

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 15 April 2020 at 8.00pm On-line Meeting

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

The Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) came into force on 4 April.

They apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

CC Cllr I Gardener presented a verbal report, hard copy of which attached to these Minutes. CC Cllr IG reported on LHI scheme and traffic measures in the village. PC thanked Cllr I Gardener for the continuous support with the LHI application. Suggestion now when PC received plans from CCC Highways, to share with the village. It was noted that due to Covid-19 deadline for the new applications is extended post 31 May 2020.

HDC Cllr J Gray presented a verbal report. HDC are the main responder in the area providing support to the residents. There is a lot of valuable information regarding the Council tax support and support for small businesses, please check on HDC website. HSC is one of only 5% of the authorities in the country which run full service re refuse collection. All car parking charges run by HDC have been suspended.

462/20 To Receive Apologies and Reasons for Non-Attendance
462/20.1 No apologies for absence received.

463/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)
463/20.1 Cllr SH declared interest in Agenda Item: Planning 468/20.

464/20 Coronavirus – To Approve the Emergency Plan and the Plan for the Future meetings
464/20.1 The Emergency Plan/ Arrangements for continuation of essential work of the parish council during the period of Coronavirus were agreed by PC initially by email. Formal ratification was agreed to be sought at the first public Council meeting to be held.
The Emergency Plan is on PC Notice Board and the website.

Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour, and it was RESOLVED that the Emergency Plan is approved. Carried

465/20 Public Open Forum
465/20.1 None.

466/20 To Receive and Approve the Parish Council Meeting Minutes 15 January 2020
Proposal: Proposed by Councillor MGH, seconded by Councillor SH, 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 and will post to the Clerk.

467/20 Matters arising from those Minutes (not on the Agenda)
All matters covered under the Agenda.

468/20 Planning
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 22 Mar 20, comments by 7 Apr 20 – extension sought till after 16th Apr.

PC already commented on this planning application.

After viewing the amendments of the plans PC felt that the positive changes have now been made, which added to the site improvement.

469/20 Finance

469/20.1 Finance Report: Cashbook, Income against Expenditure report to 31 Jan 2020 and to 31 Mar 2020. The bank reconciliation for the Q4 and Year End bank reconciliation carried. Noted by PC. Summary Receipts and Payments list issued too.

469/20.2 Council Tax – Precept 2020/21:

[HDC confirmed the details of the level of charge for the parish](#)

Notified Precept of:	£3600
Tax Base for Area (Equated number of Band D Properties)	69
Band D Charge (to cover Local Council Precept)	£52.17

469/20.3 Transparency funding spending – Clerk to check funds available.

Clerk

Note since meeting: PC received £482.00 on 7 Jul 2016. On 19 Jul 2017 a hard drive for £46.00 was purchased. Leaving the balance of £436.00.

469/20.4 To Consider CIL spending: CIL funds available £10,367.17. No further actions this month.

469/20.5 Update on Internal and External audit

Internal audit will be carried as normal, the only difference that the auditor will not visit the Clerk, but already asked for all information to be emailed. The draft list provided.

Clerk

External Audit

Following NALC's engagement with government around local council audit timeframes it was proposed that:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

PC suggested to approve AGAR Part 2 (this is where PC falls, exempt as last year) at July 2020 PC meeting as PC do not meet in August.

All, Clerk

469/20.6 To Approve 18 March 2020 Expenditure:

Due to the Corona virus the March PC meeting was postponed to the later date. PC has an Emergency Plan in place which allows to carry put the essential work. Therefore, the payments list including the payment for the tree works were circulated to full PC by email for their approval. Payments were unanimously approved by full PC and agreed to be paid. Payments will be formally approved at the following PC meeting.

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
Mar 20									19,946.13
18/03/20		494 495		Wages	Wages incl PAYE Feb 20			179.52	19,766.61
18/03/20		496		Expenses	Expenses Feb & Mar 20			20.54	19,746.07
18/03/20		497		S Y Webb	1st payment for the grass cutting for 2020 in the village £215.00 of £415.00			215.00	19,531.07
18/03/20		498 499		Wages	Wages incl PAYE Mar 20			179.52	19,351.55
18/03/20		500		Manor Farm Tree Services	Tree work			720.00	18,631.55
Bank Rec carried for Q4: 1 Jan to 31 Mar 2020									
							0.00	2,035.76	

Proposal: Proposed by Councillor MGH, seconded by Councillor AB, all in favour and it was RESOLVED that all payments listed above are approved.

Carried

469/20.7 To Approve 15 April 2020 Payments

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
01/04/20									
15.04.20		501			Wages Apr 20 including			179.52	18,452.0
15.04.20		502		Wages	payments to HMRC				
15.04.20		503		Expenses	Expenses Apr 2020			14.67	18,437.3
15.04.20		504		CAPALC	Yearly membership including DPO			184.40	18,252.9
									18,252.9

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

470/20 Town Land Charity, report by a Trustee

The Chairman of the Trust informed the PC that he is stepping down. PC need to find 2 volunteers to become trustees. PC consider the trust is useful and should carry on especially in today's circumstances as it was set up to help local residents. Cllr MGH will put a note into the village newsletter seeking for at least one Trustee to join. All MGH

471/20 Parish Council website: Re-structure of the PC Website

PC have to comply with the website contents and accessibility guidelines introduced in 2018 which come into force later this year, amongst a number of requirements they include the need for an Accessibility Statement.

For more information on Website Accessibility, please look at www.gov.uk link below as well as log on to NALC's website and download L09-18 -THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (No. 2) ACCESSIBILITY REGULATIONS 2018 (updated August 2019)

<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

Clerk to contact the current webmaster.

Note since meeting: Clerk emailed the webmaster on 16 Apr 20. Awaiting feedback. Clerk

472/20 Assets and Infrastructure

The bench was set on fire accidentally and was damaged beyond repair over the Easter Bank Holiday weekend. MGH

Cllr MA removed and disposed of the damaged bench. The bench was installed in 2010, and had a plaque commemorating VE day. The plaque recovered. PC agreed to seek replacement to commemorate VE day. Cllr MGH will seek quotes for the replacement (plastic one as it served well).

472/20.1 Health & Safety – Risk assessment will be carried by Cllr MA. MA

Cllr MA walked around the village and will now write the Risk Assessment down and will email the Clerk.

Sign at the Play Area is up which is now closed as advised by HDC. Thank you to Cllr SH for putting the signs up.

472/20.2 To consider Defibrillator and the Phone Box use – The church cannot have the defibrillator on the Church wall. Therefore, PC are considering to install it in the phone box .

472/20.3 Phone Box conversion into Book club as suggested by the Book Club A plan for bookshelves circulated to PC.

Proposal: Proposed by Councillor SH, seconded by Councillor MGH, all in favour and it was **RESOLVED** that the spending of £75.00 is approved for the shelving to store books. **Carried**

Action to Cllr SH to proceed with this project. SH

473/20 Highways, footpaths, byways

473/20.1 Highways issues

Stow Longa's LHI bid has been approved and draft plans now issued by CC Highways.

Cllr AP attended training and noted that HGV training is also now available.

It was suggested a newsletter to be circulated around the village to inform residents.

Cllr AP left the meeting. PC

473/20.2 Grass cutting – works already started, 1st instalment paid.

473/20.3 Road safety and HGV/Construction Traffic

During the lock down period less traffic was noticed.

473/20.4 Footpaths issues: footpath down Press Road, from 'two trees' across the field to the gate is not being maintained, as reported by the resident.

Cllr SH investigated. Clerk responded to the resident, no further response received.

473/20.5 Trees in the village: Works done well, consider planting trees to fill in the gaps. Future project.

474/20 To review progress of current projects - Appendix

Reviewed.

475/20 Correspondence, circulated by email prior to the meeting

13.1 The public consultation information for the Cambridgeshire Autonomous Metro, which is proposed to extend to Alconbury & St Neots

13.2 To discuss Corona Virus

A lot of correspondence from NALC, CAPALC, SLCC, CambsACRE, HDC and CCC received over this time.

There are some steps everyone can take to get into good habits to protect themselves and others to stop the spread of viruses and germs including Coronavirus.

These include:

- Wash your hands more often than usual, for 20 seconds, and use soap and hot water.
- Particularly remember to wash your hands after coughing, sneezing and blowing your nose, or after being in public areas or travelling on public transport.
- Promote the [Catch it, Bin it, Kill it](#) We can all reduce the spread of all germs when we cough or sneeze, by covering mouths and noses with a tissue, or a sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately in a closed bin
- Keep up to date with information from trusted sources – like these:
 - Public Health England - [five things you can do to protect yourself and your community](#)
 - For updates see the [NHS dedicated Coronavirus webpage](#)

476/20 To Consider Training for a Clerk and Councilors

Noted.

477/20 Councillors' questions/Any other business

Litter pick and emptying of the bin – volunteer who has been doing it for years now resigned.

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.

478/20 Staffing matter

New Clerk was interviewed. Council are very happy. New SLP 14 suggested for pay. 12 hrs per month.

Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour and it was RESOLVED that the position is offered. Action to Cllr SH to contact the new Clerk.

It was suggested to approach AskIT (company who provide laptop, install software, antivirus and Invoice PC) to provide a lap top for the amount up to £450.00 plus VAT for the lap top itself and Microsoft Office (around £70.00 for single use) plus antivirus. It was agreed that the Clerk will seek a quote from the AskIT.

**Carried
SH
Clerk**

479/20 Date of the next meeting: Wed 20 May 2020 most likely on-line

The legislation to have Annual meetings has now been removed. The duties will roll on to the next year.

The next scheduled meeting is on 22 May 2020, most likely will be online. It was agreed to discuss the main items only – Staffing, Payments, Bench, LHI.

17 Jun 20 Provisional
15 Jul 20 Scheduled
No meeting in August
16 Sep 20 Scheduled
21 Oct 20 Provisional
18 Nov 20 Scheduled

Meeting finished at 9.26pm.

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 On hold until the verges are repaired by eh gas works.