

THE APPROVED MINUTES WILL BE AVAILABLE ON THE WISTOW VILLAGE WEBSITE
www.wistovvillage.info ONCE APPROVED BY THE COUNCIL.

A meeting of Wistow Parish Council took place on Tuesday 28th March 2023 at 7.30pm at the Village Hall, Manor Street, Wistow, Cambs.

03.23.01 Present

03.23.01.01 Cllr. C Leaton (Chair) and Cllrs. C Bradford, J Gregory, N Simms, G Smith and N Twigden.

03.23.02 In Attendance

03.23.02.01 Mr. M Woolhouse – Clerk to the Parish Council
Cllr. C Lowe – HDC

03.23.03 Apologies for Absence

03.23.03.01 Cllr. G Smith, Cllr. S Corney - CCC and Cllr. A Costello – HDC

03.23.04 Declarations of Interest

03.23.04.01 Declarations were noted for all Parish Councillors as Trustees of the Village Hall and for Cllr. C Bradford as a member of the Village Hall Committee. There were no other pecuniary interests to declare.

03.23.05. Public Participation

03.23.05.01 Two members of the public, representing Wistow Flood Group, were present.

03.23.06 District and County Councillor reports

03.23.06.01 Cllr. Lowe - HDC

Cambridgeshire and Peterborough Combined Authority

The Authority had recruited its new Chief Executive and who had a vast experience of local government, including previously being Chief Executive of North Northamptonshire County Council.

Covid 19 infection rates

It was reported that Covid 19 infection rates in the district were increasing.

Land Use Consultation

HDC was commencing a consultation exercise on land use in the district and parish councils will be invited to take part.

-1511- Approval of minutes of meeting held on 28th February 2023

03.23.07 The Meeting considered the minutes of the meeting held on 28th February 2023 and it was resolved unanimously that they be and are approved and be signed by the Chair of the Meeting.

03.23.08. Matters Arising and Action Log

03.23.08.01 Village Hall

Cllr Bradford reported that plans for the party in the park were progressing. Cllr. Leaton observed that social media posts regarding the party generated very few likes.

03.23.08.02 Flooding

In Cllr. Smith's absence, Mr. Pye updated the Council on the proceedings of the Flood Group. The flooding of 10 March had provided valuable lessons and the Flood Plan had been updated. Examples were the barrier at Treyarnon which was labour intensive and slow to activate, motorists drove too quickly on Bridge Street and HDC was slow to remove the residual silt, mud and other detritus resulting from the floods.

The postponed meeting with CCC and EA will take place on 4 April 2023.

The EA was anticipated to erect a solar powered camera near the bridge to monitor water levels which increased the amount available from the £1,500 grant for other flood management and recovery purposes..

One issue was motorists driving in Bridge Street and causing "bow waves" of water to go over kerbs and risk entering homes. The meeting discussed the feasibility of closing through roads to stop vehicles entering the village. Mr. Pye stated that he intended to discuss the possibility of installing baffles to stop "bow waves" forming with CCC and EA.

03.23.08.03 Grant Funding

The Clerk reported that having considered the basis for applications from HDC Community Chest and Red Tile Trust he proposed that he submit applications to both organisations for funding for the playground matting and the LHI contribution. The proposal was approved.

02.23.08.04 Wicksteed Leisure

The Clerk reported that Wicksteed had still not requested payment of the invoice for the new matting in the playing field.

03.23.08.05 Coronation

The Chair reported that a tree had been purchased and planted and added that a plaque and treeguard had been ordered. Prices for these items and installation had been discussed between meetings and agreed under delegations. The 3 Horseshoes public house would arrange social activities.

03.23.08.06 Planning Application for Thermal treatment Plant in Warboys

The Clerk reported that he had responded to the application with comments and arguments of matters concerning Wistow. He had exchanged responses with the Warboys Clerk, whose response to the application was more detailed and comprehensive. Copies had been circulated to Councillors.

03.23.08.07 Bance Court Pavement with Mill Road

The Clerk reported that Cllr. Bradford had raised the question of the state of the pavements at the junction with Mill Road but that he had no record of the matter being raised at the last meeting. However once aware of the issue he had contacted CCC Highways, the road was inspected and agreed it was substandard.

Due to a defect in the TTRO paperwork, the road re-instatement works, including the pavement, would not commence until June.

03.23.08.08 Website

The Clerk reported that he learnt of an easier website builder compared to Word Press, the current platform, and Cllr. Lowe added that Mr Knotman, Chair of Wood Walton PC had created their site. The Clerk agreed to bring a firm proposal for updating the website to the next meeting.

There was some discussion whether to use Instagram to extend social media coverage.

03.23.09 Planning

03.23.09.01 Proposed thermal incinerator – Old Brickworks, Warboys

There was nothing to add in addition to the earlier discussion (minute 03.23.08.06 above)

03.23.10 Finance

03.23.10.01 The Meeting approved the accounts for payment: 28th March 2023

Date	Ref No	Payee	Description	Amount £
28.03.2023	online	Mr. M Woolhouse	Net pay March 2023	300.00
28.03.2023	online	Mr. M Woolhouse	Plaque, signs and treeguard	395.50
28.03.2023	online	HMRC	Mr. Woolhouse PAYE	215.85
28.03.2023	online	Mr. T Harris	Tree reimbursement	86.00
28.03.2023	online	Mr. R Jackson	Grass cutting	350.00
28.03.2023	online	Wistow Village Hall	grant	1000.00
28.03.2023	online	Village Hall	Venue hire for 2022/23	180.00
31.03.2023	online	Unity Trust Bank	Bank charges Jan/March 23	18.00

- 03.23.10.02** The Meeting noted the income and expenditure account for March 2023.
- 03.23.10.03** The Meeting noted cash book and other files for March 2023.
- 03.23.10.04** The Meeting noted the bank reconciliation for March 2023 which showed a variance of £6.25 for the third month.
- 03.23.10.05** The Meeting noted bank balances, charges and interest for March 2023.
- 03.23.10.06** The meeting noted the purchases of the road signs and treeguard which had been approved under delegated authorities between meetings.
- 03.23.10.07** The Meeting agreed that Mr. Twigden should be added as a bank signatory and agreed to the resolution shown below as previously circulated.
1. We confirm this resolution has been recorded in accordance with the rules of the Council.
 2. The people named in this form will be authorised individuals on all accounts.
 3. We are aware that Unity Trust Bank ("Unity") may not make enquiries before acting on instructions given by any authorised signatory.
 4. We agree that Unity's terms and conditions may vary from time to time and we agree to be bound by them.
 5. We will provide Unity with instructions and changes in line with the mandate.
 6. Unity should rely on this mandate until we send future amends.
 7. We will send Unity a copy of the constitution and will inform Unity of any changes.
 8. We will also notify Unity in writing of any changes to the councillors or officers.
 9. Councillors shall not have any personal liability outside of being a councillor of Wistow Parish Council.
 10. We agree to use the telephone banking service to authorise transfers between our Unity accounts and to request balance and other general account information.
 11. We agree to use the internet banking service in accordance with the terms and conditions.
 12. The individual names on this form will be an additional telephone banking and internet banking service user.
 13. Responsibilities for all transactions performed on our internet banking service lies with the final authorising user.
 14. We acknowledge your right to suspend operation of this account until we have given Unity any requested documentation or information.
 15. We authorise the bank to make any enquires that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.

16. We confirm that we have read the terms and conditions and privacy statement and acknowledge that we will be bound by them.

03.23.10.08 It was agreed that LGS Services be appointed as Internal Auditor for the 2022/23 financial year at a cost (inc. VAT) of £114.00 and to consider a new appointment next year, in order to ensure auditor independence.

03.23.10.09 The Clerk explained that the council was using delegated authorities to incur some expenditure on items less than £500 but the person incurring the cost was being disadvantaged until being reimbursed. He proposed that the Council operate a bank cash card, with suitable safeguards, such as complying with delegation limits and full reporting, to ensure that council monies were not being misused. It was agreed that a cash card be obtained from Unity Trust Bank under the control of the Clerk and a full statement of use be presented to each meeting.

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

03.23.11.01 The Meeting noted previously circulated correspondence, the delay to the work at Bance Court and the stringent traffic restrictions in central Cambridge.

03.23.12 **Policing Matters**

03.23.12.01 The meeting noted that there was nothing to report.

03.23.13 **Village Maintenance**

03.23.13.01 There was nothing to report in addition to items considered through the meeting.

03.23.14 **Correspondence and Communications**

03.23.14.01 The meeting noted the previously circulated correspondence.

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

03.23.15.01 Litter

Cllr Leaton reported that the recent litter pick occurred on 25th March 2023 which attracted 4 volunteers.

03.23.15.02 Playground

There was nothing to report other than progress for the party planned by the Village Hall Committee and the non-payment of Wicksteed's invoice.

03.23.15.03 Countryside

Cllr. Gregory's reported that there were no items to consider.

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03.23.15.04 Website

There was nothing to report save for items already discussed. Cllr. Leaton reported that she still had to receive a substantive response form Abbey School.

03.23.15.05 Highways

There was nothing to report save items already discussed.

03.23.15.06 Trees and Grass

In Cllr. Harris' absence there was nothing to report save items already discussed.

03.23.16 **Monthly Audit**

03.23.16.01 Cllr. Simms agreed to be Auditor for April 2023.

03.23.17 **Items for discussion at the next meeting**

03.23.17.01 There were no items for discussion at the next meeting.

03.23.18 **Date of next meeting:**

03.23.18.01 The next meeting will be held at in the Village Hall at 7.30pm on Tuesday 25th April March 2023.