

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 15 January 2020 at 8.00pm in St. Botolph's Church

Present Cllrs Michael G. Hayes (Chairman), Amy Pearson, M Allen and S Humfryes, Councillors
Ramune Mimiene, Clerk.
CCC Cllr I Gardener
HDC Cllr J Gray
No members of the public.

CC Cllr IG asked everyone to inform The Compressor Station any time the lorry is seen going through, if it is believed it is their lorry. Get the name or registration number.

Meeting at Keyston PC with HE with regard of the state of A14 around there was well attended – main concern are the junctions which are extremely dangerous and do not meet certain criteria for that kind of a junction. This part of A14 is the worst section of the road for quite a considerable distance. HE are looking to do a study in that section. Plans are to construct a proper junction in the future. Measures to warn drivers to be installed first. HE will aim to cut back the vegetation at all junctions to make it clearer. 60m/h speed limit on the road in certain areas, as on A1 at Southoe, to be implemented. Any feedback, please let CC Cllr IG know.

HDC J Gray joined the meeting.

Email received re: the time slots to represent the Stow Longa LHI bid.

CC Cllr IG left the meeting

HDC Cllr JG reported that there is a new leader of the cabinet. Cllr JG oversees the Budget and worked on the plan for 2020/21 which is a bit more stretched than expected but moving in the right direction. Services that HDC provide have been maintained in the district.

Cllr MGH approached HDC Cllr JG seeking to meet the planners re: Planning application behind the old Vicarage. Cllr JG will try to arrange the meeting. PC wish to understand the way HDC work in relation to Local Plan which states that it is entirely up to the developer what style of houses they choose. Stow Longa PC find this worrying.

JG

HDC Cllr JG left the meeting

448/20 To Receive Apologies and Reasons for Non-Attendance

448/20.1 Cllr Adrienne Bonwick sent apologies for absence.

449/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)

449/20.1 Cllr SH declared interest in Agenda Item 6.2.

450/20 Public Open Forum

450/20.1 None.

451/20 To Receive and Approve the Parish Council Meeting Minutes 20 November 2019

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

Carried

Chairman signed the Minutes.

452/20 Matters arising from those Minutes (not on the Agenda)

452/20.1 Thank you email sent to the previous clerk for the litter pick in the village.

453/20 Planning

1) Part demolition of existing dwelling and erection of new front and rear extensions. Site Address: 25 Spaldwick Road Stow Longa Huntingdon Reference: 19/02307/HHFUL – *PC planning recommendation to HDC by 20 Dec 2019*
No PC comments submitted.

2) Full planning permission for the erection of 5 dwellings with access, landscaping and other associated works

Site Address: Land North Of Rookery Cottages Kimbolton Road Stow Longa Reference: 19/02549/FUL – received 19 Dec 19, planning recommendations by 12 Jan 20 – PC sought extension till 16th Jan 2020

One resident's comment received. Noted by PC.

Although Stow Longa Parish Council objected to the original application with that having been granted we have persuaded the owner to construct 2 x three bedroom houses instead of one larger house (now making a total of 5 properties) on the basis that those could be more affordable for local people to buy.

We support the 5-property proposal.

However, we note that the owner of one neighbouring property has written to you concerning the additional window in one of the properties that overlooks their house. We would be grateful if you could consider that removed.

There is very little information about the materials to be used. We would be grateful if Planning Authority would ensure that materials are appropriate to the village.

Parish Council recommend **Approval to this planning application with the above conditions.**

Proposal: **Proposed by Councillor MGH, seconded by Councillor AP, Cllr SH abstained, all the rest in favour, and it was RESOLVED that PC recommend Approval to the above planning application with the above conditions.** **Carried**

Note since meeting: PC planning recommendations submitted on 15 Jan 20.

454/20 Finance

454/20.1 Finance Report: Cashbook, Income against Expenditure and bank Reconciliation to 31 Dec 2019 carried. Noted by PC. Cashbook and Bank Balance was £20,667.31 no unrepresented chqs.

454/20.2 Transparency funding spending – remove it from the Agenda.

454/20.3 To Consider CIL spending: CIL funds available £10,367.17.

It was agreed to spend towards the LHI scheme.

454/20.4 To Note the submission of the Precept request of £3,600 for 2020/21

Noted.

454/20.5 T Approve the Change of PC postal address mandate

Proposal: **Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was RESOLVED that the letter to the bank is approved.** **Carried**

454/20.6 To Approve 15 January 19 Expenditure:

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
15/01/20		488 489		Wages	Wages including HMRC tax deductions Dec 19			179.52	20,487.79
15/01/20		490		Expenses	Expenses on running cost of PC Dec 19 & Jan 20			12.14	20,475.65
15/01/20		491 492		Wages	Wages including HMRC tax deductions Jan 2020			179.52	20,296.13
15/01/20		493		Grant	Grant to PCC			350.00	19,946.13

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

455/20 Parish Council website: Re-structure of the PC Website

Nothing to report.

455/20 Assets and Infrastructure

455/20.1 Health & Safety – Risk assessment will be carried by Cllr MA. **MA**
Next meeting.

455/20.2 To consider Defibrillator and the Phone Box use – Location for the Defibrillator to be considered – **MGH**
It was discussed with Stow Longa PCC and it was found out that it could not be fixed to the Church wall. Could it be fitted in the Phone Box instead?

455/20.3 Phone Box conversion into Book club as suggested by the Book Club
Quote to supply and install of a bespoke book case to fit in the phone box opposite the Green in Stow Longa. A drawing with dimensions will be supplied upon acceptance of this quotation. It was agreed to bring the idea.

One quote for £385.00 received.

If agreed would need to be looked into details. Could both Defibrillator and Book cases fit in. **SH**

Dimensions of the shelves to be considered. Cllrs SH and AP will liaise to get the design for the Book case and Defib in the Phone box. Cllr AP will seek the 2nd quote. **AP**

456 Highways, footpaths, byways

456/20.1 Highways issues

Clerk reported an overgrown Village Sign as accessing the village from Spaldwick.

Note since meeting: The overgrown Village Sign reported to County Council Highways on 20 Sep 19, confirmation from CCC Highways received, no feedback sent to PC yet. – Remove it from the Agenda.

It was agreed to revisit kerbs issue, the gaps would need filling/tarmacking. **MA**

Cllr MA will measure the part of the road which needs work doing and will seek quotes. Standard modern kerbs will be sufficient.

456/20.2. Grass cutting – the contract with the current provider extended.

- 456/20.3 Road safety and HGV/Construction Traffic
 Email from Peter Smith Construction Manager received.
 Following the meeting at Kimbolton parish council back in Nov 19 the Traffic Management Plan that was agreed for the project was reviewed and it was fully agreed that the document was not followed. Safety team audited the process to ensure that they were compliant to the document and this coupled with the erection of signage will have the desired effect and control the behaviours of their logistic supply chain.
 An updated survey of the approach roads to the site concentrating on Bigrams Lane and Easton Road from the Junction of B660 Station Road and Stow Road was carried.
 Engineers looked at the passing places on the approach roads to see if they can as a minimum repair some of the potholes that have appeared and as a parallel looking into permission to extend and resurface as necessary.
- 456/20.4 Issues brought to PC attention at the Annual Parish Meeting in May 19, Cllr M Hayes
 Dealt with. Remove from the Agenda.
- 456/20.5 Letter was written to Huntingdon Compressor Station, Bigrams Lane, Stonely and meeting attended in Nov 2019, feedback
 The concerns have been addressed. Discussed above with CC Cllr IG.
- 456/20.6 Footpaths issues: footpath down Press Road, from 'two trees' across the field to the gate is not being maintained, as reported by the resident. SH
 Cllr SH was approached by the resident re this footpath. Cllr SH walked there and noticed that there are no footpath markings in that particular area. Cllr SH will check with CCC if there is a footpath. If yes, PC will need to report it so it is maintained and properly signposted. If it is not, Cllr SH will draft a response to the resident. Clerk
- 456/20.7 Trees in the village: Quotes, Cllr M Hayes. MGH
 Three quotes received: Clerk
 Quote 1: £600.00 + VAT of £120.00 total £720.00
 Quote 2: £600.00 + VAT of £120.00 total £720.00
 Quote 3: £1,800.00 inclusive of VAT at 20%
- Proposal: Proposed by Councillor MGH, seconded by Councillor AP, all in favour and it was Carried**
RESOLVED that the Quote 1 for total of £720.00 is approved.
 Clerk to instruct the contractor.
 Note: The broken cover/manhole Opposite 15 Spaldwick Rd, Stow Longa now fixed.
- 457/20 **To review progress of current projects - Appendix**
 Reviewed.
- 457/20 **Correspondence**, circulated by email prior to the meeting
 All dealt with.
- 458/20 **To Consider Training for a Clerk and Councilors**
 Considered. It was felt that Cllrs do not particularly need any training at the moment. Remove it from the Agenda.
- 459/20 **Councillors' questions/Any other business**
 Cllr SH suggested to have Town Land Charity on the Agenda for March meeting, the Trustee is willing to approach 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.
- 460/20 **Annual Clerk's Appraisal** SH
 Appraisal forms issued by Cllr SH. PC approved the form. Clerk's comments submitted. Cllr SH will liaise with Clerk to set a date for the appraisal.
- 461/20 **Date of the next meeting**
- 19 Feb 20 Provisional
18 Mar 20 Scheduled
 15 Apr 20 Provisional
20 May 20 Scheduled
 17 Jun 20 Provisional
15 Jul 20 Scheduled
 No meeting in August
16 Sep 20 Scheduled

Meeting finished at 9.21pm.

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. 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