

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council: -
Ms Ramune Mimiene
8 Bernard Road
Brampton
Huntingdon
PE28 4RW
07596 163703
stowlongaclerk.pc@gmail.com
<http://www.stowlonga.org.uk/>

9 April 2020

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 15 April 2020 at 8.00pm. Please note this a Virtual Meeting of the Parish Council (Conference call meeting – if a member of the public wishes to join the virtual meeting, please email the Clerk for the log in details)**, to deal with the following business:

The Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) came into force on **4 April**.

They apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

Public and Press are invited to attend

NOTICE and AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest in relation to any Agenda item**
- 3. Coronavirus – To approve the Emergency Plan and the plan for the Future Meetings**
- 4. Public Open Forum**
- 5. To approve Minutes of Parish Council Meeting held 15 January 2020**
- 6. Matters arising from the minutes (not on the agenda)**
- 7. Planning**
Full planning permission for the erection of 5 dwellings with access, landscaping and other associated works
Site Address: Land North Of Rookery Cottages Kimbolton Road Stow Longa Reference: 19/02549/FUL – received 22 Mar 20, comments by 7 Apr 20 – extension sought till after 16th Apr.
- 8. Finance**
 - 7.1 Finance Report: Bank and Cashbook balance, Income against Expenditure to 31 Jan 2020 and to 31 Mar 2020. Bank Reconciliation for Q4 and Year End Bank Reconciliation.
 - 7.2 **Council Tax – Precept 2020/21: [HDC confirmed the details of the level of charge for the parish: -](#)**

Notified Precept of:	£3600
Tax Base for Area (Equated number of Band D Properties)	69
Band D Charge (to cover Local Council Precept)	£52.17
 - 7.3 Transparency funding spending.
 - 7.4 CIL spending: funds of £10,367.17.
 - 7.4 Update on internal audit and external audit

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Following NALC's engagement with government around local council audit timeframes final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

7.5 To Approve 18 March 2020 expenditure (already approved by PC by email following the Emergency Plan procedures and made by PC):

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
Mar 20									19,946.13
18/03/20		494 495		Wages	Wages incl PAYE Feb 20			179.52	19,766.61
18/03/20		496		Expenses	Expenses Feb & Mar 20			20.54	19,746.07
18/03/20		497		S Y Webb	1st payment for the grass cutting for 2020 in the village £215.00 of £415.00			215.00	19,531.07
18/03/20		498 499		Wages	Wages incl PAYE Mar 20			179.52	19,351.55
18/03/20		500		Manor Farm Tree Services	Tree work			720.00	18,631.55
Bank Rec carried for Q4: 1 Jan to 31 Mar 2020									
							0.00	2,035.76	

7.6 To Approve 15 April 2020 payments:

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
Cashbook Balance brought forward as on 1 Ap 20									18,631.55
15.04.20		501 502		Wages	Wages including payments to HMRC			179.52	18,452.03
15.04.20		503		Expenses	Expenses Apr 2020			14.67	18,437.36
15.04.20		504		CAPALC	Yearly membership including DPO			184.40	18,252.96

9. **Town Land Charity**, report by a trustee

10. **Parish Council website:**

PC have to comply with the website contents and accessibility guidelines introduced in 2018 which come into force later this year, amongst a number of requirements they include the need for an Accessibility Statement.

For more information on Website Accessibility, please look at www.gov.uk link below

as well as log on to NALC's website and download L09-18 -THE PUBLIC SECTOR BODIES

(WEBSITES AND MOBILE APPLICATIONS) (No. 2) ACCESSIBILITY REGULATIONS 2018 (updated August 2019)

<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

11. **Assets and infrastructure**

11.1 Health and Safety - update by Cllr M Allen

11.2 To Consider Defibrillator for the village and its location

11.3 Suggestion by Stow Longa Book club: To consider converting the Phone Box into a library

12. **Highways, byways, footpaths**

12.1 Highways issues, Cllr S Humfryes

12.2 Grass cutting in the village – contract started

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

12.3 Road safety and HGV/Construction Traffic, - LHI Application, update by Cllr A Pearson
Stow Longa's LHI bid has been put forward for approval at next week's Highways and Infrastructure meeting.

Notification from CCC re LHI scheme received: It is proposed that the application window for schemes to be delivered in the 2021/22 financial year is brought forward by two months, opening on 1st April 2020 and closing on Sunday 31st May 2020

12.4 Footpaths issues: footpath down Press Road, from 'two trees' across the field to the gate is not being maintained, as reported by the resident

12.5 Trees in the village: Works now been carried, Update

13. To Review progress of current projects – Appendix

14. Correspondence

14.1 The public consultation information for the Cambridgeshire Autonomous Metro, which is proposed to extend to Alconbury & St Neots

14.2 To discuss Corona Virus

15. To Consider training for a Clerk and Councillors, outcome

16. Councillors' questions/Any other business

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

17. Staffing matter

18. Dates of the next meetings: All Council meeting are held at 8pm at the Church

20 May 20 Scheduled – Annual Parish Council meeting at 7.30pm and Annual Parish Meeting/Assembly at 8pm – **to be reviewed at Apr meeting**

17 Jun 20 Provisional

15 Jul 20 Scheduled

No meeting in August

16 Sep 20 Scheduled

21 Oct 20 Provisional

18 Nov 20 Scheduled

Signed (Clerk) Ramune Mimiene



Date: 9 April 2020