

## MINUTES

**The Parish Council Meeting of Stow Longa was held on Wednesday 18 October 2017 at 8.00pm  
in St. Botolph's Church**

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

**184/17 To Receive Apologies and Reasons for Non-Attendance**  
184/17.1 Clerk reported that Cllrs S Humfryes and Jon Young sent apologies for absence.

**185/17 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
185/17.1 There were no declarations of interest.

**186/17 Public Open Forum**  
186/17.1 No members of the public present to raise any issues.

**187/17 To Receive and Approve the Parish Council Meeting Minutes 20 September 2017**  
**Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour, and it was RESOLVED that the minutes of 20 September 2017 Parish Council Meeting be accepted and signed as a true record of the meeting.** Carried  
Chairman signed the Minutes.

**188/17 Matters arising from those Minutes (not on the Agenda)**  
188/17.1 Village Sign – Cllr SH to investigate. Carry forward.

**189/17 Finance**  
189/17.1 To Approve Budget and Precept 2018/19  
Subject to satisfactory performance PC agreed to move Clerk up a scale point LC2 30 making hourly rate £13,941 (previously £13,488) making the increase by £0.453 p/hr. Monthly salary is £139.41 (instead of £134.88) making the increase by £4.53 a month and by £54.36 a year.  
**Proposal: Proposed by Councillor MGH, seconded by Councillor SB, all in favour, and it was RESOLVED that to approve Expenditure for 2018/19 making the the Budget figure for 2018/19 is £3,946.70 and the Precept for 2018/19 is £3.300 (the same as last year, no increase).** Carried

To review Clerk pay scales annually Sep 2018. PC Clerk

189/17.2 Clerk to circulate the approved budget for 2018/19 to full Council. Clerk  
Correspondence from the Barclays Bank: Bank mandate, update  
Cllr MGH will go to the bank and will hand in the hard copies of all correspondence sent to the bank by PC since last year (it is regarding the change of address for PC correspondence only). Clerk to make hard copies and deliver to Chairman's house. MGH Clerk

189/17.3 HMRC: Paying your PAYE at the Post Office – no longer possible to make payment this way. From 15 Dec 17 ways to pay are: DD, online or telephone banking. To consider and approve the best option for PC.

PC will still be able to post the payment made by chq. MGH  
Cllr MGH will go to the bank and will enquire on the best options for telephone and internet banking.

189/17.4 Accounts: to approve Q2 accounts, bank reconciliation for Jul, Aug and Sep 17 carried. Income and Expenditure report against the budget and cashbook up to 30 Sep 17  
Amend the formula in Cashbook so that £9 VAT refunds added up.  
Cashbook balance as at 30 Sep 17 £10,178.82.

189/17.5 To consider the Transparency funding spending – carry forward.

189/17.6 To consider the increased Website payment for £86.26 (Inc VAT of £14.38). Approved.

189/17.7 To Approve 18 October 17 expenditure:

Date	Cheque No.	Payee and Description	Amount
18 Oct 17	427	Jon Young, reimbursement re: yearly website payment-renewal	£86.26
PC discussed it and agreed to have yet another meeting before Christmas so that Clerk's salary for Oct, Nov and Dec and HMRC tax deductions could be properly approved and paid when Q3 wages are carried.			
Total Oct 17 Expenditure:			£86.26

**Proposal: Proposed by Councillor MH, seconded by Councillor SB, all in favour and it was RESOLVED that one payment listed in 189/17.7 is to be paid.** Carried

**190/17 Planning**

- 190/17.1 Proposal: Erection of detached freestanding building for the provision of a composting WC. Site Address: St Botolphs Church Church Lane Stow Longa, Reference: 17/02049/FUL – *received from HDC on 11 Oct 17*  
Approve on the basis that it is adding an amenity to the village which enable to use church for the village events and functions.
- Proposal: Proposed by Councillor MGH, seconded by Councillor SB, all in favour and it was RESOLVED that the planning application to be approved. Carried**
- 191/17 HDC Consultations:**  
191/17.1 HDC: Housing & Economic Land Availability Assessment: October 2017 will be available for you to view and comment between the following dates: Start date: 04/10/17 18:00 End date: 03/11/17 16:30. Please select the following link to view this event:  
<http://consult.huntingdonshire.gov.uk/portal/pp/helaa/helaa-10-2017>  
No comments to make.
- 192/17 Assets and Infrastructure**  
192/17.1 Health & Safety – Cllr MA completed the H&S checklist on 17 Oct 17. The broken slat needs repairing. Cllr MGH will arrange the replacement of it. Need to purchase timber and the bolts. Approved. MGH  
192/17.3 Stow Longa Post Box, progress. PC had some correspondence from the Royal Mal. Post Box is not moved yet.
- 193/17 Highways, footpaths, byways**  
193/17.1 Highways issues – no update.  
193/17.2 Grass cutting in the parish – Waiting for Cllr SH, carry this item forward.
- 194/17 To review progress of current projects - Appendix**  
194/17.1 Attached.
- 195/17 Correspondence**, circulated by email prior to the meeting  
195/17.1 All items dealt with.
- 196/17 Councillors' questions/Any other business**  
196/17.1 None.
- 197/17 Date of the next meeting – Scheduled 18 Jan 2018**  
Suggested date for the next meeting is 5 Dec 17. Clerk to email full PC re: availability.

Meeting finished at 8.42pm.

*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.
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.
Highways issues	Suggestion Cllr SH will contact Karl Brocket re: follow up meeting	Cllr SH.
Village Cross	Information regarding recommended contractors for	Q. Carroll

	the proposed work is awaited from Quinton Carroll of CCC. Local stone masons are also being approached	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. 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.
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.