

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 16 September 2020 at 8.00pm On-line Meeting

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

537/20 To Receive Apologies and Reasons for Non-Attendance

537/20.1 Apologies received from Cllr Amy Pearson.

538/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)

538/20.1 None.

539/20 Coronavirus – update on Annual Parish Meeting legislation

539/20.1 NALC has updated legislation confirming that Parish Councils are not required to hold an Annual Parish Meeting this year due to the coronavirus pandemic. Councillors agreed to produce a newsletter for the parishioners. Cllr MGH agreed to write this and asked for any contributions to be sent to him.

MGH

540/20 Public Open Forum

540/20.1 No public present.

541/20 To Receive and Approve the Parish Council Meeting Minutes 15th July 2020

Proposal: Proposed by Cllr MGH, 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. Chairman will sign the Minutes and deliver to the Clerk.

Carried

542/20 Matters arising from those Minutes (not on the Agenda)

All matters covered under the Agenda.

543/20 Planning

543/20.1 HDC's planning portal shows that 19/02549/FUL – Full planning permission for the erection of 5 dwellings with access, landscaping and other associated works was approved 31 July 2020.

543/20.2 It was noted that the land owned by the Church Commissioners on Spaldwick Road has been put up for sale.

546/20 Finance

546/20.1 To Note Approve Cashbook, Income against Expenditure. Noted.

546/20.2 Consider CIL spending: funds of £10,367.17. Councillors agreed to ask for parishioner's views on how the funds should be spend in the newsletter, in the absence of the Annual Parish Meeting.

546/20.3 Budget suggestions for 2021/2022 – clerk to send councillors last year's agreed budget sheet

546/20.4 Consider capital expenditure by SLPC – the electronic signs will need adding to the insurance and asset register.

Clerk

546/20.5 Insurance to be renewed on 1st October. Currently with Community Action Suffolk.

Proposal: Proposed by Cllr MGH, seconded by Cllr AB, all in favour, and it was **RESOLVED** to renew the current insurance cover

Carried

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
16/09/20		527		AskIT	Ink cartridges			155.69	19,509.51
16/09/20		528 & 529		Wages	Wages August 2020 including HMRC			140.04	19,369.47
16/09/20		530 & 531		Wages	Wages September 2020 including HMRC			140.04	19,229.43
16/09/20		533		Expenses	Clerks expenses August & September 2020			15.00	19,214.43
16/09/20		534		MiJan Limited	Internal Audit			70.00	19,144.43
16/09/20		535		ICO	GDPR/Data Protection			40.00	19,104.43
16/09/20		536		Business Services at CAS Ltd	Annual insurance			162.40	18,942.03

Balance updated on receipt of bank statement with income from 3rd September 2020

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

547/20 Parish Council Website

After some discussion it was agreed that Cllr MGH will contact Jonathan Young to ascertain how the current website can be updated and made more accessible, and several other website providers for quotes. Clerk to contact Vision ICT and Zen for quotes. Findings to be discussed in November meeting.

548/20 Assets and Infrastructure

548/20.1 Health and Safety – some branches have been cut from a tree near the kiosk and left on the grass. Cllr MGH to check that these will be removed.

548/20.2 Play area update – parishioners views will be sought in the newsletter regarding how they feel the play area should be improved.

549/20 Trees between SunnySide Farm and the Railway Cottage

It has been noticed that one of the trees appears to have died. Clerk to contact Highways to make them aware. **Clerk**

550/20 Highways, byways, footpaths

550/20.1 Highway issues – as noted in 549/20

550/20.2 Road Safety and HGV/Construction Traffic – Cllr MGH suggested that the gate on the Spaldwick side of the village should be located at the beginning of the 40mph buffer. On the Kimbolton side of the village should be located at the start of the 30mph limit. All agreed.

The speeding and reckless driving through the village recently coincided with the race at the kart track. Cllr MGH to contact the chair of Hunts Kart Racing Club. **MGH**

550/20.3 Confirmation of siting of posts for the interactive speed sign – All agreed and in process. Could be in position by the end of the year.

551/20 To review progress of current projects – Appendix (attached)

551/20.1 Bank mandate - Still no correspondence from Barclays regarding online banking. Clerk to draft another letter for Cllr MGH. Clerk also to send details of Unity Trust bank to councillors. **Clerk**

551/20.2 Kerb to the Green – Cllr MA to work on this. **MA**

551/20.3 Suckers on trees details to be removed as the work has been done. Fitting of bench to be added. Cllr MGH to liaise with Cllr MA. **MGH/MA**

552/20 Correspondence

A letter has been received from a parishioner who wishes to connect their property to the water and electric supply which would need to pass through the Stow Longa Charity Field and is requesting permission for this. Cllr SH to ask the parishioner to email further information to Cllr MGH. Research needed on who currently holds the contract for the land. Cllr AB suggested the newsletter includes that fact that the Town Land Charity needs volunteers to fill the two trustee positions. **SH/MGH**

553/20 **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.

554/20 **Staffing matter**
Clerk has recently completed CAPALC and SLCC training.

536/20 **Date of the next meeting: Wednesday 18th November 2020 at 8pm**

Meeting finished at 9.03pm.

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. 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. Consideration is to be given to switching banks.
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. 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 3rd Quote</p> <p>On hold until the verges are repaired by the gas works.</p>
Replacement bench	To be fitted	16 Sept 20- Cllr MGH to liaise with Cllr MA regarding the fitting of this

Draft