideration. **Clerk**
PC

296/18 Parish Council website: Re-structure of the PC Website: Clerk met with ex Councillor J Young. PC to discuss the updated website which has different categories now. The future lay-out and design of the website. Councillors to create their accounts on the website as at the moment only Clerk has access to the website updates.

Cllrs to look at the restructures website. Cllr AP will seek access to be able to update the website on Clerk's absence. Cllr AP will approach web master JY. **AP**

297/18 To Review PC Code of Conduct

PC Code of Conduct reviewed. New Cllr AP and AB are familiar with it now too.

Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was **RESOLVED** that PC Code of Conduct is approved. **Carried**

298/18 Signage on the Village Green

Remove it from the Agenda.

299/18 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:

In process. Cllrs Amy and AB looked at the docs and have made some suggested changes. A copy with the amendments will be circulated to full PC before Sep meeting. Sep Agenda item. **AP**
AB

300/18 To Review and Approve Policy Documents:

1) Financial Regulations (new model adopted by PC in May 2017) –

References to Finance Committee now removed. Clerk to circulate the pdf copy of the document.

Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour, and it was **RESOLVED** that the Financial Regulations are approved. **Carried**

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

HR bit amended by Cllr SH. Clerk to circulate a final pdf copy to full PC.

Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour, and it was **RESOLVED** that the Standing Orders are approved. **SH**
Carried

Note since meeting: Financial Regulations and Standing Orders uploaded onto PC website.

301/18 To consider Pensions Regulator

Remove it from the Agenda.

- 302/18 Assets and Infrastructure**
 302/18.1 Health & Safety – Carried by Cllr MA. Trees on the Village Green need trimming around the base, Cllr MGH will do it. MGH
 302/18.2 Stow Longa Post Box - A new Post Box has now been installed and is operational. Remove it from the Agenda. Clerk PC
 Book exchange – book club, project started by Cllr SH. Cllrs AP and AB joined the club.
- 303/18 To receive PCC update on Eco Toilet – dealt under Finance.**
- 304/18 Highways, footpaths, byways**
 304/18.1 Highways issues – Highway Resurfacing. No more to say.
 304/18.2 Grass cutting in the parish
 Grass cutting schedule received. Two cuts carried on the main area and 1 in the small area. Charging for what they're actually doing. Cllr SH will monitor.
- 305/18 To review progress of current projects - Appendix**
 305/18.1 Attached.
- 306/18 Correspondence**, circulated by email prior to the meeting
 306/18.1 Annual Wicksteed play equipment inspection is due, acknowledgement received.
 306/18.2 Cllr MGH receives emails re: Defibrillators.
- 307/18 To Consider Training for a Clerk and Councilors**
 307/18.1 Good Cllr guide passed to new Cllrs.
 307/18.2 Clerk's training done.
 307/18.3 Cllr AP cannot make training in Sep. If any other days do come up, Clerk to inform Cllrs AP and AB.
- 308/18 Councillors' questions/Any other business**
 308/18.1 Cllr SH reported overgrown footpath/ bridleway – trees need trimming back. Cllr MGH will report onto CCC online report system via <https://highwaysreporting.cambridgeshire.gov.uk> . Clerk to send the link.
- 309/18 Date of the next meeting – Scheduled Wed 19 Sep 2018**

Meeting finished at 9.03pm.

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	On hold.
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

		Cllr Amy to chase.
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	Cllr SH – resurfacing suggested after walkabout with Karl Brocket. 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. MA – is waiting for the quotes.
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. 17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes. Speedwatch group is looking for volunteers. 19 Jul 17 - Sharing the equipment with 5 villages. No response. Jim Humfryes is staying on this group. 20 Sep 17: PC need to access equipment. 18 Apr 18: No progress. New person is taking over, currently doing a handover.