

MINUTES OF ANNUAL MEETING OF STOW LONGA PARISH COUNCIL HELD AT ST. BOTOLPH'S PARISH CHURCH ON WEDNESDAY 11 MAY 2016 AT 8.45 PM

Present: Councillors Hayes (Chairman), Allen, Butcher, Humfryes and Young and the Clerk (Mr D Stowell).

042/16 Election of Chairman.

Cllr M G Hayes was elected unanimously. A declaration of acceptance to the office of Chairman was made and delivered to the Council by Cllr Hayes.

043/16 Election of Vice - Chairman

Cllr J Young was elected unanimously

044/16 To receive any new Registrations of Financial and Other Interests or to declare no change where appropriate - it was noted that all the registration forms submitted to HDC were up to date.

045/16 Minutes of Meeting held 13 April 2016 were approved and signed.

046/16 Matters arising from minutes (not on the agenda) - none

047/16 Appointment of Charity Trustee nominated by the Annual Parish Meeting

It was resolved that Matthew Stenson, having been nominated by the Parish Meeting, be appointed a trustee for the next four years

048/16 Finance

Internal Audit 2015/16 – The Audit Report, which had been circulated to members prior to the meeting, was considered. No matters of concern were raised by the auditor. He did observe that pages 378 & 379 of the minutes were unsigned, but they related to the 2015 Annual Parish Meeting and hence were approved and signed in accordance with standard practice at the next APM (today). He made one recommendation: Consideration should be given to reviewing and updating as necessary the Risk Assessment document annually. This recommendation was accepted and starting today this item will be on the agenda prior to completion of the Annual Return

Risk Assessment

Following a detailed review of the current document it was resolved that no amendments be made.

Completion of the Annual Return for 2015/16

Section 1 - Annual governance statement. The statements 1 to 8 were read out in turn, to each of which Council responded 'Yes – agreed'. Statement 9 relating to sole managing trustee of a local charity was answered 'NA' (not applicable).

Section 2 - Accounting statements. The Clerk / RFO presented the certified accounting statements, which Council resolved to approve.

The Clerk / RFO and the Chairman signed both sections as required.

The following payments were approved:

100401 Cambs ACRE, Annual subscription £54.00 (inc £9.00 VAT)

100402 J C Shears, Internal audit, £50.00

A proposed payment to Stow Longa PCC for meetings in the Church during 2015/16, was deferred for the Clerk to obtain an up to date estimate of the cost from Mr Whidborne.

The following receipt was noted - HDC, Precept, £3300.

049/16 Planning

To consider any new planning applications & any LPA decisions – none

- 050/16 Assets and infrastructure.**
Health and Safety – no new problems reported. Quarterly inspection report not due.
- 051/16 To consider matters raised at the Annual Parish Meeting**
 The letter from Andrew Murdoch was tabled. After a brief discussion it was resolved that the Chairman will invite Mr Murdoch to attend a meeting of the Parish Council when the matters raised can be discussed with him and any appropriate action taken.
- 052/16 Church Lane byway** – It was noted that a vehicle had recently been driven on the bank adjacent to the church gateway and around the removable bollard in order to access the byway during the closed period. The possibility of some planting to prevent this will be considered.
- 053/16 Progress review of current projects**
 The following updates to the April review were noted.
 Village Cross – a meeting with Quinton Carroll of CCC is being arranged - J Young
 Bench in children's play area – broken wood removed & will be replaced - M.Hayes
 Speedwatch – sessions ongoing – J & S Humfryes
 Highway resurfacing – Clerk to arrange meeting with Karl Brockett.
- 054/16 Advertisement for the new clerk**
 The draft prepared by the Clerk was accepted. He will arrange for it to be circulated to other Clerks in the area. It will also be published on the notice board and on the Village website
- 055/16 Correspondence**
Cambridgeshire Community Fair 7 June invitation - circulated by email May 11
CCC Monthly Briefing May 2016 - circulated by email May 11
County Council Electoral Review – The Local Government Boundary Commission is consulting on new draft recommendations until 20 June. N.B. The New Division (Alconbury & Kimbolton) proposed for this area remains unchanged from that proposed in the previous consultation.
- 056/16 Any Other Business**
 The Clerk reported that he has recently asked the Society of Local Council Clerks (SLCC) to resolve two issues regarding relations with Churches:
 Payments for maintenance of open churchyards are said in the Clerk's Manual to risk being illegal. The question has been referred to the author to check the statement.
 Payments towards the cost of alterations to church buildings were said by a DCLG Minister in 2014 to be illegal but he intended to take action to amend the legislation to make it legal. As he has moved on, SLCC have been asked to follow this up urgently
- 057/16 Next Meeting** – 8 pm Wednesday 15 June

In the absence of any further business the meeting closed at 9.25 pm