

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 31 July 2019 at 7.30pm in St. Botolph's Church

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

400/19 To Receive Apologies and Reasons for Non-Attendance
400/19.1 Cllr M Allen sent apologies for absence.

401/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)
401/19.1 Cllr SH declared interest in Planning item 405/19.1.

402/19 Public Open Forum
402/19.1 None.

403/19 To Receive and Approve the Annual Parish Council Meeting Minutes 15 May 2019
Proposal: **Proposed by Councillor MGH, seconded by Councillor SH, all in favour, and it was RESOLVED that the minutes of 15 May 2019 Parish Council Meeting be accepted and signed as a true record of the meeting.** **Carried**
Chairman signed the Minutes.

404/19 Matters arising from those Minutes (not on the Agenda)
None.

405/19 Planning

- 1) 19/00464/OUT Stow Longa Outline planning permission for the residential development of 0.38 ha of land to form up to 4 dwellings with landscaping, access and other associated works - Land North Of Rookery Cottages Kimbolton Road Stow Longa - *the application to Approve 4 homes, recommended for refusal by PC, goes before HDC Councillors on Mon 15 Jul 19.* PC and the developer had an informal meeting. It was agreed to engage with the Planners.
- 2) To view and note: Adoption of HLP2036 will be available for you to view between the following dates: Start date: 17/05/19 16:35 End date: 31/12/19 16:00 Please select the following link to view this event:
http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/adoption/adoption_of_hlp2036

406/19 Finance

406/19.1 To Note PC Q1 Accounts: Cashbook, Income against Expenditure, Bank Reconciliation Apr to Jun 19 – Noted.

406/19.2 Transparency funding spending. Noted.

406/19.3 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. Planned to spend some CIL money on Highways. Cllrs agreed bring ideas on what we can spend to the next meeting and discuss at Sep PC. Cllr AP will investigate the Phone box suitability for the defibrillator.

406/19.4 Notice of Public rights and Publication Mon 17 Jun 19 to Fri 26 Jul 19 - published

406/19.5 Internal Auditor Checklist for 2018/19 received: noted and approved. It was agreed to review the Assets list and match it with the PC insurance cover.

406/19.6 To Approve 17 July 19 Expenditure already made (due to 17 Jul 19 PC meeting being postponed, PC approved July payments by email):

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure
17/07/19		470		Wages	Wages Jun & Jul 19			299.60
17/07/19		471		S Y Webb	Village Maintenance			200.00
17/07/19		472		MiJan Limited	Internal audit for 2018/19			62.70
17/07/19		473		CambsACRE	Annual Membership Jun 19 to May 20			57.00
							0.00	619.30

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

406.19.7 To Approve additional July expenditure:

31/07/19	744	Expenses	Expenses on running cost of Parish Council May, Jun & Jul 19	24.28
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Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour and it was **RESOLVED** that the payment listed above is to be approved. **Carried**

407/19 Parish Council website: Re-structure of the PC Website
Postponed to the next meeting.

408/19 Assets and Infrastructure

408/19.1 Health & Safety – Risk assessment will be carried by Cllr MA.
408/19.2 PA Annual Risk Assessment: Annual Inspection form submitted Wicksteed on 17 Jun 19. Risk Assessment now been carried by Wicksteed and the report submitted to PC.
PC noted the report and agreed to consider moving the bench. It was agreed to bring ideas of the possible relocation of the bench to the next meeting. **PC**

408/19.3 To consider Defibrillator and the Phone Box use, discussed above.

Cllr AP circulated this link to PC prior to the meeting: <https://www.communityheartbeat.org.uk/convert-phone-box>

Cllr AP agreed to investigate the options further.

408/19.4 To consider a bench which was offered for the donation to the Charity of PC choice. Donation sent. Remove from the Agenda. **Clerk**

409/19 Highways, footpaths, byways

409/19.1 Highways issues – residents thoughts summarised and submitted to PC.
This item discussed under 409/19.6.

409/19.2 Grass cutting – The 2nd part of payment made tonight. PC agreed that the grass cutting contractor is doing a really good job.

409/19.3 Road safety. **AP**

Cllr AP filled in the LHI application which was circulated to PC. A copy will be sent to Cllr IG before the submission to CC Highways.

Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour and it was **RESOLVED** that LHI application is approved and will be submitted by Cllr AP. **Carried**

409/19.4 HGV/Construction Traffic - Stow Longa
Lorries going to the Gas Compound, are entering the site via Stow Longa. When they should be entering the site via the A14/A45/A6 and B645.
Clerk to email HDC Cllr JG re: contact person details for the site at Gas Pumping Station. Cllr MGH will then draft a letter.

409/19.5 Parking on the verge at Church Walk verge.
Cllr AP will seek the follow up from CCC Cllr IG and Highways officer to close the matter. **AP**

409/19.6 Issues brought to PC attention by the residents at the Annual Parish Meeting in May 19
Bullet point No 1 re: drainage / ditch – Clerk to raise with Highways.

Note since meeting: Clerk reported the blocked and overgrown drainage ditch via <https://highwaysreporting.cambridgeshire.gov.uk/>

Dog excrement to monitor.
It was agreed to seek tree surgeon to inspect the trees opposite side of the drainage ditch (Chairman will approach the Church who have their trees inspected).

Kerbing around the PA – broken curbing stones in Church Walk alongside play area, Clerk to raise with Highways.

Note since meeting: Clerk could not report the Church Walk kerb as the road came up as a private road. **MGH**

Cllr MGH will draft a letter response to the resident who raised the above concerns.

409/19.7 Local Highway Improvement Funding 2020/21 - Closing Date 4th August 2019
Discussed and noted. The application is going to be submitted by Cllr AP.

409/19.8 The fallen tree by the church: Action Cllr MGH will report to highways **MGH**

410/19 To review progress of current projects - Appendix

410/19.1 Attached. It was agreed to remove the items which are resolved. **Clerk**

411/19 Correspondence, circulated by email prior to the meeting

1) Polling District and Polling Places Review 2019: Consider moving the polling station to the church, especially as the church now has toilet facilities. Cllr MGH will approach the Church.

2) Consultation on the Cambridgeshire and Peterborough Combined Authority Local Transport Plan – documents can be accessed via <https://cambridgeshirepeterborough-ca.gov.uk/about-us/programmes/transport/ltp>

Clerk

412/19 To Consider Training for a Clerk and Councilors
 412/19.1 Clerk to report on any training available.

413/19 Councillors' questions/Any other business
 Electrical Vehicles charging points – to add to the next Agenda.

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.

414/19 Clerk's Contract
 It was agreed to review the contract.

Clerk
 SH, MGH

415/19 Date of the next meeting
No meetings in August
18 Sep 19 Scheduled
16 Oct 19 Provisional
20 Nov 19 Scheduled
18 Dec 19 Provisional

Meeting finished at 9.06pm.

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
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.
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. 180919: Communication with retired Cllr JY. Cllr AP will follow this up. No update. Grant for the monuments – Cllr AP will look. 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. 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.

		<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 with highways when we meet in spring.</p> <p>20 mar 19: Waiting for the 3rd Quote</p>
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