

## MINUTES

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

Present Cllrs Michael G. Hayes (Chairman), Susan Humfryes, Adrienne Bonwick & Amy Pearson  
Jo Harvey (Clerk)  
CCC Cllr Ian Gardener  
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).***

CCC Cllr Ian Gardener presented his verbal report  
HDC Cllr Jonathan Gray presented his verbal report

**519/20 To Receive Apologies and Reasons for Non-Attendance**  
500/20.1 Apologies received from Cllr Martin Allen

**520/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
501/20.1 None.

**521/20 Coronavirus - update**  
502/20.1 No further updates. Annual Parish Meeting to be discussed in point 532/20.

**522/20 Public Open Forum**  
503/20.1 No public present.

**523/20 To Receive and Approve the Parish Council Meeting Minutes 17 June 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.*

**524/20 Matters arising from those Minutes (not on the Agenda)**  
All matters covered under the Agenda.

**525/20 Planning**  
No further matters this month.

**526/20 Finance**  
526/20.1 To Note Approve Cashbook, Income against Expenditure & Q1 Bank Reconciliation  
526/20.2 To Note VAT 2019/20 submission to HMRC  
526/20.3 To Approve Clerk CAPALC Training  
526/20.4 To Approve Clerk SLCC Training  
**Proposal: Points 526/20.3 and 526/20.4 proposed by Cllr MGH, seconded by Cllr AP, all in favour and it was RESOLVED that the training costs are approved** Carried  
526/20.5 CIL spending: funds of £10,367.17 - Noted. To be discussed at the Annual Parish Meeting in September  
526/20.6 To approve 15 July 2020 payments

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
15/07/20		519	21-Jul-20	SL Webb	2nd grass cutting payment			200.00	20,490.49
15/07/20		520 & 521	10-22/7 521-31	Wages	Wages including HMRC			140.04	20,350.45
15/07/20		522	22-Jul-20	Expenses	Clerk's expenses - including stationery, stamps and folders for filing			35.16	20,315.29
15/07/20		523		SLCC	Clerk Training			12.00	20,303.29
15/07/20		524	31-Jul-20	CAPALC	Clerk Training			250.00	20,053.29
15/07/20		525	29-Jul-20	AskIT	Black ink cartridge			24.50	20,028.79

Note: since the meeting the cashbook balance has been updated and shows the correct figures

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

526/20.7 Cllr MGH informed the council the replacement bench has been ordered at a cost of £459.40 + VAT. The cost had been agreed in May's meeting point 492/20.3 and the cheque may need to be paid before September's meeting.

**Proposal: Proposed by Cllr MGH, seconded by Cllr AP, all in favour and it was resolved that payment for the bench can be made before September's meeting**

**527/20 To Review and Approve PC policies for 2020/21 financial year**

527/20.1 Code of Conduct

527/20.2 PC Standing Orders and approve the addition of remote PC meetings

527/20.3 Financial Regulations (new model adopted May 2017)

527/20.4 Risk Assessment Policy

527/20.5 To review and approve Social Media & Electronic Communication Policy

527/20.6 To review and approve all GDPR policies

**Proposal: Proposed by Cllr AB, seconded by Cllr SH, all in favour and it was RESOLVED that all policies have been approved** **Carried**

**528/20 Parish Council Website**

All agreed to raise this in the Annual Parish Meeting in September to open this up to public discussion.

**529/20 Assets and Infrastructure**

529/20.1 Health and Safety – no update

529/20.2 Play area update – children's playground to stay closed until further notice. Add the playground to the Annual Parish Meeting agenda so the village residents can be involved in the discussions on how best to improve this area.

**530/20 Highways, byways, footpaths**

530/20.1 Highway issues – no update

530/20.2 Road Safety and HGV/Construction Traffic – no update

530/20.3 Confirmation of siting of posts for the interactive speed sign – Cllr MGH & Cllr AP met with CCC to confirm the siting of the three speed posts. Could be in position by the end of the year.

**531/20 To review progress of current projects – Appendix**

531/20.1 Attached. Cllrs requested the Appendix is also attached to the agenda.

Cllr MGH will look at cutting back the suckers in the next week, Cllr MGH has spoken to Cllr MA regarding kerbing.

**532/20 Annual Parish Meeting**

532/20.1 MGH proposed to hold the Annual Parish Meeting on 16<sup>th</sup> September at 8pm. No objections. MHG and JH to compile agenda

**533/20 Correspondence**

None.

**534/20 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.

535/20

### Staffing matter

No update this month.

536/20

### Date of the next meeting: Wed 16 September 2020 at 8pm

No meeting in August

**16 Sep 20 Scheduled**

21 Oct 20 Provisional

**18 Nov 20 Scheduled**

Meeting finished at 8.43pm.

*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. 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. Local stone masons are also being approached	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. 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. 18 Sept 19: Communication with retired Cllr JY. Cllr AP will follow this up. No update. Grant for the monuments – Cllr AP will look. 20 Mar 20: 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.

		<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. Note: this has now been completed since the meeting.