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A meeting of Wistow Parish Council took place on Tuesday 26 November 2019, in the Village Hall, with Cllr Waller in the Chair.

**11.19.01 Apologies for Absence**

Cllr. G. Bull and Cllr C. Leaton.

**Present:**

Cllr. C. Bradford, Cllr. J. Gregory, Cllr. G. Macinnes, Cllr. G. Smith, Cllr. J. Wiltshire and Cllr. R. Waller.

**In Attendance**

Mr. M Woolhouse – Clerk to the Council

Cllr J Tavener – HDC councilor for the Ward

Cllr T Rogers – Cambs. CC councilor for the Ward

No members of the public were present

**11.19.02 To receive Declarations of Interest:**

- a. All Parish Councillors as Trustees of the Village Hall.
- b. Cllr. Bradford and Cllr. Macinnes, as members of the Village Hall Committee.

**11.19.03 Public Participation:**

There was no public participation of any members of the public or from Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at the meeting.

**11.19.04 Approval of minutes of meeting held on 26 November 2019**

The minutes had been circulated prior to the meeting and Cllr R. Waller proposed that the minutes be approved and Cllr. G. Smith seconded the proposal. **It was resolved that the minutes be approved and that they be signed by Cllr Waller.**

**11.19.05 District Councillors and County Councillor reports:**

Verbal reports were received from Cllrs Tavener and Rogers as follows.

**11.19.05.01 Cllr Tavener – HDC**

Due to the General Election, local and national government were in a state of political purdah with no significant business being transacted.

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11.19.05.02 Cllr T Rogers – Cambs. CC

Cambs. CC was also in the same state but the current progress on the future of County Hall was explained. The current plan was for a mix use development comprising hotel, offices and small museum covering Shire Hall's history.

The spoke and hub arrangements for the delivery of local services was working well following its decentralisation and had been well received by local residents.

Cllr Tavener left the Meeting

11.19.06 **Approve the Minutes of the Parish Council Meeting on 29 October 2019:**

The previously circulated minutes were **unanimously agreed** as a true record of the proceedings. Cllr. Waller proposed and Cllr. Smith seconded that the minutes be accepted for signing by Cllr. Waller.

11.19.07 **Matters arising or carried forward from the previous meeting.**

11.19.08.01 Street Lighting Upgrade

Cllr Macinnes reported that contractors had commenced installing the LED lighting.

11.19.08.02 Electricity Supply

The Clerk reported that ESPO had explained that Total Power and Gas, the current suppliers via Cambs. CC, would quote only if the Council agreed to a 6 month contract but without knowing the price in advance. He added that Warboys Council had transferred to ESPO/TGP and **it was agreed** that a contract be entered into with ESPO/TGP on the basis of their experience.

11.19.08.03 Winter Gritting

Cllr Smith reported that there had been one volunteer only to assist with gritting so that the task would fall to the councillors. A rental garage had been considered for the storage of the equipment and supplies but had been ruled out because of cost and it was intended to create storage space in the village hall shed. The Clerk was authorised to complete and return the paperwork.

11.19.08.04 Cyber Security

Cllr Smith reported that Cyberhood Watch, an offshoot of Neighbourhood Watch, had developed an on line quiz to explain the issues and steps that could be taken as well as setting out steps that can be taken to improve on line security. It was noted that WistowPC follows Friends against Scams on FaceBook.

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**11.19.06.05** Defibrillator

It was reported that a number of parishioners had been trained in the use of defibrillator equipment generally but were not specifically trained in the use of the village equipment and that more first aid classes would take place in the new year.

Cllr Wiltshire explained that a cost effective solution to the heating problem was to install a 12V heating element with associated control and battery in the cabinet and

**it was agreed** that he and Cllr Macinnes be and are authorised to spend up to £100 to purchase the necessary equipment to ensure that the battery is kept above the minimum effective temperature.

**11.19.06.06** Village Hall Broadband

Cllr Macinnes reported that broadband was being installed in the Village Hall at the cost of the Village Hall Committee.

**11.19.06.07** Speed Sensor

Cllr Wiltshire reported that the provider was proving to be of little help but he had established that the software to calibrate and analyse the traffic information was installed on the Parish Council laptop. It was agreed that the Clerk would establish that the software was installed and also meet Cllr Wiltshire and Mr Carter to transfer the data from the speed sensor to the laptop for analysis after which the findings would be provided to Cambs. Police. Cllr Wiltshire explained he was reluctant to spend c£140 on its recalibration before establishing that the speed sensor was operational and recording properly.

**11.19.06.08** Dog Fouling.

Cllrs Macinnes and Smith proposed that £250 be spent on winter high visibility literature and information packs reminding residents of the need to tidy up their animal's excrement. Cllr Macinnes requested that £50 be spent on another supply of dog mess collection bags. It was agreed that both proposals be accepted.

**11.19.06.09** Oakland Avenue gas supply

The meeting considered the gas works to be undertaken in January 2020 and concluded that any interruption to the supply during the works would be of short duration and Cadent would inform the residents in advance.

**11.19.06.10** Bridge Street Flooding

The Clerk reported that because of financial constraints Cambs CC was unable to empty the gulleys until the new year but photos should be taken of any future flooding so that CCC could see the problem and treat the problem as an emergency.

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**11.19.07**      **Notification of planning item.**

Kingston House, St Johns Place - Applns 19/02265/HHFUL and 19/02266/LBC Replacement of decayed rafters, section of wallplate and roof tiles, battens and Klobber breather underlay and to replace decayed windows.

It was agreed to support the application and the Clerk was requested to write to HDC supporting the applications.

Cllr Rogers left the Meeting

**11.19.08**      **Finance**

**11.19.08.1**      To approve accounts for payment: 26<sup>th</sup> November 2019

Date	Ref No	Payee	Description	Amount £
26/11/2019	426	Mr. R Waller	Reimbursement of payment by Mr. Waller to Mr. R Sargent following Council cheques being rejected by bank due to alleged signature irregularities.	545.00
26/11/2019	427	Mr. M Woolhouse	Net salary November	252.00
26/11/2019	428	Mr. R Jackson	Playground gate repairs	70.00

Cllr R. Waller proposed that the accounts be approved for payment; Cllr R. Bradford seconded the proposal. **It was unanimously resolved** that the payments be approved.

**11.19.08.2**      **Income**

The Meeting noted the income received during the month.

**11.19.08.3**      **Garden Reclaim**

The meeting noted the difficulty incurred in paying Mr. R Sargent due to the bank refusing to honour two cheques in each case because of alleged signature irregularities, resulting in Cllr Waller writing a personal cheque to pay the Council's debt and having to be reimbursed.

**11.19.08.04**      **Income and Expenditure Account**

The Meeting noted the income and expenditure account.

**11.19.08.05**      **Bank reconciliation**

The Meeting noted the bank reconciliation for November 2019.

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**11.19.08.06** Bank Balances

The Meeting noted the current and savings account balances of £26,097.25 and £15,858.09 respectively.

**11.19.08.07** Draft Budget

The meeting considered the draft budget for 2020/21.

Cllr Macinnes had arranged to meet Wicksteed Playground to discuss the required renovations and establish the costs. **It was agreed** that the precept should remain at £15,000 for the 2020/21 with the budget being adjusted once the costs were established early in the new year with the repair costs being met from reserves.

**11.19.08.08** Banking Arrangements

The Clerk explained that he had spoken with two banks with branches in Peterborough and that one, Metro Bank, was willing to provide a community account at no cost to the Council; however the account did not have an online payment facility. He also listed banks with branches in Peterborough, some of which will have branches in Huntingdon/Ramsey to help identify which banks could meet the Council's needs, including internet payment. It was noted that the Council received little or no cash payments, and allotments were paid for by bank transfer as was the precept payment from HDC. The Clerk also agreed to discuss the matter with Mr. M Tew of Bury Parish Council.

**11.19.09** Traffic, Highways & Road Safety.

The meeting considered the previously circulated reports from Warboys and Bury Police and noted that was nothing of particular relevance to Wistow.

**11.19.10.** Village Maintenance

It was reported that the playground gate had been repaired and that contractors were upgrading the street lighting. The broken plank forming part of the bench around the tree in the playground was being produced and would be installed and painted when available.

**11.19.11** Policing Matters:

No incidents in the village of Wistow were reported with all alerts posted to the Parish Council's Facebook page / Neighbourhood Watch page.

**11.19.12 Correspondence and Communications**

**11.19.12.01** The meeting noted the previously circulated correspondence which members confirmed that they had read.

**11.19.12.02** The Clerk agreed to circulate matters of importance and exclude those which were for information including e cops bulletins.

**11.19.12.03** Cllr Wiltshire referred to the survey from Cambs. CC seeking information of measures which parishes were taking to alleviate climate change and suggested that the Council should identify measures which have been or could be taken and so demonstrate that the Council was taking the issue seriously.

It was noted that Mr Tew had prepared a Village Plan and the Clerk offered to establish if it was within the files provided upon taking up the post.

(Secretary's Note: Cllr Smith subsequently provided a copy of the Village Plan)

**11.19.14 Verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

The Meeting received verbal reports from Councillors on matters arising from their portfolio responsibilities

**11.19.14.01** Litter /Play area Cllr. Bradford / Cllr. Macinnes

It was reported that the playground gate had been rehung and that the plank for bench around the tree was being produced.

**11.19.14.02** Countryside Cllr Gregory

Cllr Bradford confirmed that there was nothing to report.

**11.19.14.03** Village Hall Cllr. Bradford

It was reported that plans to improve the village hall were being developed. In addition a grant application was being prepared to assist in its refurbishment.

**11.19.14.04** Website Cllr. Smith

The Clerk reported that it was functional but more training was needed.

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**11.19.14.05**    Trees/Grass                      Cllr. Smith

The meeting discussed the condition of WPC trees overhanging the cemetery and **it was agreed** to cut down those which were dead. Cllr. Smith reported that HDC had indicated that it would place TPO's on live trees. Cllr Smith agreed to take photos of the dead trees. **It was agreed** firstly to approach the Church Warden to establish if the Church would pay for the works, secondly to ask Mr. Jackson to quote for the works and thirdly to inform the occupiers of No1 Parsonage Street of the Council's actions.

**11.19.14.06**    Highways                                      Cllr. Bradford

Cllr. Bradford confirmed that any relevant matters had been already raised during the Meeting. Cllr Gregory reported that a parishioner had asked if a bench or chair could be installed near the junction of Church Street and Oaklands Avenue. It was noted that the cost of buying and installing such benches was c£400 due to governance and other procedures but the Council agreed to consider the matter.

**11.19.14.07**    Monthly Audit

Cllr. Bradford volunteered to be the Auditor for December

**11.19.15**        Date of next meeting:

It was agreed that the meeting scheduled for 31<sup>st</sup> December 2019 be cancelled and that the next meeting would take place on Tuesday 28<sup>th</sup> January 2020 at 7.30pm in Wistow Village Hall.