

DRAFT MINUTES

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A meeting of Wistow Parish Council took place on Tuesday 27<sup>th</sup> June 2023 at 7.45pm in the Village Hall, Manor Street, Wistow, Cambs.

**06.23.01      Present**

**06.23.01.01**      Cllr. C Leaton (Chair) and, Cllrs T Harris, N Simms, G Smith and N Twigden.

**06.23.02      In Attendance**

**06.23.02.01**      Mr. M Woolhouse – Clerk to the Parish Council  
Cllr. C Lowe – HDC  
Cllr. S Corney - CCC

6 members of the public were present

**06.23.03      Apologies for Absence**

**06.23.03.01**      Cllrs. C Bradford and J Gregory

**06.23.04      Declarations of Interest**

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

**06.23.05.      Public Participation**

**06.23.05.01**      Festival

Mr Williams reported on arrangements for the Festival to be held in the playing field on 15<sup>th</sup> July and requested that

- the grass at the gate be cut before painting could proceed
- the notice board needed cleaning.
- Councillors attend the festival
- Volunteers support the festival
- the Council pays the St John's Ambulance attendance fee of £126.78

Mr Williams explained that residents in some village roads had been surveyed and he thought about 100 people would attend the event.

In response to a question if a business plan/budget had been prepared, Mr Williams confirmed that it had not but 100 attendees at £2 each for admission would raise £200.

It was confirmed that vehicle owners who brought their vehicles onto the field were liable for any damage caused ie the surface but the lack of rain meant that damage was unlikely unless there was heavy rain in in the next 2 weeks.

The Clerk referred to the St John's Ambulance request and stated that the Council would be discussing its own finances later in the meeting and it would be dealt with then. The meeting discussed the management of the event and was concerned at the lack of firm information, possible numbers attending and the approach taken in seeking council co-operation.

**06.23.06      District and County Councillor reports**

**06.23.06.01    Cllr Lowe**

HDC was part of a campaign to encourage greater involvement with clubs and groups, including sports facilities. Funding was available and this may provide some assistance for the festival.

HDC was undertaking a survey of electric vehicle charging points.

Community Chest applications were now open.

HDC was encouraging wildplanting management, especially on road verges but there were road safety e.g. visibility concerns to be considered.

**06.23.06.02    Cllr. Corney**

CCC was seeking more foster parents to be recruited and was encouraging applicants. A mentoring programme for teenagers exiting the care system was being trialled and showing promising results.

**06.23.07      Approval of minutes of meeting held on 30<sup>th</sup> May 2023**

The Meeting considered the minutes of the meeting held on 30<sup>th</sup> May 2023 and resolved unanimously that they be and are approved and be signed by the Chair.

**06.23.08.      Matters Arising and Action Log**

**06.23.08.01    Village Hall**

There was nothing to consider further in addition to the previous discussion.

**06.23.08.02    Flooding**

Cllr. Smith reported that there was little progress since the previous report save that the camera post had been installed.

**06.23.08.03    Local Highways Initiative**

Cllr. Simms reported that CCC had yet to confirm when the LHI would be installed. The meeting noted the Open Meeting discussions prior to this meeting and the suggestions of measures to reduce speeding. Cllr. Lowe suggested contacting local businesses to sponsor "village gates" at the 30mph signs.

**06.23.08.04     Website**

The Clerk reported that he had discussions with AskIT, an Alconbury based business specialising in local council websites. They were willing to design a new website and host for £250 plus VAT per annum.

It was agreed to

- engage AskIT to develop and host the new website
- establish a sub-committee of 3 councillors to consider the design requirements for the website.

**06.23.08.05     Playing field**

The Meeting agreed to arrange that

- the grass be cut at the gate and posts to facilitate painting.
- cut the grass for the Festival, including the edges and around trees no later than 12 July.

The Clerk agreed to contact Mr Jackson accordingly.

Cllr. Simms agreed to remove the coronation flags at the bus shelter.

**06.23.08.06     Weed killer**

The meeting noted the decision to reimburse Mr Macinnes for the weedkiller.

**06.23.08.07     Bank Charge Card**

The Clerk reported that Unity Bank had been very slow with processing the application and despite chasing a decision was awaited.

**06.23.08.08     Neighbourhood Plan**

The Clerk explained that he had researched the process and Cllr. Lowe observed that it typically took 2 years to develop and approve a neighbourhood plan.

It was agreed to establish a subcommittee of 3 Councillors to oversee the project.

**06.23.08.09     Churchyard tree**

The Clerk reported that he had spoken with the Revd. Dean who was satisfied that diocesan consent was not required to remove the tree. The meeting approved the a land charge search to establish if there was a Tree Protection Order.

The meeting noted the recent sale of land adjacent to the current cemetery which the church had hoped would be available as an extension.

**06.23.09     Finance**

**06.23.09.01**     The Meeting approved the accounts for payment: 27<sup>th</sup> June 2023.

Date	Ref No	Payee	Description	Amount £
27.06.2023	online	Mr. M Woolhouse	Net pay June 2023	414.00
27.06.2023	online	Mr. M Woolhouse	Avast cleanup software	32.99
27.06.2023	online	HDC	Playing field rent arrears for 2021/2	100.00
27.06.2023	online	TotalEnergies	Electric charges for June 2023	125.86
27.06.2023	online	HMRC	Re MBW PAYE	253.50
27.06.2023	online	Mr. R Jackson	Grass cutting	700.00

05.23.10.02 The Meeting noted the income and expenditure account for June 2023.

05.23.10.03 The Meeting noted the cash book for June 2023.

05.23.10.04 The Meeting noted the bank reconciliation for June 2023.

05.23.10.05 The Meeting noted bank balances, charges and interest for June 2023.

05.23.10.06 The Clerk reported on the cash flow budget for the first three months of the financial year which showed expenditure potentially being about £2,700 more than income. Causes of this deficit were, firstly the precept had not changed for at least 4 years and a slight increase in the number of houses in the village meant the charge for each property was slightly less than 4 years ago. Secondly, following large VAT refunds in the last 2 years the refund in 2023 had been £288. Thirdly the recent electricity bill covering the last 3 years was £2878. Conversely reserves were £20,000, slightly less than this year's expenditure.

A close eye on expenditure was required to avoid exhausting the reserves and in this context the meeting agreed not to pay the St John's Ambulance charge for attending the festival which was a cost for the Village Hall Committee.

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

06.23.11.01 The Meeting noted previously circulated correspondence.

06.23.12 **Policing Matters**

06.23.12.01 The meeting noted that there was nothing to report save for some comment regarding loud music emanating from property in The Grove.

06.23.13 **Village Maintenance**

06.23.13.01 There was nothing to report in addition to items already considered.

06.23.14 **Correspondence and Communications**

06.23.14.01 The meeting noted the previously circulated correspondence.

06.23.15 **Portfolio**

06.23.15.01 **Litter**

Cllr. Leaton confirmed there was nothing to report.

**06.23.15.02**     Playground

There was nothing to report other than items previously raised.

**06.23.15.03**     Countryside

In Cllr. Gregory's absence there was nothing to discuss.

**06.23.15.04**     Website

The Clerk reported there was nothing in addition to items previously raised.

**06.23.15.05**     Highways

Cllr. Simms reported that there was nothing in addition to items previously raised.

**06.23.15.06**     Trees and Grass

Cllr. Harris reported that there was nothing in addition to items previously raised..

**06.23.16**         **Monthly Audit**

**06.23.16.01**     Cllr. Harris agreed to be Auditor for July 2023.

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

**06.23.17.01**     There were no items for discussion at the next meeting.

**05.23.18**         **Date of next meetings:**

**05.23.18.01**     The next meeting of the Parish Council will be held at in the Village Hall on Tuesday 25<sup>th</sup> July 2023.