

Stow Longa Parish Council

Tel: 07859 126780

Chairman: Cllr Michael Hayes Parish Clerk: Jo Harvey

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11th November 2021

Dear Member,

You are hereby summoned to attend the **Stow Longa Parish Council Meeting** which will be held on **Wednesday 17th November 2021 at 7.30pm in St Botolph's Church** for the purpose of transacting the business as set out below.

The Press and Public 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 20th October 2021**
5. **Matters arising from the minutes (not on the agenda)**
6. **Planning**
7. **Finance**
 - 7.1 To Note Accounts: Income against Expenditure, October Bank Reconciliation and latest bank statement
 - 7.2 Update on adding Cllr PR as signatory on bank account
 - 7.3 To approve Budget and Precept for 2022/23
 - 7.4 To Approve 17th November 2021 expenditure:

Date	Min Ref No	Chq No	Date cleared the a/c	Company	Details	For a/cs purpose only	Income	Total Expenditure	Balance
20/11/21				CloudNext	Annual website hosting charge			95.98	18,663.57
20/11/21		S/O		Wages	November 2021 wages for clerk			115.20	18,548.37
20/11/21		S/O		HMRC	November wages			28.80	18,519.57
20/11/21				Expenses	Clerk's expenses for November			16.50	18,503.07
20/11/21				Paul Rawson	Dog fouling sign reimbursement			17.95	18,485.12
20/11/21				Ask IT	Assistance setting up new cllr email address			12.00	18,473.12

8. **Parish Council email addresses**
 - 8.1 Update on progress of new PC councillor email addresses
9. **Assets and infrastructure**
 - 9.1 Health and Safety - update
 - 9.2 Play area improvement – decision to be made on swings
 - 9.3 Defibrillator – discussion on cost and potential location
 - 9.4 Raised flower bed under Stow Longa sign – discuss if current brickwork needs replacing
10. **Highways, byways, footpaths**
 - 10.1 Highways issues – including old sign removal feedback and dead tree removal request update

- 10.2 Speed sign volunteers' update
- 10.3 Dog fouling

- 11. **Queen's Green Canopy project** – discuss
- 12. **Village Newsletter** - discuss
- 13. **To Review progress of current projects** – Appendix
- 14. **Correspondence**
 - 14.1 CAPALC November bulletin
 - 14.2 CAPALC Code of Conduct petition email

15. 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.

- 16. **Staffing update**
- 17. **Dates of the next meetings:**
To be discussed

Signed (Clerk) Jo Harvey

J Harvey

Date: 11th November 2021

Appendix

Project	Report	Action by
Village Cross	Information regarding recommended contractors for the proposed work is awaited from Quinton Carroll of CCC. Local stone masons are also being approached	Q. Carroll Cllr JY met with stone mason. Cllr JY to chase the 3 rd quote. Deferred to the next meeting in Mar 17. 15 Mar 17 – Cllr JY, 3 quotes from Stone Masons. 19 Jul 17 – Quotes were re-sent for the update but not heard back. Cllr JY will forward the email to the clerk to chase. JY – nothing heard since. To chase Cllr Amy to chase. 18 Sept 19 - Communication with retired Cllr JY. Cllr AP will follow this up. No update. Grant for the monuments – Cllr AP will look. 20 Mar 20 - PC agreed to put this on hold.

Kerb to the Green outside the Old Vicarage	A subject for meeting with LHO	Cllr SH – resurfacing suggested after walkabout with Karl Brocket. Cllr AM will measure the kerb all the way towards the turning into vicarage. Cllr SH had some estimates, will look through the emails. 20 Jun 18 - To pick up when the resurfacing is done. MA – is waiting for the quotes. 18 Sept 19 - 1 Quote received for £6,615.11; one email – awaiting the full detailed quote £5,700. 3 quotes needed. Check with Highways officer. Another quote presented by Cllr MA – 2 quotes provided, 1 more needed. Discuss with highways when we meet in spring. 20 Mar 20 - Waiting for the 3rd Quote On hold until the verges are repaired by the gas works. 20 Jan 21 – Cllr MA to chase remaining 2 quotes.
Refurbishment of village sign on green		Added 20/01/2021.
Village litter pick	Clerk to contact HDC	Added 17/03/2021. 05 May 21 – On hold until February 2022.