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A meeting of Wistow Parish Council took place on Tuesday 28<sup>th</sup> July 2009 at 7.30pm in the Village Hall with Dr Farrar in the Chair.

1. APOLOGIES FOR ABSENCE - apologies had been received from Mr Lucas and Ms Robinson. Mr Cook was not present but no apology received.
  - 1.1. PRESENT: Dr Farrar, Mr Leigh, Mr Williams, Mr Carter, Ms Rice, Mr Bucknell, Mr Ward and Mrs Coles (Clerk).
  
2. TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL MEETING DATED 30<sup>TH</sup> JUNE 2009
  - 2.1 Item 15f, the email to Mr Franklin had not been necessary. With this amendment, as the minutes had previously been circulated, they were agreed and signed.
  
3. MATTERS ARISING FROM THE PREVIOUS MINUTES
  - 3.1. There were no matters arising.
  
4. MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA
  - 4.1. It was noted that as Mr Leigh is a member of the Village Hall Committee, he had declared openly his personal interest under the New Code of Conduct of the Local Government Act 2000, Part 3, and therefore was still able to participate in aspects of business dealing with the Village Hall.
  - 4.2 Mr Bucknell declared an interest with regard to any items under Agenda Item 8, as a member of the Huntingdon District Council.
  - 4.3 As Mr Cook was not present the Clerk would chase him regarding his role as Parish Councillor/Handyman and if appropriate an advert would be displayed for a Handyman
  
5. COMMUNITY LIAISON OFFICER – ANY POLICE OR CRIME ISSUES TO BE DISCUSSED?
  - 5.1. There was no Community Liaison Office present.
  - 5.2 The Clerk had received an email regarding starting a Neighbourhood Watch Scheme but as details had been put on the noticeboard, website and Wistow Warbler and no interest had been shown no further action would be taken.
  - 5.3 Notes on the Neighbourhood Panel Meeting on 13<sup>th</sup> July had been circulated.
  
6. FINANCE A) to approve the financial statement/payment of accounts for May
  - 6.1. As this had been circulated around the Councillors present prior to the meeting, and there had been no further comments, these were voted upon and unanimously confirmed as being a true record.

B) to approve payments of outstanding amounts	
Lee Gray – grass cutting	£244.44
H Franklin – refund for laminator envelopes	£ 16.87
Mrs P Coles July salary (rates as per minute 13 of the meeting dated 28 <sup>th</sup> April 2009)	£252.51
Ray Burton Services – hedge/rubbish/weeding	£125.00
KLM new scroll assembly for village sign	£172.50
Michael Murray Signs Ltd – village sign	£230.00

6.2 With the exception of the refund for laminator envelopes, the payments listed were formally approved at this meeting and the cheques duly signed. The Clerk would inform Mr Franklin that this would not be refunded as funds had been donated to Wistow in Bloom for such expenses.

c) to review cash flow and resolve anticipated issues

6.3. Dr Farrar pointed out that the Clerk's salary and costs had exceeded budget and this should be monitored to ensure the budget figure is enough and that another playing field hedge trim should be budgeted. The Clerk would make that amendment.

d) to review quote and ordering system

6..4. The importance of the 3 quote system was stressed and once agreed, an order should be placed with invoice on completion of work. It is not possible to organise cash/cheque on collection of projects and it should not be necessary for a Councillor to pay and obtain a refund. The Clerk can place orders in writing and should be used to obtain quotes.

d) to agree Internal Auditor's fee £50

6.5. It was unanimously agreed to raise a cheque for Mrs Pye and formally thank her for acting as Internal Auditor.

## 7. CORRESPONDENCE

7.1. Destination Growth – from CPALC for our notice board

7.2. COPE August newsletter

7.3 From CCC Position Statement – Children's Centres Development in Cambridgeshire

7.4 EERA News

7.5. From ACRE – Invitation to attend Rural Cambridgeshire: Ensuring a Vibrant Future – Mr Bucknell would have liked to attend but is unable, Ms Rice agreed to attend – the Clerk will return the reply slip

## CORRESPONDENCE PREVIOUSLY CIRCULATED

7.6 No further correspondence had been circulated

8. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED
- 8.1. 0900843FUL – Refurbishment of existing chimney stack, Manor House, Manor Street, Wistow.  
This was unanimously approved and the Clerk would inform HDC that the Parish Council approved the plans for the following reason:  
Conforms to National Policy PPG15 Historic Environment, Policy EN2 Special Architectural scale, Policy B7 Fabric setting of a Listed Building .
9. REVIEW OF ASSET VALUE AND INSURANCE COVER
- 9.1. The Clerk had been in touch with the insurers and they had confirmed that it was necessary to insure for the total value of the asset schedule. It was agreed that our cover would be increased in line with the asset schedule and an interim payment would be made. The Clerk would organise increased cover until the time of renewal in October at an approximate cost of £40.
10. RoSPA REPORT – REPORT REVIEW AND ACTION POINTS ARISING
- 10.1. The RoSPA report had been circulated and some low to medium risk action points had been identified. It was agreed that these would be linked in with the Playfunding work to be agreed.
11. PROPOSED EXTENSION OF 30 MPH SPEED LIMIT, BRIDGE STREET
- 11.1. A letter had been received from CCC along with a map indicating the proposed extension of the 30 mph speed limit. It was agreed that the Clerk reply asking that the speed limit be extended to the whole village.
12. SWINE FLU – COMMUNICATION FROM CCC
- 12.1. A letter had been received from CCC/NHS regarding the distribution of influenza anti-virals. The Clerk reported that she had volunteered to be a ‘flu friend’ but had received no further contact. The letter would be posted on the notice board. Mr Ward reported that policy regarding swine flu was under continuous review.
13. DATA STORAGE FACILITY FOR CLERK FOR PARISH COUNCIL WORK – agree type and cost
- 13.1 As all Parish Council work should not be stored on a personal computer, it would be necessary to find an alternative storage facility. It was unanimously agreed that the Clerk could spend up to £100 on a suitable facility, ideally one that would also provide back up. The Clerk and Dr Farrar would source a suitable hard disk.

14. PARISH PLAN ACTION PLAN – working parties feedback and updates:
- a) Traffic and road issues – Mr Bucknell. Mr Bucknell, Mr Carter and Ms Rice would be working on the Jointly Funded Minor Improvements Grant, Mr Bucknell ran through how points were awarded, and a meeting was arranged for the following week to work on the application which would be for traffic calming on the Mill Road entrance to the village.
  - b) Litter – Mr Bucknell – It was reported that the fly tipping in Harris Lane had been cleared by the householder.
  - c) Countryside – Mr Cook – The Clerk reported that Mrs Bance did not approve of the suggestion to name a footpath after her late husband. She had been very disappointed not to receive a letter from the Parish Council. Dr Farrar would write to Mrs Bance as a token of respect and to acknowledge Mr Bance’s contribution to the village over many years. It was hoped that an appropriate memorial to Mr Bance and his work could be discussed.
  - d) Leisure facilities – Dr Farrar and Mr Williams – the Playfunding application had been submitted and receipted, results of those through to the next round will be available this week. If successful the next stage must be submitted by the end of September which will include going to tender for the equipment. Mr Williams and Dr Farrar will research the gate and improved entrance to the playing field. It was also agreed to look at the signage as there had been comments regarding a welcome sign.
  - e) Village Hall – Mr Cook and Mr Leigh – Nothing to report. The Clerk would remind Mr Cook of the Village Hall Meeting on Thursday as Mr Leigh was unable to attend. Mr Williams volunteered to attend.
  - f) Village sign – Dr Farrar and Mr Williams. The sign had been erected and had been admired. The slate coping was outstanding and the Clerk would chase Mr Cook to complete this task. The Clerk could now remove this item from future agendas.
16. a) Grass cutting – Mr Cook and Clerk – Nothing to report, this item could now be removed from future agendas.
- b) Grants – Mr Bucknell. The Clerk would submit a Wind Farm Grant application for the recycled parts of the Village Sign. Information from Cambridge Acre had been received regarding a grant for small businesses involved in tourism via the Fens Adventurers Partnership. This did not appear relevant to our community.
  - c) Wistow Bridge – Mr Leigh and Clerk. Nothing to report. The Clerk would contact Mr McGee from CCC for a full update for the next meeting.
  - d) Allotments – The Clerk had requested advice from CPALC and NALC and was awaiting a response. In the meantime she would write to Mr Burton and let him know that a full response to his letter of 11<sup>th</sup> May would follow upon receipt of that advice.

17. ITEMS FOR WISTOW WARBLER AND WEBSITE, to inform Mr Dransfield and Dr Farrar of relevant articles (also to discuss other items relating to Communication issues)
- 17.1. Nothing to report.
18. MONTHLY AUDIT – NOMINEE FOR NEXT MEETING
- 18.1. As Mr Bucknell carried out the monthly audit this time, Mr Williams agreed to carry out the monthly audit for August.
19. DATE OF NEXT MEETING – Tuesday 25<sup>th</sup> August 2009 at 7.30 pm in the Village Hall

There being no further business the meeting closed at 9.15 pm.

**PLANNING APPLICATIONS RECEIVED FROM JANUARY 2008**

Wistow Parish Council – WPC

Huntingdonshire District Council – HDC

Not Yet known – NYK

<u>App.Number</u>	<u>Property Address</u>	<u>Purpose</u>	<u>Approved/Date</u> <u>WPC</u>
<u>HDC</u>			
4/1/08			
08/00500/FUL - Yes - 26/2/08 18/6/08	Rookes Grove Farm, Mill Road, Wistow	Erection of 2 dwellings and access road	Yes
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
0900661FUL	Valiant Square, Upwood	Erection of 26 houses and 7 apartments	No comment 30/06/09
0900843FUL	Manor House, Manor St Wistow	Refurb of existing chimney	Yes 28/7/09

**FINANCE REPORT for July 2009**

Clerk's Salary		
26 hours @ £8.26	214.76	
Computer Usage	10.00	
Postage Paid 3 stamps @ 27p	81	
Stationery	26.94	£252.51
Paid 28/7/09		
L T Gray – Grass cutting		£244.44
Paid 28/7/09		
Ray Burton Services – work at Playing field		£125.00
Paid 28/7/09		
KLM – scroll assembly for village sign		£172.50
Paid 28/7/09		
Michael Murray Signs - printing of sign		£230.00
Paid 28/7/09		
Mrs W Pye, internal auditor		£ 50.00
Paid 28/7/09		
<b>TOTAL</b>		<b>£1074.45</b>

**Income for July 2009 - nil**

**Balances of Account as at 31st July 2009**

Current Account	£1281.18
Deposit Account	£21887.88
<b>TOTAL</b>	<b>£23169.06</b>