

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

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

9th July 2020

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 15 July 2020** at **8.00pm**. **Please note this a Virtual Meeting of the Parish Council using Fuze.** The login details are:

Join from your computer or mobile: <https://fuze.me/14478454>

Or join by phone: 020 3966 1485, 14478454# (meeting ID)

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 17 June 2020**
6. **Matters arising from the minutes (not on the agenda)**
7. **Planning**
8. **Finance**
 - 8.1 To note and approve Cashbook, Income against Expenditure report Q1 and Bank Reconciliation for Q1
 - 8.2 To note the VAT 2019/20 submission to HMRC
 - 8.3 To approve Clerk CAPALC training cost of £250 (August or November)
 - 8.4 To approve Clerk SLCC training cost of £12 (September)
 - 8.4 Consider CIL spending: funds of £10,367.17
 - 8.5 To Approve 15 July 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
15/07/20		519		SL Webb	2nd grass cutting payment			200.00	20,071.43
15/07/20		520 & 521		Wages	Wages including HMRC			140.04	19,931.39
15/07/20		522		Expenses	Clerk's expenses - including stationery, stamps and folders for filing			35.16	19,896.23
15/07/20		523		SLCC	Clerk Training			12.00	19,884.23
15/07/20		524		CAPALC	Clerk Training			250.00	19,634.23
15/07/20		525		AskIT	Black ink cartridge			24.50	19,609.73

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

- 9.1 Code of Conduct – and views on the new LGA model member code of conduct (deadline for feedback 17 August 2020)
- 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 – to consider any new problems
- 11.2 Play area update

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 Confirmation of siting of posts for the interactive speed sign

13. To Review progress of current projects – Appendix

14. Annual Parish Meeting arrangements

15. Correspondence

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 update

18. Dates of the next meetings: All Council meetings are online until further notice No meeting in August

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16 September 2020 Scheduled

21 October 2020 Provisional

18 November 2020 Scheduled



Signed (Clerk) Jo Harvey
Date: 9 July 2020