

MINUTES

The Parish Council Meeting of Stow Longa was held on Wednesday 19 July 2017 at 8.00pm in St. Botolph's Church

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

155/17 To Receive Apologies and Reasons for Non Attendance

155/17.1 Clerk reported that Cllr Steve Butcher sent apologies for absence due to work commitments. Apologies received from CC Cllr I Gardener.

156/17 Declarations of Interests for Members (Disclosable Pecuniary Interests)

156/17.1 There were no declarations of interest.

157/17 Public Open Forum

157/17.1 CC Cllr I Gardener provided a copy of Local Highways Improvement (LHI) application process which has changed now. Hard copy attached to these Minutes.

157/17.2 No members of the public present to raise any issues.

158/17 To Receive and Approve the Annual Parish Council Meeting Minutes 17 May 2017

Proposal: Proposed by Councillor AM, seconded by Councillor SH, all in favour, and it was **RESOLVED** that the minutes of 17 May 2017 Annual Parish Council Meeting be accepted and signed as a true record of the meeting. **Carried**

Chairman signed the Minutes.

159/17 Matters arising from those Minutes (not on the Agenda)

159/17.1 Straw contamination reported to Parish Council by the resident earlier in May – village clean up carried by HDC.

159/17.2 Post/wooden bollard on the Green damaged. Clerk to report to Highways Officer, Karl Brocket. Clerk
Note since meeting: The damaged post reported.

160/17 Finance

160/17.1 To note that Year End documents been posted to External Auditors, all required by law PC financial documents are uploaded onto PC website.

160/17.2 Bank Mandate. D Stowell still receives correspondence from the bank, including bank statements. Clerk
Bank mandate was completed and posted to the bank in Mar 17 and yet another letter sent in MGH
May 17. No outcome. Clerk to draft another letter and email to the Chairman.

160/17.3 Transparency funding, outcome – Clerk purchased the hard drive for PC use.

160/17.4 To Approve 19 July 17 expenditure:

Date	Cheque No.	Payee and Description	Amount
19.07.17	417	R. Mimiene, wages for Q1 Apr, May & Jun	£323.84
19.07.17	418	Tax deductions from Clerk's wages Q1	£80.80
19.07.17	419	R Mimiene, Expenses on the running cost of PC Q1	£17.15
19.07.17	420	SLCC: contribution towards the membership, split between all 7 PCs	£12.21
19.07.17	421	Reimburse the Clerk R Mimiene re: purchase of a hard drive as agreed at May 17 Annual PC meeting Minute 146/17.3	£45.99
Total Jul 17 Expenditure:			£479.99

Proposal: Proposed by Councillor SH, seconded by Councillor Chairman, all in favour and it was **RESOLVED** that payments listed in 160/17.4 are to be paid. **Carried**

161/17 Planning

No new planning applications received.

Clerk to check the outcome of Planning Application re: Proposed demolition of existing bungalow and garage and erection of 2No. 5 bedroom dwellings with garages and carports.

Note since meeting: Planning application approved by HDC.

162/17 HDC Consultations:

162/17.1 Housing and Economic Land Availability Assessment 2017

<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/helaa2017>

Noted.

162/17.2 Call for Sites 2017 <http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cfs2017>

Noted.

162/17.3 Huntingdonshire Local Plan to 2036: Draft Final Sustainability Appraisal 2017

<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/dfs2017>

Noted.

162/17.4 Huntingdonshire Local Plan to 2036: Consultation Draft 2017

<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cd2017>

Noted. No comments to be made.

162/17.5 REPLACEMENT OF DOG CONTROL ORDERS WITH A PUBLIC SPACE PROTECTION

NOTICE - <http://www.huntingdonshire.gov.uk/environmental-issues/dogs-and-animal-welfare/> -

comments by 28 Aug 17

Noted. No comments to be submitted.

163/17 To Review and Approve Policy Document – Parish Council Risk Assessment

163/17.1 To consider Parish Council Risk Assessment, as suggested by the Internal Auditor. Clerk finalised the Financial Risk Assessment and presented to PC prior to this meeting. PC agreed to adopt the document. Clerk

Proposal: Proposed by Councillor MGH, seconded by Councillor AM, all in favour and it was RESOLVED to Approve the Risk Assessment. Carried

This document needs to be reviewed yearly at Jul PC.

164/17 Assets and Infrastructure

164/17.1 Health & Safety – no report.

164/17.2 Play Area Annual Inspection – Annual unaccompanied inspection by Wicksteed will be carried on Thu 15 Aug 17.

164/17.3 Stow Longa Post Box - no further update. Needs chasing. Clerk

165/17 Highways, footpaths, byways

165/17.1 HDC Cllr Terry Hayward request to consider: Future of HDC Tree Warden co-ordinator – PC support Tree Warden Coordinator's role.

There was a seminar arranged by HDC re: training on trees. Seminar is fully booked now. Cllr MGH is happy to attend the seminar if more dates are available in the future. It was agreed that the amount of £52.00 is to be paid (this is the price for the seminar run in July and Aug).

165/17.2 Highways issues – Highways Resurfacing Cllr S Humfryes – potholes filled in. Areas for posts are marked up. It was agreed to chase Highways Officer K Brockett again. If no response, include CCC Cllr into email circulation. Cllr SH will email Karl Brockett and will copy the Clerk into that. SH Clerk

165/17.3 Grass cutting in the parish - Cllr AM approached several contractors:

- J and P Plant would charge £1,300 to carry out the work.
- Fergusons looked in to it but said they did not want to take it on.
- George Reed cannot do it but his cousin who lives in the village was interested and will do it. The charge is £250 for the Green near the Vicarage and £140 for the verges.

PC used to pay £360 in total for the grass cutting season.

It was agreed that Cllr AM will approach CCC, as CCC contractors could do it cheaper. AM

Cllr MGH is happy to continue cutting the grass in the parish till the new contractor is in place.

166/17 To review progress of current projects - Appendix

166/17.1 Attached.

167//17 Correspondence, circulated by email prior to the meeting

167/17.1 Fire Governance Consultation noted by PC.

167/17.2 Local Highways Improvement (LHI) application process noted.

168/17 Councillors' questions/Any other business

168/17.1 Cllr MA reported to CCC that inappropriate gates were installed by the resident on the public Highway. Highways Officer, Karl Brockett, inspected the site. No progress made by the resident, therefore K Brockett explained that the enforcement will now be taking place.

169/17 Date of the next meeting – Scheduled 20 Sep 17 at 8.00pm

Meeting finished at 8.49pm.

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
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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.
Highways issues	Suggestion Cllr SH will contact Karl Brocket re: follow up meeting	Cllr SH.
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.
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 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. 17 May: swings painted by Cllr MGH.
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.