

## MINUTES

### The Parish Council Meeting of Stow Longa was held on Wednesday 16 January 2019 at 8.00pm in St. Botolph's Church

Present Cllrs Michael G. Hayes (Chairman), Martin Allen, Amy Pearson and Adrienne Bonwick.  
2 members of the public  
Ramune Mimiene, Clerk

*Cllr MA started chairing the meeting*

#### **346/19 To Receive Apologies and Reasons for Non-Attendance**

346/19.1 Cllr S Humfryes sent apologies for absence. Cllr MG Hayes sent apologies for lateness.

*Cllr MGH joined the meeting*

*Cllr MGH took over chairing the meeting*

#### **347/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

347/19.1 None.

#### **348/19 Public Open Forum**

348/19.1 Speaker 1: Complaint about the amount of straw in the village received. Last time was not cleared properly and therefore drains were blocked. It was suggested to clean the paths as well as the road. Cllr AB noted that the last straw lorries will go tomorrow. It was suggested that covers to be used.

PC will get in touch with Highways and write to the company as well. To be discussed and agreed under the Highways Agenda item.

PC  
Clerk

348/19.2 Speaker 2: Issue raised re: the traffic and number of vehicles coming through the village. New building site which was submitted HDC last Sep and discussed at the PC meeting, now withdrawn. Regarding the Gas plant, it was noted by the resident that lights on site are on all the time. Cllr MGH explained that the Gas plant is expanding, and the lights are relevant to the building works. Works on site should be finished by Sep this year.

*2 members of the public leave the meeting*

#### **349/19 To Receive and Approve the Parish Council Meeting Minutes 21 Nov 2018**

**Proposal: Proposed by Councillor AB, seconded by Councillor AP, all in favour, and it was RESOLVED that the minutes of 21 Nov 18 Parish Council Meeting be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the Minutes.*

#### **350/19 Matters arising from those Minutes (not on the Agenda)**

Covered

#### **351/19 Planning**

- 1) Proposed Main Modifications Sustainability Appraisal will be available for you to view and comment between the following dates: Start date: 10/12/18 17:00 End date: 29/01/19 17:00  
[http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/pmmsa2018/proposed\\_main\\_modifications\\_sustainability\\_appraisal](http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/pmmsa2018/proposed_main_modifications_sustainability_appraisal)
- 2) Habitats Regulations Assessment will be available for you to view and comment between the following dates: Start date: 10/12/18 16:30 End date: 29/01/19 17:00  
[http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/hra2018/habitats\\_regulations\\_assessment](http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/hra2018/habitats_regulations_assessment)
- 3) Proposed Main Modifications 2018 will be available for you to view and comment between the following dates: Start date: 10/12/18 17:00 End date: 29/01/19 17:00 Please select the following link to view this event:  
[http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/pmm2018\\_1](http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/pmm2018/pmm2018_1)

Noted. No comments to be submitted.

#### **352/19 Finance**

352/19.1 To note Q3 (Oct, Nov & Dec 18) Accounts: Updated cashbook, Income against Expenditure, Bank Reconciliation to 31 Dec 18.

Bank and Cashbook balance £17,976.18.

352/19.2 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.

352/19.3 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.

To consider spending. Up to date quotes, AM.

352/19.4 Precept for 2019/20 submitted HDC on 14 Dec 18

352/19.5 Bank letter seeking received from Barclays seeking to update the information Barclays hold on PC, update

352/19.6 To Consider applying for A14 Community Fund, Cllr A Pearson – Been in touch. Things to reduce speeding and prevent lorries coming through the village. Happy to do more investigation. Advice from surrounding villages. AP

352/19.7 To Approve 16 January 19 Expenditure:

| Date      | Cheque No. | Payee and Description                                     | Amount                       |
|-----------|------------|---|------------------------------|
| 16 Jan 19 | 458        | Wages and tax deductions Nov and Dec 18 + Jan 19          | £425.40                      |
| 16 Jan 19 | 459        | Expenses on running cost of PC Oct, Nov & Dec 18 + Jan 19 | £7.20                        |
| 16 Jan 19 | 460        | CGM: Grounds maintenance Nov £42.00 and Dec £42.00        | £84.00 (of which £14 is VAT) |
|           |            | Total Jan 19 Expenditure:                                 | £516.60                      |

**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

**353/19 Parish Council website: Re-structure of the PC Website**

Cllr AB set up new Cllr email addresses. Cllrs to log in and inform the Clerk when this is done. PC agreed to leave the Clerk's email address as it is. PC

**353/19 GDPR: To consider the approval of the required documents, consent forms, privacy notice and other documents:**

Social Media Policy still to be worked on.

353/19.1 Electronic Communication Policy – work in progress.

353/19.2 SAR (Subject Access Request form) Approved

**Proposal:** **Proposed by Councillor AP, seconded by Councillor AM, all in favour and it was RESOLVED that Subject Access Request is approved.** Carried

353/19.3 General Data Protection Regulations Consent - approved

**Proposal:** **Proposed by Councillor AP, seconded by Councillor AM, all in favour and it was RESOLVED that General Data Protection Regulations Consent is approved.** Carried

353/19.4 List of Documents for Retention or Disposal - approved

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

353/19.5 Information and Data Protection Policy – work in progress.

**354/19 Assets and Infrastructure**

354/19.1 Health & Safety – nothing to report this time.

354/19.2 To consider Annual Inspection carried by Wicksteed, outcome. Seat going to be done Sun at 10am by Cllr MGH and AM. AM

*Note since meeting: Now repaired.*

Litter pick was done by Cllr MGH.

Matting to be carried by Cllr AM.

*Note since meeting: Now repaired.*

Bench at the Village Green – Considered recycled plastic benches and seats (maintenance free). There is the plaque on the old bench to be transferred. Cllr MGH will do some research. MGH

**355/19 To receive PCC update on Eco Toilet**

Treasurer from PCC to be invited to PC meeting by Cllr MGH.

**356/19 Highways, footpaths, byways**

356/19.1 Highways issues

- 356/19.1.1 PC agreed to contact HDC to clear the road and paths from the straw which will eventually block the drains if not cleared. This happened before when the straw from the road got washed down the road into the drains. Cllr AP will pass the details of the company. Suggests to see the lorries and tidy the road/sweep. Many complaints raised. AP  
Clerk
- 356/19.1.2 Traffic issues – noise, speed, vibration caused - Part of it due to A14 diversions, part to gas works going on. Measures discussed by members. Cllr AP suggested the slowing down signs as accessing the village – start with 40mph then to 30mph not straight away from national limit to 30mph. Cllr AP will contact CC Cllr IG who offered his help. A meeting on site to be arranged. AP
- 356/19.1.3 Parking on the verge at Park Lane. A piece of land been noted as being used as car parking area. Matter referred to the Council. Clarify the location.
- 356/19.2 Grass cutting in the parish – quotes for 2019 grass cutting season  
Subject to getting another quote  
Susan Webb submitted the Quote for £415.00 (not VAT registered) for the season.  
CGM – prices stay the same £420.00 + VAT.  
Clerk approached the 3<sup>rd</sup> contractor A Abb and the quote is £600.00
- Proposal: Proposed by Councillor AB, seconded by Councillor MGH, all in favour and it was RESOLVED that Susan Webb is a chosen contractor for grass cutting season 2019. Carried**
- 357/19 To review progress of current projects - Appendix**  
357/19.1 Attached.
- 357/19 Correspondence**, circulated by email prior to the meeting  
2 Letters received by the chairman regarding the straw on the road and paths, discussed by PC under the Open Forum and Highways Agenda items.
- 358/19 To Consider Training for a Clerk and Councillors**  
Councillor training arranged by CAPALC available. Is any available online?
- 359/19 Councillors' questions/Any other business**  
359/19.1 Cllr AM noted that he was approached re: car track who are planning to start 1 hour earlier. It was advised by the Chairman that they write to PC.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**

- 360/19 Clerk's appraisal**  
The matter discussed further. Agreed to move Clerk to a higher scale point from Oct 18 and back date to Oct 18. Clerk to liaise with Cllr SH re: the new contract. Clerk
- 361/19 Date of the next meeting**  
Next meeting set for 20 Mar 19 at 8pm at the Church.

Suggested Meeting dates for 2019:

- Bi- monthly meetings on the 3<sup>rd</sup> Wed of the month: in Jan, Mar, May (Annual Parish Council and Annual Parish meetings), Jul, Sep and Nov.
- provisional meeting dates are the 3<sup>rd</sup> Wed of the other months.

Meeting finished at 9.25pm.

*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 be obtained.<br>Left as Clerk is carrying on working.  |
| Play Area   | Broken slat needs replacing.   | Cllr MGH will arrange the repairs.<br>180918: Wood is ordered by Cllr MGH<br>Working party is formed for the following weekend. Cllr MGH got the wood and the bolts just need fitting. Lasted 75 years.<br><b>Now repaired</b><br>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 different brochures re: benches for the next meeting  |
| 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<br>Cllr JY met with stone mason. Cllr JY to chase the 3 <sup>rd</sup> quote.<br>Deferred to the next meeting in Mar 17.<br>15 Mar 17 – Cllr JY, 3 quotes from Stone Masons.<br>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.<br>JY – nothing heard since. To chase<br>Cllr Amy to chase.<br>180919: Communication with retired Cllr JY. Cllr AP will follow this up.<br>No update. Grant for the monuments – Cllr AP will look.   |
| Kerb to the Green outside the Old Vicarage  | A subject for meeting with LHO   | Cllr SH – resurfacing suggested after walkabout with Karl Brocket.<br>Cllr AM will measure the kerb all the way towards the turning into vicarage.<br>Cllr SH had some estimates, will look through the emails.<br>20 Jun 18: To pick up when the resurfacing is done.<br>MA – is waiting for the quotes.<br>180919: 1 Quote received for £6,615.11; one email – awaiting the full detailed quote £5,700. 3 quotes needed.<br>Check with Highways officer. Another quote presented by Cllr MA – 2 quotes provided, 1 more needed. Discuss with highways when we meet in spring. |
| Speedwatch  | Session held in Sept 7 speeders reported.  | Cllr SH: there was not enough people to run a session w/c 14 Nov 16<br>In March.<br>Next meeting in May.<br>17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes.<br>Speedwatch group is looking for volunteers.<br>19 Jul 17 - Sharing the equipment with 5 villages.<br>No response. Jim Humfryes is staying on this group.<br>20 Sep 17: PC need to access equipment.<br>18 Apr 18: No progress.   |

|  |  |   |
|--|--|---|
|  |  | <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. 30m/hr bin stickers? Will keep PC informed.</p> <p>A session in the next couple of weeks, reported by Cllr AP on 16 Jan 19</p> |
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