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| **-1460- WISTOW PARISH COUNCIL** | | | | | |
| **THE APPROVED MINUTES WILL BE AVAILABLE ON THE WISTOW VILLAGE WEBSITE**  [**www.wistowvillage.info**](http://www.wistowvillage.info) **ONCE THE COUNCIL HAS APPROVED THEM.** | | | | | |
| A meeting of Wistow Parish Council took place on Tuesday 29th March 2022 at 7.30pm at the Village Hall, Manor Street, Wistow, Cambs. | | | | | |
| **03.22.01**  **03.2201.01**  **03.22.02**  **03.22.02.01**  **03.22.02.02** | **Present**  Cllr. C Leaton (Chair), Cllr. J Bradford, Cllr. T Harris and Cllr N Simms.  **In Attendance**  Mr. M Woolhouse – Clerk to the Parish Council  Cllr. G Bull - HDC  Three members of the public were present. | | | | |
| **03.22.03**  **03.22.03.01** | **Apologies for Absence**  Cllrs. R Waller, J Gregory and J Wiltshire, Cllr. M Haines – HDC and Cllr. S Corney - CCC | | | | |
| **03.22.04**  **03.22.04.01** | **Declarations of Interest**  Declarations were noted for all Parish Councillors as Trustees of the Village Hall. There were no other pecuniary interests to declare in respect of business to be transacted. | | | | |
| **03.22.05**  **03.22.05.01** | **Public Participation:**  There was no participation from the public on any matter on the agenda or otherwise. | | | | |
| **03.22.06.**  **03.22.06.01**  **03.22.06.02** | **District and County Councillor reports**  Cllr. G Bull - Huntingdonshire DC  Cllr. Bull reported that Cllr. Haines would not be standing as a councillor at May’s district council elections. There was little to report because in the run up to elections political activity was banned. The planning function was now at full strength and the newly appointed head of planning had made a positive start. Cllr. Bull added that because he was not standing at the May election this was his last meeting. Cllr Leaton thanked him for his support for the parish over the years and wished him a long retirement.  Cambs County Council  Cllr Bull reported that plans for improving the Somersham Road junction were being revised. | | | | |
| **-1461-**  **03.22.07**  **03.22.07.01** | **Approval of minutes of meeting held on 22nd February 2022**  The minutes had been circulated prior to the meeting and it was resolved unanimously that the minutes be and are approved and be signed by the Chair of the Meeting. | | | | |
| **03.22.08**  **03.22.08.01** | **Matters Arising or carried forward from previous meetings**  Street lighting  The Clerk reported that Balfour Beatty had provided the required information but was concerned that the “dimming regime” information was incorrect. | | | | |
| **03.22.08.02** | Defibrillator  Cllr. Simms reported that the new equipment was now in operation and agreed to undertake monthly inspections of the one in Oaklands Avenue and Cllr Leaton agreed to undertake inspections of the original one by the bus shelter from May onwards. | | | | |
| **03.22.08.03** | Playground equipment repairs  Cllr. Bradford reported that Mr Jackson would undertake the work in April. | | | | |
| **03.22.08.04** | Local Highways Initiative  Cllr Simms reported that he presented the proposal to the evaluation panel on 2nd March 2022 and hoped that a decision would be announced in May. | | | | |
| **03.22.08.05** | Queen’s Platinum Jubilee  The meeting considered the type and location of any tree and agreed to make a decision at the next meeting. | | | | |
| **03.22.08.06** | Oaklands Avenue  The Clerk reported that he had been in contact with Pamela Scott at HDC regarding their intention for affordable housing in Oaklands Avenue and Ms Scott had informed him that when plans were available, likely in May, she would be pleased to meet the parish council and residents. Cllr Leaton noted that the garages were in a poor state of repair and would need to be renovated if they were not part of HDC plans. | | | | |
| **03.22.08.07**  **03.22.09**  **03.22.09.01**  **-1462-** | Litter Pick  Cllr Leaton reminded the Meeting that the litter pick would take place Saturday 2nd April at 10.00 and Cllr Bradford agreed to make available 10 sets of equipment.  **Planning**  Application - 22/00648/HHFUL – Glen Lyon, Wistow Toll  It was agreed that the proposals for new windows and internal alterations were not a problem and agreed not to oppose the application. | | | | |
| **03.22.10**  **03.22.10.01** | **Finance**  The Meeting approved the accounts for payment: 29th March 2022. | | | | |
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| **Date** | **Ref No** | | **Payee** | **Description** | **Amount £** |
| **29/03/2022** |  | | Mr. M Woolhouse | Net salary and expenses. | **289.50** |
| **29/03/2022** |  | | Mr. M Woolhouse | Zoom reimbursement | **14.39** |
| **29/03/2022** |  | | Mr. R Jackson | Grass cutting | **700.00** |
| **29/03/2022** |  | | Balfour Beatty | Lighting maintenance | **124.30** |
| **29/03/2022** |  | | CAPALC | Affiliation fee | **286.02** |
| **29/03/2022** |  | | TPW electricians | Installing 2nd defibrillator | **162.00** |
| **29/03/2022** |  | | HMRC | MBW PAYE | **219.00** |
| **29/03/2022** |  | | Defib World | defibrillator pads | **217.59** |
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| **03.22.10.02** | | The Meeting noted the income and expenditure account for March 2022. The Clerk reported that the submitted timesheet was incorrect by £7.50 and the amount to be paid was £289.50. | | | |
| **03.22.10.03** | | The Meeting noted the bank reconciliation for March 2022. | | | |
| **03.22.10.04** | | The Meeting noted account balances as at 25 March 2022. | | | |
| **03.22.10.05** | | The Clerk reported that the online payments system worked very well and easily. He added that Metro Bank had retained £20.00 in the current account and £1.25 on the deposit account rather than paying all amounts to the Unity Bank account as requested. He would be in contact with Metrobank to rectify the position. | | | |
| **03.22.10.06** | | It was agreed to appoint LGS Services as Internal Auditor for 2022. | | | |
| **03.22.10.07** | | The Clerk summarised the yearend financial position, of c£20500 income, c£14000 routine costs and £17000 of projects costs such as street lighting (funded from reserves), cleaning culverts and gullies, playground equipment repairs and an additional defibrillator. The Meeting noted the precept of £15000 would be paid during April and agreed to transfer £15000 to the deposit account and review the position later in the year. | | | |
| **03.22.11**  **03.22.11.01**  **03.22.11.02** | | **Traffic, Highways & Road Safety.**    The meeting noted the previously circulated correspondence.  The Clerk confirmed that he had reported the poor road markings at the Toll to CCC Highways. | | | |
| **03.22.12**  **03.22.12.01**  **-1463-** | | **Policing Matters**  There was nothing specific to report. | | | |
| **03.22.13**  **03.22.13.01**  **03.22.13.02** | | **Village Maintenance**  Manor Street sign  The Clerk confirmed that he had reported the damaged Manor Street road sign to CCC Highways. It was agreed to remove the raised flower beds on the green and Cllr Bradford agreed to obtain a written quote from Mr. Jackson.  Posters on lamp posts  Cllr Bradford referred to organisations attaching advertising posters to lamp posts but failing to remove them afterwards and Cllr. Leaton agreed to post on social media reminding residents to remove the advertising once the event had occurred. | | | |
| **03.22.14**  **03.22.14.01**  **03.22.14.02**  **03.22.14.03** | | **Correspondence and Communications**  The meeting noted the previously circulated correspondence.  Code of Conduct  The Clerk reported that the Parish Council had adopted its current code in 2018 but a code prepared subsequently by the Local Government Association was adopted by HDC which was keen for parish councils to adopt the new code. The Clerk explained the principle contents and the Meeting agreed that the new code be adopted.  Citizen Advice Bureau - Rural Cambs.  The Clerk reported that he had received a letter from CAB seeking a donation and after a brief discussion it was agreed to decline the request. | | | |

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| **03.22.15** | **Verbal reports from Parish Councillors on matters arising from their portfolio** **responsibilities** |
| **03.22.15.01**  **03.22.15.02** | Highways  The Clerk confirmed that the clogged gulley at the bridge had been reported to CCC.  Website/filing  The Clerk reported that Dr. Farrar had given a tutorial from on how to upload photos to the village website and had published 3 photos to date. |
| **03.22.16.**  **03.22.16.01**  **03.22.17**  **03.22.17.01**  **-1464-** | **Monthly Audit**  Cllr. Bradford volunteered to be Auditor for April 2022.  **Items for discussion at the next meeting**  The Clerk reported that the draft AGAR and other yearend documents would be discussed at the next meeting. |
| **03.22.18**  **03.22.18.01** | **Dates of next meetings:**  Because of the election on 5 May 2022, the AGM had to be held no later than 23rd May.  It was agreed that meetings would take place as follows   1. The Open Meeting will be held on 26th April 2022 at 7.00pm in the Village Hall. 2. The April Parish Council Meeting will be held at 7.30pm or if later immediately after the conclusion of the Open Meeting. 3. The AGM will be held at 7.30pm on Tuesday 10th May 2022 in the Village Hall. 4. The May Parish Council meeting will be held at 7.30pm on Tuesday 25th May 2022 at 7.30pm in the Village Hall. |