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www.wistovillage.info ONCE THE COUNCIL HAS APPROVED THEM.

A meeting of Wistow Parish Council took place on Tuesday 26th January 2021 at 7.30pm by video call with the Chairman located at Northern Cottage, Wistow, Cambs.

01.21.01 Present:

Cllr. R Waller (Chairman), Cllr C. Leaton, Cllr. N. Simms and Cllr. J. Wiltshire.

In Attendance

Mr. M. Woolhouse – Clerk to the Council

01.21.02 Apologies for Absence

Apologies for absence were received from Cllrs Bradford, Gregory and Macinnes, Cllrs Bull and Tavener (HDC) and Cllr Rogers (CCC).

01.21.03 Declarations of Interest:

Declarations of Interest were noted for all Parish Councillors as Trustees of the Village Hall. Save as stated there were no pecuniary interests to declare in respect of any business to be transacted at the meeting.

01.21.04 Public Participation:

There was no participation from the public or any Councillor declaring a prejudicial interest in any matter to be discussed.

01.21.05 Approval of minutes of meeting held on 24th November 2021

The minutes had been circulated prior to the meeting and **it was resolved unanimously that the minutes be and are approved and that they be signed by the Chairman of the Meeting.**

01.21.06 Matters Arising or carried forward from previous meetings

01.21.06.01 Emergency Plan (“EP”) and flooding.

Cllr Wilshire agreed to update the EP to include measures taken during the recent flooding for future reference. The Clerk reported that HDC had circulated a draft plan of a review it intended to undertake of the causes and lessons from the floods and would be inviting parishes to provide evidence. He added that the planned meeting with the Local Highways Officer and Cllr Wilshire had been postponed because it coincided with snow fall but would be rescheduled. The meeting felt that Bridge Street was the most vulnerable area because once flood water collected the bridge acted as a barrier to water escaping, gullies had not been emptied and the Environment Agency (“EA”) had a policy of not clearing water courses under their control, including the brook under the bridge.

The Clerk confirmed that he had posted the Chairman's letter to the EA's CEO at its Bristol head office but had not received a reply.

An additional issue was that the Rose Homes site on Mill Road was prone to flooding, with the water draining on to Mill Road and freezing during very cold weather, as recently experienced, so creating a hazard. **The Clerk was requested to write to Rose Homes asking that they take action to stop the drainage on to the highway.**

The meeting noted that a number of parishioners had asked if the parish council held or supplied sandbags for use as flood prevention measure. The meeting considered the suggestion and having looked at the local and national guidelines on sandbagging of private properties, encourage residents to make individual flood prevention measures.

The meeting further considered traffic control measures to stop traffic entering flooded areas near to the bridge. The parish council has no legal powers to close the road, a decision which could be taken by only either CCC, as highways authority, or the police. However the parish council did place signs stating that the road was closed and/or flooded but which some drivers choose to ignore.

Cllr Wiltshire referred to the responsibilities diagram prepared by CCC identifying the different organisations responsible for flood prevention, alleviation measures or which had responsibility for different types of water courses, along with their contact details. **The Clerk confirmed that the diagram and accompanying briefing note were posted on Facebook and agreed to add it to the website.**

01.21.06.02

Street Lighting.

The Clerk was instructed to chase Balfour Beatty to complete the outstanding work to install energy efficient lighting.

01.21.06.03

Winter Gritting

The Clerk reported that 10 bags of grit had been ordered as well as the replacement gritting bin, which it was agreed to locate opposite the pub and move the one located there to Kingston Way.

01.21.06.04

Defibrillator

Cllr Simms reported that replacement pads had been purchased. The meeting considered the location of a possible second device and agreed to locate it adjacent to the street lighting pole in Harris Lane. Cllr Simms added that the cost of the IPAD01 defibrillator was £885 plus Vat together with the costs of a cabinet. **The Clerk was requested to obtain a price from Balfour Beatty to install power.**

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01.21.06.05 Cemetery

The meeting noted Mrs Bance's email referring to the previous minutes

01.21.07 County and District Councillor reports

01.21.07.01 In the absence of the district and county councillors there was nothing to report.

01.21.08 Planning

01.21.08.01 Jasper Cottage, Wistow Toll – replacement dwelling – Appln. No. 20/02287/FUL

The Clerk reported that this application had arrived after the November meeting with a deadline to respond before this meeting. Details were circulated to all councillors and the application had been supported.

01.21.08.02 7 Kingston Way –garage and porch – Appln. No 21/00037/HHFUL

Councillors also reviewed this application between meetings and supported the application. **The Chairman reported that there was a query regarding the boundary line and the Clerk was requested to raise the point with HDC.**

01.21.09 Finance

01.21.09.01 To approve the accounts for payment: 26th January 2021.

Date	Ref No	Payee	Description	Amount £
26/01/21	0021	Mr. G Macinnes	Reimbursement of purchases	68.00
26/01/21	0022	Mr. N Simms	Reimbursement of purchases	75.99
26/01/21	0023	Mr. M Woolhouse	Net salary for December 2020 and January 2021 and expenses	448.49
26/01/21	0024	HMRC	PAYE payment re Mr. Woolhouse for October and December 2020	30.00
26/01/21	0025	CAPALC	Training course for Mr. Simms	75.00
26/01/21	0026	Balfour Beatty	Lighting maintenance Q3	124.20

Bank charges for January were deducted automatically 15.00

01.21.09.02 **The payment for Garden Reclaim of £518 was held in abeyance until the Clerk was able to establish that all of the work had been done.**

01.21.09.03 Income and Expenditure Account

The Meeting noted the income and expenditure account for January 2021.

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01.21.09.05 Bank Reconciliation

The meeting noted the bank reconciliation for the month.

01.21.09.06 Bank Balances

The Meeting noted current and savings account balances as at 21st January 2021.

01.20.09.07 Budget 2021/22

The Meeting agreed the budget for 2021/1/22 as previously circulated.

01.21.09.08 MetroBank

The Clerk reported that he had learnt that his existing authority levels precluded him from setting up payment beneficiaries and from entering payments. This would be resolved and in the meantime he would forward cheques for signature. **It was agreed that the Clerk be and is hereby authorised to hold full administrative powers over the accounts including but not limited to creating new payees and also entering details for payment but not to be entitled to make or approve payments whether made electronically or by cheque.**

01.21.09.09 Grass Cutting contract

The Meeting considered the responses from the three applicants and felt that on the basis of other work known to the council as well as the price, the contract be and is awarded to Mr. Jackson. **The Clerk was requested to finalise the contract.**

01.21.10 Traffic, Highways & Road Safety.

01.21.10.01 The meeting noted the previously circulated correspondence.

01.21.10.02 Gullies

The Clerk reported that the LHO had confirmed that the gullies should be cleaned in the next few weeks.

01.21.11.01 Policing Matters

01.21.11.02 Incidents relating to Wistow were included in correspondence and all alerts posted to the Parish Council's Facebook page.

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01.21.12 **Correspondence and Communications**

The meeting noted the previously circulated correspondence.

01.21.13 **Village Maintenance**

Cllr Leaton commented on the quantity of rubbish left lying on pavements and in gutters and following her request for appropriate equipment **it was agreed to provide Cllr Leaton with a litter picker and bags for use on her regular walks.**

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

01.21.14.01 **Playground**

The Chairman reported that the tree had yet to be removed

01.21.13.42 **Village Hall**

The Chairman reported that the dead chestnut tree had outside the hall had been felled.

01.21.14.03 **Roads**

The meeting noted the planned meeting with the Local Highways Officer and requested that the poor state of a number of village roads be brought to his attention.

01.21.15 **Monthly Audit**

Cllr Simms volunteered to be the Auditor for February 2021.

01.21.16 **Date of next meeting:**

It was noted that the next meeting would take place on Tuesday 23rd February via video conference.