

## MINUTES

**The Parish Council Meeting of Stow Longa was held on Wednesday 17 January 2018 at 8.00pm  
in St. Botolph's Church**

Present Cllrs Michael G. Hayes (Chairman), Martin Allen and Steve Butcher.  
Ms R Mimiene, Clerk

**212/18 To Receive Apologies and Reasons for Non-Attendance**  
212.18.1 Clerk reported that Cllrs S Humfryes and J Young sent apologies for absence.

**213/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
213/18.1 There were no declarations of interest.

**21418 Public Open Forum**  
214/18.1 No members of the public present to raise any issues.

**215/18 To Receive and Approve the Parish Council Meeting Minutes 5 December 2017**  
**Proposal: Proposed by Councillor MA, seconded by Councillor SB, all in favour, and it was RESOLVED** **Carried**  
**that the minutes of 5 December 2017 Parish Council Meeting be accepted and signed as a true record of the meeting.**  
Chairman signed the Minutes.

**216/18 Matters arising from those Minutes (not on the Agenda)**  
216/18.1 None.

**217/18 Finance**  
217/18.1 Change of Clerk's details for PC correspondence from Barclays Bank, Online banking options, Clerk  
update by Cllr MGH – Cllr MGH went to the bank. Another letter issued and signed by 2 Councillors  
tonight re: change of Clerk's address and future correspondence from the bank. Clerk will take the  
letter to Huntingdon branch.  
Re: Payment to HMRC – outcome – Each signatory has to call the bank and pass the security to  
set up online banking. Bank a/c, sort code and most recent transactions required. Arrangements  
will be: Clerk will set up payments and 2 signatories will log in and approve payments. Wait till Bank  
statements come to the Clerk's address and then do the online banking.  
217/18.2 Cashbook, Income and Expenditure report against the budget up to 31 Dec 17 (Q3 accounts for  
Oct, Nov & Dec 17 presented to PC on the receipt of bank statement).  
Noted. Chairman signed a copy of the Bank Reconciliation to 31 Dec 17.  
217/18.3 To consider the Transparency funding spending – carry forward.  
217/18.4 To Approve 17 Jan 18 expenditure:

Date	Cheque No.	Payee and Description	Amount
17 Jan 18	431	Stow Longa Parochial Church Council: Churchyard Maintenance 2016/17 and 2017/18	£700.00
Total Jan 18 Expenditure:			£700.00

**Proposal: Proposed by Councillor MA, seconded by Councillor SB, all in favour and it was** **Carried**  
**RESOLVED that payment listed in 217/18.4 is to be paid.**  
PC signatories: Cllrs SH, MGH, MA. Cllr SB is not a signatory. Clerk to check if Cllr JY is a  
signatory. Clerk

**218/18 Parish Council Website – Policy documents** **JY**  
Waiting for Cllr JY to set up. Carry forward.

**219/18 Planning**  
219/18.1 Proposal: Conversion of store to ancillary accommodation and erection of new covered and  
enclosed store, Site Address: 2 Church Lane Stow Longa Huntingdon, Reference:  
17/02552/HHFUL Received 14 Dec 17, extension provided till 18 Jan 18  
Recommend Approval: PC have no objections to this as the extension is away from the road and  
does not affect the village generally.  
**Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was** **Carried**  
**RESOLVED that this planning application to be approved.**  
PC planning recommendations submitted HDC on 18 Jan 18.

219/18.2 HDC Consultation:  
Huntingdonshire Local Plan to 2036: Proposed Submission will be available for you to view and  
comment between the following dates: Start date: 18/12/17 09:00 End date: 05/02/18 17:00  
Please select the following link to view this event:

No PC comments.

**220/18 Assets and Infrastructure**

220/18.1 Health & Safety – Carried by Cllr MA for the last meeting in Oct 17.

220/18.2 Stow Longa Post Box, progress.

Clerk

Reply from Royal Mail 7 Dec 17 that Royal Mail chasing the request through their engineering team, although they understand there was a delay with a third party scanning the area. Royal Mail engineers on site are ready for the installation just awaiting the results from the scans.

As soon as they have any more information they will keep PC advised.

No outcome as on 17 Jan 18. Clerk to chase again.

**221/18 Highways, footpaths, byways**

221/18.1 Highways issues – Highway Resurfacing. Clerk to seek update from Cllr SH.

Clerk

221/18.2 Grass cutting in the parish – in progress.

Quote 1: S Webb for £450.00

Quote 2: CGM for £420.00.

PC awaiting the 3<sup>rd</sup> quote.

PC paid A G Gardens before £420. Accept CGM quote if no cheaper one obtained. Seek Cllr SH re: the 3<sup>rd</sup> quote.

**222/18 To review progress of current projects - Appendix**

222/18.1 Attached.

**223/18 Correspondence**, circulated by email prior to the meeting

223/18.1 GDPR: the new regulations coming into force on 25 May 18. CAPALC are putting together some policy docs. PC agreed to wait.

**224/18 Councillors' questions/Any other business**

224/18.1 It was noted that there is straw on the road, which could block the drains – noted. Monitor.

**225/18 Date of the next meeting – 21 Mar 18 at 8pm.** PC agreed not to have a provisional meeting on 21 Feb 18.

Meeting finished at 8.24pm.

*These minutes are considered draft until ratified at the next Stow Longa Parish Council meeting*

\_\_\_\_\_  
Date

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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 go to the bank and sort this out. Moved on.
Play Area	Broken slat needs replacing.	Cllr MGH will arrange the repairs.
Village bench	A bench on the Village Green	Cllr SH Bench was treated a few years ago. Cllr MA will inspect. The bench is usable, just needs re-painting in the spring.
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.

		<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.</p>
Re-siting of post box	Royal Mail require written confirmation from CCC that it may be located on the site outside the Old Chapel.	<p>Clerk to check with the retired clerk how much has been done so far and what needs doing now.</p> <p>In progress.</p> <p>Clerk contacted Royal mail. To set a site meeting.</p> <p>15 Mar 17: Cllrs met with Royal Mail.</p> <p>In progress.</p> <p>17 May 17: Awaiting till Cllr JY is present.</p> <p>19 Jul 17 – discuss under Agenda item 164/17.3.</p>
Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	Cllr SH – resurfacing suggested after walkabout with Karl Brockett.
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.
Speedwatch	Session held in Sept 7 speeders reported.	<p>Cllr SH: there was not enough people to run a session w/c 14 Nov 16</p> <p>In March.</p> <p>Next meeting in May.</p> <p>17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes.</p> <p>Speedwatch group is looking for volunteers.</p> <p>19 Jul 17 - Sharing the equipment with 5 villages. No response. Jim Humfryes is staying on this group.</p> <p>20 Sep 17: PC need to access equipment.</p>