

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 21 November 2018 at 8.00pm in St. Botolph's Church

- Present Cllrs Michael G. Hayes (Chairman), Martin Allen, Amy Pearson and Adrienne Bonwick.
CC Cllr I Gardener
No members of the public
Ramune Mimiene, Clerk
- 329/18 To Receive Apologies and Reasons for Non-Attendance**
329/18.1 Cllr S Humfryes sent apologies for absence.
- 330/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
330/18.1 None.
- 331/18 Public Open Forum**
331/18.2 CC Cllr I Gardener report attached. Traffic calming measures to look at, CC Cllr will provide contact details of the officer at Highways who can have a site meeting when PC considers LHI scheme application next year.
- 332/18 To Receive and Approve the Parish Council Meeting Minutes 19 September 2018**
One amendment to be made on page 460 – add initials of Cllr AP under the speedwatch in appendix.
- Proposal: Proposed by Councillor AP, seconded by Councillor MGH, all in favour, and it was Carried**
RESOLVED that the minutes of 19 Sep 18 Parish Council Meeting be accepted and signed as a true record of the meeting with the above amendment.
Chairman signed the Minutes.
- 333/18 Matters arising from those Minutes (not on the Agenda)**
Ongoing discussion re the position of the clerk.
- 334/18 Planning**
Construction and formation of vehicular access for maintenance purposes including erection of fencing and gate and other associated works. Site Address: Land North Of Rookery Cottages Kimbolton Road Stow Longa
Reference: 18/02059/FUL – *PC planning recommendations by 8 Nov 18, PC comments now submitted:*
- PC recommend refusal on the following grounds:
 - The suggested position of the proposed access is on a very difficult bend where the visibility, particularly for traffic entering the village from the direction of Kimbolton is very poor. We believe that granting access at this point will be dangerous, particularly as it is on a road that sees a lot of through traffic for the Bicton Estate and Kimbolton School.
 - In any case the owners of the site already have suitable access between the two new developments on the former site of 5 The Lane. We cannot see why having an additional access is necessary.
- We are aware that the owners have already tried to obtain planning consent for the part of the land that they now require an additional access to. Although that application was refused by HDC, we have no doubt that there will be a further application in due course. With that in mind we believe that the application for a new access is just a pre-cursor to a future development
- Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour, and it was Carried**
RESOLVED that PC recommend refusal to the above planning consultation
- 335/18 Finance**
335/18.1 To note Q2 (Jul, Aug & Sep 18) Accounts: Updated cashbook, Income against Expenditure, Bank Reconciliation to 30 Sep 18, Bank balance £13,076.43 due to 2 unrepresented chq for £65.00. Cash book balance as at 30 Sep 18 was £13,011.43.
335/18.2 To Consider Transparency funding spending



As stated at the last meeting £482.00 in total received in 2016/17. Spent £45.99 for the external hard drive 2017/18. Left £436.01 as at 21 Nov 18.

335/18.3 To Consider CIL spending: Further amount of £5,183.59 received from HDC. Total amount now is: £7,775.38. First CIL income received in Apr 18, spending within 5 years

335/18.4 To consider and approve Budget and Precept for 2019/20, Precept submission to HDC by 14 Dc 18

Proposal: **Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that the Budget of £6,139.00 and Precept of £3,300 the same amount as last year is approved.** **Carried**

335/18.5 To sign the bank letter seeking received from Barclays seeking to update the information they hold, received 8 Nov 18, response within 30 days

335/18.6 To Consider applying for A14 Community Fund, Cllr A Pearson

Cllr AP affected by A14 – increasing traffic through the village. 19 people caught speeding when the session was run by PC. High percentage. 5.50pm to 6pm. Another session planned for the morning. Cllr AP is doing a research now. Cllr AM shared his experience in working for Highways. Sharon Piper is the one to speak at Highways. White lining is now done in the village. Cllr AP to pursue the funding, invite Highways in the new year. Streetlighting was needed for humps before when requested. Street signs are solar energy now. Police van to be looked at. Invite lady onto the site during school run preferable – Agenda for the Jan meeting. Get her in Mar time.

335/18.7 To Approve 21 Nov 2018 Expenditure:

Date	Cheque No.	Payee and Description	Amount
21 Nov 18	454/455	Wages and tax deductions Oct 18	£141.80
21 Nov 18	456	Expenses on running cost of PC Jul & Sep 18	£16.42
21 Nov 18	457	CGM: Grounds maintenance Sep £42.00 and Oct £42.00	£84.00 (of which £14 is VAT)
		Total Nov 18 Expenditure:	£242.22

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

336/18 Parish Council website: Re-structure of the PC Website

Consider options. Cllrs could be able to access or use. Cllr MGH will check what BT offer. Cllr Adriene will look what email addresses Cllr could have.

337/18 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:

337/18.1 Privacy Notice Staff, Councillors and Role Holders

Proposal: **Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was RESOLVED that Privacy Notice Staff, Councillors and Role Holders is approved.** **Carried**

337/18.2 General Privacy Notice

Proposal: **Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was RESOLVED that General Privacy Notice is approved.** **Carried**

337/18.3 Data Audit Schedule / Mapping

Proposal: **Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was RESOLVED that Data Audit Schedule/Mapping is approved.** **Carried**

337/18.4 Cyber Security Checklist

Proposal: **Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was RESOLVED that Cyber Security Checklist is approved.** **Carried**

337/18.5 Security Incident Response Sheet

Proposal: **Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was RESOLVED that Security Incident Response Sheet is approved.** **Carried**

- 338/18 Assets and Infrastructure**
 338/18.1 Health & Safety – nothing to report this time. No report this month. MGH
 338/18.2 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 to see what needs to MA
 be done. Bench to be repaired.
- 339/18 To receive PCC update on Eco Toilet**
 Eco toilet is installed. No further update by PCC. PC was not asked for a contribution. Church
 considers purchasing the organ.
- 340/18 Highways, footpaths, byways**
 340/18.1 Highways issues – resurfacing – works now carried.
 340/18.2 Grass cutting in the parish
 Consider at the next meeting. Cllr SH to advise.
- 341/18 To review progress of current projects - Appendix**
 341/18.1 Attached.
- 342/18 Correspondence**, circulated by email prior to the meeting
 Clerk to notify PC re: important correspondence.
- 343/18 To Consider Training for a Clerk and Councillors**
 Keep Cllrs informed if new dates come up for Cllr training.
- 344/18 Councillors' questions/Any other business**
 344/18.1 Huntingdon planning forum on 27 Nov 18 – Cllr AP will go to March one.
- 345/18 Date of the next meeting – Sheduled Wed 16 Jan 2018 at 8pm – suggested dates for 2019**

Meeting finished at 9.12pm.

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

_____ 16 January 2019 _____
 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 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. Left as Clerk is carrying on working.
Play Area	Broken slat needs replacing.	Cllr MGH will arrange the repairs. 180918: Wood is ordered by Cllr MGH Working party is formed for the following weekend. Cllr MGH got the wood and the bolts just need fitting. Lasted 75 years. Seat needs replacing – it has a plaque. Better timber bench to consider. Cllrs to have a look and comment back. It is safe. Look at differet brochures re: becnhes for the next meeting
Village Cross	Information regarding recommended contractors for	Q. Carroll

	the proposed work is awaited from Quinton Carroll of CCC. Local stone masons are also being approached	<p>Cllr JY met with stone mason. Cllr JY to chase the 3rd quote.</p> <p>Deferred to the next meeting in Mar 17.</p> <p>15 Mar 17 – Cllr JY, 3 quotes from Stone Masons.</p> <p>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.</p> <p>JY – nothing heard since. To chase Cllr Amy to chase.</p> <p>180919: Communication with retired Cllr JY. Cllr AP will follow this up.</p> <p>No update. Grant for the monuments – Cllr AP will look.</p>
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	<p>Cllr SH – resurfacing suggested after walkabout with Karl Brocket.</p> <p>Cllr AM will measure the kerb all the way towards the turning into vicarage.</p> <p>Cllr SH had some estimates, will look through the emails.</p> <p>20 Jun 18: To pick up when the resurfacing is done.</p> <p>MA – is awaiting for the quotes.</p> <p>180919: 1 Quote received for £6,615.11; one email – awaiting the full detailed quote £5,700. 3 quotes needed.</p> <p>Check with Highways officer. Another quote presented by Cllr MA – 2 quotes provided, 1 more needed. Discuss at with highways when we meet in spring.</p>
Speedwatch	Session held in Sept 7 speeders reported.	<p>Cllr SH: there was not enough people to run a session w/c 14 Nov 16</p> <p>In March.</p> <p>Next meeting in May.</p> <p>17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes.</p> <p>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> <p>New person is taking over, currently doing a handover.</p> <p>180919: Cllr AP sorting this out. Mobile van to get twice a year. Signage in the village discussed.</p> <p>30m/hr bin stickers? Will keep PC informed.</p>