

## MINUTES

**The Parish Council Meeting of Stow Longa was held on Wednesday 21 March 2018 at 8.00pm  
in St. Botolph's Church**

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

**226/18 To Receive Apologies and Reasons for Non-Attendance**  
226.18.1 Clerk reported that Cllrs S Humfryes and J Young sent apologies for absence.

**227/18 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
227/18.1 There were no declarations of interest.

**228/18 Public Open Forum**  
228/18.1 No members of the public present to raise any issues.

**229/18 To Receive and Approve the Parish Council Meeting Minutes 17 January 2018**  
**Proposal: Proposed by Councillor SB, seconded by Councillor MA, all in favour, and it was RESOLVED Carried**  
**that the minutes of 17 January 2018 Parish Council Meeting be accepted and signed as a true record of the meeting.**  
*Chairman signed the Minutes.*

**230/18 Matters arising from those Minutes (not on the Agenda)**  
216/18.1 None.

**231/18 Elections - The Public Notice of Election will be out 19 March 18, individual nominations must be received by Huntingdonshire District Council by 4.00 pm Fri 6 April 18**  
231/18.1 Notice posted on PC NB and website. Nomination forms passed to members.

**232/18 Finance**  
232/18.1 Change of Clerk's details for PC correspondence from Barclays Bank Clerk  
Balance as on 15/02/2018 is £8,954.69. Clerk  
Clerk contacted the bank to check do they have up to date address for any further correspondence including bank statements. Bank statement was posted to the correct Clerk's address. Clerk to contact the bank and find out what members need to know before contacting bank to set up the internet banking.

*Note since meeting: Clerk contacted Barclays bank and found out that Cllrs need to know telephone banking code (Clerk do not hold any telephone banking info, - would be good to have this service, please), last transaction within last 30 days, a/c no and sort code.*

232/18.2 To consider the Transparency funding spending – carry forward.

232/18.3 To Approve 21 March 18 expenditure:

Date	Cheque No.	Payee and Description	Amount
21 Mar 18	432	R Mimiene, Clerk wages Jan, Feb and Mar 18	£334.43
21 Mar 18	433	R Mimiene, Clerk's expenses on running cost of PC Jan, Feb and Mar 18	£22.00
21 Mar 18	434	HMRC Tax deductions from Clerk's wages Q4	£83.80
Total Mar 18 Expenditure:			£440.23

**Proposal: Proposed by Councillor MGH, seconded by Councillor MA, all in favour and it was RESOLVED that payments listed in 230/18.3 are to be paid. Carried**

**233/18 Parish Council Website – Policy documents**  
Outstanding, consider doing after Easter when Cllr JY present. JY

**234/18 GDPR, new regulation coming into force by 25 May 2018. To approve and note Clerk's attendance at the workshop on 16 Mar 18**  
Clerk attended training which was agreed by PC by email. A hard copy of the Toolkit presented to PC. Awaiting for the electronic copy. Action for Cllr MGH and Clerk to put these documents together for 18 Apr 18 PC meeting.

**235/18 Planning**  
235/18.1 To delegate powers to full PC to make planning recommendation to HDC on planning applications received between the PC meetings

- 235/18.2 Suggested members to be considered for the Planning Committee are Cllr SH, MA and MGH. It was agreed to put this forward as a proposal to be voted at the next meeting.  
Proposal: Demolition of single storey rear extension and erection of replacement 2 storey rear extension, Site Address: 6 Church Lane Stow Longa Huntingdon, Reference: 18/00029/HHFUL – no PC comments submitted.
- 236/18 Assets and Infrastructure**
- 236/18.1 Health & Safety – Carried by Cllr MA for the meeting in Oct 17. To be carried for the next meeting in April. MA
- 236/18.2 Stow Longa Post Box, progress. Clerk  
Clerk chased Roayl Mail. Reply from Matt Fovargue, Royal Mail received on 8 Feb 18, circulated to full PC. *It was noted by Royal Mail that the scans for the area have been completed and the engineers were awaiting advice for installation. The engineer went to the site to understand the preferred location but rasied some concerns around it being outside the front of someone’s house and the fact there was a lamp post nearby that would have had electric cabling underneath, so he was looking to try and site it on the green but away from the memorial.*  
PC do not want Post Box on the Green and there are no lamp posts in Stow Longa. PC agreed to have a meeting on 18 Apr 18 and will expect to have a response from Royal Mail as this issue is now going on for several years.  
*Note since meeting: Clerk emailed Royal Mail on 22 Mar 18.* Clerk
- 237/18 Highways, footpaths, byways**
- 237/18.1 Highways issues – Highway Resurfacing. Clerk  
Potholes done. Coming back in May finish surface dressing.  
PC suggested that while the road is shut would be a good practice to have the drains cleaned.
- 237/18.2 Grass cutting in the parish  
Quote 1: S Webb for £450.00  
Quote 2: CGM for £420.00.  
Quote 3: Four Seasons £600.00  
Quote No 2 was chosen. Clerk to confirm to CGM and will authorisrise the agreement on PC behalf.
- Proposal: Proposed by Councillor MGH, seconded by Councillor SB, all in favour and it was RESOLVED that Quote No 2 CGM is selected and approved by PC to carry out the grass cutting in the village.** Carried  
*Note since meeting: Clerk contacted the CGM and informed that PC approved their Quote.*
- 238/18 To review progress of current projects - Appendix**
- 238/18.1 Attached, please see below.
- 239/18 Correspondence**, circulated by email prior to the meeting
- 239/18.1 No 5: CIL – possible applications, PC to apply. Stow Longa could apply for kerbing in the village. Clerk to remind Cllr MGH to contact the responsible person and find out would kerbing be an option to apply for. Paul, HDC can be contacted by email: [p.boothmanhwpc@gmail.com](mailto:p.boothmanhwpc@gmail.com), and by telephone: 01480 466588.
- 240/18 Councillors’ questions/Any other business**
- 240/18.1 None raised.
- 241/18 Date of the next meeting**
- **18 Apr 18 Scheduled (to approve Year End accounts before the May’s PC meeting)**
  - **16 May 2018 Scheduled – Annual Parish meeting/Assembly at 7.30pm and Annual Parish Council meeting at 8pm**

Meeting finished at 8.32pm.

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

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Date

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Chairman: Michael G. Hayes

## Appendix

Project	Report	Action by
CIL applications	Contact HDC and find out more.	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. Clerk to provide the details required for the Cllrs when contacting the bank. Cllrs to call the bank individually and arrange the internet banking.
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. 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.