

# WISTOW PARISH COUNCIL

Clerk: Mrs P Coles, Porch House, Manor Street, Wistow PE28 2QB

E-mail: [parishclerk@wistovillage.info](mailto:parishclerk@wistovillage.info)

|                          |  |
|--------------------------|--|
| <b>NOTICE OF MEETING</b> | Full Council                             |
| <b>TIME</b>              | 7.30 pm                                  |
| <b>DATE</b>              | Tuesday, 29 <sup>th</sup> September 2015 |
| <b>VENUE</b>             | Village Hall, Manor Street, Wistow       |
| <b>MEMBERS</b>           | 5 <b>QUORUM</b> 3                        |

**All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. Members of the public and press are welcome to address the Council at its Open Forum for the first 10 minutes of the meeting time.**

Patsy Coles      Mrs Patsy Coles, Clerk to Wistow Parish Council, 24<sup>th</sup> September 2015

## A G E N D A

**2015/16-77      To receive and approve Apologies for Absence**

**2015/16-78      To receive Declarations of Interest**

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

**2015/16-79      Public Participation**

To allow 10 minutes for any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

**2015/16-80      Approve the Minutes of the Parish Council Meeting on 28<sup>th</sup> July 2015**

**2015/16-81      Matters for information only**

- 2015/16-81.1 NALC DIS extra news
- 2015/16-81.2 Invitation to ACRE AGM, and notification of their move
- 2015/16-81.3 Invitation to Citizens Advice AGM
- 2015/16-81.4 Cambridgeshire Flood and Water Supplementary Planning Document available for comment
- 2015/16-81.5 CCC News and Parish E Bulletin
- 2015/16-81.6 Luminus Survey, garages in Oaklands Avenue reported, and Luminus News
- 2015/16-81.7 Launch of Cambridgeshire Fens Leader Programme by ACRE

**2015/16-82      Policing Matters**

- 2015/16-82.1 Speedwatch Update and training
- 2015/16-82.2 ECops updates (various)
- 2015/16-82.3 Update on Crime Figures and any other matters

**This notice must be left at or sent by post or email to the usual place of residence of every member of the council three clear days at least before the Meeting.**

**2015/16-83 To receive reports from County and District – Mr M Tew, Mr P Bucknell and Mrs A Curtis**

Apologies have been received from Mr Bucknell and Mrs Curtis

**2015/16-84 Finance**

a) to approve the Financial Statement and Cashflow for August/September

b) to approve payment of outstanding amounts

Paid in August

|                     |                               |
|---------------------|-------------------------------|
| Clerk's salary      | £155.03 (18 hours at £8.613)  |
| Clerk's expenses    | £12.58 (£2.58 post, £10 comp) |
| CGM grass cutting   | £675.00                       |
| CCC, removal of PC1 | £174.89                       |

Payable in September

|                            |         |
|----------------------------|---------|
| Zen Internet renewal       | £69.44  |
| CGM grass cutting          | £675.00 |
| Insurance renewal          | £740.57 |
| Clerk's salary             | £211.00 |
| Clerk's expenses           | £ 11.08 |
| PKF Littlejohn audit costs | £120.00 |
| HDC Warbler printing       | £ 15.58 |
| LGS Services, payroll      | £ 19.80 |

2015/16-84 c) Annual Audit is now concluded and paperwork has been received back from PKF Littlejohn. A notice is to be posted on the board with the opportunity of inspection.

2015/16-84 d) Precept forms have been received, this will be discussed at the next meeting.

2015/16-84 e) Review of signatories following Dr Farrar's resignation

**2015/16-85 Correspondence**

2015/16-85.1 Email from resident regarding Secret Garden Party, and response from Mrs Curtis

2015/16-85.2 Email regarding accident with bike on Mill Road

2015/16-85.3 Complaint from a resident against a Parish Councillor

2015/16-85.4 Letter regarding free trees for Parishes

2015/16-85.5 Request from Ruth Gunton to complete a survey to do with Neighbourhood Plans

**2015/16-86 To consider any Planning Applications received**

2015/16-86.1 None received

2015/16-86.2 Robert Gregory from Rose Homes, Whittlesey invited to present proposals for Mrs Bance's land on corner of Mill Road and Parsonage Street, unable to attend.

2015/16-86.3 Outcome of Appeal on land next to Thatched Cottage on Church Street

2015/16-86.4 Invite from Bury PC to share planning training

**2015/16-87 Highways Report/Traffic Matters**

2015/16-87.1 Review of MVAS purchase, Speedwatch kit and Local Projects funding

2015/16-87.2 Any other outstanding issues

**2015/16-88 Maintenance Issues**

- 2015/16-88.1 Playground – any outstanding matters – hedge done, recent vandalism
- 2015/16-88.2 Playground rota/risk assessment forms – Mr MacInnes June, Mr Leigh July, Mr Gregory August (received) and Ms Leaton September.
- 2015/16-88.3 Outstanding grass cutting issues with CGM, complaint at Cemetery
- 2015/16-88.4 Streetlight Maintenance Contract due for renewal, paperwork received
- 2015/16-88.5 Playground inspection due and instructed for October
- 2015/16-88.6 Letter from John Cope regarding hedge in cemetery, passed to PCC
- 2015/16-88.7 Request from HDC to confirm areas of maintenance and contracts in place

**2015/16-89 Administration Matters**

- 2015/16-89.1 Clerk related issues - Reduced number of meetings , Clerk's pay
- 2015/16-89.2 Progress of recovery of tax from Douglas Tonks
- 2015/16-89.3 Insurance Renewal, paperwork received with three quotes and Came & Co's recommendations. They have also suggested topple tests on gravestones and tree inspections.
- 2015/16-89.4 Allotment rents, last increase notified in 2012 to take effect in 2013.
- 2015/16-89.5 Co-option of Parish Councillor to replace Dr Farrar, and election of Vice Chair
- 2015/16-89.6 Request from HDC to check our declarations of interest and code of conduct
- 2015/16-89.7 Capalc Clerks and Councillors catch up day, 2<sup>nd</sup> October 2015
- 2015/16-89.8 Complaints procedure update - underway

**2015/16-90 Working Parties Feedback and Updates**

- a- Litter Mr MacInnes
- b- Countryside Mr Gregory
- c- Village Hall Mr MacInnes/Mr Carter

**2015/16-91 Items for the Wistow Warbler and Wistow Web site.**

To inform Mr Williams and Dr Farrar of relevant articles

**2015/16-92 Monthly audit**

Mr Gregory is our auditor for September, a volunteer is required for the next meeting

**2015/16-93 Matters for future consideration**

- 2015/16-93.1 Extension to graveyard- nothing further on this until development of Top Yard
- 2015/16-93.3 Timebanking and identification of vulnerable residents
- 2015/16-93.5 Litter picking day – date to be decided and circulated, we have volunteers
- 2015/16-93.6 Luminus Garages at Oaklands Avenue
- 2015/16-93-5 Allotment hedge
- 2015/16-93.6 Speed limit on B1040

**2015/16-94 Date of next meeting**

To be confirmed

Close of Meeting

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