

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 20 May 2020 at 8.00pm
On-line Meeting

Present Cllrs Michael G. Hayes (Chairman), Susan Humfryes and Adrienne Bonwick, Councillors
Ramune Mimiene, outgoing Clerk
Jo Harvey, incoming Clerk
HDC Cllr Jonathan 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).

*HDC Cllr J Gray presented a verbal report. He received correspondence regarding an issue with the planning matter (487/20). Car parking charges remain suspended but outdoor leisure facilities may re-open w/c 25/05/20. HDC Cllr J Gray commented that villages had created fantastic networks to help the vulnerable during the virus outbreak and HDC has been helping in towns where the networks are not as strong. HDC is looking into identifying and helping a 'new class of vulnerable people' following the coronavirus outbreak.
HDC Cllr J Gray left the meeting*

480/20 To Receive Apologies and Reasons for Non-Attendance

480/20.1 Apologies received from Cllr Amy Pearson, Cllr Martin Allen and CCC Cllr I Gardener

481/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)

481/20.1 Cllr SH declared interest in Agenda Item 8.1.

482/20 Coronavirus – To Approve the Emergency Plan and the Plan for the Future meetings

482/20.1 The Emergency Plan/ Arrangements for continuation of essential work of the parish council during the period of the coronavirus stands and meetings will continue to be held online until further notice.

483/20 To Review Code of Conduct

483/20.1 No changes have been made. RM to email the information to councillors. Discuss at next council meeting.

484/20 Public Open Forum

484/20.1 None.

485/20 To Receive and Approve the Parish Council Meeting Minutes 15 April 2020

Proposal: Proposed by Councillor SH, 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 and will post to the Clerk.

486/20 Matters arising from those Minutes (not on the Agenda)

All matters covered under the Agenda.

487/20 Planning

Revised plans relating to 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 – were received on 12 May 2020. Comments to be made within 14 days. The PC agreed to respond to HDC (including written correspondence from both Cllrs MA and AP in their absence) to urge HDC to take into account the concerns of those living in neighbouring properties.

Clerk

488/20 Finance

488/20.1 Finance Report: Cashbook, Income against Expenditure report to 30 April 2020. Summary Receipts and Payments list issued too.

488/20.2 To note that Precept of £3,600 for 2020/21 was received on 21 April 2020

488/20.3 Transparency funding spending – this fund has been spent.

488/20.4 To Consider CIL spending: CIL funds available £10,367.17. No further actions this month.

488/20.5 Update on internal and external audits - The AGAR documents have been received from the External Auditors. PC falls into the Exempt category so need to complete AGAR part 2. In progress.

Clerk

PC suggested to approve AGAR Part 2 (this is where PC falls, exempt as last year) at July 2020

All, Clerk

PC meeting as PC does not meet in August.

488/20.6 To approve the change of PC address letter – agreed that MGH will send a letter to Barclays regarding this and also to request that the bank account is set up for online banking.

MGH

488/20.7 To consider purchasing a printer for PC use. Options presented. PC agreed for askIT to supply the printer but would like to share the cost with Kings Ripton PC.

Proposal JH to order the printer and liaise with Kings Ripton PC. Proposed by MGH, seconded by SH and agreed by AB.

Clerk

JH presented benefits of BrightPay software for payroll at a cost of £49 + VAT per annum. Councillors agreed in principle. Add to June's agenda.

Clerk

488/20.8 To approve 5 May 2020 payments for sanction

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance	VAT
05 May 2020		505		AskIT	PC lap top, MO Home and Business, antivirus, cloud storage, installation and set up			851.09	21,001.87	141.85

Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour and it was RESOLVED that the payment listed above is approved.

Carried

488/20.9 To approve 20 May 2020 payments

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
05 May 2020		505		AskIT	PC lap top, MO Home and Business, antivirus, cloud storage, installation and set up			851.09	21,001.87
20 May 2020		506 - 509		Wages	Wages Employees x 2			319.56	20,682.31
20 May 2020		510 511		Expenses	Expenses Employees x 2			15.00	20,667.31
20 May 2020		512		SLCC	Membership split between all PCs Clerk is contracted to (total amount £336.00)			14.01	20,653.30

The cashbook balance has now been updated and shows the correct figures

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

Carried

489/20 To Review these documents

489/20.1 PC Standing Orders and approve the addition regarding remote PC meetings.

489/20.2 Financial Regulations (new model adopted in May 2017).

489/20.3 Risk Management/Assessment Policy: Financial and General Risk Assessment (new model adopted in July 2017 and reviewed in 2018).

PC agreed that 489/20.1 489/20.2 and 489/20.3 to be added to agenda of next meeting following the distribution of the information.

JH

489/20.4 Review PC Assets: To add laptop to PC Assets list.

JH to add to PC Assets list and review in next meeting.

JH

490/20	Town Land Charity MGH has received no response for volunteers to fill the two Trustees positions. PC agreed to advertise the positions again once the Annual Parish Meeting is able to take place.	All MGH
491/20	Parish Council website: Restructure of the PC Website <i>PC has to comply with the website contents and accessibility guidelines introduced in 2018 which will come into force later this year, amongst a number of requirements they include the need for an Accessibility Statement. Our website was built prior to the cut-off of 23 September 2018 so falls outside of this regulation. However it was felt that an update would be beneficial.</i> <i>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)</i> https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement Following some discussion MGH volunteered to ask his son to look into this on the PC's behalf.	MGH
492/20	Assets and Infrastructure	
492/20.1	Health & Safety – Update by Cllr M Allen. Due to Cllr M Allen's absence this will be deferred to the next PC meeting	MA
492/20.2	To consider Defibrillator and the Phone Box use – PC agreed to defer this discussion until after the coronavirus outbreak has subsided.	
492/20.3	Suggestion by Stow Longa Book Club – the phone box conversion into a library. – PC agreed to defer this discussion until after the coronavirus outbreak has subsided as the PC cannot currently encourage the public to use a shared amenity.	
	MGH noted that the wood of the noticeboard needs treating. Action – MGH to advise PC on how to proceed MGH presented various quotes for the replacement bench. All agreed to acquire Glasdon Phoenix seat in Brown Enviropol at a cost of £459.40 + VAT.	
493/20	Highways, footpaths, byways	
493/20.1	Highways issues – Cllr AP is dealing with this. In her absence defer to next meeting.	
493/20.2.	Grass cutting in the village update – grass has been cut and 1 st instalment paid.	
493/20.3	Road safety and HGV/Construction Traffic – Traffic calming:LHI Application for Stow Longa 2020/21 – MGH has circulated the information in the village and also put on the notice board. No feedback has yet been received. Cllr AP to continue to deal with this.	AP
493/20.4	Trees in the village: Works done well, consider planting trees to fill in the gaps. Future project. Covid-19 notices on the play area to be replaced	SH
494/20	To review progress of current projects - Appendix Reviewed.	
495/20	Correspondence Lots of correspondence from NALC, CAPALC, SLCC, CambsACRE, HDC and CCC received over this time relating to coronavirus.	
496/20	To Consider Training for a Clerk and Councilors PC agreed for training for the new clerk. JH to liaise with Kings Ripton PC to ask if it is happy to share the cost. Action – JH to contact KRPC SH would like to arrange a meeting with RM and JH to discuss future training	JH SH/RM/ JH
497/20	Councillors' questions/Any other business None	
	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.	
498/20	Staffing matter JH was welcomed to the PC and on behalf of the PC MGH thanked RM for her hard work and dedication since November 2016	

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

Meeting finished at 9.09pm.

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. Barclays Bank has now been asked to advise on how to progress with this.
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 the gas works.