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- 794 -

The Parish Council Meeting of the Wistow Parish Council took place on Tuesday 26th August 2008 at 7.30pm in the Wistow Village Hall, with Dr Farrar in the chair.

**1 APOLOGIES FOR ABSENCE:** Mr Franklin, Mr Ward.

**1.1 PRESENT:** Dr Farrar, Mr Williams, Mr Cook, Mr Leigh, Mr Latter, Mr Bucknell, Mr Lucas, and Mrs Patsy Coles (applicant for impending Parish Clerk position) and Mr Titmarsh (current Clerk).

**2 TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL MEETING DATED 29TH JULY 2008**

2.1 It was asked if anything more had been heard regarding points 1.2 to 1.4 of these previous minutes, and the Clerk confirmed that nothing more had been heard regarding this issue.

2.2 As these minutes had been circulated around the Councillors present prior to this meeting, and there being no further queries regarding these, they were voted upon and unanimously approved as being correct.

**3 MATTERS ARISING FROM PREVIOUS MINUTES**

3.1 Further to point 6.1 of the previous minutes, Mr Bucknell confirmed that a representative of Luminus Group would be attending the September Parish Council Meeting. As the Clerk had not had any correspondence from Luminus Group about this representative, Mr Bucknell agreed to send a copy e-mail to the Clerk confirming all the details.

3.2 Further to point 14.18 of the previous minutes, the Clerk confirmed that the Minor Improvements Grant Application Form had been sent to Huntingdonshire District Council by the deadline date of the 1st August 2008.

3.3 Further to point 3.5 of the previous minutes, the Clerk confirmed that the formal invitation had been received by the Parish Council to the Flood Forum Meeting to be held on the 15th October 2008.

3.4 Further to point 15.4 of the previous minutes, the Clerk reported that the Playing Field Grant money of £2,400 had been recently received. Mr Bucknell confirmed that he had spoken with Mr Dan Smith of Huntingdonshire District Council recently, and they wanted to have photographs, from the same locations, of the Play Equipment and Matting both before and after the Play Matting work had been done. Mr Bucknell agreed to do some photographs in the next couple of days, of the site prior to the work being carried out. The Clerk then agreed to inform Mr Bucknell of when the work was completed, to do the same photographs again.

#### **4 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA**

4.1 It was noted that as Mr Leigh and Mr Cook were members of the Village Hall Committee, they had declared openly their 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 Cook had also declared openly that as the current Village Handyman, he would not take part in any discussions that involved work to be undertaken by the Village Handyman.

4.2 Mr Bucknell also declared an interest, with regards to any items under Agenda item 9, as a member of the Huntingdonshire District Council, and item 13h as he was actually chairing the Flood Forum Meeting due on the 15th October 2008.

PCSO Robinson arrived at the meeting at 7.45pm.

#### **5 COMMUNITY LIAISON OFFICER - ANY POLICE OR CRIME ISSUES TO BE DISCUSSED?**

5.1 PCSO Robinson announced that Becca Johnstone would be replacing him at the local Police Community Support Officer from the 5th September 2008.

5.2 PCSO Robinson stated that there had been 1 crime in the Wistow Parish since the 29th July 2008, that of a motor vehicle theft. There had been no incidents of Anti-Social Behaviour recently in the Parish, but 7 incidents reported to the Force Control Room.

PCSO Robinson was formally thanked for all his help and support at Parish Council Meetings during his time in Wistow, and wished him well for the future. PCSO Robinson then left the meeting at 7.50pm.

#### **6 a- FINANCE - TO APPROVE THE FINANCIAL STATEMENT/ PAYMENT OF ACCOUNTS FOR JULY 2008**

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

**6 b- FINANCE - TO APPROVE PAYMENT OF OUTSTANDING AMOUNTS:**

**MR D TITMARSH - JULY 2008 SALARY (RATES AS PER MINUTE NO.**

**13.1 OF THE MEETING DATED THE 29TH APRIL 2008) £ 175.67**

**R J WARREN LTD - GRASSCUTTING - CHURCHYARD AND GRAVEYARD -**

**JULY 2008 £ 205.62**

**R COOK - CLEAN/ RE-COAT - BENCHES/ TABLES ETC. AND SECURE GOAL  
POSTS - PLAYING FIELD £ 352.50**

6.2 The first two payments listed were formally approved at this meeting, and the cheques duly signed.

6.3 Regarding Mr Cook's cheque, Mr Cook confirmed that not all the work on this invoice had been fully completed yet, and so it was agreed to carry on withholding this payment, until the work was done.

6.4 The Clerk reported that a further invoice had been received recently from Shane Elmore for painting the Play Equipment for the payment of £ 430, which was following a quotation that had already been formally approved at a previous Parish Council Meeting. It was therefore agreed for this cheque to also be signed at this meeting.

**6 c- FINANCE - TO REVIEW CASH FLOW AND RESOLVE ANTICIPATED  
ISSUES (INCLUDING PRELIMINARY DISCUSSION OF PRECEPT FOR 2009)**

6.5 As this Cash Flow Document had been circulated around the Councillors present prior to this meeting, this was voted upon and unanimously confirmed as being a true record.

6.6 A brief discussion ensued about the Precept payment for 2009, and it was still felt that the amount claimed for this year of £12,600, to help fund the Play Matting expenditure should be reduced for next year. It was decided for this to be further discussed at a Parish Council Meeting in a few months time. The Clerk agreed to put this on a further Agenda.

**7 CORRESPONDENCE**

7.1 The Clerk confirmed that there was no more correspondence to be discussed at this meeting that did not subsequently later on in this meeting's Agenda.

**7.2 CORRESPONDENCE PREVIOUSLY CIRCULATED**

- 7.21 HDC - Huntingdonshire Flood Forum letter
- 7.22 HDC - Parish Charter for Huntingdonshire letter
- 7.23 HDC - Local Development Framework - Core Strategy: Submission letter and CD
- 7.24 Glasdon leaflets
- 7.25 COPE Newsletter - July 2008
- 7.26 Clerks and Councils Direct - July 2008
- 7.27 CCC - Post Office Closures in Cambridgeshire letter and guidance notes

## **8 ALLOTMENT OUTSTANDING ISSUES, INCLUDING SIGNING OF TENANCY AGREEMENTS OPTIONS AND MR C BOWD TAKE-OVER OF MR BANCE'S ALLOTMENT LAND**

8.1 A discussion ensued about this item, but due to their sensitive and confidential nature, full disclosure of this discussion is currently restricted under Part 2, Chapter 67 of the Public Bodies (Admission to Meetings) Act 1960.

## **9 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED - NIL RECEIVED**

9.1 The Clerk confirmed that there was no Planning Applications that needed to be discussed at this meeting.

## **10 PARISH CLERK IMPENDING VACANCY - FURTHER DISCUSSION AND IF APPLICABLE - ADVERT TO GO IN HUNTS POST - £80 PLUS VAT - APPROVAL?**

10.1 Further to point 12.1 to 12.7 of the previous minutes, following a further search for a potential candidate for the Parish Clerk's impending vacancy in Wistow, Mrs Patsy Coles had formally applied for the position. Prior to this meeting it had been asked if Mrs Coles could attend this meeting, to find out more about the job, and Mrs Coles had agreed.

10.2 Further to point 3.3 of the previous minutes, it had been identified that if the official Parish Clerk was unable to attend a Parish Council Meeting, someone could be approved to take the minutes at this meeting. It was known that the current Clerk would be unable to attend the September 2008 Parish Council Meeting, and so it was asked if Mrs Coles would be willing to take the minutes at this meeting. Mrs Coles agreed to this proposal.

## **11 WISTOW BRIDGE AND CAMBRIDGESHIRE COUNTY COUNCIL - MR COOK TO DISCUSS?**

11.1 Mr Cook started to discuss about part of a tree that had recently fallen across the road in Bridge Street, blocking the highway on the Bridge. Mr Richard Coles had, at that time, cut up the tree that had fallen, and managed to get it moved to the side of the road, so that the road was passable again. It was announced that Mr Coles was not asking for any payment for this work, and the Wistow Parish Council wanted to thank him very much for doing this job.

11.2 Mr Cook then stated that Mr Ray Burton was then asked to quote to clear away the remaining debris, and that this verbal quotation amounted to £70 plus VAT. Mr Cook had then asked the Clerk, who in turn asked Mr Franklin, for a decision regarding this work. It had been decided that the Cambridgeshire County Council be approached to see if they would undertake this job, which they agreed to. Mr Cook then stated that he witnessed one of the County Council's employees drop some large branches into the Wistow Brook, apparently to make the area immediately safe, and due to the fact that this employee was unable to cut the area up with a chain saw (he did not possess a license for this).

11.3 The original owner of the tree, the residents of Treyarnon in Manor Street, have not been approached yet apparently, but it is understood, that they may ultimately be responsible for the fate of the tree.

11.4 It was asked if Mr Cook could try to obtain a further quotation from Mr Ray Burton to clear away the remainder of the tree debris from the area around the Wistow Brook, and report this back to the Clerk.

11.5 It was acknowledged that if no local person had cleared away the tree from the Public Highway, then it would have been up to the Police to get involved, and oversee that the work was done, by possibly contacting the Highways Authority as well. It was therefore asked that a contact emergency number for the Police be posted on the front page of the Wistow Web site, as well as the Wistow Warbler, in case of any future emergency situations arising. Dr Farrar agreed to do this.

## **12 EMERGENCY SERVICES - MR COOK TO DISCUSS?**

12.1 It was agreed that this item was covered under Agenda item 11 above.

## **13 PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK AND UPDATES -**

### **a- TRAFFIC AND ROAD ISSUES - MR COOK AND MR BUCKNELL?**

13.1 It was stated that there was nothing further to add in relation to Traffic and Road Issues at this meeting.

### **b- PEDESTRIANS - MR COOK TO REPORT?**

13.2 Further to point 14.2 of the previous minutes, Mr Cook reported that the resurfacing of the village pavements around Oakland's Avenue had not been started yet, but that he was chasing Mr Jason Tyrell of Cambridgeshire County Council about this outstanding work.

### **c- LIGHTING - DR FARRAR TO REPORT?**

13.3 Further to point 14.6 of the previous minutes, it was confirmed that the streetlight in St John's Place was now working okay.

**d- LITTER - CLERK TO REPORT?**

13.4 Further to point 14.3 of the previous minutes, Mr Cook raised the issue again of the litter bin by the bus shelter needing to be moved due to people objecting to its smell. It was again commented on about its expense, especially as being on a concrete plinth, this would also need to be moved for safety reasons. The Parish Councillors sympathised with people experiencing it as a problem, and it was agreed for it to be put onto the next Parish Council's Agenda. The Clerk agreed to do this. Mr Cook was asked in the meantime to come up with a plan of potential alternative sites, plus asking any members of the public for their views on alternative sites. Mr Cook agreed to do this.

**e- COUNTRYSIDE - MR COOK AND CLERK TO REPORT?**

13.5 Further to point 3.4 of the previous minutes, Mr Cook stated that was putting a note in the next Wistow Warbler about members joining a Countryside Committee, and would also liaise with Dr Farrar about something going onto the Web site as well.

**f- ACTIVITIES, SPORTS, CLUBS, SOCIETIES ETC. AND OTHER YOUTH ISSUES - DR FARRAR/ MR BUCKNELL/ MR WILLIAMS TO REPORT?**

13.6 Further to point 14.11 of the previous minutes, Dr Farrar stated that he had been unable to talk to Veronica about the future of the Wistow Youth Club and the possibility of Jamvan being booked to come to the Youth Club, but would endeavour to do this prior to the next meeting.

**g- VILLAGE HALL - MR COOK AND MR LEIGH TO REPORT?**

13.7 Mr Cook stated that he would pass the Clerk the minutes of the last Village Hall Committee Meeting.

13.8 Mr Cook also stated that 3 quotations had been received now for the alterations to the existing Village Hall, but no decision had yet been made, regarding these quotations.

**h- FLOODING - MR BUCKNELL TO REPORT?**

13.9 Further to point 3.5 of the previous minutes, the formal invitation for the next Flood Forum Meeting on the 15th October 2008 was in the process of being passed around the Parish Councillors. Mr Bucknell stated that he was chairing this Forum Meeting.

**i- VILLAGE SIGNS - MR COOK AND MR BUCKNELL TO REPORT?**

13.10 Further to point 14.15 of the previous minutes, Mr Bucknell asked if any response had been received yet from Mr Dan Smith of Huntingdonshire District Council. The Clerk confirmed that nothing had been heard regarding the village sign, and that no adverse comments had been heard after the proposed Village Sign design had been displayed on the Village Noticeboard. Mr Bucknell agreed to follow this matter up with Mr Dan Smith, and feedback at the next Parish Council Meeting.

**14 a- PLAYGROUND - MR BUCKNELL, MR COOK & CLERK TO REPORT**

14.1 It was stated that this had already been fully discussed at this meeting, and that there was nothing further to add in relation to the Playground.

**14 b- GRASSCUTTING - MR COOK, MR BUCKNELL, MR LUCAS & CLERK TO REPORT**

14.2 It was confirmed that there was no outstanding issues in regards to Grasscutting at this time.

**14 c- GRANTS -MR BUCKNELL AND CLERK TO REPORT (INCLUDING DISCUSSION OF ANY GREEN/ ENVIRONMENTAL ISSUES THAT COULD BE OBTAINED BY WIND FARM GRANT MONIES?)**

14.3 It was also confirmed that there was no outstanding issues with regards to Grants at this time.

**15 ITEMS FOR THE WISTOW WARBLER AND WISTOW WEB SITE - TO INFORM JOHN DRANSFIELD AND DR FARRAR OF RELEVANT ARTICLES (ALSO TO DISCUSS OTHER ITEMS RELATING TO COMMUNICATION ISSUES)**

15.1 Further to point 11.5 above in these minutes, Dr Farrar agreed to put the emergency number for the Police (0845) 456 456 4 on the Wistow Web site, and it was also asked that this go in the Wistow Warbler.

15.2 It was also suggested that a link for the current Bus Timetables for Wistow be put onto the Wistow Web site, and Mr Bucknell agreed to send this to Dr Farrar, which would then be posted onto the Web site.

15.3 Dr Farrar stated that he had a complaint recently about large farm vehicles coming through the village especially Bridge Street. It was commented on that as Wistow was a farming community, this was to be expected, and that it would only be for a short time, whilst the harvest was being collected in.

**16 MONTHLY AUDIT - NOMINEE FOR NEXT MEETING?**

16.1 Mr Leigh agreed to do the Monthly Audit at the next Parish Council Meeting.

**17 DATE OF NEXT MEETING - TUESDAY 30TH SEPTEMBER 2008 AT 7.30PM  
(CLERK TO NOT BE PRESENT, PERSON TO BE NOMINATED TO TAKE  
MINUTES)**

17.1 Further to point 10.2 above in these minutes, Mrs Coles agreed to take the minutes at the next Parish Council Meeting.

17.2 It was also asked that an item be put onto next month's Parish Council Meeting's Agenda, about Mr Bucknell continued position on the Parish Council in Mr MacInness's place. The Clerk agreed to do this.

There being no further business to discuss, the meeting closed at 8.40pm.

**PLANNING APPLICATIONS RECEIVED FROM AUGUST 2007**

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>
07/02598/FUL	4 Oakland's Close, Wistow	Extension to Porch	Yes - 28/8/07	Yes - 6/9/07
07/02658/LBC	Lavender Cottage, Church Street, Wistow	Extension to staircase and alterations to garage and dwelling	Yes - 25/9/07	Yes - 9/10/07
07/03808/FUL	Haven, Shillow Hill, Wistow	Conservatory Erection	Yes - 27/11/07	Yes - 4/1/08
08/00500/FUL	Rookes Grove Farm, Mill Road, Wistow	Erection of 2 dwellings and access road	Yes - 26/2/08	Yes - 18/6/08
08/00599/FUL	Poultry Houses, Shillow Hill, Wistow	Erection of Agricultural dwelling	Yes - 25/3/08	NYK



## FINANCE REPORT For August 2008

Clerk's Salary 19 ¾ hours @ £8.04	£	158.79
Computer Usage	£	10.00
Postage Paid 2 stamps @ 24p	£	0.48
Phone Calls 1/7 to 30/7	£	6.40
Paid 1/8/08		
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	£	175.67

Mrs Wendy Pye		
Internal Auditor Payment		
Paid 2/8/08	£	50.00

R J Warren Ltd		
Grasscutting - Churchyard and Graveyard		
Paid 26/8/08	£	205.62

Shane Elmore		
Playing Field Equipment Painting		
Paid 26/8/08	£	430.00

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£ 861.29

### Income for August 2008 -

HDC - Play Matting Grant - received 20/8/08	£	2400.00
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### Balances of Account as at 31st August 2008

Current Account	£	3088.35
Deposit Account	£	21517.28