

# STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council: -  
Ms Ramune Mimiene  
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14 Jun 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 20 June 2018** at **8.00** in St Botolph's Church, to deal with the following business:

**Public and Press are invited to attend**

## NOTICE and AGENDA

1. **Apologies for absence**
2. **Declarations of Interest in relation to any Agenda item**
3. **Public Open Forum**
4. **To approve Minutes of Annual Parish Council Meeting held 22 May 2018**
5. **Matters arising from the minutes (not on the agenda)**
6. **Planning**
  - 1) Planning: RE: Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 The Preliminary Draft Plan, along with a number of supporting documents, including a Sustainability Appraisal Scoping Report, are available to view online at [cambridgeshire.gov.uk/mwlp](http://cambridgeshire.gov.uk/mwlp) or [peterborough.gov.uk/mwlp](http://peterborough.gov.uk/mwlp).
  - 2) Proposal: Construction of calor gas bottle enclosure and gas supply route, redecoration of existing render and painted brickwork and installation of air brick vent, internal doors to kitchen, access gates and secondary glazing to all windows. Site Address: [2 Church Lane Stow Longa Huntingdon](#)  
Reference: 18/00888/LBC, *PC comments by 6 June, case office Kathy Render*
7. **Finance**
  - 7.1 To further consider Internet banking, Cllr MGH
  - 7.2 To Note Internal Auditor report, circulated to PC prior to the meeting
  - 7.3 Cashbook for 2018/19 - No payments raised at Apr & May 18 PC meeting
  - 7.4 To Consider the Transparency funding spending
  - 7.5 To Consider CIL spending
  - 7.6 To Approve 20 Jun 18 expenditure:

Date	Cheque No.	Payee and Description	Amount
20 Jun 18	435	CAPALC membership renewal 2018-19 (does not include GDPR payment)	£113.24
20 Jun 18	436	Cambs ACRE membership renewal 2018/19	£55.50
20 Jun 18	437	MiJan Ltd, Internal Audit 2017/18	£62.70
20 Jun 18	438	CGM: village maintenance May 18	£42.00
20 Jun 18	439	Clerk salary Q1: Apr, May & Jun 18	£340.40
20 Jun 18	440	HMRC: Tax deductions Q1: Apr, May & Jun 18	£85.00
20 Jun 18	441	Expenses on running cost of PC Q1: Apr, may & Jun 18	£21.32
		Total Jun 18 Expenditure:	£412.76

8. **Parish Council website - Restructure of the PC Website**
9. **Signage on the Village Green**

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- 10. GDPR, new regulation coming into force by 25 May 2018: Personal data audit questionnaire carried. To consider the approval of the required documents, consent forms, privacy notice and other documents:**
  - 10.1 Social Media and Electronic Communication Policy
  - 10.2 Information & Data protection Policy
  - 10.3 List of documents for Retention or Disposal
  - 10.4 Subject Access Request Form
  - 10.5 Consent Form
  - 10.6 Privacy Notice Staff, Councillors and Role Holders
  - 10.7 General Privacy Notice
  - 10.8 Data Audit Schedule/ Mapping
  - 10.9 Cyber Security Checklist
  - 10.10 Security Incident Response Policy
- 11. To review and approve Policy documents –**
  - 11.1 Financial Regulations (new model adopted in May 2017)
  - 11.2 New Model of Standing orders (includes GDPR) 2018
  - 11.3 Risk Management/Assessment Policy: Financial and General Risk Assessment (new model adopted in Jul 2017) – to include the Play Area checks as suggested by the Internal Auditor
- 12. To Consider Pensions Regulator**
- 13. Assets and infrastructure**
  - 13.1 Health and Safety - to consider any new problems (quarterly inspection by Cllr M Allen).
  - 13.2 Stow Longa Post box, progress
- 14. Highways, byways, footpaths**
  - 14.1 Highways issues – Highway resurfacing - Cllr S Humfries
  - 14.2 Grass cutting issues this season
- 15. To review progress of current projects – Appendix**
- 16. Correspondence**

## **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.

- 17. To note New Scale points for 2018/19 issued by NALC.**
- 18. To consider training for a Clerk and Councillors**
- 19. Councillors' questions/Any other business**

*Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.*
- 20. Date of the next meeting:** Scheduled 18 Jul 18.

Signed (Clerk) Ramune Mimiene



Date: 14 Jun 2018