

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

Clerk to the Council: -
Ms Ramune Mimiene
24 Manchester Road
Brampton
Huntingdon
PE28 4QF
01480 535265
stowlongaclerk.pc@gmail.com
<http://www.stowlonga.org.uk/>

13 September 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 19 September 2018** at **8.00pm** in St Botolph's Church, to deal with the following business:

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. **Public Open Forum**
 4. **To approve Minutes of Parish Council Meeting held 18 July 2018**
 5. **Matters arising from the minutes (not on the agenda)**
 6. **Planning**
 7. **Finance**
 - 7.1 Cashbook for 2018/19 – updated cashbook, Income against Expenditure circulated to PC, update
 - 7.2 To Consider the Transparency funding spending
 - 7.3 To Consider PC Insurance cover (expires 30 Sep 18), options provided by PC Insurers:
 - 1) Annual Premium £179.61
 - 2) 3 Year Long Term £170.63
 - 3) 5 Year Long Term £161.65
 - 7.4 To Consider CIL spending
 - 7.5 Budget and Precept for 2019/20
 - 7.6 Consider GDP Membership issued by CAPALC
 - 7.7 To Approve 19 Sep 18 expenditure:
- | Date | Cheque No. | Payee and Description | Amount |
|-----------|------------|---|---|
| 19 Sep 18 | 446 | Zurich Municipal: Chq to be raised to Business Services at CAS Ltd cover period 01/10/18 – 30/09/19 | as approved by PC under Agenda item 7.3 |
| 19 Sep 18 | 447 | CGM: Grass cutting Jul & Aug 18 | £84.00 (of which VAT is £14.00) |
| 19 Sep 18 | 448 | Wicksteed Annual Unaccompanied Play area inspection | £54.00 (of which VAT is £9.00) |
| 19 Sep 18 | 449 | Wages and Tax deductions Jul, Aug & Sep 18 | £425.40 |
| 19 Sep 18 | 450 | CAPALC: GDP Membership Scheme up to 31 Mar 18 | £25.00 |
| | | Total Sep 18 Expenditure: | £to be confirmed |
8. **To Consider Registration with the Information Commissioner (ICO) for Data Protection**, annual payment £40.00 if paid by chq
 9. **Parish Council website: outcome**, All Councillors
 10. **GDPR: To consider the approval of the required documents, consent forms, privacy notice and other documents:**
 - 10.1 Social Media and Electronic Communication Policy
 - 10.2 Information & Data protection Policy
 - 10.3 List of documents for Retention or Disposal

STOW LONGA PARISH COUNCIL

CHAIRMAN: Michael Hayes

- 10.4 Subject Access Request Form
- 10.5 Consent Form
- 10.6 Privacy Notice Staff, Councillors and Role Holders
- 10.7 General Privacy Notice
- 10.8 Data Audit Schedule/ Mapping
- 10.9 Cyber Security Checklist
- 10.10 Security Incident Response Policy
- 11. To review and approve Policy documents –**
 - 11.1 New Model of Standing orders (includes GDPR) 2018 July 18 - as amended by CAPALC
- 12. Assets and infrastructure**
 - 12.1 Health and Safety - to consider any new problems (quarterly inspection by Cllr M Allen)
 - 12.2 To consider Annual Inspection carried by Wicksteed 31 Jul 18, outcome
- 13. To receive PCC update on Eco Toilet – to consider donation towards this village amenity**
- 14. Highways, byways, footpaths**
 - 14.1 Highways issues – Highway resurfacing - Cllr S Humfryes
 - 14.2 Grass cutting, update
- 15. To review progress of current projects – Appendix**
- 16. Correspondence**
- 17. To Consider training for a Clerk and Councillors, outcome**
- 18. 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.
- 19. Date of the next meeting:** Scheduled 21 Nov 18 at 8pm at the Church.

Signed (Clerk) Ramune Mimiene



Date: 13 Sep 2018