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A meeting of Wistow Parish Council took place on Tuesday 25th August 2020 by video conference at 7.30pm with Cllr Leaton, located at 4 Oaklands Close, Wistow, PE28 2QS in the Chair.

08.20.01 **Present:**

Cllr C. Leaton, Cllr G. Macinnes, Cllr N. Simms and Cllr. J. Wiltshire.

In Attendance

Mr. M. Woolhouse – Clerk to the Council

08.20.02 **Apologies for Absence**

Apologies for absence were received from Cllrs Waller, Bradford and Gregory as well as Cllrs Bull and Tavener (HDC) and Rogers (CCC).

08.20.03 **To receive Declarations of Interest:**

Declarations of Interest were noted for:

1. All Parish Councillors as Trustees of the Village Hall.
2. Cllr Macinnes, as member of the Village Hall Committee and because of his reimbursement of GB Pest Control invoice costs.

08.20.04 **Public Participation:**

There was no participation by the public or from any Councillor declaring a prejudicial interest in any matter to be transacted at the meeting.

08.20.05 **Approval of minutes of meeting held on 28th July 2020**

The minutes had been circulated prior to the meeting but subject to recording Cllr. Macinnes' absence rather than attendance and amending minute 07.20.11.02 to read "It was reported that Cllr. Macinnes was to meet with Mr. Cheeseman regarding a possible traffic survey and it was further reported that Speed Watch was now operational and Cllr. Waller agreed to investigate whether average speed cameras and equipment could be introduced, including discussing the matter with County Council Highways if the information was to be used to support prosecutions" **it was resolved unanimously that the minutes be and are approved and that they be signed by the Chair of the Meeting.**

08.20.06 Matters arising or carried forward from the previous meeting

08.20.06.01 Grass Cutting.

Cllr Leaton commented that notwithstanding Cllr Waller's various discussions with Mr Sargent when Cllr Waller had emphasised the need to for the service to meet the standards and requirements set out within the contract, she felt that Mr Sargent had continued to provide an inadequate service in areas such as the graveyard and playing field as well as failing to remove grass cuttings. After a discussion the Meeting agreed to seek 3 quotes for the work and the Clerk agreed to circulate the termination provisions from the contract and in addition he would prepare an Invitation to Tender for the invitees.

08.20.06.02 Street Lighting.

Cllr Macinnes reported that Balfour Beatty had advised the work had been delayed due to staff shortages with most employees being furloughed during the height of the pandemic but had now been earmarked as a priority project.

08.20.06.03 The Environment, including Emergency Plan.

Cllr Wiltshire reported that the finalised version of the Emergency Plan had been sent to the Clerk for safekeeping and posting on the website. There had been no further action regarding moving to a zero carbon environment with district and county councils engaged on coronavirus alleviation activities.

08.20.06.04 Village Plan.

The meeting noted that there was nothing to report and that the plan, created in 2005 was due to be reviewed and was an agenda item for each meeting.

08.20.06.05 Litter Pick.

Cllr Macinnes confirmed that the date for the litter pick in September was set for 12th September at 10am and that publicity and more details would follow shortly.

08.20.07. District Councillor reports:

08.20.07.01 In the absence of the district and county councillors there was nothing to report.

08.20.08 Courtesy and Professional Standards

08.20.08.01 Cllr Leaton introduced the item by noting that recently some emails, eg the wasp nest, to other councillors had not been acknowledged and a response from other councillors would have been helpful. The Meeting discussed the matter further and thought that not everyone read emails as soon as they were sent and it was agreed that a WhatsApp group for councillors could be more effective and the Clerk was asked to establish a Parish Councillors Group.

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08.20.09 **Planning**

08.20.09.01 Trevarnon, Manor Street – Appln No. 20/01055/HHFUL

Oak barn for car parking of 2 vehicles

It was explained that the property was adjacent to the bridge and was shielded from public view by a screen of trees. The meeting considered that the proposal was not likely to degrade the area and agreed not to oppose the application.

08.20.10 **Finance**

08.20.10.01 To approve the accounts for payment: 28th July 2020.

Date	Ref No	Payee	Description	Amount £
25/08/20	464	Came and Co	Zip wire addition to insurance cover	65.40
25/08/20	465	Mr. M Woolhouse	Zoom monthly fee	14.39
25/08/20	466	Mr. M Woolhouse	Net salary August 2020	260.00
25/08/20	467	Mr. G Macinnes	Reimbursement of GB Pest Control invoice	65.00

08.20.10.02 **Income and Expenditure Account**

The Meeting noted the income and expenditure account for the month.

08.20.10.03 **Bank Reconciliation**

The meeting noted the bank reconciliation for the month.

08.20.10.04 **Bank Balances**

The Meeting noted the current and savings account balances as at 29th July 2020.

08.20.10.05 **Cash Book**

The Meeting noted the Cash Book as at 25th August 2020

08.20.10.06 **Banking Arrangements**

The Clerk reported that the current account with MetroBank was open; he had registered for on line banking and the next step was for other signatories to register for on line banking. Cllr Leaton commented that there had been some issues in her registering and agreed to advise the Clerk if these issues were not resolved.

08.20.10.07 **Barclays Bank**

The meeting resolved unanimously that the previously circulated draft letter closing the accounts be sent to Barclays Bank and be signed by Cllrs Waller and Leaton.

08.20.10.08 Annual Governance and Audit Report

The Clerk (as Responsible Financial Officer) took members through the Internal Audit report for the year 2019/20. It was proposed by Cllr Leaton and seconded by Cllr J Wiltshire and unanimously approved that the audit report be accepted.

The Responsible Financial Officer presented the Annual Governance Statement 2019/20 and councillors confirmed that they understand their responsibility for ensuring that there was a sound system of internal control, including arrangements for the preparation of the accounting statements. The Meeting unanimously resolved that the Responsible Financial Officer and Chairman sign the statement.

The Meeting unanimously agreed to approve the previously circulated AGAR Section 2 report for 2020.

The Responsible Financial Officer reported that the Parish Council ended the financial year 2019/20 with a current account bank balance of £21,420.68 and deposit account balance of £15,871.56. The Meeting unanimously resolved that the accounting statement was correct,

The meeting considered the Certificate of Exemption and noting that the Parish Council was eligible to claim an exemption from audit unanimously agreed that the Chairman and Responsible Financial Officer sign the Certificate.

08.20.11 Traffic, Highways & Road Safety.

08.20.11.01 The meeting noted the previously circulated correspondence

08.20.11.02 Cllr Macinnes reported that he had met Mr. Cheeseman who would undertake the traffic survey and that Speed Watch was compiling data on aggregate numbers of speeding incidents, times and speeds. Most excess speeds were between 30mph and 40mph with few drivers traveling exceeding 40mph.

08.20.11.03 Winter Gritting

Cllr Macinnes reported that the Council held adequate stocks of grit from last winter and trained volunteers were willing to undertake gritting this winter as required.

08.20.11.04 Surface dressing

Cllr Simms reported that the surface dressing between Broughton cross roads and Kings Ripton was of poor quality and it was agreed that the Clerk would contact Cambs CC to express the Council's concern.

08.20.11.05 30mph repeater sign.

In response to a request from Cllr Macinnes, the Clerk agreed to contact Cambs. CC to replace the repeater sign outside the Three Horseshoes PH and which has deteriorated over time.

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08.20.12 Policing Matters:

No incidents in the village of Wistow were reported with all alerts posted to Wistow Parish Council's Facebook and Neighbourhood Watch pages.

08.20.13 Correspondence and Communication

08.20.13.01 The meeting noted the previously circulated correspondence which members confirmed that they had read.

08.20.13.02 Licencing Act - HDC Review

Cllr Macinnes reminded the meeting that in addition to the pub the Village Hall was licenced.

08.20.13.03 Mr Lane – Farm land

The meeting noted the response from the Clerk to Mr. Lane over his concerns that the Council may not be maximizing income from government subsidies for agricultural land. The land in question was allotment land with some rented to a farmer due to a lack of interest from residents wishing to have an allotment.

08.20.14 Village Maintenance

Save as reported in correspondence, matters arising or portfolio reports there was nothing to report.

08.20.15 Verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

08.20.15.01 Litter/Playpark.

Cllr Leaton reported children had been caught damaging playground equipment including one child and its father using the playground when closed during coronavirus lockdown. Cllr Macinnes requested information on the damage and would arrange for repairs.

08.20.15.02 Cllr Macinnes reported that he and Cllr Bradford would liaise with Ray Burton to fell and remove the leaning willow in conjunction with removing low hanging branches on the Oakland Avenue side of the field.

08.20.15.03 Website

The Clerk reported that new legislation, to be introduced in September, requires councils and other public bodies to improve accessibility of their websites. It was suggested that the Clerk contact Dr. Farrar who may be able to provide assistance.

The Clerk reported on the need he had identified a need for Word Press training and it was suggested that You Tube could be a good starting point.

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08.20.15.04 **Countryside**

In response to a question from Cllr Leaton, it was confirmed that the footpath through the field adjacent to the bridge was a permissive and not a public footpath. The farmer reinstated the footpath annually once the field had been ploughed.

08.20.16 **Churchyard and cemetery grass cutting**

08.20.16.01 The Clerk explained that for 5 years Wistow PCC had paid £500pa as a contribution to the cost of cutting the grass in cemetery and churchyard. Due to the length of time since the matter had been last considered he asked if the Council wished to maintain the current arrangement. The meeting agreed unanimously to continue to charge the PCC £500 pa plus water usage charges for the cemetery standpipe.

08.20.17. **Monthly Audit**

08.20.17.01 Cllr Macinnes volunteered to be the Auditor for September 2020.

08.20.18 **Date of next meeting:**

08.20.18.01 It was agreed that the next meeting would take place on Tuesday 29th September 2020 at 7.30pm in the Village Hall. Because of some unease of gatherings whilst Coronavirus was circulating, the Clerk would advertise the public meeting (as required by law) whilst making provision for written questions to be submitted by the public for consideration at the meeting.