

A meeting of Wistow Parish Council took place on Tuesday 28<sup>th</sup> July 2020 by video conference at 7.30pm with Cllr Waller, located at Northern Cottage, Church Street, Wistow, PE28 2QE in the Chair.

**07.20.01      Present:**

Cllr C. Leaton, Cllr J. Gregory, Cllr R. Waller and Cllr. J. Wiltshire.

**In Attendance**

Mr. M. Woolhouse – Clerk to the Council  
Cllr. G. Bull – Hunts DC (until minute 07.20.08)  
Mr. N. Simms – member of the public

**07.20.02      Apologies for Absence**

Apologies for absence were received from Cllr Tavener (HDC).

(Secretary's note: the apologies were received by email and not seen until after the meeting and a precise of her report included for information at minute 07.20.08.02)

**07.20.03      To receive Declarations of Interest:**

**Declarations of Interest were noted for:**

1. All Parish Councillors as Trustees of the Village Hall.
2. Cllr Macinnes, as member of the Village Hall Committee.

**07.20.04      Public Participation:**

There was public participation from 1 member of the public but no requests from the public or any Councillor declaring a prejudicial interest in any matter to address the meeting in relation to the business to be transacted.

**07.20.05      Approval of minutes of meeting held on 30<sup>th</sup> June 2020**

The minutes had been circulated prior to the meeting but subject to recording Cllr. Wiltshire's attendance and amending minute 06.20.14.02 to read "Cllr Macinnes reported that with a great deal of assistance from Cllr. Waller the building consent paperwork for the refurbishment of the hall had been submitted to HDC including the erection of a replacement shed to the rear of the hall to replace the existing broken sheds." **it was resolved unanimously that the minutes be and are approved and that they be signed by the Chairman.**

**07.20.06 Co-Option of Councillor**

The Meeting considered the current vacancy for a councillor and **unanimously agreed to invite Mr N Simms to be co-opted on to the Council with immediate effect until an election could be held in May 2021.** Mr Simms accepted the invitation and joined the council with immediate effect.

**07.20.07 Matters arising or carried forward from the previous meeting**

**07.20.07.01 Grass Cutting.**

Cllr Waller reminded the meeting that Mr Sargent had provided an inadequate service during Covid 19 lockdown but was now able to provide the expected service. Cllr Leaton commented that recent work was to the correct quantity and quality.

**07.20.07.02 Street Lighting.**

Cllr Waller reported that there had not been any progress since the last meeting.

**07.20.07.03 The Environment, including Emergency Plan.**

Cllr Wiltshire commented that he had little to report save that he intended to finalise the draft Emergency Plan and send it to the Clerk for safekeeping.

**07.20.07.04 Village Plan.**

The meeting noted that there was nothing to report and agreed that development of the plan warranted inclusion as an agenda item for each meeting.

**07.20.07.05 Litter Pick.**

The Clerk reported that Cllr Macinnes proposed dates for the litter pick in September and Cllr Leaton stated that she wished to participate but may be away in late September and requested that the Litter Pick take place on 12 September.

**07.20.08. District Councillor reports:**

**07.20.08.01** Cllr Bull reported that Leisure Centres had re-opened but that other sports facility had yet to do so. He added that the Council was actively encouraging local businesses to apply for business grants and the Clerk added that details had been posted on Facebook. In response to a question he commented that presently everyone at HDC was remotely working but as matters stabilised some staff would be required in Lancaster House for logistical and democratic process purposes but that more individuals would work from home or other locations.

Cllr Tavener's report was received too late for inclusion at the meeting and the following precis is for information.

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**07.20.08.02** As well as the re-opening of leisure centres, the council has secured a 99 year lease for Hinchingsbrooke Country Park. This means the capital put aside for improvements to the park can now go ahead. The car park will be extended and the café will form part of the Education Centre as part of the modernisation to the building.

**Clr Bull left the meeting**

**07.20.09 Planning**

The meeting noted that the planning permission variation application related to renumbering of drawings and accepted the variation.

**07.20.10 Finance**

**07.20.10.01** To approve the accounts for payment: 28<sup>th</sup> July 2020.

Date	Ref No	Payee	Description	Amount £
28/07/20	459	Mr. M Woolhouse	Net salary June 2020	260.00
28/07/20	460	Mr. M Woolhouse	Zoom monthly fee	14.39
28/07/20	461	Cambs. Acre	Membership Fee	57.00
28/07/20	462	Mr. R Burton	Hedge Cutting	110.00
28/07/20	463	Mr. G Macinnes	Expenses	236.32

**07.20.10.02 Income and Expenditure Account**

The Meeting noted the income and expenditure account for the month.

**07.20.10.03 Bank Reconciliation**

The meeting noted the bank reconciliation for the month.

**07.20.10.04 Bank Balances**

The Meeting noted the current and savings account balances as at 29<sup>th</sup> June 2020.

**07.20.10.05 Cash Book**

The Meeting noted the Cash Book as at 28<sup>th</sup> July 2020

**07.20.10.06 Banking Arrangements**

The Clerk reported that the current account with MetroBank was open; he had received cheque and paying in books and was awaiting details of the deposit account as well as instructions on how to use the on line banking system. The meeting resolved **unanimously agreed that all councillors become signatories to the accounts and once the July payments had cleared the account any two (2) Councillors would write on behalf of the Council to Barclays closing the accounts.**

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**07.20.10.07 Annual Governance and Audit Report**

The Meeting unanimously agreed to approve the previously circulated AGAR Section 2 report for 2020.

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

**07.20.11.01** The meeting noted the previously circulated correspondence

**07.20.11.02** It was reported that Cllr. Macinnes was to meet with Mr. Cheeseman regarding a possible traffic survey and it was further reported that Speed Watch was now operational and Cllr. Waller agreed to investigate whether average speed cameras and equipment could be introduced, including discussing the matter with County Council Highways if the information was to be used to support prosecutions.

**07.20.12 Policing Matters:**

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

**07.20.13 Correspondence and Communication**

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

**07.20.13.02 Licencing Act - HDC Review**

The Meeting noted the review but felt that it would of limited impact on the parish with the pub being the only licenced premises.

**07.20.13.03 Milton Police Station Consultation**

The meeting noted the consultation of the proposed police station at Milton but felt that any facility would have little impact on Wistow.

**07.20.14 Village Maintenance**

Save as reported in correspondence, matters arising or portfolio reports there was nothing to report.

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

**07.20.15.01 Litter/Playpark.**

Cllr Waller reported that one damaged swing seat had been removed because of potential risk to users and would be replaced in due course. He added that Wicksteed seemed expensive and it was agreed to investigate alternative playground service and equipment providers. He added that Cllr. Macinnes was

**-1371-** considering investing in additional keep fit equipment but it was agreed that the Council finances be evaluated before taking such steps.

**07.20.15.02** **Village Hall.**

CLr. Waller reported that the Village Hall Committee was considering both replacing the existing shed and removing the tree.

**07.20.15.03** **Website**

The Meeting agreed that adding formal notices along with other items of possible interest to the website was sufficient.

**07.20.15.04** **Highways**

CLr. Waller reported that CLr Macinnes had contacted Rose Homes regarding mud on Mill Road at the entrance to their site and it was removed the following day.

**07.20.16** **Monthly Audit**

CLr Wiltshire volunteered to be the Auditor for August 2020.

**07.20.17** **Date of next meeting:**

It was agreed that the next meeting would take place on Tuesday 25<sup>th</sup> August 2020 at 7.30pm by video conference. It was noted that the Clerk had opened a paid Zoom account.