

WISTOW PARISH COUNCIL

Clerk: Mrs P Coles, Porch House, Manor Street, Wistow, PE28 2QB

E-mail: parishclerk@wistovillage.info

NOTICE OF MEETING	Full Council
TIME	Following the Annual General Meeting
DATE	Tuesday, 31 st May 2011
VENUE	Village Hall, Manor Street, Wistow
MEMBERS	7
QUORUM	3

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to address the Council at its Open Forum for the first 10 minutes of the meeting time.

Patsy Coles Mrs P Coles, Clerk to Wistow Parish Council, 24th May 2011

A G E N D A

- 2011/12-22 **To receive and approve Apologies for Absence**
- 2011/12-23 **To receive Declarations of Interest**
a) Councillors to declare any personal interest in any items on the agenda
b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- 2011/12-24 **Public Participation**
To allow 10 minutes for any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.
- 2011/12-25 **To approve the Minutes of the Parish Council Meeting on 26th April, 2011**
- 2011/12-26 **Matters for information only**
2011/12-26.1 Clerks & Councils Direct
2011/12-26.2 Register of Electors update
2011/12-26.3 Cambs CC minerals and Waste Core Strategy is found sound
2011/12-26.4 One Leisure visiting Wistow on 11th July
2011/12-26.5 The Big Lunch, 5th June 2011
2011/12-26.5 CPALC E bulletin
2011/12-26.6 Sustainable Government News
2011/12-26.7 NSPCC conference invite

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- 2011/12-27 **Community Liaison Officer**
Any Police or Crime issues to be discussed?
Neighbourhood Forum dates, venues and review of representation
Update on priorities through Ecops
- 2011/12-28 **To receive reports from County and District Councillors**
Mr V Lucas, Mr P Bucknell, and Mr P Ward
- 2011/12-29 **Finance**
a) to approve the Financial Statement
b) to approve payment of outstanding amounts :
Mrs P Coles – May salary (rates as per minute no. 8e
of the meeting dated the 15/12/09) now paid quarterly £260.96
c) to review cash flow and resolve anticipated issues
The following credits have been received during May
£128.11 recycling, £133.81 VAT refund, £451.74 grass cutting
d) Payroll is now set up and a schedule of dates has been received, the first being
1st July, which will be April and May salary plus £13.50 plus VAT (£16.20)
Therefore the first cheque will be for £488.32
- 2011/12-30 **Correspondence**
2011/12-30.1 Letter from PCC requesting funds to pay for clock repairs not accounted for
Costs are £500 for backing board and £1100 for chain.
2011/12-30.2 Letter from Wistow in Bloom requesting a donation to their funds
2011/12-30.3 Letter from Cambridge Water Co regarding proposed water main renewal on Bridge
Street (Wistow Hill)
2011/12-30.4 Telephone call followed up by paperwork from Cambridge Building Society regarding an
account specifically for Parish Councils.
- 2011/12-31 **To consider any Planning Applications received**
None received
Update on information Mr Bucknell circulated regarding 7 Kingston Way
- 2011/12-32 **Annual Audit**
2011/12-32.1 The internal audit has now been completed. Payment to the auditor to be approved.
- 2011/12-33 **Review of Internal Accounting Procedures**
2011/12-33.1 Internal Accounting procedures must be reviewed on an annual basis.
- 2011/12-34 **Open Meeting Review**
Progress on points raised at the Open Meeting
2011/12-34.1 Litter bin on bridge near salt bin- HDC contacted
2011/12-34.2 Footballers at bus stop – article in Warbler
2011/12-34.3 Phone box on Church Street – BT have agreed to remove it subject to planning
2011/12-34.4 Grass cutting in cemetery – Fergusons contacted and informed
2011/12-34.5 HGVs through village – ongoing, Warden scheme contacted
- 2011/12-35 **Review of Annual Safety Inspection or Playground**
The annual safety report has now been received from Digley Associates and follow up
action needs to be agreed.

- 2011/12-36 **Parish Plan Action Plan Working Parties Feedback and Updates**
a- Traffic and Road Issues Mr Bucknell/Mr Carter/Ms Robinson
Blackhurst Lane, Mr Carter was investigating reinstatement of verge, more work now planned.
Harris Lane, Mr and Mrs Render have been in touch to chase progress
Hedges at Wistow Toll
b- Litter Mrs Booth/Ms Robinson
Textile bank is legitimate
c- Countryside Mr Carter/Dr Farrar
Update
d- Village Hall Mr Leigh/Mr Williams
Minutes of a meeting on 7th March received
e- Maintenance Issues Clerk
Progress on see saw panels
Gate at playground entrance
Picnic benches at the playground
Mrs Booth was on risk assessment rota for May and Mr Leigh for June
- 2011/12-37 a- Grants Mrs Booth/Mr Bucknell
b- Wistow Bridge Mr Leigh/Mr Williams
Relocation of give way sign completed, water issue to be tackled when next significant rain falls.
c – Allotments All
d - Parish Plan Review – Dr Farrar/Mr Bucknell/Ms Robinson
Meeting 26th May 2011
- 2011/12-38 **Items for the Wistow Warbler and Wistow Web site.**
To inform Mr Williams and Dr Farrar of relevant articles and to discuss any communication issues.
- 2011/12-39 **Monthly audit** – nominee for next meeting
Mr Bucknell is our auditor for this month
- 2011/12-40 **Matters for future consideration**
White lining at playground entrance (chased 23rd May 2011)
Review condition of salt bins
- 2011/12-41 **Date of next meeting**
Tuesday, 28th June 2011, at 7.30 pm in the Village Hall
Close of Meeting

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