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A meeting of Wistow Parish Council took place on Tuesday 27th October 2020 at Wistow Village Hall, Manor street, Wistow, Cambs. at 7.30pm with Cllr R Waller in the Chair.

10.20.01 **Present:**

Cllr. R Waller (Chairman), Cllr C. Leaton, Cllr. C Bradford, Cllr N. Simms and Cllr. J. Wiltshire.

In Attendance

Mr. M. Woolhouse – Clerk to the Council

10.20.02 **Apologies for Absence**

Apologies for absence were received from Cllrs Gregory and Macinnes, Cllrs Bull and Tavener (HDC) and Cllr Rogers (CCC).

10.20.03 **Declarations of Interest:**

Declarations of Interest were noted for:

All Parish Councillors as Trustees of the Village Hall.

10.20.04 **Public Participation:**

2 members of the public were present. There was no participation from the public or any Councillor declaring a prejudicial interest in any matter to be discussed.

10.20.05 **Approval of minutes of meeting held on 29th September 2020**

The minutes had been circulated prior to the meeting and **it was resolved unanimously that the minutes be and are approved and that they be signed by the Chairman of the Meeting.**

10.20.06 **Matters Arising or carried forward from previous meetings**

10.20.06.01 **The Environment, including Emergency Plan.**

There had been no further action regarding moving to a zero carbon environment with district and county councils engaged on coronavirus alleviation activities. It was agreed to discuss the matter at the April 2021 meeting.

10.20.06.02 **Village Plan.**

There had been no further action regarding the Village Plan which had been written in 2005 with district and county councils engaged on coronavirus alleviation activities. It was agreed to discuss the matter at the April 2021 meeting.

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10.20.06.03 Grass Cutting

Mr Sargent had agreed to bring forward the date of termination of his contract to 31st October 2020. Mr Sargent had stated that he hoped to make a final visit before the end of the month and then submit a final invoice. Doubt was expressed that there would be a further visit.

The ITT was almost ready to be issued and the Clerk anticipated that it would be issued in the next couple of days at latest. The contract terms would be documented and the notice period would be considered carefully to ensure that there was continuity of service during the grass cutting season.

10.20.06.04 Street Lighting.

The Clerk was instructed to chase Balfour Beatty to complete the outstanding work to install energy efficient lighting and so stop the original lights from operating 24 hours day.

10.20.06.05 Village sign

The Clerk reported that he had contacted Cllr Bull of HDC to obtain action to repair the damaged sign.

10.20.06.06 Winter Gritting

The meeting discussed the broken gritting bin and the Clerk was requested to contact Cambs. CC highways to obtain a price for a replacement bin and the removal of the broken receptacle.

10.20.06.07 Planning White Paper

The Clerk reported that he had not received any comments on the white paper and accordingly had not submitted a response to NALC.

10.20.06.08 London Hearts defibrillator

The Clerk reported that he had contacted the charity and established that the £200 grant was a discount off the price of a new machine. He added that the charity commented that one machine was adequate for a village of the size of Wistow. The meeting requested the Clerk to investigate a power supply from the street lighting in Oaklands to a new machine located near or at the playing field.

10.20.06.09 Cemetery

The Clerk reported that over a five year period typically there were 20 interments and whilst predicting future needs was difficult, it was evident that the existing cemetery was exhausting available capacity. In addition people's wishes for their final resting place were changing such as green burials and people being interred elsewhere from they lived or died.

Amongst various specific issues were that the cemetery contained a large pile of spoil in one corner, which reduced capacity and limited access from Parsonage Street meant that its removal would be preferable from the adjacent Mill Road development. The point was raised that the late Mr Bance had offered the council and or parish church land as an extension to the cemetery on this development but confirmatory evidence was hard to obtain. Any future facility was unlikely to be within the village envelope because of a lack of suitable available space.

The meeting supported the continuing provision of a cemetery in the village and in view of lead times in establishing and closing such facilities Cllr Waller agreed to discuss the issue with the Vicar and the Clerk was instructed to investigate the rules surrounding the establishment and use of cemeteries.

10.20.07. County and District Councillor reports

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

10.20.08 Planning

10.20.08.01 Fleur de Lys – Conservatory– Appln. No. 20/02007/HHFUL

The Clerk reported that HDC had supplied details of plans to replace the existing structure with a new building on the same footprint. Details had been circulated to councillors and a response had to be submitted to HDC by 13th November.

10.20.09 Finance

10.20.09.01 To approve the accounts for payment: 27th October 2020.

Date	Ref No	Payee	Description	Amount £
27/10/20	015	Mr. M Woolhouse	Net salary October 2020	260.00
27/10/20	016	Cambs Water	Cemetery water	68.09
27/10/20	017	LGS Services	Payroll services reissued cheque	95.40
27/10/20	018	Mr M Woolhouse	Zoom and stamps expenses	22.19

10.20.09.02 Income and Expenditure Account

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

10.20.09.03 Bank Reconciliation

The meeting noted the bank reconciliations for the month. The first was prepared to the start of the month to reflect the closure of the Barclays account and the second prepared to 21st October provided a more recent and accurate record.

10.20.09.04 Bank Balances

The Meeting noted the current and savings account balances as at 27th October.

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10.20.09.05 Cash Book

The Meeting noted the Cash Book as at 27th October 2020.

10.20.09.06 Banking Arrangements

Cllr Leaton reported that she had successfully registered for on line banking. The Clerk reported that the transfer of funds from Barclays to Metro had completed.

10.20.09.07 CIL payment

The Clerk reported that the council was to receive £1014 as part of the CIL levy paid in respect of the Mill Road development.

10.20.09.08 Monthly Audit

The Clerk reported that Cllr Gregory had volunteered to undertake the audit for October 2020 but because of his absence an audit had not occurred.

10.20.10 **Traffic, Highways & Road Safety.**

10.20.10.01 The meeting noted the previously circulated correspondence, in particular that relating to complaints of the condition of Wistow Fen Lane.

10.20.10.02 **Bridge gullies**

Cllr Leaton requested that the Clerk contact CCC Highways to have the gullies cleaned in Bridge Street and particularly on the Wistow Toll side of the Bridge.

10.20.11 **Policing Matters**

10.20.11.01 Incidents relating to Wistow were included in correspondence and all alerts posted to the Parish Council's Facebook page.

10.20.12 **Correspondence and Communications**

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

10.20.12.02 **M11 weekend closures**

The Clerk explained that Highways England planned maintenance on a major bridge on the motorway south of Cambridge with the motorway being closed on a number of weekends. The signed diversions inevitably involved increased journey times.

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

10.20.13.01 **Playground**

The tree had yet to be removed and Cllr Bradford agreed to contact Mr. R Burton to progress its removal.

10.20.13.02 **Village Hall**

Cllr Bradford reported that HDC had yet to set a date to discuss the detail of plans to renovate the listed building but in the meantime measures were being planned to work on matters not requiring HDC involvement.

10.20.13.03 **Website**

The Clerk reported that Dr. Farrar had provided great assistance in helping him understand operation of the website with the result that the Emergency Plan had been uploaded.

Dr. Farrar had looked at website disability accessibility and felt that reasonable steps had been taken to make the website compliant with the legislation.

10.20.13.04 **Roads**

The meeting discussed mud from the Mill Road development being left on Mill Road. It was explained that when heavy vehicles accessed the site the road was cleaned at the end of the day.

10.20.14 **Monthly Audit**

Cllr Bradford volunteered to be the Auditor for October 2020.

10.20.15 **Next meeting**

It was agreed that the next meeting would discuss the Precept for 2020/21.

10.20.16 **Date of next meeting:**

It was noted that the next meeting would take place on Tuesday 24th November 2020 at 7.30pm in the Village Hall.