

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 18 November 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

554/20 To Receive Apologies and Reasons for Non-Attendance

554/20.1 Apologies received from Cllr Martin Allen

555/20 Declarations of Interests for Members (Disclosable Pecuniary Interests)

555/20.1 None.

556/20 Public Open Forum

556/20.1 No public present.

557/20 To Receive and Approve the Parish Council Meeting Minutes 16 September 2020

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

Carried

558/20 Matters arising from those Minutes (not on the Agenda)

Cllr MGH confirmed the replacement bench has been installed. Cllr MGH also commented he will speak to the parishioner regarding the Charity Field letter.

559/20 Planning - no updates

560/20 Finance

560/20.1 To Note Cashbook, Q2 bank reconciliation, October 2020 bank reconciliation and Income against Expenditure. Noted.

560/20.2 Consider CIL spending: funds of £10,367.17. Councillors still in agreement to ask for parishioner's views on how the funds should be spend in the newsletter, in the absence of the Annual Parish Meeting.

560/20.3 To approve Budget and Precept for 2021/22.

After reviewing the draft budget for 2021/22 it was agreed to set the Precept at £4,000. The main reason for this is that there is an increasing shortfall of regular income (mainly the precept) as compared to regular expenditure. We cannot always rely on CIL to cover regular costs. The Budget will be finalised in the January 2021 meeting as we still need to agree on the website quote.

Clerk

560/20.4 Consider replacement internal auditor following the retirement of previous auditor.

Clerk had previously distributed three quotes from local internal auditors to the councillors. All agreed to use Wendy Rule from Beancounter Bookkeeping. She was the cheapest quote and had also been employed by other another local parish council for their audit.

Carried

Proposal Proposed by Cllr MGH, seconded by Cllr AP, all in favour and it was RESOLVED that Wendy Rule will be the replacement internal auditor

560/20.5 To approve 18 November 2020 payments (with update of October 2020 income)

| Date | Min Ref No | Chq No | Date cleared the a/c | Company | Details | For a/cs purpose only | Income | Total Expenditure | Balance |
|--|------------|--------|----------------------|----------|------------------------------------|-----------------------|--------|-------------------|------------------|
| Bank Reconciliation to be carried for Q2 Jul, Aug & Sep 20 | | | | | | | 187.99 | 723.17 | 18,942.03 |
| October | | | | | | | | | |
| 07/10/20 | | | | KRPC | 50% payment of black ink | | 12.25 | | 18,954.28 |
| 07/10/20 | | | | KRPC | 50% payment colour cartridges | | 77.85 | | 19,032.13 |
| November | | | | | | | | | |
| 18/11/20 | 537 & 538 | | 30-Nov-20 | Wages | Wages October 2020 including HMRC | | | 140.04 | 18,892.09 |
| 18/11/20 | 539 & 540 | | 30-Nov-20 | Wages | Wages November 2020 including HMRC | | | 140.04 | 18,752.05 |
| 18/11/20 | | 541 | 30-Nov-20 | Expenses | Clerks Expenses Oct/Nov | | | 35.54 | 18,716.51 |
| | | | | | | | | | 18,716.51 |
| | | | | | | | | | 18,716.51 |
| | | | | | | | | | 18,716.51 |

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

561/20 Parish Council Website
Clerk had distributed quotes from three website companies to councillors prior to the meeting. After some discussion, the PC agreed to proceed with the cheapest quote which was from Eyelid Productions. Cllr MGH will contact the host of current website. The decision to change hosts is due to new legislation which ensures all council websites keep up with accessibility regulations. **MGH**

Proposal Proposed by Cllr SH, seconded by Cllr AP, all in favour and it was **RESOLVED** that Eyelid Productions will create a new website for the Parish Council **Carried**

562/20 Village Newsletter
Cllr MGH confirmed he planned to complete and distribute the Village Newsletter by the end of December. It will include the prospective vacancy(s) on the council. **MGH**

563/20 Assets and Infrastructure
563/20.1 Health and Safety – The tree of concern between SunnySide Farm and the Railway Cottage to be reported on the Cambs CC website **MGH**

563/20.2 Play area update – parishioners views will be sought in the newsletter regarding how they feel the play area should be improved. The playground remains closed due to the pandemic.

564/20 Highways, byways, footpaths
564/20.1 Highway issues – Cllr MGH will chase up the progress of the speed posts
564/20.2 Road Safety and HGV/Construction Traffic – Cllr MGH received a letter from a resident recommending the speed limit is reduced to 20mph around the playground for safety reasons. After some discussion the councillors agreed to add this to the Village Newsletter. Cllr MGH to send all the correspondence to the councillors. Clerk to write to the resident. **MGH/ Clerk**

564/20.3 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.

565/20 To review progress of current projects – Appendix (attached)
565/20.1 Bank mandate - Still no correspondence from Barclays regarding online banking. The councillors have agreed, due to the frustration with the poor communication and difficulty in setting up online banking, the bank account should be moved to Unity Bank. Cllr MGH indicated that he had seen positive feedback about the service they provide on the internet. Further the Clerk noted that she had used them successfully with Kings Ripton Parish Council. Clerk to contact Unity Trust Bank. **Clerk**

Proposal Proposed by Cllr SH, seconded by Cllr MGH, all in favour and it was **RESOLVED** that the bank account will be moved from Barclays to Unity Trust. **Carried**

565/20.2 Kerb to the Green – Cllr MA to work on this. MA
565/20.3 Bench has been installed.

566/20 Correspondence
London Luton Airport has launched a public consultation as part of a proposal to change the arrival routes into London Luton Airport. The consultation started on 19th October and will run until 5th February 2021. Clerk
After some discussion it was agreed for the clerk to draft a letter on behalf of the PC strongly objecting to the proposed change.

567/20 Councillors' questions/Any other business
Cllr AB confirmed she is moving house within next two months and therefore will be resigning her position once she moves out the village.

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.

568/20 Staffing matter
568/20.1 National Joint Council for Local Government Services (NJC) announced pay rise in August to be implemented from 1 April 2020

Proposal Proposed by Cllr SH, seconded by Cllr MGH, all in favour and it was RESOLVED that the Clerk will receive the pay rise. Carried

568/20.2 Discussion to pay the clerk monthly by standing order
All agreed.

Proposal Proposed by Cllr AP, seconded by Cllr AB, all in favour and it was RESOLVED that the Clerk will receive pay monthly by standing order once the bank account has been moved. Carried

569/20 Date of the next meeting: Wednesday 20th January 2021
17 February 2021: Provisional
17th March 2021: Scheduled

Meeting finished at 9.20pm.

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 | <p>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.</p> <p>Barclays Bank has now been asked to advise on how to progress with this.</p> <p>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.</p> <p>Consideration is to be given to switching banks.</p> <p>18 Nov 2020 – Clerk to contact Unity Trust</p> |
| Village Cross | Information regarding recommended contractors for the proposed work is awaited from Quinton Carroll of CCC. Local stone masons are also being approached | <p>Q. Carroll</p> <p>Cllr JY met with stone mason. Cllr JY to chase the 3rd quote.</p> <p>Deferred to the next meeting in Mar 17.</p> <p>15 Mar 17 – Cllr JY, 3 quotes from Stone Masons.</p> <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 3rd Quote</p> <p>On hold until the verges are repaired by the gas works.</p> |