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WISTOW WEB-SITE: 'www.wistovillage.info' (please note new address)**

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The Annual General Meeting of the Wistow Parish Council took place on Thursday 24th May 2007 at 8.15pm in the Wistow Village Hall, with Mr Franklin in the chair.

1 **APOLOGIES FOR ABSENCE:** Mr Latter, Mr Cook, Mr Leigh, Mr MacInnes and Mr Lucas

1.1 **PRESENT:** Mr Franklin, Dr Farrar, Mr Williams, Mr Bucknell and Mr Titmarsh (Clerk)

2 **ELECTION OF CHAIRMAN**

2.1 Mr Franklin stated his willingness to once again stand as Chairman of the Wistow Parish Council for the forthcoming year, and he was subsequently proposed and seconded for this.

3 **ELECTION OF VICE CHAIRMAN**

3.1 Following the resignation of Mr Benson, the previous Vice Chairman, from the Parish Council, Dr Farrar stated his willingness to stand as Vice Chairman of the Wistow Parish Council for the forthcoming year, and he was subsequently proposed and seconded for this.

4 **ACCEPTANCE OF DECLARATION OF OFFICE BY CHAIRMAN AND
VICE- CHAIRMAN AND CODE OF CONDUCT FORMS TO BE SIGNED**

4.1 Further to the Code of Conduct of the Local Government Act 2000, Part 3, the Clerk stated that the Parish Council's Chairman and Vice-Chairman had to sign an Acceptance of Declaration of Office form, a copy of which would be forwarded to the Huntingdonshire District Council. These forms were passed to both Mr Franklin and Dr Farrar at the meeting, to be signed and returned to the Clerk as soon as possible.

5 **TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL MEETING
DATED 29TH APRIL 2007**

5.1 Further to point 13.5 of the previous minutes, Dr Farrar stated that he had not heard back yet from Cambridgeshire County Council regarding Street Lighting.

5.2 Dr Farrar also stated that the Web site now had links on it relating to the Police and local crime.

5.3 Further to point 2.2 of the previous minutes, it was stated that Mr Ogden, the Huntingdonshire District Council's Arboriculturalist had recently looked at the trees outside Rooks Grove Farm, and stated that the trees posed no problem at present. Mr Juggins had been told of this decision, and that he could carry on lopping the trees when needed.

5.4 Further to point 13.28 of the previous minutes, the Clerk stated that he had identified that the fire hydrants in the village were the responsibility of the Fire Service, whom he had written to. He had been advised by them, that the fire hydrants in Wistow were last inspected in April 2004, and that they were scheduled for another inspection in the very near future, and any found to be defective would be attended to.

5.5 Further to point 15.10 of the previous minutes, the Clerk stated that a reply had been received from the owner of the vehicle that the Clerk had put a note on, about depositing oil in Oakland's Avenue. It transpires that the note had been placed on the wrong offending vehicle, but that the owner of this vehicle was also the owner of the vehicle that had indeed deposited the oil earlier. Mr MacInnes, who knew the man responsible, had offered to speak to him, to sort the matter out properly.

5.6 Further to point 13.12 of the previous minutes, the Clerk stated that they had received a reply from the Broughton Parish Clerk stating that the issue of the fallen trees on one of their footpaths, had been raised at their latest meeting, and one of their Parish Councillors was indeed looking into it further.

5.7 Further to point 14.1 of the previous minutes, the Clerk stated that he had indeed received the official letter of resignation from the Parish Council's Internal Auditor, and so a vacancy exists for someone to take up this post.

5.8 The Minutes having been circulated around the Councillors present prior to this meeting, and there being no further comments, apart from those mentioned above, were voted upon and unanimously confirmed as being a true record.

6 MATTERS ARISING FROM PREVIOUS MINUTES

6.1 There was no other matters arising from previous minutes, that were not mentioned in the Agenda of this meeting.

7 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA

7.1 It was noted that as Mr Williams was a member of the Village Hall Committee, he had declared openly his personal interests under the New Code of Conduct of the Local Government Act 2000, Part 3, and therefore was still able to participate in aspects of business dealing with the Village Hall. Mr Williams also declared openly that as he was also putting himself forward as the Village Handyman, and therefore he would not take part in any discussions that involved work to be undertaken by the Village Handyman.

8 CORRESPONDENCE

8.1 Mr Williams stated that a complaint had been received by him from a neighbour who lived directly opposite them, stating that outside their property in Manor Street, the District Council were not cutting their verge. It was acknowledged that there were posts that had been erected on this verge some time previously, to stop cars parking there, and that this might prevent the grass contractors from using their machinery on the area, but the Clerk confirmed that they would follow this matter up with the District Council.

8.2 CORRESPONDENCE PREVIOUSLY CIRCULATED

8.21 HDC - Planning Application - 1 Mill Farm House, Mill Road, Wistow - vehicular access - 0701268FUL

9 a- FINANCE - TO APPROVE THE FINANCIAL STATEMENT/ PAYMENT OF ACCOUNTS FOR MARCH AND APRIL 2007

9.1 As this had been circulated around the Councillors present prior to this meeting, and there being no further comments, were voted upon and unanimously confirmed as being a true record.

9	b- FINANCE - TO APPROVE PAYMENT OF OUTSTANDING AMOUNTS : MR D TITMARSH - APRIL 2007 SALARY (RATES AS PER MINUTE NO. 11.1 OF THE MINUTES DATED THE 30TH MARCH 2006)	£ 239.92
	PLAY SAFETY LTD - ROSPA REPORT	£ 77.55

9.2 These payments were agreed upon by all the Councillors present and the outstanding cheques duly signed at the meeting.

9 c- FINANCE - TO REVIEW CASH FLOW AND RESOLVE ANTICIPATED ISSUES

9.3 The current Cash Flow was looked at, and it was stated that each Councillor needed to try to prioritise as to what the Parish Council's monetary budget should be spent on for the forthcoming year i.e. traffic calming, play matting, better street lighting etc. The Clerk agreed to forward this request to all the Parish Councillors, for it to be further discussed at the next Parish Council Meeting.

10 ACCEPTANCE OF DECLARATION OF OFFICE AND FINANCIAL INTEREST FORMS

10.1 This had been previously dealt with under point 4.1 above.

11 PC ACKERS - COMMUNITY LIAISON OFFICER - TO REPORT TO PARISH COUNCIL

11.1 As PC Ackers was unable to attend this meeting, no formal Report could be given.

12 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED - 1 MILL FARM HOUSE, MILL ROAD, WISTOW - VEHICULAR ACCESS - 0701268FUL

12.1 Both Mr Franklin and Dr Farrar had seen these plans prior to this meeting, along with many of the other Parish Councillors, but Mr Williams saw and read the plans at this meeting. Some comments were read out at the meeting from a Councillor who wasn't present, regarding several concerns about the size and nature of the proposed new drive and parking area. However, the ultimate views of the Parish Councillors present was that the application be approved on the understanding that the drive be kept for the use of the original property only, and not be used to get planning permission for any extra properties on this land. The Parish Council also felt that the proposed gates to the new driveway were not in keeping with the environment and the surrounding area. The Clerk agreed to inform Huntingdonshire District Council of this decision as soon as possible.

13 TO SIGN AND APPROVE THE FINANCIAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2007 AND FOR THE COUNCILLORS TO ACKNOWLEDGE THEIR RESPONSIBILITY UNDER THE STATEMENT OF ASSURANCE SECTION OF THE ANNUAL RETURN

13.1 These accounts had previously been circulated around the Councillors prior to this meeting. There being no further comments, these accounts were unanimously approved as being correct.

13.2 The Statement of Assurance Section of the Annual Return for the year ended 31st March 2007 was read out to the Councillors present at the meeting and these were once again unanimously approved as being satisfactory.

14 VILLAGE HALL COMMITTEE - 2 REPRESENTATIVES FROM PARISH COUNCIL FOR FORTHCOMING YEAR

14.1 The Clerk stated that he had been asked by the Village Hall Committee Chairman to ask for 2 representatives once again from the Parish Council to stand on the Village Hall Committee for the next 12 months. Mr Leigh had already told the Clerk that he was willing to once again stand on this Committee, and Mr Williams also stated at the meeting, that he was willing to continue as well. Mr Leigh and Mr Williams was therefore formally approved to be the Parish Council's representatives on the Village Hall Committee, for the next 12 months, and the Clerk agreed to inform the Village Hall Committee Chairman of this as soon as possible.

15 PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK AND UPDATES (INCLUDING ANY REALLOCATIONS OF COUNCILLOR RESPONSIBILITIES) -

a- TRAFFIC AND ROAD ISSUES - MR LATTER, MR BUCKNELL, MR WILLIAMS AND CLERK TO REPORT

15.1 Mr Williams agreed to help sit on the Traffic Subcommittee, along with Dr Farrar as he had previously been involved with street lighting, which had already been identified as being closely linked with any Traffic Calming measure that was to be pursued. A meeting had been set up with Jo Challis of the Highways Department for the 13th June 2007 at 8.15am, when hopefully traffic coming through the village would be at a high volume and Mr Franklin, Mr Williams, Dr Farrar and Mr Bucknell all confirmed they would try to attend this meeting.

b - PEDESTRIANS - MR COOK TO REPORT (INCLUDING PARISH PATHS PARTNERSHIP AGREEMENTS FORM - FOR DISCUSSION)

15.2 The Clerk read out an agreement form received from the Cambridgeshire County Council, regarding the Parish Paths Partnership Scheme, which Wistow had recently signed up to. This form set out the responsibilities of the County Council and the Parish Council under the scheme, and there being no queries regarding these responsibilities, the Clerk was asked to sign this form and return to the Cambridgeshire County Council. The Clerk agreed to do this.

c- LIGHTING DR FARRAR TO REPORT

15.3 Dr Farrar confirmed that there was nothing further to report that had not already been discussed, relating to street lighting.

d- LITTER - MR LEIGH AND CLERK TO REPORT

15.4 Further to point 13.6 of the previous minutes, the Clerk stated that he had met up with Mr Cook, and they had agreed that the proposed new litter bin at the junction of Harris Lane and Mill Road, would be on the same side as the salt bin and telegraph pole that is already there. The proposed new litter bin to go in the Playing Field would be in line with the existing bin already there, but nearer the ditch at the back, to encourage people to use it. This information had already been passed to Huntingdonshire District Council, for them to arrange installation of the new litter bins.

e- COUNTRYSIDE - MR COOK TO REPORT

15.5 As Mr Cook was not present at this meeting, no formal Report could be given.

f- POLICE AND CRIME - REPORT

15.6 As no Police representative was present at this meeting, no formal Report could be given.

g- SHOP/ POST OFFICE - MR WILLIAMS TO REPORT

15.7 The Parish Councillors present stated that due to the current climate of post offices closures increasing, it was highly unlikely that another Shop or Post Office would ever be opened again in Wistow, and so the regrettable decision was made to omit this from future Agenda's. The Clerk agreed to arrange for this to happen.

h- NEWSPAPER DELIVERIES - MR WILLIAMS TO REPORT

15.8 Mr Williams stated that there was nothing further to add, in relation to Newspaper deliveries in the village.

i- GOOD NEIGHBOURHOOD SCHEME - MR FRANKLIN TO REPORT

15.9 Mr Franklin stated that there was nothing further to add, in relation to this Scheme.

j- ACTIVITIES, SPORTS, CLUBS, SOCIETIES ETC. - DR FARRAR TO REPORT

15.10 Dr Farrar stated that there was nothing further to add, in relation to these activities.

k- VILLAGE HALL - MR LEIGH AND MR WILLIAMS TO REPORT

15.11 Mr Franklin stated that he had a meeting with Mr Phillips of Huntingdonshire District Council recently, about the possibility of using part of the Playing Field land for new Village Hall use, providing the lease was to be made for a 99 year term.

15.12 Further to point 13.20 of the previous minutes, the Clerk stated that following his letter to the Village Hall Chairman, he had received a reply asking for a further joint meeting with the Parish Council, to discuss the future of the Village Hall. The Parish felt that a meeting would be worthwhile, not only after some figures had been produced of the 2 proposed options, either revamping and possibly extending the existing Village Hall, or building a brand new Village Hall elsewhere in the Village. The Clerk agreed to reply to the Village Hall Chairman, stating this.

l- POST BOX - MR FRANKLIN TO REPORT

15.13 Mr Franklin stated that he had heard back from the Post Office regarding a second Post Box in the village, and that a gentleman would like to attend the next Parish Council Meeting, to discuss it further. Mr Franklin agreed to tell the Clerk the name of this gentleman, so he could put it on the next Meetings Agenda.

m- COMMUNICATION - DR FARRAR TO REPORT

15.14 Dr Farrar confirmed that the Wistow Web-site was having approximately 300 hits a month, and that some information about the Reverend Dowman was now on the Web-site as well.

n- FLOODING - MR BUCKNELL TO REPORT

15.15 Mr Bucknell stated that there was a meeting on the 12th June 2007 with himself and the Environment Agency.

15.16 Further to point 13.24 of the previous minutes, the Clerk stated that the tree trunk had been reported to the Environment Agency as a flooding risk.

o- VILLAGE SIGNS - MR FRANKLIN, MR COOK AND MR WILLIAMS TO REPORT

15.17 Mr Franklin and Mr Williams stated that there nothing further to report at this time.

p- YOUTH - DR FARRAR TO REPORT

15.18 Dr Farrar stated that the new Wistow Youth Club was running okay, but that the numbers for the older age group was a bit sparse at present.

16 a- PLAYGROUND - MR FRANKLIN, MR WILLIAMS MR COOK & CLERK TO REPORT

16.1 Mr Franklin stated that he was happy to continue as Playing Field Officer on the Parish Council, and that the work for the new Play Matting under the swings was due to start on the 25th June 2007.

16.2 Mr Franklin asked Mr Williams if he would be able to quote for various jobs to be done at the Playing Field as soon as possible, in particular painting the swings, as it would be ideal if this work was done prior to the play matting being laid down.

16.3 Further to point 15.1 of the previous minutes, the Clerk stated that he had approached Mr Ray Burton to quote for welding the goal posts together, but had been advised by him, that as the goal posts were aluminium, he would be unable to do this work. A contractor who could undertake this work had been approached by the Clerk, and he had quoted £150 plus VAT to do the work if the goal posts could be delivered to their workshop. For the contractors to transport the goal posts themselves, then the cost would be £450 plus VAT. Mr Bucknell stated that he knew of another contractor who may be able to do this work, and would forward contact details to the Clerk of this person.

16.4 The Clerk stated that a comment had been received from Mr Stocker who borders the Playing Field that a pane of glass had been broken of his garage and that some fencing had been disturbed, implying that someone had tried to gain entry to his rear garden. Mr Stocker had also commented that the contractors who were cutting the Playing Field grass were not strimming the bushes that run parallel to his property, and that he was having to do these himself currently. It was asked if the Clerk could contact the Huntingdonshire District Council, who had the contract the cut the Playing Field grass, to see if this work could be included in the future. The Clerk agreed to do this.

16 **b- ALLOTMENTS - MR FRANKLIN, MR COOK, MR LATTER AND CLERK TO REPORT**

16.5 Further to point 15.6 of the previous minutes, it was confirmed that Sergeants and Sons did not have the title deeds of the Allotment land. It was therefore asked if the Clerk could ask Mr Latter to check with other local solicitors, if they knew the whereabouts of any title deeds to this land, and the Clerk agreed to do this.

16.6 Further to point 15.5 of the previous minutes the Clerk stated that he had reported the poor visibility at this junction to the Highways Department of Cambridgeshire County Council, who had visited the site and stated that in his view, drivers still have sufficient visibility before they cross the give way line, and indeed this encourages them to slow down coming up to a junction. Also, the Cambridgeshire County Council try to have a policy of not cutting back overgrown hedges at this time of year, when birds are nesting in them, but will get the hedge cut back about the end of June.

16.7 It was stated that the fencing by the garages in Oakland's Avenue was once again broken. As these were owned by Luminus Group, Mr Bucknell stated that he would look at this area, and try to get it sorted as soon as possible.

16 **c - GRASS CUTTING - THE CLERK TO REPORT (INCLUDING PROPOSAL TO APPROVE K FERGUSONS FOR 3 YEAR CONTRACT FOR GRAVEYARD/ CHURCHYARD AREAS)**

16.8 The Clerk stated that K Fergusons Ltd, who currently cut the grass in the Graveyard and Churchyard areas in the village, have with other Parishes, come to an arrangement where they agree to a 3 year contract with the Parish, on the understanding that the costs only increase annually, somewhere in line with inflation. As there was only 3 Parish Councillors present at this meeting it was agreed to defer this decision to the next Parish Council Meeting, when hopefully more Councillors would be present. The Clerk agreed to put this on next month's Agenda.

16 d - GRANTS - MR FRANKLIN, DR FARRAR AND CLERK TO REPORT

16.9 Mr Bucknell stated that at the first Wind Farm Grant Monies meeting, 5 applications were discussed, comprising such requests as a new boiler, new church windows and an electric vehicle to water hanging baskets. Their next meeting was due to be in September 2007, and then May 2008.

16.10 The Parish Council asked if all the Councillors could, prior to the next Parish Council Meeting, think about what 'green issues' the Parish Council could undertake to help the environment and possibly reduce climate change i.e. could the new village sign be made out of reclaimed wood, aggregate or bricks etc. The Clerk agreed to ask all the Councillors not present at this meeting, to consider these type of 'green issues' prior to the next meeting.

16.11 The Clerk stated that Mr Dransfield had recently been sent some grant information from the Cambridgeshire Community Foundation, and wondered if Mr Franklin had received this yet. The Clerk agreed to forward this onto Mr Franklin, if not already done so..

17 ITEMS FOR WISTOW WARBLER - TO INFORM MR DRANSFIELD OF ARTICLES

17.1 No items were identified at this time that needed inclusion in the next edition of the Wistow Warbler.

17.2 Mr Franklin stated that he had been asked if the local Bus Service could be improved upon, to allow people to get to St Ives easier, and more directly. The Clerk agreed to contact the relevant authorities, to try to find out how practical this would be.

18 MONTHLY AUDIT - NOMINEE FOR NEXT MEETING?

18.1 Mr Williams confirmed that he would do the next Monthly Audit.

19 DATE OF NEXT MEETING - TUESDAY 26TH JUNE 2007 AT 7.30PM.

There being no further business, the meeting closed at 9.30pm.

PLANNING APPLICATIONS RECEIVED FROM AUGUST 2005

Wistow Parish Council - WPC

Huntingdonshire District Council - HDC

Not Yet known - NYK

<u>App.Number</u>	<u>Property Address</u>	<u>Purpose</u>	<u>Approved and Date</u>	
			<u>WPC</u>	<u>HDC</u>
05/02506/FUL	Land at 6 Bridge Street, Wistow	Erection of Dwelling	Yes - 25/8/05	Yes - 23/9/05
05/02424/FUL	4 Oakland's Close, Wistow (plans amended 25/1/06)	Extension	Yes - 25/8/05 Yes -	Yes - 12/9/05 NYK
05/02726/FUL	Brookfields, Manor Street, Wistow	Erection of Conservatory	Yes - 29/9/05	Yes - 12/10/05
05/03102/FUL	Westmorland, Mill Road, Wistow	Extension to rear of Garage	Yes - 27/10/05	Yes - 10/11/05
06/00360/OUT	Poultry Houses, Shillow Hill, Wistow	Agricultural Dwelling Erection	Yes - 23/2/06	Yes - 21/7/06
06/01058/FUL	20 Harris Lane, Wistow	Conservatory Erection	Yes - 27/4/06	Yes - 22/5/06
06/02681/FUL	RAF Upwood, Ramsey Road, Bury	Change of Use to Urban Assault etc.	Yes - 31/8/06	No -
06/03569/FUL	The Barn, Mill Farm House, Mill Road, Wistow	Change of Use	Yes - 30/11/06	NYK
06/02458/OUT	Land at Orchard House, Mill Road, Wistow	Residential Development Proposal	Yes - 25/1/07	NYK
07/00389/FUL	& Dorrington Stables, House	Extension to Dwelling	Yes - 22/2/07	NYK
07/00107/FUL	Cross Drove, Wistow			
07/00791/FUL	Hill Farm, Hill Road, Wistow	Erection of Agricultural Building	Yes - 29/3/07	NYK
07/00567/FUL	19 Kingston Way, Wistow	Erection of Conservatory	Yes - 29/3/07	NYK
07/01190/LBC	The Thatched Cottage, Church Street, Wistow	Internal Alterations	Yes - 24/4/07	NYK
07/01268/FUL	1 Mill Farm House, Mill Road, Wistow	Vehicular Access	Yes - 24/5/07	NYK

FINANCE REPORT FOR May 2007

Clerk's Salary		
28 ¼ hours x £7.85	£ 221.76	
Computer Usage	£ 10.00	
Postage Paid 4 stamps @ 24p	£ 0.96	
Phone Calls 8/4 to 23/4	£ 3.20	
Woolworth's - Stationery - 17/4/07	£ 4.00	
Paid 14/5/07		£ 239.92

Playsafety Ltd		
ROSPA Report		
Paid 24/5/07		£ 77.55
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		£ 317.47

Income for May 2007 -

Huntingdonshire District Council - Recycling Monies - received 29/5/07	£ 270.23
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Balances of Account as at 31st May 2007

Current Account	£ 463.96
Deposit Account	£ 17316.63
Church Wall Deposit Account	£ 4921.70
Church Wall Current Account	Nil