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The Annual General Meeting of Wistow Parish Council took place on Tuesday, 26th May 2009 at 7.30 pm in the Village Hall.

1. **APOLOGIES FOR ABSENCE** had been received from Mr Lucas, Mr Ward and Mr MacInnes
- 1.1 **PRESENT:** Dr Farrar, Mr Leigh, Mr Cook, Mr Willams, Ms Robinson, Mr Bucknell, Mrs Coles (Clerk) and Mr J Carter (applicant for vacancy)
2. **ELECTION OF CHAIRMAN**
 - 2.1 Nominations for Chairman were requested and Dr Farrar was proposed by Mr Cook and seconded by Mr Leigh. There being no other nominations Dr Farrar's appointment was unanimously agreed.
3. **ELECTION OF VICE CHAIRMAN**
 - 3.1. Nominations for Vice Chairman were requested Mr Leigh was proposed by Mr Williams and seconded by Dr Farrar, there being no further nominations Mr Leigh's appointment was unanimously agreed.
4. **ACCEPTANCE OF DECLARATION OF OFFICE BY CHAIRMAN AND VICE CHAIRMAN AND CODE OF CONDUCT FORMS TO BE SIGNED**
 - 4.1. Further to the Code of Conduct of the Local Government Act 2000, Part 3, the Clerk stated that the Parish Council's Chairman and Vice Chairman had to sign a Declaration of Acceptance of Office form, she had also been advised that it is good practice for all Councillors to review the Registration of Financial and Other Interests and, if appropriate, sign the Declaration of No Changes to the Registration of Financial and other Interests annually at the AGM. The forms were duly circulated and signed and the Clerk would take the form to Mr MacInnes for his attention. Forms to change the Registration of Financial and Other Interests were also available if needed.
5. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 28TH APRIL 2009**
 - 5.1 As the minutes had previously been circulated, they were agreed and signed.
6. **MATTERS ARISING FROM THE PREVIOUS MINUTES**
 - 6.1 Item 14.1 Dr Farrar proposed that a formal record of appreciation be sent to Mr Franklin following his resignation from the Parish Council, this was seconded by Mr Leigh and unanimously agreed. The Clerk would deliver a letter to Mr Franklin.

- 6.2 Item 6.3, Dr Farrar reported that the lamppost in Church Street is labelled PC17.
6.3. Item 6.1, Mr Cook clarified that the Parish Paths Partnership grant is to open up the permissive footpath at the bottom of Harris Lane and reinstate the old Waterloo bridge to give a circular walk.

7. **MEMBERS DECLARATION OF INTEREST FOR THE ITEMS ON THIS AGENDA**

- 7.1 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.
7.2 Mr Bucknell declared an interest with regard to any items under Agenda Item 11, as a member of the Huntingdon District Council.

8. **COMMUNITY LIAISON OFFICER – ANY POLICE OR CRIME ISSUES TO BE DISCUSSED**

- 8.1 In the absence of the Community Liaison Officer the Clerk read out an email circulated via the E-Cops system regarding concern over charity leaflets that were being distributed in the area from Europe Family Links or The Winnicott Foundation. Any leaflets delivered with a registered charity number on them of 6277821 are not legitimate and the police are looking for descriptions of the people delivering them. It was agreed to use the notice board to circulate such E-cops emails.

9. **FINANCE a) To approve the financial statement/payment of accounts for April**

- 9.1 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.

b) To approve payment of outstanding amounts

Mr C Leigh, cost of 150 copies for Open Meeting	£ 4.50
CPALC – New Clerk’s Intensive training course	£200.00
(no invoice for this had yet been received but the expenditure needs to be approved as payment will be required at registration for the course on 10/6)	
Mrs P Coles salary (April/May 09 as per minute 13, 28 th April 2009)	£348.42
Mr L T Gray, grass cutting	£244.44

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

c) To review cash flow and resolve anticipated issues

9.3 Following on from item 7.5 of the last minutes, the Clerk had prepared a letter to Alliance & Leicester bank to request the closure of the two Church Wall Accounts and to request a review of signatories. This was signed ready for sending.

10. CORRESPONDENCE

10.1 The Clerk had received a telephone call from Mrs Cracknell regarding the preparation of a flower bed around her husband's memorial tree. She felt very strongly that her intention had been to plant the tree into the natural verge and had not wanted it as part of a formal bed. She had also planted bulbs to come up through the grass which she feared had been dug up. The Clerk reported that she had passed Mrs Cracknell's feelings onto Mr Franklin, Wistow in Bloom, who were planting shrubs in some verges. The Parish Council agreed that no further action could be taken but were aware of the feeling in the village that the rural appeal of the village would be lost with too much planting.

10.2 A request from the Rotary Club of Ramsey for a donation towards the refurbishment of the Christmas Float. After much discussion this was declined. Further discussion ensued and it was agreed to allocate £500 in the budget to be used as donations for local projects. The Clerk would add the item to the budget.

10.3 A letter from Mr Franklin, Wistow in Bloom, requesting permission to put a lectern on the green which would provide information on the types of trees. Following discussion it was agreed that this would become a liability in terms of maintenance and insurance and regrettably not be possible. The Clerk would inform Mr Franklin.

10.4 CCC had issued a letter regarding the 'Big Lunch' initiative and the closure of roads to accommodate any events. The Clerk would make enquiries about road closures.

10.5 A letter had been received from Luminus Group regarding training course

10.6 HDC had sent out a list of Executive Responsibilities which had been circulated by email.

10.7 Details of an Open Public Meeting of Huntingdonshire Community Safety Partnership, also circulated by email.

CORRESPONDENCE PREVIOUSLY CIRCULATED

10.8 Play England design manual

10.9 COPE newsletter May 09

10.10 Public Sector Duties – equality

10.11 Good Councillor Guide

10.12 Public Meetings Schedule May

10.13 The Playing Field

10.14 Clerks and Councillors Direct

11. **TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED
- PARISH COUNCIL CONSULTATION – APPLICATION 0900342OUT**
Demolition and clearance of redundant buildings, reclamation and remediation of land and redevelopment for mixed uses including housing (at least 650 units), employment (at least 10 ha), neighbourhood centre and open space. RAF Upwood, Ramsey Road, Bury
- 11.1 Mr Bucknell was asked to give a summary of the outline permission being sought. The development would be where existing buildings are and include making use of the larger buildings for community facilities. Provision has been made to improve communications and provide cycle and foot paths.
- 11.2 As a response to the consultation was required by 1st June, a vote was taken and the majority voted to approve the outline permission for the following reasons.
Huntingdonshire LDF Core Strategy 2009 Policy CS4 Affordable Housing in this development addresses the need for affordable housing in the district 40%.
PPS3 Housing strategic housing policy objectives and our goal to ensure that everyone has the opportunity to live in a decent home, which they can afford in a community where they want to live.
PPG13 Transport to promote more sustainable transport choices both for carrying people and promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling and to reduce the need to travel, especially by car.
12. **VILLAGE HALL COMMITTEE –two representatives from the Parish Council for the forthcoming year**
- 12.1 Mr Cook and Mr Leigh would both continue as representatives.
13. **VACANCY FOR PARISH COUNCILLOR AND COVER FOR MS ROBINSON**
- 13.1 Ms Robinson had informed the Council that was going into hospital for a major operation on 1st June and that she would need some recovery time. Mr Bucknell was co-opted to cover for Ms Robinson during her period of sickness. She was wished a speedy recovery.
- 13.2 There were two applicants for the vacancy following Mr Franklin’s resignation, Mr Jeremy Carter of The Grove and Ms Deborah Rice from Harris Lane. Mr Carter was present at the meeting and was given the opportunity to tell the Council why he wished to join. Ms Rice was unable to attend. Mr Carter was thanked for coming and asked to leave the meeting so that the Parish Council could discuss the applicants and decide.
- 13.3 Following much discussion it was agreed by the majority to ask Mr Carter to join the Parish Council and to ask Ms Rice to join as an ex-officio member. The Clerk would contact them both.

14. **PARISH PLAN working parties feedback and updates including any re-allocation of responsibilities**

- a) Traffic and road issues Ms Robinson and Mr MacInnes – nothing to report
Mr Cook reported that he now had two volunteers for Speedwatch, Mr MacInnes and Mr Berry from The Three Horseshoes and it was being very successful.
- b) Pedestrians – Mr Cook At the Open Meeting it was mentioned that the hedge at Rooks Grove was encroaching onto the footpath, the Clerk would deliver a polite letter to Mr and Mrs Juggins asking them to cut the hedge back after nesting season to restore the footpath to its original width.
- c) Lighting – Dr Farrar, nothing to report
- d) Litter – Ms Robinson. Flytipping had been cleared.
- e) Countryside – Mr Cook. Dogs on leads signs will be requested and replaced as requested. Further to item 6.3 of these minutes. Cambs County Council would be involved in supplying and fitting the bridge to open up the ancient right of way and provide a circular walk between Upwood and Wistow. CCC will have to apply to reinstate the path and a timescale is unknown.
- f) Activities, sports clubs, societies – Dr Farrar. The History Society is putting information on boards for Heritage Day. Mr Williams passed on the name and contact details of someone interested in the Society.
It was agreed to advertise the compost giveaway for Heritage Weekend, the Clerk will put up notices.
- g) Village Hall – Mr Leigh and Mr Cook. Minutes of the AGM were passed round. There have been more discussions regarding the proposed extension.
- h) Flooding – Mr Bucknell – nothing to report
- i) Village sign – Mr Williams. The Clerk reported that the grant of £500 has been received. A mock up of the sign was shown and it was agreed that there would be a meeting on 8th June to finalise the design. Mr Cook had the bricks, Mr Williams would order the post and it was agreed to move forward with building the plinth. Ms Robinson would try to get a colour version of the sign printed at actual size prior to the meeting.

Following discussion the new headings and responsibilities under this agenda item in future will be:

- a) Traffic and road issues (including pedestrians) – Mr MacInnes/Mr Bucknell
- b) Litter – Mr Bucknell
- c) Countryside – Mr Cook
- d) Leisure facilities (including Playground) Dr Farrar/Mr Williams
- e) Village Hall – Mr Leigh/Mr Cook
- f) Village Sign – Dr Farrar/Mr Williams

15. a) Playground – Mr Cook. The Bin rota/risk assessment rota will need to be amended. Dr Farrar reported that he had attended a meeting regarding playfunding. Grants were available up to £50,000 for projects in consultation with the village, aimed at 7 – 13 year olds. A meeting was set up for 4th June at 7.30 to start a working party to look into setting up the consultation and developing a project. Dr Farrar, Mr Bucknell, Mr Williams and Mr Leigh all expressed a wish to be involved.
- b) Grasscutting – Mr Cook and Clerk. The boundary of the playing field with Oaklands Close needed to be strimmed. The Clerk would contact Mr Gray
- c) Grants – Mr Bucknell. Nothing to report. Mr Williams enquired whether it would be possible to apply for a Wind Farm Grant for the village sign for the reclaimed post and bricks. The Clerk would make enquiries.
- d) Wistow Bridge – The Clerk had received an email and draft proposal for the traffic calming on the bridge which had been circulated. This will be posted on the notice board.
- e) Allotments Dr Farrar summarised the current situation following a letter from Mr P Burton refuting the new tenancy agreement and rent increase. It was agreed that we need definitive answers from an expert whether the Parish Council are within their rights to increase the rent and the exact position with the Agricultural Holdings Act. It was agreed to pay a nominal fee for that advice and Mr Cook agreed to make enquiries.

Following discussion the new headings and responsibilities for this agenda item in future will be:

- a) Grass cutting – Mr Cook/Clerk
b) Grants – Mr Bucknell
c) Wistow Bridge – Mr Leigh/Clerk
d) Allotments – All

Dr Farrar proposed that a manual be produced on the items that keep Wistow running. He and the Clerk would start with grass cutting and produce a record of what is required.

16. **ITEMS FOR THE WISTOW WARBLER AND WEBSITE – to inform Mr Dransfield and Dr Farrar of relevant articles (also any other communication issues)**

- 16.1 Mr Dransfield will need to be informed of the changes to the Parish Council
16.2 A new email address had been set up for the Clerk:
parishclerk@wistovillage.info

17 **MONTHLY AUDIT – nominee for next meeting**

17.1 Mr Cook agreed to carry out the monthly audit for June

18. **DATE OF NEXT MEETING**

18.1 The next meeting will be held on Tuesday, 30th June at 7.30 pm in the Village Hall

There being no further business the meeting closed at 10 pm.

PLANNING APPLICATIONS RECEIVED FROM JANUARY 2008

Wistow Parish Council - WPC

Huntingdonshire District Council - HDC

Not Yet known - NYK

			<u>Approved and</u>
<u>Date</u>			
<u>App.Number</u>	<u>Property Address</u>	<u>Purpose</u>	<u>WPC</u>
<u>HDC</u>			
4/1/08			
08/00500/FUL Yes - 18/6/08	Rookes Grove Farm, Mill Road, Wistow	Erection of 2 dwellings and access road	Yes - 26/2/08
08/00599/FUL NYK	Poultry Houses, Shillow Hill, Wistow	Erection of Agricultural dwelling	Yes - 25/3/08
008/03478/FUL	Threeways, Church Street	Add pitched roof to flat extension at rear	Yes 07/01/09
0900055FUL	Rectory Farm, Wistow Rd Broughton	Erection of agricultural building to house free range hens	No comment 24/02/09
0900342OUT	RAF Upwood, Ramsey Rd Bury, PE26 2XN	Demolition and clearance of redundant buildings, reclamation and remediation of land and redevelopment	Yes 29/5/09

FINANCE REPORT for May 2009

Clerk's Salary		
35 hours @ £8.26	289.10	
Computer Usage	10.00	
Postage Paid 2 stamps @ 27p	54	
5 x signed for delivery @ £1.36	6.80	
Phone Calls 20/4 – 20/5	4.80	
Back Pay, 169 hours @ 22p	<u>37.18</u>	£348.42
Paid 29/5/09		

Mr C Leigh, printing for open meeting £ 4.50
Paid 29/05/09

L T Gray – Grass cutting £244.44
Paid 29/05/09

TOTAL £597.36

Income for May 2009

Precept	£8500
Village sign grant	£ 500
Grass cutting contribution from CCC	£ 602.32

Balances of Account as at 31st May 2009

Current Account	£1008.09
Deposit Account	£21201.80