

## MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 19 September 2018 at 8.00pm in St. Botolph's Church

Present Cllrs Michael G. Hayes (Chairman), Martin Allen, Amy Pearson and Adrienne Bonwick.  
No members of the public  
Ramune Mimiene, Clerk

**310/18 To Receive Apologies and Reasons for Non-Attendance**  
310/18.1 Cllr S Humfryes sent apologies for absence.

**311/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
311/18.1 None.

**312/18 Public Open Forum**

312/18.1 HDC Cllr J Gray sent a written report on his absence:  
Local Plan Inspection continues. Whilst this is going well, HDC Cllr JG thinks there is some concern that the vast majority of new housing across HDC lies with just 2 developers. It is clearly possible that they could manipulate the pace at which housing development comes to market for their own ends.

HDC are entering the 2019/20 Budget round, which will probably be the most difficult Cllr JG has seen in his time.

One issue HDC Cllr JG particularly needs to flag is that the value of recycled waste has dropped significantly during the year. One outcome of this is that the company handling the recycle is trying to reject as much as possible, so HDC are looking more closely at what is being put into bins.

This has a knock-on effect to HDC as they don't receive about £30 per tonne of income, and the County get charged £80 per tonne to then landfill it.

HDC know they need to have a fresh campaign around what can go into the blue bin, but asked could we please be aware of this. Full details of what can go in a blue bin is on our website, and HDC will shortly be launching a new 'Metal Matters' campaign too.

Lastly HDC Cllr JG have written to the Police & Crime Commissioner regarding a spate of rural crimes and the apparent lack of police action/presence.

312/18.2 CC Cllr I Gardener also presented a written report on his absence which is attached to these minutes.

**313/18 To Receive and Approve the Parish Council Meeting Minutes 18 July 2018**

Minute No: 302/18.2 Cross out 'book club' and 'Cllrs AP and AB joined the club'.

Approve minutes with the above amendments.

**Proposal: Proposed by Councillor , seconded by Councillor , all in favour, and it was RESOLVED that the minutes of 18 July 18 Parish Council Meeting be accepted and signed as a true record of the meeting with the above amendments. Carried**  
*Chairman signed the Minutes.*

**314/18 Matters arising from those Minutes (not on the Agenda)**  
None.

**315/18 Planning**  
None.

**316/18 Finance**

316/18.1 Cashbook for 2018/19 – updated cashbook, Income against Expenditure circulated to PC. Noted.

316/18.2 To Consider Transarency funding spending  
£482.00 in total received in 2016/17. Spent £45.99 on external hard drive 2017/18. Left £436.01 as at 19 Sep 18.

316/18.3 To Consider PC Insurance cover (expires 30 Sep 18), options provided by PC Insurers:

1) Annual Premium £179.61 – PC agreed to approve option 1).

2) 3 Year Long Term £170.63

3) 5 Year Long Term £161.65

**Proposal: Proposed by Councillor AP, seconded by Councillor AB, all in favour, and it was RESOLVED that the Option 1 Annual Premium for £179.61 is approved. Carried**

316/18.4 To Consider CIL Spending: The 1<sup>st</sup> payment of £2,591.79 received by PC in Apr 2018.

Clerk approached HDC and received some advice. PC consider this falls under 'Recreation'. Carry this item forward.

316/18.5 Budget and Precept 2019/20 -

Budget to prepare for Nov PC. £3,300 Precept previously.

316/18.6 Consider GDP membership issued by CAPALC for £25.

**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AM, all in favour, and it was RESOLVED that the GDP membership is accepted.** **Carried**

*Please the amended chq number for the payments listed below.*

316/18.7 To Approve 19 Sep 2018 Expenditure:

Date	Cheque No.	Payee and Description	Amount
19 Sep 18	451	Zurich Municipal: Chq to be raised to Business Services at CAS Ltd cover period 01/10/18 – 30/09/19	£179.61
19 Sep 18	447	CGM: Grass cutting Jul & Aug 18	£84.00 (of which VAT is £14.00)
19 Sep 18	448	Wicksteed Annual Unaccompanied Play area inspection	£54.00 (of which VAT is £9.00)
19 Sep 18	449/452	Wages and Tax deductions Jul, Aug & Sep 18	£425.40
19 Sep 18	450	CAPALC: GDP Membership Scheme up to 31 Mar 18	£25.00
19 Sep 18	453	ICO membership 1 Oct 18 to 30 Sep 19	£40.00
		Total Sep 18 Expenditure:	£808.01

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

Clerk informed PC on 17 Sep 18 that due to the change in her circumstances she sadly needs to resign from Clerk & RFO position. The notice of 4 weeks is now handed in, last day working is 15 Oct 18. Clerk has been with PC for 2 years now. Thank you expressed to the Clerk by PC. PC discussed the way forward.

Cllr MGH will go to the bank to sort out the internet banking and change of address mandate form. Clerk to email Chairman the bank a/c no. Chairman will find out what is needed and arrange it all.

MGH

**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that Cllr MGH goes to the bank to sort out online banking and change of address mandate.** **Carried**

**317/18 To Consider Registration with the Information Commissioner (ICO) for Data Protection** **Clerk**  
Further advice sought and will be forward to PC members by Clerk for PC consideration. **PC**

**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that the ICO registration is approved and paid tonight.** **Carried**

**318/18 Parish Council website: Re-structure of the PC Website**

Website was down, Clerk could not upload Agenda. Webmaster was informed. Clerk will keep PC updated.

Cllr AP will check with ex Cllr JY re: mail box set up.

AP

**319/18 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:**

Cllr AP checked 5 documents, comments circulated to PC.

PC are happy with all amendments.

It was agreed to accept the 5 documents listed below with condition that no comments made by any member by Wed next week. Cllr AP will re-circulate the final copy.

AP

319/18.1 Social Media and Electronic Communication Policy – It was agreed not to go this route.

**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AM, all in favour and it was RESOLVED that Social Media and Electronic Communication Policy is approved.** **Carried**

319/18.2 Information and Data Protection Policy

**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AM, all in favour and it was RESOLVED that Information and Data Protection Policy is approved.** **Carried**

319/18.3 List of Documents for Retention or Disposal

**Proposal:** **Proposed by Councillor AP, seconded by Councillor AB, all in favour and it was RESOLVED that List of Documents for Retention or Disposal is approved.** **Carried**

319/18.4 Subject Access Request form (SAR)

<b>Proposal:</b>	<b>Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was RESOLVED that SAR is approved.</b>	<b>Carried</b>
319/18.5	Consent Form	
<b>Proposal:</b>	<b>Proposed by Councillor AM, seconded by Councillor AB, all in favour and it was RESOLVED that Consent Form is approved.</b>	<b>Carried</b>
<b>320/18</b>	<b>To Review and Approve Policy Documents:</b> New Model of Standing Orders (includes GDPR) July 2018 – as amended by CAPALC	
<b>Proposal:</b>	<b>Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that the amended by NALC Standing Orders are approved.</b>	<b>Carried</b>
<b>321/18</b>	<b>Assets and Infrastructure</b>	
321/18.1	Health & Safety – nothing to report this time.	MGH
321/18.2	To consider Annual Inspection carried by Wicksteed 31 Jul 18, outcome Cllr MGH will sort the low risk issues. Cllr MA will look at the matting options.	MA
<b>322/18</b>	<b>To receive PCC update on Eco Toilet</b> HDC Implementation Officer provided advice regarding CIL spending: It is up to the PC to decide the Infrastructure priority projects for the Parish for the spending of the CIL the Meaningful Proportion, PC may wish to consult with the community on the priority infrastructure needs, e.g.: Education/Health/Community. Under the CIL Regulations, HDC as the Charging Authority has no input as to the spending of the Meaningful Proportion payments and spending falls within the Town & Parish to make those decisions. The Officer provided the Regulations and the definition of some Infrastructure (not a full list). Application of CIL by local councils: 59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding— (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area. Planning Act 2018 - 216 Application (1) Subject to sections 216A(1), 216B(2) and 219(5), CIL regulations must require the authority that charges CIL to apply it, or cause it to be applied, to supporting development by funding the provision, improvement, replacement, operation or maintenance of infrastructure. (2) In this section (except subsection (3)) and sections 216A(2) and 216B(2) "infrastructure" includes—(this is not a full list) (a) roads and other transport facilities, (b) flood defenses, (c) schools and other educational facilities, (d) medical facilities, (e) sporting and recreational facilities, (f) open spaces PC agreed that the issue raised falls under 'recreational facilities'.	
<b>323/18</b>	<b>Highways, footpaths, byways</b>	
323/18.1	Highways issues – sorted.	
323/18.2	Overgrown hedges are blocking the footpath - Footpath No 2 reported to CCC, response came back that it is landowners responsibility. Cllr MGH and AP will walk and check it.	MGH AP
323/18.2	Grass cutting in the parish A quote received re: next year's grass cutting. Clerk to email to say PC are interested, copy Cllrs in.	Clerk
<b>324/18</b>	<b>To review progress of current projects - Appendix</b>	
305/18.1	Attached.	
<b>325/18</b>	<b>Correspondence</b> , circulated by email prior to the meeting All dealt with.	
<b>326/18</b>	<b>To Consider Training for a Clerk and Councillors</b> Keep posted if new dates come up for Cllr training.	
<b>327/18</b>	<b>Councillors' questions/Any other business</b>	
327/18.1	None.	

Meeting finished at 9.07pm.

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

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Date

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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 approach bank now as the Clerk is leaving to be able to do online banking and mandate of the change of address form to obtained.
Play Area	Broken slat needs replacing.	Cllr MGH will arrange the repairs. 180918: Wood is ordered by Cllr MGH
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 <sup>rd</sup> 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. 180919: Communication with retired Cllr JY. Cllr AP will follow this up.
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 awaiting for the quotes. 180919: 1 Quote received for £6,615.11; one email – awaiting the full detailed quote £5,700. 3 quotes needed.
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. 180919: Cllr Amy sorting this out. Mobile van to get twice a year. Signage in the village discussed. 30m/hr bin stickers? Will keep PC informed.

