

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council:
Jo Harvey
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<http://www.stowlonga.org.uk/>

11 June 2020

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 17 June 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 – Update**
- 4. Public Open Forum**
- 5. To approve Minutes of Parish Council Meeting held 20 May 2020**
- 6. Matters arising from the minutes (not on the agenda)**
- 7. Planning**
- 8. Finance**
 - 8.1 To note and approve Year End Accounts: Cashbook, Income against Expenditure.
 - 8.1/1 To approve and sign the Certificate of Exemption AGAR 2019/20
 - 8.1/2 To approve Section 1 AGAR – Annual Governance Statement 2019/20
 - 8.1/3 To approve Section 2 AGAR – Accounting Statements for 2019/20
 - 8.2 To review and approve Assets Register to 31 March 2020 (no change or any additions in the last financial year)
 - 8.3 CIL spending: funds of £10,367.17
 - 8.4 To approve the purchase of BrightPay, the payroll software
 - 8.5 To Approve 17 June 2020 expenditure:

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Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
01 June 2020									20,653.30
01 June 2020		BACS		Cambs CC	Village Maintenance 2020/2021		290.06		20,943.36
17 June 2020		513		BrightPay	Payroll software 2020/2021			58.50	20,884.86
17 June 2020		514		AskIT	Printer			113.98	20,770.88
17 June 2020		515 & 516		Wages	Wages including HMRC payments			140.04	20,630.84
17 June 2020		517		Expenses	Clerk's expenses (£7.50) plus stamps purchase (£4.85)			12.35	20,618.49
17 June 2020		518		Cambs ACRE	Annual membership			57.00	20,561.49

9. To review and approve PC policies for 2020/21 financial year:

9.1 Code of Conduct

9.2 PC Standing Orders and approve the addition of remote PC meetings

9.3 Financial Regulations (new model adopted May 2017)

9.4 Risk Assessment Policy: Financial and General Risk Assessment (new model adopted in July 2017 and reviewed in 2018)

9.5 To review and approve Social Media & Electronic Communication Policy

9.6 To review and approve GDPR policies

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

12. Highways, byways, footpaths

12.1 Highways issues, Cllr S Humfryes

12.2 Road safety and HGV/Construction Traffic, - LHI Application, update by Cllr A Pearson

12.3 Approval of Memorandum of Understanding regarding the interactive speed sign.

12.4 Confirmation of siting of posts for the interactive speed sign.

13. To Review progress of current projects – Appendix

14. Correspondence

15. To consider training for a Clerk and Councillors – Clerk to update on meeting with SH

16. Councillors' questions/Any other business

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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 update

18. Dates of the next meetings: All Council meetings are online until further notice

15 July 2020 Scheduled

No meeting in August

16 September 2020 Scheduled

21 October 2020 Provisional

18 November 2020 Scheduled



Signed (Clerk) Jo Harvey
Date: 11 June 2020