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WISTOW WEB-SITE: 'www.wistovvillage.info'**

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The Parish Council Meeting of the Wistow Parish Council took place on Tuesday 25th November 2008 at 7.30pm in the Wistow Village Hall, with Mr Franklin in the chair.

1 APOLOGIES FOR ABSENCE: Mr Latter and Mr Cook

1.1 PRESENT: Mr Franklin, Dr Farrar, Mr Williams, Mr Leigh, Mr Bucknell, Mr Lucas, Mrs Coles (Clerk)

**2 TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL
MEETING DATED 28TH OCTOBER 2008**

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

3 MATTERS ARISING FROM PREVIOUS MINUTES

3.1 Referring to item 14.1, the Clerk reported that membership of Cambridgeshire and Peterborough Association of Local Councils was now confirmed and that Councillors have access to the website. She reported that the next course for new Clerks was being held on 13th February 2009 and 13th March 2009, a two day course costing £200. Mr Bucknell proposed, Mr Franklin seconded and it was agreed that The Clerk should attend this course.

3.2 Referring to item 8.16, Mr Franklin had sourced a suitable bench and asked the Clerk to obtain a price and quotes for installation.

**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 were 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 10 as a member of the Huntingdonshire District Council.

4.3 Mr Bucknell declared his involvement in the Consultation for the Gypsy and Traveller Sites Development Plan Document.

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

5.1 The Community Liaison Officer was unable to attend the meeting.

6. WISTOW BRIDGE – MR MCGEE FROM CAMBS COUNTY COUNCIL TO ATTEND TO DISCUSS PLANS

6.1 Mr Guest from Cambs County Council and Mr Arianpour from Atkins were welcomed to the meeting by Mr Franklin. Mr Arianpour explained that the concrete construction of the bridge is in a poor state and does not conform to current regulations. The first plan was to demolish the north and south extensions to the bridge and build a new bridge but this was not favoured by the Parish Council at the June Parish Council Meeting. Following discussions at the June meeting and consultation with English Heritage and the Environment Agency plans had been drawn up to demolish the north extension, which is out of character, this will reduce the bridge from 4.9m to 4m in width and provide for one way traffic only. A masonry parapet will be put in where the north side extension is demolished and on the south side the parapet plinth, which is in bad order will be demolished and reinstated with reinforced concrete, the parapet is still under discussion. There will be no raised traffic calming features, the signs will be painted on the road and road signs illuminated by solar lights. Some land on the south side of the bridge will be purchased and cleared to provide a clear line of sight. As services run through the bridge, they will have to be diverted and the footpath will be on the south side of the bridge due to the services and construction limitations. Dropped kerbs were discussed to ease crossing to the footpath. It is intended that the bridge will remain open during construction. There was discussion regarding the footpath as it was felt that it would be better situated on the north side of the bridge but this would mean reinstating the north extension which English Heritage would not approve and would prevent the bridge remaining open whilst the work was carried out. The programme would be to divert the services first and formal consent to the plans from English Heritage and the Environment Agency would be sought. It was hoped that work would start at the end of February and take 12 weeks. An ecology survey had already taken place. Mr Guest was asked what opportunity there would be for the village to see the plans and he would issue an explanation of the work and a copy of the plans for the notice board. The plans had the unanimous support of the Parish Council as the necessary repairs to the bridge would be carried out with the benefit of a traffic calming scheme. Mr Franklin thanked Mr Guest and Mr Arianpour who left the meeting at 8.05 pm. Mr Lucas gave his apologies and left the meeting at 8.10 pm.

7 **a- FINANCE - TO APPROVE THE FINANCIAL STATEMENT/ PAYMENT OF ACCOUNTS FOR OCTOBER 2008**

7.1 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.

7	b- FINANCE - TO APPROVE PAYMENT OF OUTSTANDING AMOUNTS: MRS P COLES - OCTOBER 2008 SALARY (RATES AS PER MINUTE NO. 13.1 OF THE MEETING DATED THE 29TH APRIL 2008)	£ 192.77
	MR D TITMARSH – SEPTEMBER 2008 SALARY AS ABOVE	£ 171.26
	MR D TITMARSH - OCTOBER 2008 SALARY AS ABOVE	£ 91.40
	R J WARREN LTD - GRASSCUTTING - CHURCHYARD AND GRAVEYARD - OCTOBER 2008	£ 205.62
	K GAUNT – CUTTING AND DISPOSING OF PLAYING FIELD HEDGE	£ 210.00

7.2 These payments listed were formally approved at this meeting, and the cheques duly signed.

7 **c- FINANCE - TO REVIEW CASH FLOW AND RESOLVE ANTICIPATED ISSUES AND PRESENTATION OF FIGURES IN FUTURE**

7.3 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.

8 **CORRESPONDENCE**

8.11 Gypsy & Traveller Sites Development Plan Document – Workshop for Town and Parish Councils. Mr Bucknell is involved with this workshop, no other council members will attend.

8.12 Information regarding Village Benefits Advice Service, to be put on the notice board and website, also details sent to John Dransfield for the next Warbler.

8.13 Thank you letter from Citizens Advice Bureau for our donation.

8.14 Proposed changes to County Council Division Names in Huntingdonshire – Godmanchester will be known as Godmanchester & Huntingdon East and St Neots Eaton Socon will be known as St Neots Eaton Socon & Eynesbury.

8.15 Street Naming and Numbering – the new property adjacent to The Haven, Wistow Toll, will be known as The Retreat, Wistow Toll

8.2 CORRESPONDENCE PREVIOUSLY CIRCULATED

- 8.21 Current Enforcement Cases letter
- 8.22 Headlines – Luminus communities in control
- 8.23 Local Development Framework
- 8.24 Trading Standards Newsletter

9 ALLOTMENT OUTSTANDING ISSUES, INCLUDING SIGNING OF TENANCY AGREEMENTS OPTIONS ANDS MR C BOWD TAKE-OVER OF MR BANCE’S ALLOTMENT LAND AND ALLOTMENT RENTS

9.1 The Clerk reported that two rents were still outstanding, she would email Mr Latter and ascertain what provision was in the lease for outstanding rents.

**10 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED
- NIL RECEIVED**

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

11 REVIEW OF INSURANCE ARRANGEMENTS AND COVER – THE CLERK TO REPORT ON PUBLIC LIABILITY COVER.

11.1 The Clerk reported that Suffolk Acre had confirmed public liability cover of £5million.

12 ACCEPTANCE OF STANDING ORDERS AND FINANCIAL STANDING ORDERS.

12.1 The acceptance of the Standing Orders and Financial Standing orders was proposed by Mr Bucknell and seconded by Mr Franklin, unanimously and signed.

13 MR D TITMARSH – OUTGOING CLERK

13.1 It was agreed to purchase gardening vouchers in the sum of £30 as a token of appreciation for Mr Titmarsh. Mr Franklin would purchase the gift.

14. **PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK AND UPDATES -**

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

14.1 Mr Bucknell reiterated the benefit of the traffic calming on the bridge. He also undertook to respond to a letter from Huntingdon District Council requesting pictures to support comments made with regard to parking in Bridge Street which relates to access to public areas for those with disabilities.

b- PEDESTRIANS - MR COOK TO REPORT?

14.2 Mr Cook was not present at the meeting, nothing to report.

c- LIGHTING - DR FARRAR TO REPORT?

14.3 Dr Farrar would look into the ongoing problem with PC9

d- LITTER – MR COOK TO REPORT?

14.4 Mr Cook was not present at the meeting – nothing to report.

e- COUNTRYSIDE - MR COOK TO REPORT?

14.5 The Clerk had received a letter from Huntingdon District Council regarding Parish Paths Partnership (P3) 2009/10, she would pass this onto Mr Cook.

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

14.6 There had been no response to the notice for help with the youth club but Mr Franklin knew of a possible volunteer. Dr Farrar would contact Veronica again and let her know that there are mothers that will help, he felt that there would be one last try to keep the Club going. There was some discussion regarding the available money and how it could be spent to draw the youngsters to the club but no decision would be made until the Club's future was known.

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

14.7 The Clerk reported that a copy of the Village Hall Committee meeting minutes had been delivered for the files.

h- FLOODING - MR BUCKNELL TO REPORT?

14.8 A letter had been received from Huntingdon District Council regarding the Pitt Review and data gathering of surface water flooding for the Environment Agency. As no records have been kept, the Clerk would reply accordingly.

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

14.9 Mr Franklin reported that he had been in touch with a sign maker in Earith to obtain a quote for the village sign. He is waiting for their response.

15 a- PLAYGROUND - MR BUCKNELL, MR COOK & CLERK TO REPORT

15.1 Mr Franklin would look at information received from Cambridge Acre on Playing Field management.

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

15.2 The Clerk reported that it was time to go out to tender for grass cutting for next season, Mr Bucknell proposed and Mr Franklin seconded that contracts should be offered for 2 years. The Clerk would write out to contractors.

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

15.3 The only outstanding item was the village sign, already covered.

16 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)

16.1 This item had already been covered.

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

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

18 **DATE OF NEXT MEETING - TUESDAY 27TH JANUARY 2009 AT
7.30PM**

There being no further business to discuss, the meeting closed at 9.10pm.

PLANNING APPLICATIONS RECEIVED FROM AUGUST 2007

Wistow Parish Council - WPC

Huntingdonshire District Council - HDC

Not Yet known - NYK

App.Number	Property Address	Purpose	Approved and Date	
			WPC	HDC
07/02598/FUL	4 Oakland's Close, Wistow	Extension to Porch	Yes - 28/8/07	Yes - 6/9/07
07/02658/LBC 07/02657/FUL	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

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FINANCE REPORT for November 2008

Clerk's Salary		
22 hours @ £8.04	£	176.88
Computer Usage	£	10.00
Postage Paid 7 stamps @ 27p	£	1.89
Phone Calls 28/10- 20/11	£	4.00
Paid 25/11/08		<u>£ 192.77</u>

Mr D Titmarsh final salary Sept/Oct		
29.5 hours @ £8.04	£	237.18
Computer usage	£	20.00
Postage paid 2 stamps @ 24p		48
Phone calls 2/9 – 30/9	£	4.00
Heating in hall		<u>1.00</u>
Paid 25/11/08		£262.66

R J Warren Ltd		
Grasscutting - Churchyard and Graveyard		
Paid 26/11/08		£ 205.62

K Gaunt		
Cutting and disposing of playing field hedge		<u>£ 210.00</u>
Paid 26/11/08		£ 871.05

Income for November 2008

Nil

Balances of Account as at 30th November 2008

Current Account	£ 1184.20
Deposit Account	£ 16339.82