

## MINUTES

The Annual Parish Council Meeting of Stow Longa was held on Wednesday 15 May 2019 at 7.30pm in St. Botolph's Church

- Present Cllrs Michael G. Hayes (Chairman), Martin Allen, Susan Humfryes, Amy Pearson and Adrienne Bonwick.  
CC Cllr I Gardener  
Ramune Mimiene, Clerk  
No members of the public
- 379/19 Elect a Chairman**  
**Proposal:** **Proposed by Councillor SH, seconded by Councillor AB, all in favour, and it was RESOLVED that MGH elected as Chairman.** Carried  
*Chairman signed the acceptance of office form.*
- 380/19 Elect a Vice - Chairman**  
**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that AB elected as Vice-Chairman.** Carried
- 381/19 To Receive Apologies and Reasons for Non-Attendance**  
381/19.1 None.
- 382/19 To Review and Approve PC Code of Conduct**  
382/19.1 Reviewed and Approved by PC.
- 383/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
383/19.1 None.
- 384/19 Public Open Forum**  
384/19.1 None.
- 385/19 To Receive and Approve the Parish Council Meeting Minutes 20 March 2019**  
**Proposal:** **Proposed by Councillor AM, seconded by Councillor SH, all in favour, and it was RESOLVED that the minutes of 20 March 2019 Parish Council Meeting be accepted and signed as a true record of the meeting.** Carried  
*Chairman signed the Minutes.*
- 386/19 Matters arising from those Minutes (not on the Agenda)**  
None.
- 387/19 Planning**  
No outcome after the submission of PC comments after the last meeting.  
No new planning applications received.
- 388/19 Finance**  
388/19.1 To Note and Approve Year End Accounts: Cashbook, Income against Expenditure, Bank Reconciliation for Q4 and Year End Bank REconciliation  
**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AB, all in favour, and it was RESOLVED that the Year Ended 31 Mar 2019 Accounts are approved.** Carried  
388/19.2 To Consider Transparency funding spending. Noted.  
388/19.3 To Consider CIL spending: To note further funds of £2,591.79 received from HDC for the period of Oct 18 to Mar 19, making total CIL funds £10,367.17 as at 17 Apr 19.  
388/19.4 To Consider applying for A14 Community Fund, update by Cllr A Pearson – Cllr AP AP reported that nothing seem to be available mostly because PC is too far from A14.  
388/19.5 To Approve Year End Accounts to 31 Mar 2019 and note that PC was selected by External Auditors for 5% Intermediate Review. Paragraph 13 'Intermediate level review procedure' in JPAG document states that 'If an exempt authority is chosen as part of random sample, it will not be subject to review'. In which case only certificate of exemption is needed.  
388/19.5.1 To Approve and Sign the Certificate of Exemption AGAR 2018/19  
**Proposal:** **Proposed by Councillor MGH, seconded by Councillor MA, all in favour, and it was RESOLVED that the Certificate of Exemption is approved.** Carried  
388/19.5.2 To Approve Section 1 AGAR – Annual Governance Statement 2018/19  
**Proposal:** **Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that Section 1 AGAR – Annual Governance Statement 2018/19 is approved.** Carried  
388/19.5.3 To Approve Section 2 AGAR – Accounting Statements for 2018/19

**Proposal:** Proposed by Councillor MGH, seconded by Councillor AM, all in favour, and it was **Carried**  
**RESOLVED that the Section 2 AGAR – Accounting Statemenets for 2018/19 are approved.**  
 388/19.6 To Review and Approve Assets Register to 31 Mar 2019 (no change or any additions in the last financial year) – Noted and signed.  
 388/19.7 A Remittance Advice received from HDC re: Precept for 2019.20 for £3,300.00 – Noted.  
 388/19.8 To Approve 15 May 19 Expenditure:

| Date                      | Cheque No. | Payee and Description  | Amount  |
|---------------------------|------------|--|---------|
| 15 May 19                 | 465        | Clerk's Wages Apr & May 19   | £299.60 |
| 15 May 19                 | 466        | Clerk's Expenses on running cost of PC Mar & Apr 19 (detailed list attached to the payments) | £9.67   |
| 15 May 19                 | 467        | SLCC: Contribution to the membership, split between all PC                                   | £11.71  |
| 15 May 19                 | 468        | CAPALC Membership 1 Apr 19 to 31 Mar 20 £125.68 + suggested GDP Membership scheme £25.00     | £150.68 |
| 15 May 19                 | 469        | Donation to Spaldwick School towards the environmental area                                  | £50.00  |
| Total May 19 Expenditure: |            |  | £521.66 |

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

**389/19 Parish Council website: Re-structure of the PC Website** PC  
 The research is in progress.

**390/19 To Review and Approve PC Policies for 2019/20 Financial Year**  
 390/19.1 Financial Regulations (new model adopted in May 2017)

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

390/19.2 Standing Orders  
**Proposal:** Proposed by Councillor AP, seconded by Councillor MGH, all in favour and it was **Carried**  
**RESOLVED that Standing Orders are to be approved.**

390/19.3 Risk Management/Assessment Policy: Financial and General Risk Assessment (new model adopted in Jul 2017 and reviewed in 2018)  
**Proposal:** Proposed by Councillor MGH, seconded by Councillor AB, all in favour and it was **Carried**  
**RESOLVED that Risk Management / Assessment Policy are to be approved.**

**391/19 GDPR: Review for 2019/20**  
 It was agreed to approve all GDP documents.  
**Proposal:** Proposed by Councillor AP, seconded by Councillor AB, all in favour and it was **Carried**  
**RESOLVED that all GDPR documents are approved.**

**392/19 Assets and Infrastructure**  
 392/19.1 Health & Safety – Risk assessment carried by Cllr AM. Noted by PC.  
 392/19.2 To consider a bench which been offered for the donation to the Charity of PC choice. Bench has now been installed, in return PC chose to donate £50 to Spaldwich School, approved tonight under Finance Agenda item.

**393/19 Highways, footpaths, byways**  
 393/19.1 Highways issues – residents thoughts will be summarised and submitted to PC. Clerk chased HDC re: road cleaning. Clerk  
 393/19.2 Grass cutting – The 2<sup>nd</sup> part of payment to be made in July.  
 393/19.3 Road safety. AP  
 Cllr AP proposed looking at installing a speed buffer zone each side of the village and possibly safety signage from parish council funds and look to apply for a grant for gateways next year.

- Speeding in general
- 40mph buffer zones
- Enhanced safety signage
- Village gateways

Cllr AP Met with Andy Caddie from Cambridge Council & Cllr Gardener on 2 Apr 19 and reported back to PC:

Looking at the village and discussing the latest speedwatch results it was suggested we do the following:

- 1) implement buffer zones on village approaches e.g. introduce a 40 zone before the 30 zone in order to start slowing traffic down before they reach the village.
- 2) install speed safety signage.
- 3) install gates on either end of village
- 4) moveable speed flash sign - this is last option as used as a learning tool which people will potentially start ignoring after a period of time

Andy Caddie is going to provide more detail on the above and costings. It may be PC implement some measures using PC funding and also apply for a bid for purchase the gateways.

It would also be useful if we could do some more speedwatch sessions to demonstrate to road users we are serious about addressing speeding issues. This would also help enforce any bids etc we made. I will speak to Ray in relation to this.

One of the Highway's issues that was raised at the meeting was the fact that lorries going to the Gas Compound, were flouting the agreed Planning Permission Route to the site and entering the site via Stow Longa. When they should be entering the site via the A14/A45/A6 and B645. CC Cllr IG offered to ask if the Planning Department at HDC can enforce this condition.

Chairman received an email from a Parishioner listing down a summary of the issues raised tonight.

*Note since meeting:*

CC Cllr IG arranged a meeting at 5pm on Tuesday 4<sup>th</sup> June in Stow Longa with Highways officer Cllr AM will speak to the Speedwatch Co-ordinator regarding more speedwatch sessions.

393/19.4 Parking on the verge at Church Walk verge.

Feedback received from CC. Letters were sent by Highways and house visit made.

**394/19 To review progress of current projects - Appendix**

394/19.1 Attached.

**395/19 Correspondence**, circulated by email prior to the meeting

395/19.1 HDC leaflets promoting well being received.

395/19.2 Resident letter received. Add to the next meeting's Agenda.

Clerk

**396/19 To Consider Training for a Clerk and Councilors**

396/19.1 Clerk to report on any training available.

**397/19 Councillors' questions/Any other business**

397/19.1 Volunteer needed to run projects.

397/19.2 An option to install a defibrillator was discussed at the Annual Assembly – Cllr AP will research.

AP

**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.**

**398/19 Clerk's Contract**

In process.

**399/19 Date of the next meeting**

*19 Jun 19 Provisional*

**17 Jul 19 Scheduled**

*No meetings in August*

**18 Sep 19 Scheduled**

*16 Oct 19 Provisional*

**20 Nov 19 Scheduled**

*18 Dec 19 Provisional*

Meeting finished at 9.54pm.

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

\_\_\_\_\_  
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>The Seat on the green 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<br>The bench has been replaced as per meeting 19 <sup>th</sup> May 2019.  |
| 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.<br>20 Mar 19: PC agreed to put this on hold.  |
| 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.<br>20 mar 19: Waiting for the 3 <sup>rd</sup> Quote |
| Speedwatch  | Session held in Sep 18   | 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.  |

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|--|--|--|
|  |  | <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. 30m/hr bin stickers? Will keep PC informed. A session in the next couple of weeks, reported by Cllr AP on 16 Jan 19</p> <p>20 Mar 19: Cllr AP has not heard any more.</p> |
|--|--|--|