

MINUTES

**The Parish Council Meeting of Stow Longa was held on Wednesday 15 March 2017 at 8.00pm
in St. Botolph's Church**

Present Cllrs Michael G. Hayes (Chairman), Martin Allen, Susan Humfryes, Jon Young.
Ms R Mimiene, Clerk

127/17 To Receive Apologies and Reasons for Non Attendance

127/17.1 Clerk reported that Cllrs Steven Butcher sent apologies for absence due to work commitments. Also, apologies received from CCC Cllr S Bywater.

128/17 Declarations of Interests for Members (Disclosable Pecuniary Interests)

128/17.1 There were no declarations of interest.

129/17 Public Open Forum

129/17.1 No members of the public present to raise any issues.

130/17 To Receive and Approve the Minutes of the Meeting 18 January 2017

Proposal: Proposed by Councillor MA, seconded by Councillor MGH, all in favour, and it was **RESOLVED** that the minutes of 18 January 2017 Parish Council Meeting be accepted and signed as a true record of the meeting. **Carried**
Chairman signed the Minutes.

131/17 Matters arising from those Minutes (not on the Agenda)

131/17 No matters arising, all items to be covered under the Agenda items.

132/17 Councillor email addresses, Cllr J Young

132/17.1 Cllr JY set up 'stowlonga.org.uk' email addresses for all Cllrs, these are forwarding addresses that will bounce the emails into normal email boxes. Cllr JY will forward email with new email addresses to the Clerk. Clerk will update Councillor contact list. **JY Clerk**

132/17 Finance

132/17.1 Bank Mandate, update: A letter to Barclays (re: new Clerks contact details and all post to come to new Clerk's address) issued as per Bank request, bank mandate which was returned to chairman's address is now re-attached to this letter, signed by 2 signatories. **MGH**

Note since meeting: The letter sent to the Bank.

132/17.2 Updated Cashbook up to 28 Feb 17 is presented to members. Approved. Last bank statement received is up to 31 Dec 17 only. This was pointed out in the letter to the bank, PC requested all missing bank statements for the Year Ended 31 Mar 17 as it is needed for audit purpose.

132/17.3 To consider Transparency funding spending (£482 received under this scheme): Clerk attended Transparency Fund Drop in Session run by NALC/CAPALC on 15 Mar 17 at Hemingford Abbots Village Hall and found out that grant money received cannot be returned but PC can purchase External Hard drive instead to meet the compliance (1 terabyte external hard drive was already agreed to purchase by PC at the last meeting). Clerk, working from home, does not need 7 lap tops for all various PCs she is contracted to. Spaldwick PC is happy to share their laptop with Stow Longa PC and Stow Longa PC is happy with this arrangement. PC can improve/spend the rest of the money to improve PC website if needed. Members agreed to investigate this option. **Clerk PC**

132/17.4 To appoint Internal Auditor

PC Internal Auditor Jim Shears resigned on 6 Mar 17. Clerk suggested Internal Auditor Dr R M Williamson who does accounts for other Councils Clerk is contracted to. Charge will be £50 plus mileage, shared with other PCs. The Internal Auditor checklist was provided to PC. Clerk to send letter of appointment to the Internal Auditor.

Note since meeting: Letter sent.

Proposal: Proposed by Councillor MGH, seconded by Councillor JY, all in favour and it was **RESOLVED** to appoint Internal Auditor. **Carried**

132/17.5 To Approve March 17 expenditure:

Date	Cheque No.	Payee and Description	Amount
15 Mar 17	413	Ms R Mimiene, Clerk wages Jan, Feb & Mar 17 £320.62 & expenses £16.20 (mileage £6.30, cartridge £3.30 and stamps £6.60)	£336.82
15 Mar 17	414	HMRC tax deducted from Clerk's wages Jan, Feb & Mar £80.00 (payable to Post Office Ltd)	£80.00
Total Mar 17 Expenditure:			£416.82

Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was **RESOLVED** that payments listed in 132/17.5 are to be paid. **Carried**

133/17	Planning 16/02732/FUL Proposed demolition of existing bungalow and garage and erection of 2No. 5 bedroom dwellings with garages and carports. 5 The Lane Stow Longa PE28 0TP To approve Planning Committee recommendations: Recommend refusal:	
	<ul style="list-style-type: none"> • Stow Longa Parish Council recommends refusal for the same reasons that Parish Council recommended refusal for the prior application. • The increase in size of the proposed dwellings from 3 /4 beds to 5 beds creates large houses which Parish Council believes to be incompatible with the site generally and the surrounding properties. • Stow Longa does not need any more 5 bed houses and requires more of a smaller size that are more affordable for young families. 	
Proposal:	Proposed by Councillor JY, seconded by Councillor SH, all in favour and it was RESOLVED to recommend Refusal to this planning consultation	Carried
134/17	Assets and Infrastructure	
134/17.1	Health and Safety – Cllr MA reported that it is in progress. No damage done during the windy days. H&S Risk Assessment will be completed when whether permits. It will be scan and emailed to the Clerk for the PC records.	MA
134/17.2	Play Area Annual Inspection – Paint is purchased by Cllr MGH.	MGH
134/17.3	Stow Longa Post Box, update Cllr Jon Young met with the Royal Mail representative. It was agreed to move the post box. The first step is to book a scan that will reveal whether there are any underground services where PC plans to locate the new box. It is not expected that any will be found, so the box should be clear for installation. Anticipated time for the work is twelve weeks from now to completion. The old box will be left in position, but locked and painted black to indicate that it is not in use, otherwise the P.O. said they tend to get complaints from people trying to use the old boxes.	
135/17	Highways, footpaths, byways	
135/17.1	Highways issues – resurfacing. Cllr SH emailed Highways Officer, but did not hear back. Clerk to chase Karl Brockett, The Highways Officer for Stow Longa. PC members SH, JY and MGH agreed to arrange a village walkabout with Highways Officer. <i>Note since meeting: Clerk chased the Highways Officer, meeting agreed.</i>	Clerk
135/17.2	Blocked drains in the village – causing flooding down the road Road and footpaths sweeping is required. Clerk to contact Highways Officer. <i>Note since meeting: Clerk contacted Highways Officer.</i>	Clerk
135/17.3	To carry forward the Agenda Item 'To consider purchasing a bin' to Annual Parish Meeting in May APM 8pm and follow up by APCM meeting.	
135/17	To review progress of current projects - Appendix	
135/17.1	Attached.	
136//17	Correspondence , circulated by email prior to the meeting	
136/17.1	Email from Bedford PC re: planning consultation received. PC agrees this is a mistake. Clerk to inform Bedford Borough Council.	Clerk
137/17	Councillors' questions/Any other business	
137.17.1	St. Botolph's Church is asking PC to find out can PC apply free of charge for the Planning Permission to install the composting toilets on PCC land?	
138/17	Date of the next meeting – Scheduled Wed 17 May 17. The provisional Wed 19 Apr 17, to be confirmed.	Clerk

Meeting finished at 9.55pm.

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
Village bench	A bench on the Village Green	Cllr SH Bench was treated a few years ago. Cllr MA will inspect.
Highways issues	Suggestion Cllr SH will contact Karl Brocket re: follow up meeting	Cllr SH.
Cllrs email addresses	Suggestion for all members to have Stow Longa addresses for the PC business	Cllr JY, Mar PC Agenda item.
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.
Re-siting of post box	Royal Mail require written confirmation from CCC that it may be located on the site outside the Old Chapel.	Clerk to check with the retired clerk how much has been done so far and what needs doing now. In progress. Clerk contacted Royal mail. To set a site meeting. 15 Mar 17: Cllrs met with Royal Mail. In progress.
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	Cllr SH – resurfacing suggested after walkabout with Karl Brocket.
Children's play area	Swing: monitor wear, seats, and paint where necessary. Park Bench: broken wood removed: will be replaced Sign with emergency info	Chair MGH to cover, most works to be carried. Chair asked re: the paint, to be updated. Cllr MGH will purchase the wood.
Highway resurfacing	A subject for meeting with LHO.	Cllr SH met Karl Brockett, need to follow up with the Agenda item now. PC agreed that Cllr SH will approach Karl Brockett re: follow up meeting. With KB.
Speedwatch	Session held in Sept 7 speeders reported.	Cllr SH: there was not enough people to run a session w/c 14 Nov 16 In March. Next meeting in May.