

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council: -
Ms Ramune Mimiene
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9 May 2019

Dear Member,

You are hereby summoned to attend the **ANNUAL Parish Council Meeting** which will be held on **Wednesday 15 May 2019** at **7.30pm** in St Botolph's Church, to deal with the following business:

Public and Press are invited to attend

NOTICE and AGENDA

1. **Election of the Chairman**
2. **Election of the Vice Chairman**
3. **Apologies for absence**
4. **To Review and Approve PC Code of Conduct**
5. **Declarations of Interest in relation to any Agenda item**
6. **Public Open Forum**
7. **To approve Minutes of Parish Council Meeting held 20 March 2019**
8. **Matters arising from the minutes (not on the agenda)**
9. **Planning**
10. **Finance**
 - 10.1 To Note and Approve Year End Accounts: Cashbook, Income against Expenditure, Bank Reconciliation for Q4 and Year End bank Reconciliation
 - 10.2 To Consider the Transparency funding spending
 - 10.3 To Consider CIL spending: To note further funds of £2,591.79 received from HDC for the period of Oct 18 to Mar 19, making total CIL funds £10,367.17 as at 17 Apr 19.
 - 10.4 To Consider applying for A14 Community Fund, update by Cllr A Pearson
 - 10.5 To Approve Year End Accounts to 31 Mar 2019 and note that PC was selected by External Auditors for 5% Intermediate Review. The Regulations state that if PC is exempt that is the only document it has to submit in this case.
 - 10.5/1 To Approve and Sign the Certificate of Exemption AGAR 2018/19
 - 10.5/2 To Approve Section 1 AGAR – Annual Governance Statement 2018/19
 - 10.5/3 To Approve Section 2 AGAR – Accounting Statements for 2018/19
 - 10.6 To Review and Approve Assets Register to 31 Mar 2019 (no change or any additions in the last financial year)
 - 10.7 A Remittance Advice received from HDC re: Precept for 2019.20 for £3,300.00
 - 10.8 To Approve 15 May 19 expenditure:

Date	Cheque No.	Payee and Description	Amount
15 May 19	465	Clerk's Wages and tax deductions Apr & May 19	£299.60
15 May 19	466	Clerk's Expenses on running cost of PC Mar & Apr 19 (detailed list attached to the payments)	£9.67
15 May 19	467	SLCC: Contribution to the membership, split between all PC	£11.71
15 May 19	468	CAPALC Membership 1 Apr 19 to 31 Mar 20 £125.68 + suggested GDP Membership scheme £25.00	£150.68
15 May 19	469	Donation to Spaldwick School towards the environmental area	£50.00
		Total May 19 Expenditure:	£521.66

11. **Parish Council website**

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12. To Review and Approve PC Policies for 2019/20 financial year

12.1 Financial Regulations (new model adopted in May 2017)

12.2 Standing orders (includes GDPR) last reviewed in 2018

12.3 Risk Management/Assessment Policy: Financial and General Risk Assessment (new model adopted in Jul 2017 and reviewed in 2018)

13. GDPR: Approved in March 2019. Review for 2019/20 Financial Year

14. Assets and infrastructure

14.1 Health and Safety - to consider any new problems (quarterly inspection by Cllr M Allen)

14.2 To consider a bench which been offered for the donation to the Charity of PC choice.

15. Highways, byways, footpaths

15.1 Highways issues, Cllr S Humfryes

15.2 Grass cutting

15.3 Road safety, Cllr A Pearson

Cllr AP proposes looking at installing a speed buffer zone each side of the village and possibly safety signage from parish council funds and look to apply for a grant for gateways next year.

15.4 Church Walk Verge

16. To review progress of current projects – Appendix

17. Correspondence

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

19. 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.

20. To Review Clerk's Contract

21. Dates of the next meetings: Meeting dates are also published on PC website

19 Jun 19 Provisional

17 Jul 19 Scheduled

No meetings in August

18 Sep 19 Scheduled

16 Oct 19 Provisional

20 Nov 19 Scheduled

18 Dec 19 Provisional

Signed (Clerk) Ramune Mimiene



Date: 9 May 2019