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A meeting of Wistow Parish Council took place on Tuesday, 24th November 2015 at 7.30 pm, with Mr Carter in the Chair.

2015/16-95	To receive apologies for absence Apologies had been received from Mr Gregory and Mrs Curtis, Mr Carter would be 15 minutes late Present: Mr Carter, Mrs Coles, Ms Leaton, Mr Leigh, Mr MacInnes, Mr Bucknell, Mr Tew. Members of the public, Mr Twigden	
2015/16-96 2015/16-96.1 2015/16-96.2	To Receive Declarations of Interest All Parish Councillors as Trustees of the Village Hall Mr MacInnes and Mr Carter as members of the Village Hall Committee.	
2015/16-97	Public Participation None	
2015/16-98	Approve the Minutes of the Parish Council Meeting on 29 th September 2015 Having been circulated prior to the meeting the minutes were approved as a true record and signed.	Mr Carter
2015/16-99	Matters for information only Items 1 to 12 were discussed with no further action required	
2015/16-100 2015/16-100.1 2015/16-100.2 2015/16-100.3	Policing Matters Speedwatch update, Mr MacInnes reported that Adam Renwick has been named as the area Training Officer and he was waiting for a date for training for our area. There had been various Ecops updates An update on Crime figures had been received along with details of extra policing in view of the raised national threat level following the attacks in Paris. Dwelling burglaries in the two weeks to 23 rd November were down on the previous two weeks. The next Police Forum would be held on 2 nd December at 7pm at Warboys Parish Centre. The next 5 Parish Forum will be on 20 th January in Wistow.	Mr MacInnes to progress training Mr Carter and MacInnes to attend the Police Forum on 2.12.2015
2015/16-101 2015/16-101.1 2015/16-101.2	To receive reports from District and County Councillors Mr Tew reported that to save £41m the cuts will be very severe. County has to save £80m over the next 3 years. Frontline services will be reduced but consultations are still going on and decisions will be made in February 2016. Parishes will need to take on some of the non statutory tasks that County deliver at the moment but it is hoped that now that Cambridgeshire is working as part of a cluster some of the cuts may be offset. More money is to be put into prevention and any existing care packages will be reassessed. The Parish will be advised as to how it can be involved but it is likely to be to do with care within the community. Mr Bucknell provided details of HDC Customer Service opening times over Christmas. A report is being undertaken into the needs of the Gypsy and Traveller community for	

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	accommodation, linked to the Local Plan. Work on the requirement for affordable housing is also being undertaken. The Local Plan is ready to go to full Council for approval and the plan to provide 21,000 homes by 2036 is still sound.																			
2015/16-102	<p>a) The Financial Statement and Cashflow for October/November was approved</p> <p>b) payment of the following was approved</p> <p style="padding-left: 40px;">Paid in October</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Clerk's salary</td> <td style="text-align: right;">£294.72</td> </tr> <tr> <td>Clerk's expenses</td> <td style="text-align: right;">£36.81</td> </tr> <tr> <td>CGM grass cutting</td> <td style="text-align: right;">£630.00</td> </tr> <tr> <td>Play Inspection Co,</td> <td style="text-align: right;">£75.00</td> </tr> <tr> <td>Cambridge Water</td> <td style="text-align: right;">£16.60</td> </tr> </table> <p style="padding-left: 40px;">November</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">CGM grass cutting</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>Bury Parish Council</td> <td style="text-align: right;">£39.00</td> </tr> <tr> <td>P Coles Salary</td> <td style="text-align: right;">£234.86</td> </tr> <tr> <td>P Coles expenses</td> <td style="text-align: right;">£23.15</td> </tr> </table> <p>c) Allotment rents had all been received and tenants had been notified of a 5% increase in 2016</p>	Clerk's salary	£294.72	Clerk's expenses	£36.81	CGM grass cutting	£630.00	Play Inspection Co,	£75.00	Cambridge Water	£16.60	CGM grass cutting	£60.00	Bury Parish Council	£39.00	P Coles Salary	£234.86	P Coles expenses	£23.15	
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2015/16-103 2015/16-103.1 2015/16-103.2 201/16-103.3	<p>Correspondence</p> <p>It was agreed to ask Ray Burton to tidy up the tree at the playground boundary with Kingston Way.</p> <p>Mrs Curtis would be in contact with regard to the Secret Garden Party</p> <p>Review of electoral boundary, information received mainly refers to Cambridge City Centre.</p>	<p>Clerk to contact Mr Burton</p> <p>Mrs Curtis to supply information</p>																		
2015/16-104 2015/16-104.1 2015/16-104.2 2015/16-104.3 2015/16-104.4	<p>To consider any Planning Applications received and planning related issues</p> <p>15/01874FUL and 15/01875LBC Proposed single storey rear and side extension including removal of existing lean-to rear extension roof and replacement with pitched roof plus the addition of solar panels. New glazed entrance lobby to side. Re-roofing of existing chapel roof, replacing the corrugated sheeting with natural slates and new insulation as appropriate. Removal of existing suspended ceiling in main chapel. Addition of secondary glazing to existing windows in main chapel. Provision of new air source heat pump to rear of proposed rear extension. Removal of impermeable paint finish to existing internal walls or chapel and new limed based permeable paint applied. Replacement of existing rainwater goods. Village Hall, Manor Street, Wistow. This is a renewal of a previous application and approval was recommended.</p> <p>15/01922/HHFUL Proposed conversion/extension of existing conservatory to form garden room. Chestnut House, Church Street, Wistow. Approval recommended.</p> <p>Planning Forum on 30th November 2015 at HDC. It was agreed that the Clerk and Ms Leaton would attend</p> <p>Petition to Parliament for Town and Parish Councils to be</p>	<p>Clerk to respond with relevant planning reasons</p> <p>Clerk to respond with relevant planning reasons</p> <p>Clerk and Ms Leaton to attend</p>																		

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2015/16-104.5	<p>compensated for delays in calling referendums on Neighbourhood plans. Mr Bucknell reported that this had resulted from a misunderstanding and required no further consideration.</p> <p>The shared Planning Training evening had been a great success. The slideshow would be circulated to those who attended.</p>	Clerk to circulate slide show
2015/16-105 2015/16-105.1 2015/16-105.2	<p>Highways Report/Traffic Matters</p> <p>Review of MVAS purchase, Speedwatch. Mr Leigh and Mr Carter would meet at 6.30 pm on 27th November to put together a proposal to be agreed at the January meeting.</p> <p>Mr Carter had checked the grit bins and Mr Leigh had contacted Highways regarding the solid bin on the lane down to the Fen. Karl Bocket is our new Highways contact and Mr Tew will send his contact details to Mr Leigh. The state of the road to Broughton was discussed, particularly just outside Rectory Farm. Mr Leigh would add that to the email to Carl Bocket</p>	<p>Mr Leigh Mr Leigh and Mr Carter</p> <p>Mr Tew</p> <p>Mr Leigh</p>
2015/16-106 2015/16-106.1 2015/16-106.2 2015/16-106.3 2015/16-106.4 2015/16-106.5	<p>Maintenance Issues</p> <p>The Clerk had produced a list of all work required as a result of our annual inspection including taking down the aerial runway which had had to be taken out of action due to rot in the frame. Mr MacInnes and Mr Carter would go through the list and decide which jobs can be undertaken on a voluntary basis and which would be given to Mr Burton. Mr Burton had quoted £160 to take down the aerial runway frame and will schedule the work while the ground is hard to minimise damage to the grass. It was agreed to ask Mr Burton to proceed but to provide him with a list of work to be undertaken over the winter.</p> <p>It was also agreed to organise a meeting outside of the schedule to agree the best replacement for the aerial runway and to find funding. Mr Carter would provide some dates.</p> <p>Mr Carter had provided his risk assessment, Mr MacInnes is on the rota for November and Mr Gregory for December. It was agreed that to comply with insurance weekly inspections would be undertaken by the person on the rota for that month. The Clerk would write to the Insurer to find out exactly what is required with regard to the inspections and also how often topple tests and tree inspections must be carried out.</p> <p>It was agreed that CGM had provided a satisfactory service for grass cutting, their quote was slightly higher for 2016 to reflect some extra cutting. It was unanimously agreed to instruct CGM for the next season.</p> <p>Winter Gritting, information on training had been received.</p> <p>Information on Riparian responsibilities had been noted.</p>	<p>Mr Carter and Mr MacInnes</p> <p>Mr Carter</p> <p>Mr MacInnes and Mr Gregory</p> <p>Clerk</p> <p>Clerk to write to CGM</p>
2015/16-107 2015/16-107.1	<p>Administration issues</p> <p>Pensions, the legal requirement for all employers to provide a</p>	

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2015/16-107.2	pension scheme was duly noted. The staging date for the Parish Council is February 2017 and the Clerk's salary is below the threshold for automatic enrolment.	
2015/16-107.3	There is little or no hope of recovering the outstanding money from Douglas Tonks. The Clerk had looked into insurance cover and was awaiting a response. It is likely that this will have to be written off.	Mr Carter
2015/16-107.4	Complaints procedure, Mr Carter had undertaken to review this.	Mr Carter
2015/16-107.5	CAPALC AGM, 10 th December 2015, Mr Carter will attend. Information on Quality Council Scheme, no further action	
2015/16-108	Precept for 2016/17	
2015/16-108.1	A draft budget had been circulated and without knowing what would need to be taken on as a result of the cuts at County level, it was decided that no increase in the precept was necessary. £11,000 would be requested from HDC.	Clerk
2015/16-109	Working parties feedback and updates	
2015/16-109a	Litter – Mr MacInnes reported that some building spoil had been dumped on the Raveley bends and dealt with	
2015/16-109b	Countryside- Mr Gregory was absent	
2015/16-109c	Village Hall – Mr MacInnes and Mr Carter reported that the Village Hall Committee had purchased a projector and screen. A New Year's Eve party was planned.	
2015/16-110	Items for the Wistow Warbler and Wistow Website The NHS article had been passed to Mrs Williams. Mr Carter asked whether there had been any response to our advert for Councillors or a new Clerk. The Clerk had received one enquiry which she would pursue after Christmas.	Clerk
2015/16-111	Monthly Audit Mr Leigh was November auditor, Mr MacInnes volunteered for January.	
2015/16-112	Matters for future consideration	
2015/16-112.1	Luminus Garages in Oaklands Avenue, a surveyor has been appointed to look at the condition	Luminus
2015/16-112.2	Allotment hedge and tree planting	Mr MacInnes
2015/16-113	Date of Next Meeting Tuesday, 26 th January 2016 at 8pm in the Village Hall There being no further business the meeting closed at 8.50 pm.	

FINANCE REPORT

Paid in October

Clerk's salary	£294.72
Clerk's expenses	£36.81
CGM grass cutting	£630.00
Play Inspection Co,	£75.00
Cambridge Water	£16.60

November

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Income for October/November

Allotment rents	£1103.28
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Balance as at 29th November 2015

Current account £9231.25

Deposit account £5024.67

CBS account £10,654.93