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

- 811 -

The Parish Council Meeting of the Wistow Parish Council took place on Tuesday 28th October 2008 at 7.30pm in the Wistow Village Hall, with Mr Franklin in the chair.

1 **APOLOGIES FOR ABSENCE:** Dr Farrar, Mr Lucas, Mr Leigh, Mr Ward, Mr Latter

1.1 **PRESENT:** Mr Franklin, Mr Williams, Mr Cook, Mr Bucknell, Mrs Coles (Clerk), Mr Titmarsh (outgoing Clerk).

Mr Juggins had joined the meeting as he wished to make an amendment to the minutes of the meeting on 29th July 2008 where an incident had been reported at the bottom of Harris Lane when in fact it was at the top of the Lane. He raised two other points regarding the response time of the police and the condition of the road surface on Harris Lane. Mr Bucknell agreed to contact Mr Lucas regarding the road surface and our community officer regarding a visit to Mr Juggins, if she was unable to attend this meeting.

2 **TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL
MEETING DATED 30TH SEPTEMBER 2008**

2.1 Two amendments to the Minutes were required: item 6 the correct spelling of Luminus Group and in item 16.4 Mill Street should be Mill Road.

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

3 **MATTERS ARISING FROM PREVIOUS MINUTES**

3.1 Further to point 6.1 there had been no further news on the painting of the garage doors but it was too early to chase.

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 A letter had been received from Huntingdon District Council reminding Councils that from time to time the registration of interests should be reviewed and the necessary forms were enclosed, should any changes have taken place.

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 – UPDATE ON FALLEN TREE AND PLANS

6.1 Mr McGee and Mr Arianpour had been invited to the meeting but Mr McGee was awaiting the outcome of a safety audit on the traffic calming scheme and it would therefore be more appropriate to attend the November meeting. The Clerk would confirm arrangements with Mr McGee.

7 a- FINANCE - TO APPROVE THE FINANCIAL STATEMENT/ PAYMENT OF ACCOUNTS FOR SEPTEMBER 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 - SEPTEMBER 2008 SALARY (RATES AS PER MINUTE NO. 13.1 OF THE MEETING DATED THE 29TH APRIL 2008)	£ 182.51
R J WARREN LTD - GRASSCUTTING - CHURCHYARD AND GRAVEYARD - SEPTEMBER 2008	£ 205.62
WICKSTEED LEISURE – BALANCE OF PLAYMATTING	£6789.03
MOORE STEPHENS – AUDIT OF PARISH COUNCIL ANNUAL RETURN 2008	£ 158.62

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.

7.4 Due to computer limitations the current cashflow document will need to be presented differently. The Clerk will produce a new format.

8 CORRESPONDENCE

8.11 Letter regarding the purchase of Gum Targets from HDC

8.12 Email from Tim Mott regarding the boundary of a property he is hoping to purchase. The Clerk would respond suggesting the information should be obtained via his solicitor or HDC.

8.13 Invitation to the Chairman of Huntingdon District Council's reception on 31/10/08. Apologies had been sent.

8.14 Letter from CPALC inviting nominations for the District Council Standards Committee

8.15 Speedwatch information

8.16 Mr J Cope had contacted Mr Franklin regarding a bench on the green in memory of his late mother. It was agreed that a bench to match the existing one would be purchased by the Council and that Mr Cope would then cover that cost. The bench must be owned by the Council so that it is covered by insurance. The Clerk would email Mr Cope to that effect.

8.2 CORRESPONDENCE PREVIOUSLY CIRCULATED

8.21 Cambs Acre annual review

8.22 Huntingdon Traffic Management Joint Committee

8.3 BROCHURES RECEIVED AND CIRCULATED AT MEETING

8.31 Artattack

8.32 COPE newsletter number 49

8.33 Wicksteed teenscapes

8.34 Society of Local Council Clerks/Shaws

8.35 Details of courses run by Jacquie Wilson of Canalbs Ltd

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 TO BE DISCUSSED

9.1 Mr Cook reported that the deadline for letters for next year had been missed.

9.2 The annual rent invoices had been issued to take into account last year's increase of 5% which would give an income this year of £1008 in total. The figure of £990 quoted was incorrect as the increase to £1008 had been agreed and notified to tenants in September 2007.

10 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED - AMENDMENT TO POULTRY HOUSES RECEIVED

10.1 The amendment to the application – Poultry Houses, Shillow Hill, Wistow 08/00599/FUL was passed round. No response was required.

11 REVIEW OF INSURANCE ARRANGEMENTS AND COVER – MR BUCKNELL TO REPORT ON RESPONSIBILITIES

11.1 Mr Bucknell confirmed that the Churchyard is officially closed and therefore the Council's responsibility. The Clerk was asked to check public liability cover with regard specifically to the wall.

12 MOORE STEPHENS – AUDITORS – ANNUAL RETURN

12.1 THE ANNUAL RETURN HAD BEEN COMPLETED AND THE AUDIT IS NOW CLOSED.

13 ANNUAL PRECEPT PAYMENT 2009 TO BE DISCUSSED

13.1 After some discussion it was agreed that the precept for 2009 should be set at £8500.

14 CPALC MEMBERSHIP FOR DISCUSSION

14.1 The Clerk reported on the benefits of membership of CPALC who provide training and support to local councils. Mr Bucknell proposed, Mr Cook seconded and it was agreed to become members. A cheque to cover the membership fee to 31st March 2008, £76.81 was authorised.

15 CITIZENS ADVICE BUREAU REQUEST FOR DONATION DISCUSS WITH REGARD TO SECTION 137.

15.1 It was felt that during the current economic difficulties parishioners may benefit from the advice provided by the CAB and a one off donation of £50 was proposed by Mr Bucknell, seconded by Mr Williams and agreed.

16 PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK AND UPDATES -

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

16.1 Mr Bucknell commented that although we had not been successful with the minor improvements grant, the work to be carried out at the bridge could benefit the village in the same way.

b- PEDESTRIANS - MR COOK TO REPORT?

16.2 Mr Cook had nothing to report. A request for a footpath over the bridge had been received but this forms part of the ongoing plans. Also it had been reported that the footpath on the 80 acre field had been ploughed, Mr Cook would have a word with Mr Blackhurst.

c- LIGHTING - DR FARRAR TO REPORT?

16.3 As Dr Farrar was absent, Mr Cook reported that PC9 was out, the Clerk would report it and Mr Bucknell would send her the link to the website.

d- LITTER – MR COOK TO REPORT

16.4 Mr Cook had nothing to report. Mr Bucknell had received confirmation that the bin by the bus shelter had been cleaned out. Mr Cook asked if the bin at the recycle point could be emptied.

e- COUNTRYSIDE - MR COOK TO REPORT?

16.5 There had been a complaint about the Hunt. Mr Cook reported that the hedge had been cut on the corner of the Raveley Road . Regarding progress on the planting of Christmas trees, an environmental statement is being done.

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

16.6 Dr Farrar and Mr Bucknell had been to see Veronica regarding the Youth Club and she does not wish to continue. There is a surplus of £2600 to be spent on youth equipment. Mr Bucknell had some ideas for equipment and would research costs and report back to the meeting. The Clerk was asked to put a notice on the board and website asking for volunteers to run the Club.

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

16.7 Mr Cook reported that following a party in the hall when litter from the party had been discovered in the graveyard and bush shelter, the responsibility for clearing up was discussed. A deposit of £50 is taken on booking the hall and returned once the hall has been inspected after the event. In this case the hall had been thoroughly cleaned and the problems were outside. In future, further checks would be made before the deposit was returned.

16.8 A second set of drawings had been received from the architect. Once they are approved by the Village Hall Committee, they will be passed to the Parish Council for approval, the Conservation Officer will also need to approve them and a meeting with him is due to be held in November.

h- FLOODING - MR BUCKNELL TO REPORT?

16.9 Mr Bucknell had already circulated the report from the Flood Forum and further information will be published in Districtwide.

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

16.10 Mr Franklin questioned exactly where we are with the village sign and the grant. The design is agreed and there is a grant in place to pay for it. However there are no timescales. Mr Bucknell will chase Dan Smith and get some firm commitment from him.

17 a- PLAYGROUND - MR BUCKNELL AND MR COOK TO REPORT

17.1 The timber trail needs to be repaired where vandalised. Mr Cook will do this.

17.2 The aerial runway needs tightening. Mr Titmarsh will find details of supplier.

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

17.3 The Clerk confirmed that she had written to Cambs County Council informing them that we would take over the responsibility of the grass cutting carried out by them and that we could reclaim £602.32 annually.

17.4 Mr Cook reported that he was looking into grass cutting arrangements for next season.

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

17.5 One application had been received for Wind Farm grant monies.

18 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)

18.1 If there is no response to the notice for Youth Club volunteers, this could be put into the Warbler next time.

19 MONTHLY AUDIT - NOMINEE FOR NEXT MEETING?

19.1 Mr Franklin agreed to do the Monthly Audit at the next Parish Council Meeting.

20 DATE OF NEXT MEETING - TUESDAY 25TH NOVEMBER 2008 AT 7.30PM

There being no further business to discuss, the meeting closed at 9.20pm.

PLANNING APPLICATIONS RECEIVED FROM AUGUST 2007

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 and Date</u>	
			<u>WPC</u>	<u>HDC</u>
07/02598/FUL	4 Oakland's Close, Wistow	Extension to Porch	Yes - 28/8/07	Yes - 6/9/07
07/02658/LBC	Lavender Cottage, Church	Extension to staircase and	Yes -	Yes -
07/02657/FUL	Street, Wistow	alterations to garage and dwelling	25/9/07	9/10/07
07/03808/FUL	Haven, Shillow Hill, Wistow	Conservatory Erection	Yes -	Yes
-			27/11/07	4/1/08
08/00500/FUL	Rookes Grove Farm,	Erection of 2 dwellings and	Yes -	Yes
-				
	Mill Road, Wistow	access road	26/2/08	18/6/08
08/00599/FUL	Poultry Houses, Shillow Hill,	Erection of Agricultural	Yes -	
AMENDMENT	28/10/08			
NYK				
	Wistow	dwelling		25/3/08

-819-

FINANCE REPORT for October 2008

Clerk's Salary		
21 hours @ £8.04	£ 168.84	
Computer Usage	£ 10.00	
Postage Paid 5 stamps @ 27p & 2 stamps at 36p	£ 2.07	
Phone Calls 1/10/ - 28/10	£ 1.60	
Paid 28/10/08	<hr/>	£ 182.51
R J Warren Ltd		
Grasscutting - Churchyard and Graveyard		
Paid 29/10/08		£ 205.62
Wicksteed Leisure		
Final payment of playmatting		£ 6789.03
Paid 29/10/08		
Moore Stephens – audit of Parish Council Annual Return 2008	£ 158.62	
Citizen's advice bureau – donation		£ 50.00
CPALC – membership to 31/01/09		<u>£76.81</u>
Total		£7462.59
Income for October 2008		
Allotment rents received to date		£ 913.50
Balances of Account as at 31st October 2008		
Current Account		£ 7926.05
Deposit Account		£ 16339.82