

## MINUTES

**The Parish Council Meeting of Stow Longa was held on Wednesday 5 December 2017 at 8.00pm in St. Botolph's Church**

Present Cllrs Michael G. Hayes (Chairman), Martin Allen and Steve Butcher.  
Ms R Mimiene, Clerk  
No members of the public.

**198/17 To Receive Apologies and Reasons for Non-Attendance**  
198/17.1 Clerk reported that Cllrs S Humfryes and Jon Young sent apologies for absence.

**199/17 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
199/17.1 There were no declarations of interest.

**200/17 Public Open Forum**  
200/17.1 No members of the public present to raise any issues.

**201/17 To Receive and Approve the Parish Council Meeting Minutes 18 October 2017**  
**Proposal: Proposed by Councillor SB, seconded by Councillor MA, all in favour, and it was RESOLVED that the minutes of 18 October 2017 Parish Council Meeting be accepted and signed as a true record of the meeting.** **Carried**  
Chairman signed the Minutes.

**202/17 Matters arising from those Minutes (not on the Agenda)**  
202/17.1 None.

**203/17 Finance**  
203/17.1 To discuss and approve new prices for the Internal auditor (increased by £10 for 2017/18 internal audit) and note info provided by the External auditors.  
**Proposal: Proposed by Councillor MGH, seconded by Councillor AM, all in favour, and it was RESOLVED that the Internal auditor and the new prices to be approved.** **Carried**  
External audit info noted.

203/17.2 Correspondence from the Barclays Bank: Bank mandate, update  
In progress.

203/17.3 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.

203/17.4 Chairman will go to the bank and will find out the best option for PC.  
Income and Expenditure report against the budget and cashbook up to 31 Oct 17 (Q3 accounts for Oct, Nov & Dec 17 to be presented for the next meeting on the receipt of Bank Statements).  
Noted.

203/17.5 Chq payment for the church to be raised for the next PC meeting.

203/17.6 To consider the Transparency funding spending – carry forward.

203/17.7 To Approve 5 December 17 expenditure:

Date	Cheque No.	Payee and Description	Amount
5 Dec 17	428	Wages Q3 Oct, Nov and Dec 17	£331.10
5 Dec 17	429	Expenses on running cost of PC Oct, Nov & Dec 17	£24.17
5 Dec 17	430	Tax deductions from Clerk's salary Oct, Nov & Dec 17	£82.60
Total Dec 17 Expenditure:			£437.87

**Proposal: Proposed by Councillor MGH, seconded by Councillor SB, all in favour and it was RESOLVED that payments listed in 203/17.7 are to be paid.** **Carried**

**204/17 Parish Council Website – Policy documents**  
204/17.1 Policy documents to be uploaded onto the parish website. Approach Cllr JY and ask to insert a new columns for the PC website, Clerk will upload the documents. **JY Clerk**

**205/17 Planning**  
205/17.1 None received in this period.

**206/17 Assets and Infrastructure**  
206/17.1 Health & Safety – Carried by Cllr MA for the last meeting in Oct 17.  
206/17.2 Stow Longa Post Box, progress. **Clerk**  
No progress. A chase up needed on time scales.

*Note since meeting: Clerk emaild Royal Mail asking for the update and time scale for the installation on the new post box on 6 Dec 17. Awaiting response.*

- 207/17 Highways, footpaths, byways**  
 207/17.1 Highways issues – Highway Resurfacing, Cllr S Humfryes  
 No changes. Carry this item forward.
- 207/17.2 Grass cutting in the parish – in progress. Clerk to obtain one more quote from CGM. Clerk  
*Note since meeting: Clerk contacted CGM for a quote. Site meeting might be needed. Awaiting to hear from CGM.*
- 208/17 To review progress of current projects - Appendix**  
 208/17.1 Attached.
- 209/17 Correspondence**, circulated by email prior to the meeting  
 209/17.1 It was noted that Elections are due on 3 May 2018.
- 210/17 Councillors' questions/Any other business**  
 210/17.1 None.
- 211/17 Date of the next meeting** – Scheduled 17 Jan 2018, Clerk to provide a list of scheduled and provisional meetings dates.

Meeting finished at 8.24pm.

*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
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 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.

		<p>Clerk contacted Royal mail. To set a site meeting.</p> <p>15 Mar 17: Cllrs met with Royal Mail. 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 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>