

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 18 April 2018 at 8.00pm in St. Botolph's Church

- Present Cllrs Michael G. Hayes (Chairman), Sue Humfryes and Martin Allen.
Ms R Mimiene, Clerk
- 242/18 To Receive Apologies and Reasons for Non-Attendance**
242/18.1 Clerk reported that Cllrs J Young and S Butcher sent apologies for absence.
- 243/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
243/18.1 There were no declarations of interest.
- 243/18 Public Open Forum**
243/18.1 No members of the public present to raise any issues.
- 244/18 To Receive and Approve the Parish Council Meeting Minutes 21 March 2018**
Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour, and it was RESOLVED that the minutes of 21 Mar 2018 Parish Council Meeting be accepted and signed as a true record of the meeting. Carried
Chairman signed the Minutes.
- 245/18 Matters arising from those Minutes (not on the Agenda)**
245/18.1 None.
- 246/18 Elections – Notice of Uncontested Election**
246/18.1 Election of Parish Councillors for Stow Longa - 3 members are duly elected. PC
PC need to co-opt 2 people. Cllrs agreed to approach other 2 councillors who did not submit the Noination Papers first and only then to approach other residents.
- 247/18 Finance**
247/18.1 Outcome: Bank statement received to Clerk's address. To consider internet banking. Clerk
Internet banking will include Clerk setting up payments and 2 Cllrs logging in to authorise. Cllr MGH MGH
will call the bank. Clerk to forward the latest bank statement.
Note since meeting: Clerk emailed chairman the latest bank statement up to 31 Mar 18 on 19 Apr 18.
Bank balance as on 31/03/2018 is £8,514.46.
Clerk reported that the notification from HDC re: CIL money of £2,591.79 received for the period of Oct 17 to Mar 18.
- 247/18.2 To Consider the Transparency funding spending
Carry this item forward.
- 247/18.3 To note Changes to External audit – Stow Longa PC falls into exempt category and therefore have to issue Certificate of Exemption. Internal auditor visit set for Fri 20 Apr 18
Chairman signed the Certificate of Exemption. The Certificate requires such info as Clerk's email address for any queries and PC website address for the auditors to carry out checks this way.
- 247/18.4 To Approve Year End accounts:
247/18.4.1 To Approve AGAR: Section 1 – Annual Governance Statement 2017/18
- Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was RESOLVED that AGAR Section 1 Annual Governance Statement 2017/18 is Approved.** Carried
- 247/18.4.2 Approve AGAR: Section 2 – Accounting Statements 2017/18
- Proposal: Proposed by Councillor MGH, seconded by Councillor SH, all in favour and it was RESOLVED that AGAR Section 2 Accounting Statements 2017/18 to be Approved.** Carried
- 247/18.4.3 To Approve Q4 Bank Reconciliation and Year End Bank Reconciliation for 1 Apr 17 to 31 Mar 18
- Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was RESOLVED that Bank Reconciliation for the eriod of 1 Apr 17 to 31 Mar 18 is Approved.** Carried
- 248/18 Parish Council Website – Policy documents**
Outstanding, Clerk to chase Cllr JY. JY, Clerk
Note since meeting: Clerk emailed Cllr JY. Agreed to do it in May when Cllr JY is back.
- 249/18 GDPR, new regulation coming into force by 25 May 2018. To approve the cost of GPO as suggested by CAPALC: The cost of being part of the county wide scheme will be an annual cost of: £25 for councils with an annual spend not exceeding £25,000**
PC have to register and are obliged to have a DPO. DPO cannot be a Clerk and Cllrs cannot be either. DPO has to be independent.
Service was offered by CAPALC.

Clerk to check if PC need to register or CAPALC will register for us.
Note since meeting: Clerk sent a query to CAPALC on 19 Apr 18.
 PC has to record what data we keep, Clerk to list it down for the next meeting. Most of data is on PC lap top and website.
 PC approved the payment of £25 to CAPALC for DPO.

CAPALC stated that The GDPR sessions at Cambourne on 15th and 16th March 2018 were well attended and at the events CAPALC reinforced its intention to provide Data Protection Officer (DPO) cover for all Cambridgeshire and Peterborough Association of Local Council member councils.

That process has been ongoing since before the events at Cambourne and I am pleased to advise councils that along with the 2018-19 Affiliation Fees that will be sent out to ALL councils within the next two week there will be an option to participate in a County wide DPO scheme.

The cost of being part of the county wide scheme will be an annual cost of:

- £25 for councils with an annual spend not exceeding £25,000
- £50 for councils with a spend above £25,000 and less than £200,000
- £75 for councils with a spend above £200,000

This fee includes a triage arrangement based on telephone support for member councils to help them through the initial paperwork in line with the NALC GDPR Toolkit when a breach is suspected and a referral for the council to negotiate further professional support at their cost from CAPALC's support partner for GDPR issues

A hard copy of the Toolkit presented to PC at the last meeting in Mar 18. As at 18 Apr 18 we are still awaiting for the electronic copy promised to be sent by CAPALC.

250/18 Planning

250/18.1 To delegate powers to full PC to make planning recommendation to HDC on planning applications received between the PC meetings

A subcommittee of three Cllrs: MA, SH and MGH were formed to consider planning applications received between the meetings without having a meeting. If something major happens and big applications comes through it was agreed to have an extraordinary meeting. Other than that discuss and make planning recommendations between the meetings if needed.

Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was RESOLVED that PC has a delegated powers to respond to planning applications received between the PC meetings which are most time bi-monthly.

Carried

251/18 Assets and Infrastructure

251/18.1 Health & Safety – Carried by Cllr MA on 18 Apr 18, presented to PC.

251/18.2 Stow Longa Post Box, progress.

Reply form Royal Mail received on 22 Mar 18 stating that Matt Fovargue, PE CSM have raised to the post box appearance team as a matter of urgency as he was advised the scans have been completed.

Clerk to send a reminder before the next meeting. One of Cllrs can meet Royal Mail on site if needed. Email photos again.

Note since meeting: A reminder sent to Royal Mail on 19 Apr 18.

Clerk
PC

252/18 Highways, footpaths, byways

252/18.1 Highways issues – Highway Resurfacing.

It was reported by Councillors and recently residents the damage to the footpath on Spaldwick Road alongside where contractors conducted some of the recent repair work. It would appear that they have run something heavy over the footpath which has broken the surface. Clerk reported to CC Highways. PC agreed to go back to Karl Brockett, Highways officer and say that the damage was done when the road works were carried. It was not the road sweeper as suggested by Highways. Parishioner complained recently that it is dangerous now and is a trip hazard (H&S issue). Damage was done at the the time when CCC contractors were patching the road. Therefore PC is now asking CCC to resolve the matter.

It was noted that the patching job was done well.

Note since meeting: Clerk emailed Karl Brockett, CCC Highways officer on 19 Apr 18. Awaiting the response now.

Clerk

252/18.2 Chairman approached HDC as agreed at the last meeting re: CIL funding.

There is a serious issue with through traffic eroding the verges on the village green and ancillary areas. PC would like to introduce some kerbing to protect that area, but are short of funds to do this.

Reply from HDC received:

HDC believe this is something that CIL could be considered to be used for.

The principle of CIL as a levy, is to mitigate for the consequences of development as well as provide the opportunity to progress projects which the community needs but would not otherwise achieve. It might be argued that the through traffic is the consequence of development (albeit possibly elsewhere in the district) which is now causing a serious issue. The Local Plan submission through to 2036 looks to facilitate development across the district in a planned and sustainable way, which also means to protecting important areas. Verges and village greens are important features which help shape the character of where we live and therefore need protection.

HDC stated that funds are limited and they cannot say how such a request would stack up against the many other projects and demands which might come forward. However HDC advise that it would be a worthy project for consideration.

There are many granting bodies who have funds to help with projects – particularly to do with protection or renovation, and if successful PC may then only need some CIL monies to top up the required funds. For example, Grantscape – which is the landfill tax fund from Mick George’s activities in the area offers very substantial grants. There is also the A14 improvements scheme grant and even the Heritage Lottery Fund have offered support for the renovation of village greens.

251/18.3 It was reported that the contractors lorries which go into 5 The Lane damage the verge on the junction and also Kimbolton Road. It was agreed that when works completed contractors will reinstate the verge. Cllr AM will bring the contact details for the next meeting so that PC can write and make sure contractors do what they said before they complete the works and leave the site at the end of summer 2018.

252/18.4 Grass cutting in the parish
Quote accepted was CGM for £420.00. The agreement was signed and posted to CGM. Works planned.

Clerk to inform the contractors who were not successful.

Note since meeting: Other 2 contractors informed.

253/18 To review progress of current projects - Appendix

253/18.1 Attached.

254/18 Correspondence, circulated by email prior to the meeting

254/18.1 Noted.

255/18 Councillors’ questions/Any other business

255/18.1 Cllr SH – extension of the Village Boundary.

256/18 Date of the next meeting – 16 May 2018 Scheduled – Annual Parish Meeting/Assembly at 7.30pm and Annual Parish Council meeting at 8pm

Meeting finished at 8.59pm.

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 |
|---|--|---|
| CIL application | Contact HDC | Cllr MGH |
| 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. |

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| 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. |
| 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. 17 May 17: Awaiting till Cllr JY is present. 19 Jul 17 – discuss under Agenda item 164/17.3. |
| Kerb to the Green outside the Old Vicarage | A subject for meeting with LHO | Cllr SH – resurfacing suggested after walkabout with Karl Brockett. Cllr AM will measure the kerb all the way towards the turning into vicarage. Cllr SH had some estimates, will look through the emails. |
| 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. | Cllr SH: there was not enough people to run a session w/c 14 Nov 16 In March. Next meeting in May. 17 May 17: Report prepared by J Humfryes, read by Cllr SH. Hard copy attached to these Minutes. Speedwatch group is looking for volunteers. 19 Jul 17 - Sharing the equipment with 5 villages. No response. Jim Humfryes is staying on this group. 20 Sep 17: PC need to access equipment. 18 Apr 18: No progress. |