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A meeting of Wistow Parish Council took place on Tuesday 30<sup>th</sup> March 2010 at 7.00pm in the Village Hall with Dr Farrar in the Chair.

1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE - apologies had been received from Mr Cook and Mr Leigh.  
PRESENT: Mr Bucknell, Mr Carter, Mrs Coles (Clerk), Dr Farrar, Mr Lucas, Ms Rice, Ms Robinson, Mr Ward, and Mr Williams.  
Mrs Bance, Mr Burton, from the village, Ms Davies and Ms Johnston from Cambridgeshire Acre, Mr and Mrs Telling representing Wistow In Bloom were also present.
2. TO RECEIVE DECLARATIONS OF INTEREST
  - 2.1 As there was nothing under item 10 there was nothing to declare.
3. PUBLIC PARTICIPATION
  - 3.1. Dr Farrar welcomed Mrs Bance and Mr Burton and invited Mrs Bance to speak. She was present to enquire about the outcome of Mr Bucknell's enquiries at the Planning Department concerning the village shop. Mr Bucknell reported that the identity of the person who made the call to HDC could not be divulged, neither could it be under the Freedom of Information act. Mr Burton commented that he was disappointed that the person who made the call was not prepared to own up.  
Mr Bucknell reported on progress on the planning application for the shop and confirmed that all the information had been supplied and the fee paid. The paperwork should be with the Parish Council after Easter.
4. TO APPROVE THE MINUTES OF THE MEETING ON 23<sup>RD</sup> FEBRUARY 2010
  - 4.1. As these minutes had been circulated prior to the meeting, they were approved.
  - 4.2. The minutes of the Extra Ordinary Meeting would be approved at the next meeting.
5. MATTERS FOR INFORMATION ONLY
  - 5.1 The items as listed on the agenda were covered and no further comment required.
  - 5.2 The April newsletter from COPE had also been received.
6. COMMUNITY LIAISON OFFICER
  - 6.1 The Community Liaison Officer was not present.
  - 6.2 It was reported that Potholes would replace Street lighting on the agenda of the Neighbourhood Forum on 20<sup>th</sup> April.

7. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 7.1 Mr Lucas suggested that as the site meeting at Harris Lane, ( to resolve the issue of surface water) had not resulted in any progress, the matter should be raised at the Forum as all the relevant agencies will be present. ***Mr Carter would contact Mr and Mrs Short to suggest they attend the forum..***
- 7.2 Mr Bucknell reported that the Valiant Square appeal had not been successful and alternative plans would need to be submitted. The RAF Upwood appeal would be completed during the last week of April. Pathfinder House was now finished and fully open. He finally reported that an Easter Egg Hunt was to take place at Coneygear Park on Easter Monday.
- 7.3 Mr Ward had nothing to add.

8. FINANCE

- a) to approve the financial statement
- 8.1. As this had been circulated to Councillors present prior to the meeting, and there were no further comments, it was unanimously confirmed a true record.
- b) to approve payments of outstanding amounts  
As the Clerk had received further bills for payment she had prepared a comprehensive list which she circulated. A copy is attached to these minutes
- 8.2 The payments listed were formally approved with the following action, at this meeting and the cheques duly signed.  
Allotment hedge to be checked before payment due to sum involved  
Leisure Logs bills to be paid on receipt of satisfactory safety inspection
- c) to review cash flow and resolve anticipated issues
- 8.3. The Clerk confirmed that the final instalment of the playfunding grant - £15,200 had been received.
- d) discuss and agree on earmarked funds to be carried over to the next financial year
- 8.4 Mr Carter proposed and Mr Williams seconded that the following earmarked funds be carried over  
£1500 for Parish Plan matters, £300 Parish Path Partnership grant, £700 training fund, £200 for salt bins ordered, residue of £5000 allocated for playground. This was unanimously agreed.

9.. CORRESPONDENCE

- 9.1 The list of correspondence circulated with the agenda was discussed with the following comments:
- 9.2 The Clerk had had a verbal response from Stagecoach regarding the 30 bus. Evening services had been discontinued due to lack of use and double decker buses are only used when there is no alternative.
- 9.3 Mrs Barker had confirmed that Youth Bank funds had been returned and the equipment was to be collected for a Youth Club in Fulbourn
- 9.4 A donation to EACH of £50 was agreed by a majority of 3 to 2.
- 9.5 Mr Turner had reported that an anonymous donor had come to the rescue of the Church Clock. The Parish Council expresses their gratitude.

10. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED

10.1. No planning applications had been received.

11. REVIEW OF PARISH PLAN WITH CAMBRIDGESHIRE ACRE

11.1 Dr Farrar welcomed Ms Davies and Ms Johnston from Cambridgeshire Acre who had been invited to advise the Parish Council on the review of the Parish Plan. They explained that it was advisable to carry out a review every 5 years but that it could take 12 – 18 months to produce the new plan. The community will change in 5 years but there must be a need within the community for the plan to be reviewed to justify the effort and expense involved. The response can be gauged by questionnaires or consultation at village events, as was conducted for the Playground. Information and a Community Planning Toolkit was passed round. The Toolkit gives a step by step guide to the process and Cambridgeshire Acre is available for help and advice. It was recommended that a steering group be set up to measure the response to the review and get it started. Dr Farrar thanked Ms Davies and Ms Johnston for attending the meeting and for their helpful advice. It was agreed that this would be discussed again after the forthcoming AGM. Ms Davies and Ms Johnston left the meeting at 7.40 pm.

12. WISTOW IN BLOOM

12.1 Dr Farrar welcomed Mr and Mrs Telling to the meeting and invited Mrs Telling to give her presentation.

12.2. Wistow in Bloom had reformed and Mrs Telling had been asked to get involved. She had worked on a plan and budget and explained that the planting would be natural, any mangers/troughs used would be on a larger scale and make a statement. The village sign by the bridge had been planted as an example of what was intended and the next project would be to plant at the other end of the village under the signs. A team of volunteers were going to clear up the green and move the bulbs and fund raising events were organised; a quiz night on 17<sup>th</sup> April and Wistow House open garden on 13<sup>th</sup> June. Mr Williams asked Mrs Telling whether she was asking for funds but she said that she would like to prove that Wistow in Bloom was worth investing in before she asked for money. Mr Williams asked for sight of the plan. Mrs Telling stressed that the planting was for the village and that in future competitions may be entered but that it was not an immediate priority. Dr Farrar thanked her for the presentation.

Mrs Bance and Mr and Mrs Telling left the meeting at 8.05

13. STANDING ORDERS

- 13.1 To resolve that service of summons on Councillors confirming the time, date venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, therefore to electronically serve on councillors a summons confirming the time, date venue and the agenda of a meeting of the Council and a meeting of a committee and a subcommittee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.

The above resolution was proposed by Ms Robinson, seconded by Ms Rice and unanimously agreed.

- 13.2 The adoption of the Model Standing Orders for Local Councils NALC 2010 with the amendments laid out and the adoption of the Updated Financial Regulations January 2004 Model 2 NALC with the amendments laid out was proposed by Mr Williams, seconded by Mr Carter and unanimously agreed.

14. ROSPA REPORT/SAFETY INSPECTION OF PLAYGROUND

- 14.1 The Clerk had obtained three quotations for a post installation inspection of the new equipment at the playing field along with the annual scheduled inspection as follows:

RoSPA £395 plus VAT Digley Associates £175 plus VAT and

The Play Inspection Company £100 plus VAT

After much discussion it was agreed that The Play Inspection Company should be instructed to carry out the inspection as soon as possible in order that the equipment can be used and Leisure Logs bill settled. ***The Clerk would email the instruction following the meeting with a view to the inspection being carried out on 6<sup>th</sup> April.***

15. OPEN MEETING TUESDAY 27<sup>TH</sup> APRIL 2010

The following reports were allocated

Chairman's Report and Financial Report – Dr Farrar

Countryside – Mr Cook and Mr Carter

Playground – Dr Farrar and Mr Carter

Allotments – Mr Leigh

Traffic including the Bridge – Ms Rice

Village Hall – Mr Leigh

Litter – Ms Robinson

***As Mr Cook and Mr Leigh had been allocated reports in their absence the Clerk would check with them.***

16. ELECTIONS 6<sup>TH</sup> MAY 2010 OR 27<sup>TH</sup> MAY 2010

Paperwork had been received and distributed. Ms Robinson and the Clerk had delivered a flyer to each household. The Clerk had offered to deliver those nomination forms that had been completed by the date of the meeting to HDC the following day. She collected the completed forms and confirmed that she had the electoral register to provide the electoral numbers.

17. PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK AND UPDATES

a) Traffic and road issues – Ms Rice/Ms Robinson/Mr Carter. Harris Lane issue has already been covered.

Raveley Road had been inspected and a double top dressing layer will be used to smooth out the road surface.

b) Litter – Ms Robinson – Ms Robinson had a ‘no fly tipping’ sign which she will look into erecting on Raveley Road where the fly tipping occurs.

c) Countryside – Mr Cook/Mr Carter – Waymarkers had been set. Mr Carter confirmed that he could attend the course on 19<sup>th</sup> May. ***The Clerk would check whether any places remained.***

d) Leisure facilities – Leisure Logs were returning to the Playground on 31<sup>st</sup> March to do the hand over of the new equipment so that the playground could be reopened. They would provide a safety certificate. The working party had a snagging list which would be discussed. Wording had been agreed for the sign and the Clerk would be asked to obtain three quotes. Mr Bucknell warned that the project was running over budget and that some savings would have to be made. An application for a grant from the Red Tile Wind Farm would be submitted for the extra hardstanding. Labour costs for the planting could be avoided if help is requested from the village. Arrangements for the opening on 22<sup>nd</sup> May were discussed, it would be from 12 – 3 pm and Mr Vara, our MP would formally open the new equipment at 1pm. ***The Clerk was asked to email Highways to see if a white line can be painted at the entrance to the playground.***

The Clerk had received two quotes for work on the telephone box and after lengthy discussion Mr Carter and Mr Williams asked that the decision to adopt be rescinded. It was unanimously agreed that the maintenance issues and costs far outweigh any benefit and the telephone box would not be adopted.

e) Village Hall – Mr Cook and Mr Leigh – The Clerk reported that Mr Wadsworth had informed her that planning permission had been granted.

18. a) Grants – Mr Bucknell. Information had been received from the Woodford Community and Environmental Fund but Mr Bucknell reported that it had very high administrative costs.

b) Wistow Bridge – Mr Leigh and Clerk. The Clerk had been unable to contact Mr Blackhurst who had not responded to her message regarding the replanting of trees. ***She would continue to try. She was asked to contact Mr McGee of CCC to find out when the solar sign would be installed.*** The Green would be allowed more time for growth.

c) Allotments

The Clerk reported that she had had verbal quotes from solicitors to register the land for between £500 and £750. She had also been advised that it may be possible to get together enough paperwork and evidence for the Council to make an application themselves. This would be looked at after the elections. A deadline for applications for the plots available was set for 30<sup>th</sup> August and a decision would be made at the August Meeting.

19. ITEMS FOR WISTOW WARBLER AND WEBSITE,  
19.1. Deadline for allotment application and Playground opening
20. MONTHLY AUDIT – NOMINEE FOR NEXT MEETING  
20.1. Ms Robinson will be our April auditor.
21. MATTERS FOR FUTURE CONSIDERATION
20. DATE OF NEXT MEETING – Tuesday 27<sup>th</sup> April at 7.30 pm

There being no further business the meeting closed at 9.55 pm.

**PLANNING APPLICATIONS RECEIVED FROM JANUARY 2009**

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/Date</u> <u>WPC</u>
<b>HDC</b>			
008/03478/FUL yes	Threeways, Church Street	Add pitched roof to flat extension at rear	Yes 07/01/09
0900055FUL yes	Rectory Farm, Wistow Rd Broughton	Erection of agricultural building to house free range hens	No comment 24/02/09
0900342OUT appeal	RAF Upwood, Ramsey Rd Bury, PE26 2XN	Demolition and clearance of redundant buildings, reclamation and remediation of land and redevelopment .....	Yes 29/5/09
0900661FUL  Declined	Valiant Square, Upwood	Erection of 26 houses and 7 apartments	No comment 30/06/09  No comment 25/08/09
0900843FUL yes	Manor House, Manor St Wistow	Refurb of existing chimney	Yes 28/7/09
0900947FUL yes	Beggars Roost, Parsonage Street, Wistow	Replace flat roof with pitched	Yes 25/08/09
0901439FUL/ 0901440LBC	The Village Hall, Manor Street, Wistow	Extension to side and rear	Yes 15/12/09
1000022REP	Orchard House, Mill Road, Wistow	Replacement 0602458OUT	Yes 26/1/10

**FINANCE REPORT for March 2010**

			Paid
Clerk's Salary			
36.5 hours @ £8.344	304.55		
Computer Usage	10.00		
Postage Paid 3 stamps @ 30p	.00	£320.55	30/3/10
Stationery	6.00		
Huntingdon District Council – playing field rent	£ 100.00		30/3/10
CCC Street lights and Maintenance	£ 644.86		30/3/10
RP and SD Burton – allotment hedge	£ 1116.25		8/4/10
Cambridge Water – standpipe in cemetery	£ 15.14		30/3/10
Lee Gray – grass cutting	£ 122.22		30/3/10
Came & Co – additional insurance	£ 70.51		30/3/10
Bradley Fencing – new playground gate	£ 1110.37		30/3/10
C Williams reimbursement for padlock	£ 19.95		30/3/10
Leisure Logs balance of equipment	£17576.83		
Leisure Logs pathway	£ 3784.68		
Leisure Logs extra pathway	£ 1880.00		
<b>TOTAL</b>		<b>£ 26761.36</b>	

The Leisure Logs invoices will be paid on receipt of a satisfactory Safety Inspection report.

**Income for March**

**£15,200 from CCC grant funding**

**99p interest on savings account**

**Balances of Account as at 29<sup>th</sup> March 2010**

Current Account	£17,968.85
Savings account	£15,000.99