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A meeting of Wistow Parish Council took place on Tuesday 31st May 2011 following the AGM, with Dr Farrar in the Chair

2011/12-22 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

2011/12-22.1 Apologies had been received from Mr Leigh and Mr Lucas, Mr Carter was absent.

PRESENT: Mrs Booth, Mr Bucknell, Mrs Coles (Clerk), Dr Farrar, Ms Robinson, Mr Ward, and Mr Williams

2011/12-23 TO RECEIVE DECLARATIONS OF INTEREST

2011/12-23.1 It was noted that as Mrs Booth is a member of the Village Hall Committee, she had declared openly her 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.

2011/12-23.2 Mr Bucknell declared an interest with regard to any items under Agenda Item 31 as a member of the Huntingdon District Council, wished to declare an interest as a member of the Village Hall Committee and Trustee of the Red Tile Wind Farm Trust.

2011/12-24 PUBLIC PARTICIPATION

2011/12-24.1 There were no members of the public present.

**2011/12-25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL
MEETING ON 26TH APRIL 2011.**

2011/12-25.1 The minutes of the Parish Council Meeting, having been circulated prior to the meeting were approved.

2011/12-26 MATTERS FOR INFORMATION ONLY

The items as listed on the agenda were covered.

2011/12-27 COMMUNITY LIAISON OFFICER

2011/12-27.1 PCSO was not present.

2011/12-27.2 It was reported that we would lose one of our PCSOs to St Ives.

2011/12-28 TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

2011/12-28.1 Mr Lucas had emailed the following update on Warboys Library following the public meeting on 11th May: The wind was rather taken out of our sails as the officers from the County council essentially said that the link between the library and the Friends of the library was a model of good practice which could be followed elsewhere not just in fund raising but also in practical help.

They took away a clear commitment from the community to keep the library going in as near to the current levels as possible and the willingness of the PC to financially underpin some of the library running costs depending on what control they would have in the way the funds were spent.

The community or its representatives will be further involved in developing a solution throughout the summer with a final recommendation for how it would operate in September.

2011/12-28.2 Mr Bucknell reported that the District Council is clamping down on benefit fraud and that four people had been arrested in connection with fraudulent claims amounting to £52,000. There was now a recommendation that planning disputes be discussed and to that end the new leader of the Council will be involved with discussion on the Upwood plans.

2011/12-28.3 Mr Ward had nothing further to add other than it was a quiet time while the new leadership establishes itself.

2011/12-29 FINANCE

a) to approve the financial statement

2011/12-29.1 As this had been circulated to Councillors present prior to the meeting, and there were no further comments, it was unanimously confirmed a true record.

b) to approve payments of outstanding amounts

2011/12-29.2 The payments listed were formally approved and the cheques duly signed, with the exception of the Clerk's salary which was approved for payment later

Mrs P Coles May Salary	£260.96
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Digley Associates, Safety inspection	£ 42.00
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c) to review cash flow and resolve anticipated issues

The following credits had been received £128.11 recycling, £133.81 VAT refund, £451.74 contribution from County for grass cutting.

d) The first payroll payment is due by 13th June for payment of the Clerk's April and May salary, plus the payment to Douglas Tonks of £16.20. A cheque for £488.32 to cover this was agreed.

2011/12-30 CORRESPONDENCE

2011/12-30.1 In response to the letter from the PCC requesting funds for the repair of the Clock, ***the Clerk was instructed to write to request further details, including quotes for the work and drawings so that the Parish Council could make an informed decision.***

2011/12.30.2 In response to a request for funds from Wistow in Bloom, it was agreed that the Parish Council must be very cautious in the current financial climate. The request would be reviewed later in the year but no donation would be made at this time.

2011/12-30.3 Information on the water main renewal on Bridge Street (on the Hill) had been put on the website and in the Warbler.

2011/12-30.4 Information from Cambridge Building Society on savings accounts was reviewed and it was agreed that some funds could be invested but *the Clerk would talk to Barclays to see if they could offer a competitive rate.*

2011/12-31 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED

2011/12-31.1. 1100826FUL 12 Kingston Way, Wistow Proposed replacement of existing conservatory with single storey extension.

Approval was recommended.

2011/12-31.2 The report on 7 Kingston Way had been circulated and it was agreed that it was a thorough report and points raised had been addressed.

2011/12-32 ANNUAL AUDIT

2011/12-32.1 The accounts have now been sent to the external auditor, following completion of the internal audit by Mrs Pye.

2011/12-32.2 It was unanimously agreed to send a cheque for £50 with a thank you note to Mrs Pye.

2011/12-33 REVIEW OF INTERNAL ACCOUNTING PROCEDURES

2011/12-33.1 An annual review of accounting procedures must be carried out and the Clerk had asked the advice of the Internal Auditor who had agreed that our current procedures were adequate and should be continued. These are: monthly audit by a Parish Councillor, all payments listed on the agenda for approval at the meeting and minuted, cheques signed by two Councillors who sign the stub and invoice. Cash flow statement updated and circulated monthly, providing a reconciliation with the bank balance.

2011/12-34 OPEN MEETING REVIEW

2011/12-34.1 The following progress was reported:

Dog fouling, HDC had been contacted and were monitoring the situation with regard to a bin on the Bridge. The Parish Council could provide a bin but it would not be collected unless it is approved by HDC.

HGVs through the village, details of the Warden Scheme were now available and the Clerk had registered our interest. Mr Williams volunteered to be our representative.

Phone box on Church Street, BT had agreed to remove the phone box subject to planning, the relevant notice had been posted.

Grass cutting in the cemetery, the Clerk had contacted Fergusons and following the latest cut, the situation had improved.

Footballers at bus stop, PCSO Jill would be asked to have another word.

2011/12-35 REVIEW OF ANNUAL SAFETY INSPECTION OF
PLAYGROUND

2011/12-35.1 *The Clerk would forward the safety report to Leisure Logs and ask them to quote for the repair of the aerial runway and take action on the points raised with their equipment.*

2011/12-36 PARISH PLAN ACTION PLAN WORKING PARTIES FEEDBACK
AND UPDATES

a) Traffic and road issues – Mr Bucknell/Mr Carter/Ms Robinson.
Blackhurst Lane/Hill Road, more work now scheduled

Harris Lane, *the Clerk would look at back correspondence and chase the Environment Agency who have the lead on this work.*

Hawthorn hedges at Wistow Toll, County have responded that the land owner is responsible. *The Clerk will make contact.*

b) Litter – Ms Robinson/Mrs Booth – Mrs Booth reported that litter is an issue at the playground, this will be monitored.

c) Countryside – Mr Carter/Dr Farrar Mr Williams asked for permission to visit the landowners in respect of the circular path, this was agreed subject to liaison with Mr Carter.

The Clerk would submit the P3 membership application in Mr Carter's absence.

d) Village Hall – Mrs Booth

Mrs Booth would attend the AGM on 6th June as her first meeting.

New volunteers are required for the events.

e) Maintenance Issues – Clerk

Playground: Mr Carter was persevering with the see saw panels

Mr Carter and Mr Williams would liaise regarding problems with the gate not shutting.

The Clerk had some prices to replace the picnic benches and a quote to dispose of the existing ones and remove the elder bush on the fence. Before any decision is made *Mr Williams would review the layout and the existing furniture.*

Mrs Booth had carried out May's inspection and Mr Leigh was on the rota for June.

2011/12-37

a) Grants – Mr Bucknell/Mrs Booth

b) Wistow Bridge – Mr Leigh/Mr Williams. The give way sign had been moved back and the standing water issue will be monitored.

A car is parking and causing a hazard on the hard standing on the bridge. This to be monitored. *The Clerk will request removal of one of the Wistow signs and the new road layout signs.* It was decided that further levelling would not be carried out.

c) Allotments – nothing to report.

d) Parish Plan Review – Dr Farrar/Mr Bucknell/Ms Robinson. At the meeting it was decided to pose three questions to villagers to find out their priorities.

This will be done with minimum cost by contact at village events and through the Warbler.

1. What should the Parish Council's priorities be over the next 5 years.
2. What are your biggest concerns
3. What are the positives from the Parish Plan.

Under the Localism bill it will be important to have a Parish Plan and the review will validate our plan for a further 5 years.

2011/12-38 ITEMS FOR WISTOW WARBLER AND WEB SITE

2011/12-38.1 The Spring edition had just been issued.

2011/12-39. MONTHLY AUDIT – NOMINEE FOR NEXT MEETING

2011/12-39.1 Mr Bucknell was our auditor this month and Mr Carter was nominated for June for June.

2011/12-40 MATTERS FOR FUTURE CONSIDERATION

2011/12-40.1 White line outside Playground entrance – *The Clerk would place an order.*

2011/12-40.2 Review condition of salt bins

2011/12-40.3 Parking in Manor Street – a resident of Manor Street had approached the PC regarding parking issues and difficulty getting out of his drive.

2011/12-41 DATE OF NEXT MEETING

2011/12-41.1 Tuesday 28th June 2011 at 7.30 pm.

There being no further business the meeting closed at 9.45 pm.

FINANCE REPORT for May 2011

			Paid
Clerk's Salary			
30 hours @ £8.344	250.32		
Computer Usage	10.00		
Postage Paid 2 x 32p,	.64	£260.96	31/5/11*
Douglas Tonks – payroll admin		£16.20	31/5/11*
Digley Associates – annual safety report		£42.00	31/5/11
Mrs W Pye – internal audit		£50.00	31/5/11
TOTAL		£369.16	

* These two items, plus April Clerk's Salary were paid on cheque number 068 for £488.32

Income for May £128.11 recycling, £133.81 VAT refund, £451.74 grass cutting

Balances of Account as at 29th April 2011

Current Account £11781.68 Deposit account £15,007.69