

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 18 September 2019 at 8.17pm in St. Botolph's Church

- Present Cllrs Michael G. Hayes (Chairman), Susan Humfryes, Martin Allen, Amy Pearson and Adrienne Bonwick.
Ramune Mimiene, Clerk.
No members of the public.
A representative from Land North of Rookery Cottages development
- An update by the developer provided on Land North of Rookery Cottages Kimbolton Road.
The representative left the meeting.
- 416/19 To Receive Apologies and Reasons for Non-Attendance**
416/19.1 None.
- 417/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
417/19.1 Cllr SH declared interest in 422/19.2 Planning item.
- 418/19 Public Open Forum**
418/19.1 None.
- 419/19 To Receive and Approve the Annual Parish Council Meeting Minutes 31 July 2019**
Proposal: Proposed by Councillor SH, seconded by Councillor AB, all in favour, and it was RESOLVED that the minutes of 31 July 2019 Parish Council Meeting be accepted and signed as a true record of the meeting. Carried
Chairman signed the Minutes.
- 420/19 Matters arising from those Minutes (not on the Agenda)**
420/19.1 Cllr MGH will finalise a letter to the resident re: the points raised at the Annual Parish Meeting (PC has now received most the answers to the issues raised). MGH
- 421/19 To Review Councillor responsibilities, last reviewed Jul 2018**
421/19.1 Amendments made. Noted.
- 422/19 Planning**
1) Part demolition of existing dwelling and erection of new front and rear extensions. Site Address: 25 Spaldwick Road Stow Longa Huntingdon Reference: 19/01637/HHFUL (PC comments by 19 Sep 19)
- Proposal: Proposed by Councillor SH, seconded by Councillor AP, all in favour, and it was RESOLVED that PC have no objections to the above planning application. Carried**
- 2) 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 - *Update on development* MGH
Feedback provided by the developer tonight. If Cllrs have any comments, please email Cllr MGH. PC
- 423/19 Finance**
422/19.1 Finance Report: To Note PC Accounts: Cashbook, Income against Expenditure. Noted.
422/19.2 Transparency funding spending. Noted.
422/19.3 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. Noted.
422/19.4 Important update - Changes to Model Financial Regulations 2019, NALC and CAPALC
In brief the key legal changes to the new model Financial Regulations are:
1. *Restriction added to Regulation 11.1.a.ii*
Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.
1. *Update to limits under Public Contract Regulations – footnote to Regulation 11.1.ii*
2. *Minor change to heading Regulation 12*
- Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour, and it was RESOLVED that the amendments to Financial Regulations are accepted. Carried**
Note since meeting: Financial Regulations updated and uploaded to PC website.
422/19.5 Budget suggestions for 2020/21
Precept and Budget to be agreed at the next meeting in Nov. Clerk will prepare the draft. Clerk

422/19.6 Considering capital Expenditure by SLPC

Earmarked:

LHI application submitted but no feedback from CCC yet. 10% PC contribution required.

£5,000 PC contribution for traffic calming.

£1,500 - Defibrillator, Grant to be investigated, Cllr AP. Clerk to check with other parishes.

£2,000 - Tree works – Cllr MGH will walk round with Tree officer including the Play Area and the all village. A quote will be provided.

2 x Village signs/gate ways, price not known yet.

£4,000 - Play Area could be updated – climbing frame for example. Seek advice from Wickteed, Fenland Leisure and RJB, Cllr AP will contact RJB. Clerk to contact Fenland Leisure. Cllr AP will check with A14 funding re any grants available.

£5,000 - Kerbing around the Village Green.

Total earmarked of £17,500 (excluding Village Signs).

Clerk to check Precept of other PCs in the area for comparison.

422/19.7 Community Action Suffolk took over from Zurich in Jun 2019, PC to choose from 2 options (last year PC paid £179.61)

PC reviewed the Assets list to match it with the PC insurance cover:

The Insured assets are:

Office Contents £2,500 – PC agreed to remove it.

Village Sign £1,000.00

Picnic Table £350.00

Safety Surface £800.00

Seats (2) £600.00

Goal £160.00

BT Box Self Insured

Note since meeting: After the PC meeting it was agreed to remove office contents from the list.

Clerk contacted the Insurance Company. Insurance company have rated PC policy based on the minimum assets covered up to £5,000 so there will be no change to the premium quoted.

	Premium (incl. IPT and commission)
No LTU	£162.40
3 Year LTU	£154.28

Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was **RESOLVED** that No LTU (No Long Term Undertaking) is approved subject to the changes after the amendments to PC Assets carried tonight. The amount will not be higher than **£162.40** as Office Contents were removed from the list and no additions carried.

Note since meeting: The chq payment for £162.40 was issued as approved in principle by full PC.

422/19.8 To Approve 18 Sep 19 Expenditure:

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure
Sep								
19/09/19		475		Wiksteed Leisure Ltd	Annual PA Inspection			54.00
19/09/19		476		ICO	Data protection Fee			40.00
					<i>Invoice yet to be received, expires 30 Sep 19</i>			
19/09/19		477		PC insurance				
19/09/19		478		Wages	Aug 19 Wages			119.80
19/09/19		479		HMRC	Tax deductions from Clerk's wages Aug 19			29.80
19/09/19		480		Wages	Sep 19 Wages			143.52
19/09/19		481		HMRC	Tax deductions from Clerk's wages Sep 19			36.00
19/09/19		482		Expenses	Expenses on running cost of PC Aug & Sep (Jul mileage)			9.67
Bank Recocniliation to be carried for Q2 Jul, Aug & Sep 19							0.00	1,695.67

Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was **RESOLVED** that all payments listed above including PC Insurance Cover for £162.40 are approved.

423/19 Parish Council website: Re-structure of the PC Website
It was agreed to leave it for now.

424/19	Assets and Infrastructure	
424/19.1	Health & Safety – Risk assessment will be carried by Cllr MA.	
424/19.2	PA Annual Risk Assessment – Annual inspection carried and payment made tonight. To consider relocation of the bench.	PC Clerk
424/19.4	To consider Defibrillator and the Phone Box use – Cllr AP and Clerk will investigate the options.	PC Clerk
425/19	Highways, footpaths, byways	
425/19.1	Highways issues Clerk will report an overgrown Village Sign as accessing the village from Spaldwick. <i>Note since meeting: The overgrown Village Sign reported to County Council Highways.</i>	
425/19.2	Grass cutting	
425/19.3	Road safety and HGV/Construction Traffic - Stow Longa LHI application submitted to CCC. PC thanked Cllr AP. 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. HDC Cllr JG sent PC concerns to the relevant bodies including HDC. Cllr AP will write to Cllr JG and seek the contact details for Gas Station so that PC can write a letter re: traffic going through the village to the station.	AP AP
425/19.4	Church Walk verge. Cllr AP will write to Highways officer.	AP
425/19.5	Issues brought to PC attention by the residents at the Annual Parish Meeting in May 19 Bullet point No 1 re: drainage / ditch – Clerk raised with Highways and received the response <i>in July 19 that at this time, having undertaken a site visit, CC Highways do not feel that any action is necessary, however they will continue to monitor this location as part of their routine inspections and works will be carried out if required in the future.</i> PC agreed to monitor Dog excrement. It was agreed to seek tree surgeon to inspect the trees opposite side of the drainage ditch. It was reported that a large branch fell off the tree across the bridleway. Although this has been cleared, the tree looks unsafe. <i>CCC responded that at this time, having undertaken a site visit, CC Highways do not feel that any action is necessary, however they will continue to monitor this location as part of routine inspections and works will be carried out if required in the future.</i> Further update by CC: <i>Highways officer been to inspect the tree and reported that there are no obstructions that would meet their investigation levels. The vegetation has all been cut back and is cleared from the footway.</i> Kerbing around the Play Area – broken curbing stones in Church Walk alongside play area, Clerk raised with Highways. <i>Note since meeting: Clerk could not report the Church Walk kerb as the road came up as a private road.</i>	MGH
425/19.6	Cllr MGH will draft a letter response to the resident who raised the above concerns as PC now have most of the responses to the queries raised. Electrical Vehicles (EV) charging points, scheme run by Cambridgeshire County Council, collective OLEV (Office for Low Emission Vehicles) 75% grant No action.	MGH
425/19.7	CCC: Community Gritting Scheme applications for Winter 2019-2020: a request for winter volunteers for this winter season 2019-2020. No action.	MGH
426/19	To review progress of current projects - Appendix	
426/19.1	Attached. It was agreed to remove the items which are resolved.	Clerk
427/19	Correspondence , circulated by email prior to the meeting	Clerk
428/19	To Consider Training for a Clerk and Councilors	
428/19.1	Cllr training available on Sat 21 Sep 19, details circulated to PC.	
429/19	Councillors' questions/Any other business Neighbourhood Watch scheme – raise at Annual parish meeting in May 20.	
	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.	
430/19	To Approve the Reviewed Clerk's Contract including the additional hrs. Annual Appraisal	

Contract remains in place. It was agreed to increase by 2 hrs per month making total hours 12 hrs per month.

Appraisal will be carried before the Nov meeting.

Proposal: **Proposed by Councillor SH, seconded by Councillor MGH, all in favour and it was RESOLVED that the increase in hours is approved.**

**SH
Carried**

431/19 Date of the next meeting

16 Oct 19 Provisional
20 Nov 19 Scheduled
18 Dec 19 Provisional

Meeting finished at 9.34pm.

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 be 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. 180919: 1 Quote received for £6,615.11; one email – awaiting the full detailed quote £5,700. 3 quotes needed. Check with Highways officer. Another quote presented by Cllr MA – 2 quotes provided, 1 more needed. Discuss with highways when we meet in spring. 20 mar 19: Waiting for the 3 rd Quote