

## MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 17 June 2020 at 8.00pm  
On-line Meeting

Present Cllrs Michael G. Hayes (Chairman), Susan Humfryes and Adrienne Bonwick  
Jo Harvey, Clerk  
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).*

### 500/20 To Receive Apologies and Reasons for Non-Attendance

500/20.1 Apologies received from Cllr Amy Pearson, HDC Cllr J Gray and CCC Cllr I Gardener. Cllr Martin Allen was also absent.

### 501/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)

501/20.1 None.

### 502/20 Coronavirus - update

502/20.1 Too adhere to guidelines the link to the online meetings must be included in the agenda. The Annual Parish Meeting is still expected to take place. MGH proposed this should be held as soon as it was physically possible, ideally September, in the hope that the meeting can be held in the Church and therefore members of the public will be more likely to attend.

**Proposal: Proposed by Cllr MHG, seconded by Cllr SH, all in favour and it was resolved that the Annual Parish Meeting will take place in September. Carried**

### 503/20 Public Open Forum

503/20.1 None.

### 504/20 To Receive and Approve the Parish Council Meeting Minutes 20 May 2020

**Proposal: Proposed by Cllr AB, seconded by Cllr 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 will sign the Minutes and deliver to the Clerk.*

### 505/20 Matters arising from those Minutes (not on the Agenda)

All matters covered under the Agenda.

### 506/20 Planning

No further matters this month.

### 507/20 Finance

507/20.1 To Note and Approve Year End Accounts: Cashbook, Income against Expenditure & Year End Bank Reconciliation

**Proposal: Proposed by Cllr SH, seconded by Cllr MGH, all in favour and it was RESOLVED that the Year Ended 31 March 2020 Accounts are approved Carried**

507/20.2 To Approve and sign the Certificate of Exemption AGAR 2019/20

**Proposal: Proposed by Cllr AB, seconded by Cllr MGH, all in favour and it was RESOLVED that the Certificate of Exemption is approved Carried**

507/20.3 To Approve Section 1 AGAR – Annual Governance Statement 2019/20

**Proposal: Proposed by Cllr MGH, seconded by Cllr AB, all in favour and it was RESOLVED that Section 1 AGAR – Annual Governance Statement 2019/20 is approved Carried**

507/20.4 To Approve Section 2 AGAR – Accounting Statements for 2019/20

**Proposal:** Proposed by Cllr SH, seconded by Cllr AB, all in favour and it was RESOLVED that Section 2 AGAR – Accounting Statements for 2019/20 is approved

507/20.5 To review and approve Assets Register to 31 March 2020

Cllr AB suggested the value for the bench on the Village Green should be added.

Clerk

**Proposal:** Proposed by Cllr MGH, seconded by Cllr AB, all in favour and it was RESOLVED that the Asset Register is updated and approved

507/20.6 CIL spending: funds of £10,367.17

No update. Cllr MGH suggested raising this at Annual Parish Meeting to ascertain residents' views

508/20.7 To approve the purchase of the payroll software, BrightPay

**Proposal:** Proposed by Cllr MGH, seconded Cllr AB, all in favour and it was RESOLVED that BrightPay is purchased

Clerk

508/20.8 To approve 17 June 2020 payments

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
17 June 2020		513		BrightPay	Payroll software 2020/2021			58.50	20,884.86
17 June 2020		514		AskIT	Printer			113.98	20,770.88
17 June 2020		515 & 516		Wages	Wages including HMRC payments			140.04	20,630.84
17 June 2020		517		Expenses	Clerk's expenses (£7.50) plus stamps purchase (£4.85)			12.35	20,618.49
17 June 2020		518		Cambs ACRE	Annual membership			57.00	20,561.49

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

Carried

**509/20 To Review and Approve PC policies for 2020/21 financial year**

509/20.1 Code of Conduct

All agreed for Clerk to make the amendments suggested by Cllr AB. Approve in July meeting.

Clerk

509/20.2 PC Standing Orders and approve the addition of remote PC meetings

All agreed for the Clerk to make the suggested amendments to be approved in the July meeting.

Clerk

509/20.3 Financial Regulations (new model adopted May 2017)

All agreed for the Clerk to make the amendments discussed. To be approved in July meeting.

Clerk

509/20.4 Risk Assessment Policy

All agreed for the Clerk to make the amendments discussed. To be approved in July meeting.

Clerk

509/20.5 To review and approve Social Media & Electronic Communication Policy

Cllr AP reviewing this document. To be approved in July meeting.

AP

509/20.6 To review and approve GDPR policies

Cllr AP reviewing these documents. To be approved in July meeting.

AP

**510/20 Parish Council Website**

The costs Cllr MGH obtained for a dedicated website were discussed and all agreed to raise this in the Annual Parish Meeting in September to open this up to public discussion.

**511/20 Assets and Infrastructure**

511/20.1 Cllr MA's Health & Safety report was reviewed and discussed. Cllr MGH advised that the suckers on the trees around the Green need removing. This has been added to the projects list in the Appendix. The replacement bench that was agreed on in May's meeting needs to be ordered.

**Proposal:** Proposed by Cllr MGH, seconded by Cllr SH, all in favour to approve the Health and Safety Report and to purchase replacement bench

Carried

**512/20 Highways, byways, footpaths**

512/20.1 HGV sign – Cllr AP is chasing this

AP

512/20.2 Approval of Memorandum of Understanding regarding the interactive speed sign

**Proposal:** **Proposed by Cllr MGH, seconded by Cllr AB, all in favour to sign the Memorandum of Understanding** **Carried**  
 512/20.3 Confirmation of siting of posts for the interactive speed sign – after some discussion all happy with Cllr MGH’s proposal of having three signs. Cllr MGH suggested he will liaise with Highways to arrange a meeting with them at the proposed locations. MGH

**513/20** **To review progress of current projects – Appendix**  
 513/20.1 Attached.

**514/20** **Correspondence**  
 None.

**515/20** **To Consider Training for a Clerk and Councilors** **Clerk**  
 CAPALC’s clerk training in either August or November is £250. SLCC training in September is £12. Clerk to ask Kings Ripton PC if they will share the cost. To be approved in July meeting.

**516/20** **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.**

**517/20** **Staffing matter**  
 Councillors asked clerk how she was finding the new role. Cllr SH asked clerk to diarise a time in December for her annual appraisal.

**518/20** **Date of the next meeting: Wed 15 July 2020 on-line at 8pm**

- 15 Jul 20 Scheduled**
- No meeting in August
- 16 Sep 20 Scheduled**
- 21 Oct 20 Provisional
- 18 Nov 20 Scheduled**

Meeting finished at 9.12pm.

*These minutes are considered draft until ratified at the next Stow Longa Parish Council meeting*

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Date

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Chairman: Michael G. Hayes

**Appendix**

<b>Project</b>	<b>Report</b>	<b>Action by</b>
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. 17 June 2020 – Barclays has sent written confirmation that the Clerk’s address has been successfully amended. No further correspondence has been received regarding online banking.
Village Cross	Information regarding recommended contractors for the proposed work is awaited from Quinton Carroll of CCC.	Q. Carroll Cllr JY met with stone mason. Cllr JY to chase the 3 <sup>rd</sup> quote. Deferred to the next meeting in Mar 17. 15 Mar 17 – Cllr JY, 3 quotes from Stone Masons.

	Local stone masons are also being approached	<p>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.</p> <p>JY – nothing heard since. To chase Cllr Amy to chase.</p> <p>18 Sept 19: Communication with retired Cllr JY. Cllr AP will follow this up.</p> <p>No update. Grant for the monuments – Cllr AP will look.</p> <p>20 Mar 20: PC agreed to put this on hold.</p>
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	<p>Cllr SH – resurfacing suggested after walkabout with Karl Brocket.</p> <p>Cllr AM will measure the kerb all the way towards the turning into vicarage.</p> <p>Cllr SH had some estimates, will look through the emails.</p> <p>20 Jun 18: To pick up when the resurfacing is done.</p> <p>MA – is waiting for the quotes.</p> <p>18 Sept 19: 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 20: Waiting for the 3<sup>rd</sup> Quote</p> <p>On hold until the verges are repaired by the gas works.</p>
Suckers on trees around Green	Arrange for these to be removed.	17 Jun 2020- Cllr MGH suggested this work could be done in the Autumn of 2020