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| **-1474- 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 28th June 2022 at 7.30pm at the Village Hall, Manor Street, Wistow, Cambs. |
| **06.22.01****06.22.01.01****06.22.02****06.22.02.01** | **Present**Cllr. C Leaton (chair), Cllr. N Simms Cllr. J Gregory, Cllr. G Smith and Cllr. N Twigden.**In Attendance**Mr. M Woolhouse – Clerk to the Parish CouncilCllr. C. Lowe– HDCMr. B Layman - member of the public  |
| **06.22.03****06.22.03.01** | **Apologies for Absence**Cllrs. J Bradford and T Harris Cllr. A Costello – HDC |
| **06.22.04****06.22.04.01****06.22.04.02** | **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.Cllr. Smith advised that he lived in Kingston Way and that the proposed development could have implications for his property. Because Mr Layman, the developer, was present it was agreed that the matter should be discussed under Public Participation. |
| **06.22.05.****06.22.05.01****-1475-** | **Public Participation:**Proposed development in Kingston WayCllr. Smith explained that he had visited HDC Planning Portal to understand the project and his concern was not over the design or sitting of the proposed property but rather the potential impact on access and parking during the construction phase. There could also be an access issue for delivery, refuse and emergency vehicles. This latter concern had been raised on HDC Planning portal by other residents. Mr Layman commented that he would be living in the new property and it was not in his interests to upset residents and whilst he had control of the works and delivery vehicles but not over HDC refuse and utility vehicles. His plan was to install site access as a preliminary step so and work men’s vehicles would park on the site.Cllr. Smith emphasised that the need was to communicate and work together to minimise nuisance.In response to a question. Mr Layman confirmed that even if the infected horse chestnut tree was removed it would be replaced. |
| **06.22.06****06.22.06.01****06.22.07****06.22.07.01** | **District and County Councillor reports** Cllr. Lowe 4 new play areas had been constructed in Hinchingbrooke Park.HDC provided community grants on 4 categories, two of which were good health and places, both of which were applicable for any improvements for the play area and suggested contacting grant giving organisations in both the private and third sectors. Cllr Lowe reported that she was a member of a number of HDC committees and panels, including the Police and Crime Commissioner’s Committee, and that her initial feeling was that rural crime did not feature highly in the PCC objectives.The new rainbow political coalition was still coming to terms with being the administration. **Approval of minutes of meeting held on 31st May 2022** The minutes had been circulated prior to the Meeting and **it was resolved unanimously that they be and are approved and be signed by the Chair of the Meeting.** |
| **06.22.08****06.22.08.01****06.22.08.02****06.22.08.03****06.22.08.04****06.22.08.05****-1476-****06.22.08.06****06.22.08.07****06.22.08.08** | **Action Log and Matters Arising carried forward from previous meetings**Village Green Flower BoxThe meeting considered options to replace the former damaged planter and it was agreed to ask the Women’s Institute which maintained the planters for their opinion FloodingThe subject would be raised in September. Playground equipment repairsThe meeting noted that Cllr. Bradford had arranged for the annual inspection of the equipment by Wicksteed Leisure. The inspection had identified some general maintenance eg repainting and the council would investigate available grants.Local Highways InitiativeCllr Simms reported that there was no further news from CCC Highways as to when the work would be undertaken. It was agreed to review quarterly.No Parking Sign at BridgeThe previous idea of affixing a sign to a tree had been considered and It was agreed that the Clerk would order one sign for £11.44 as previously agreed.Co-optionsThe Clerk confirmed that all of the paperwork regarding the recent co-options had had been completed.Transfer to Deposit AccountThe Clerk confirmed that the £10,000 transfer to the deposit account was completed.Speedwatch equipmentIn the absence of Cllr. Bradford it was agreed to carry forward this item. |
| **06.22.09****06.22.09.01** | **Planning** **22/00288/FUL - Application for new house and garage in Kingston Way**The Meeting considered the matter in the light of the discussions above and agreed that there were no reasons to oppose the changes to the proposed plans. |
| **06.22.10****06.22.10.01** | **Finance**The Meeting approved the accounts for payment: 28th June 2022. |
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| **Date** | **Ref No** | **Payee** | **Description** | **Amount £** |
| **28.06.2022** | online | Mr. M Woolhouse | Net salary | **300.00** |
| **28.06.2022** | online | Mr. M Woolhouse  | Zoom reimbursement and expenses  | **20.09** |
| **28.06.2022** | online | Mr. R Jackson | Grass cutting,  | **700.00** |
| **28.06.2022** | online | LGS | Internal Audit Fee | **114.00** |
| **28.06.2022** | online | Wicksteed Leisure | Playground inspection | **144.00** |
| **28.06.2022** | online | HMRC  | PAY re MBW April May 2022 | **207.75** |
| **28.06.2022** | online | The Sign Shed | No parking sign | **11.44** |
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| **06.22.10.02** | The Meeting noted the income and expenditure account for June 2022.  |
| **06.22.10.03** | The Meeting noted the bank reconciliation for June 2022.  |
| **06.22.10.04** | The Meeting noted bank account balances for June 2022. |
| **06.22.10.05****-1477-****06.22.10.06** | Bank Account SignatoriesIt was agreed that Cllrs. Smith and Twigden would become signatories to the Unity Bank accounts.It was resolved that: 1. The amendments to the Mandate for the operation of the bank accounts, payment instructions and banking services be approved and provided to the Bank by persons authorised to do so in accordance with the Bank’s procedures and the Mandate; 2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person; 3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3; 4. The Bank will be notified in writing of any changes to the organisation as per the Terms and Conditions of the account. We hereby certify that these resolutions have been properly recorded in the minute book and that they are signed by two authorised people on behalf of the organisationInternal AuditThe Clerk referred to the recent Internal Audit report, noting that some comments will require implementation including a contract of employment for the Clerk. He had asked Cllr. Harris to help analyse the findings, given his professional background. |
| **06.22.11****06.22.11.01****06.22.11.02****06.22.11.03****06.22.12****06.22.12.01** | **Traffic, Highways & Road Safety.** The Meeting noted previously circulated correspondence.Bridge traffic management The Meeting considered the issue of traffic speeding at the bridge and it was agreed to ask CCC highways for their views. The Clerk explained that following the departure of the previous LHO he had not been informed of the new incumbent.Public views of traffic management The meeting noted the Facebook comment from a resident and associated responses commenting on road safety. It was agreed that Cllr. Simms would respond explaining the measures that the council was taking to mitigate speeding through the village and also parking at the bridge. It was further agreed to ask Mr Jackson to trim the overgrowing bush adjacent to the bridge and which obscured sightlines.**Policing Matters**Cllr. Smith reported on his meeting with Sgt Jess Smith, Local Policing, who had been informed of the existence of the Neighbourhood Watch group. She was unable to comment on the spate of anti-social behaviour and low level crime, save to say the matter was a continuing investigation. She added that whilst police presence village had increased this would reduce given the very low level of crime in the village.  |
| **06.22.12.02****06.22.12.03****-1478-** | Cllr. Leaton queried whether the overall community provided adequate support to the victims of crime and wondered what could be done in this regard. Cllr. Smith referred to the recent Huntingdon Police Forum and stated that the outputs on speeding, parking, weapons and drugs will be posted to social media. |
| **06.22.13****06.22.13.01****06.22.13.02** | **Village Maintenance**Save for the item below there was nothing to add in addition to items already covered. Burial PlotsThe Chair referred to the social media post from the Parish Church regarding the mound of spoil removed from the cemetery and the implications for additional burial plots. The Clerk agreed to contact the PCCC to establish the position.  |
| **06.22.13.02** | Street LightingThe Clerk reported that he had received a renewal contract from Balfour Beatty for street lighting maintenance. The associated inspection report stated that following an inspection, the 5 concrete columns were identified as being in a Bad State and should be replaced. The meeting considered their replacement and outside sources of funding. Cllr. Lowe commented that HDC had a grant giving Community Chest which may be a source of capital. The Community Infrastructure Levy was also noted as being another source.The Clerk was requested to investigate alternative service providers before agreeing the contract. |
| **06.22.14****06.22.14.01****06.22.14.02** | **Correspondence and Communications**The meeting noted the previously circulated correspondence.The Clerk agreed to write to Mrs. Cracknell responding to her concerns over damage and repair to the guard protecting her late husband’s memorial tree. |
| **06.22.15****06.22.15.01** | **Verbal reports from Parish Councillors on matters arising from their portfolio** **responsibilities**HighwaysCllr. Simms reported that there was nothing in addition to points raised previously. |

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| **06.22.15.02****06.22.15.03****-1479-****06.22.15.04****06.22.15.05** | Website The Clerk reported that details of new parish and district councillors had been uploaded.CountrysideCllr. Gregory reported that there was nothing in addition to points raised previously. Playground In Cllr. Bradford’s absence there was nothing to report.Village HallThe Clerk reported that the Parish Council was the Trustee for the Village Hall whilst the Management Community (“the Committee”) was responsible for its running. The Committee is a registered charity but the Clerk explained that its filings at the Charities Commission were considerably out of date. Whilst this was not the direct responsibility of the council, it had the potential to have consequences should the Charity Commission invoke sanctions against the Committee. It was agreed that the Clerk should write to the Secretary of the Committee seeking their commitment to bring statutory filings up to date.   |
| **06.22.16.****06.22.16.01****06.22.17****06.22.17.01** | **Monthly Audit**Cllr. Gregory agreed to be Auditor for July 2022. **Items for discussion at the next meeting**Cllr. Smith raised the issue of refresher training for first responders and associated use of defibrillators and commented that he knew a qualified paramedic. Training in 2019 had been provided previously by a local resident. Cllr. Smith would contact Mr. R Burton who had previously requested refresher training and arrange a course, possibly via Zoom, to attract a broader audience with a recording made available from the website. |
| **06.22.18****06.22.18.01** | **Dates of next meeting:** The next meeting will be held at in the Village Hall at 7.30pm on Tuesday 26 July 2022.  |