

WISTOW PARISH COUNCIL

MINUTES OF MEETING

Clerk: Jessica Knights

MEETING	Full Council
TIME	7.30pm – 9:30pm
DATE	Tuesday, 31 st October 2023
VENUE	Village Hall, Manor Street, Wistow, Cambs

**Draft minutes will appear on the Council website until approved by the Council.
www.wistowvillage.info**

10.23.01 Welcome and to receive and approve Apologies for Absence

10.23.01.01 Present

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

In attendance

J. Knights (Clerk), 1 member of the public, Cllr C. Lowe (HDC) and Cllr S.Corney (CCC)

Apologies

Cllr A. Costela

10.23.02 To receive Declarations of Interest

10.23.02.01 Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Wistow Parish Council Code of Conduct for Members and the Localism Act 2011.

Outcome

No pecuniary interest was declared.

10.23.03 Public Participation

10.23.03.01 To allow 10 minutes for any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at the meeting.

Outcome

Mr Pye – Flooding

Mr Pye expressed that the recent meeting with the new MP was really good and Mr Pye explained the issues that Wistow are facing in terms of flooding.

Mr Pye expressed that it is vital the drains are cleared. Cllr Leaton said this has been approved by CCC and the clerk is chasing weekly.

Mr Pye said the camera is good for monitoring the water levels on the bridge but unfortunately it is only a screenshot capture every hour and it would be good to see if we could get a live stream.

Mr Pye said human resources were an issue on Friday 20th October when the flooding defences were deployed. Mr Pye said unfortunately there were not many people available to help on a Friday and it takes 2 hours with 3 people to build and connect the barriers.

Cllr Smith said it would be good to do another social media post asking if there are any residents who would like to join the flood group and if there are any residents who would like to be reserves to help just putting up the defences. Mr Pye expressed the barriers are really effective at protecting the most at risk properties. The shed has been built for storage of the equipment and the flood group are awaiting their hi-viz's. The hi-viz's will help the flood group to give authority to drivers and may even deter drivers from cutting through the village, causing a bow wave, to reach their destination.

Cllr Lowe expressed that many other parishes are facing similar issues and it is something that is in plan to try and share knowledge between the parishes/towns. Cllr Lowe said we need an answer / guidance from the environment agency as to whether dredging should take place or not.

10.23.04 District Councillors and County Councillor reports

10.23.04.01 To receive reports from District and County Councillors

Outcome

Cllr S Corney

Cllr Corney expressed that despite the road sweepers coming out to clear the roads and sludge from the rain, unfortunately, the road sweeper has been ineffective given the decision on weed spraying. CCC has accepted that during the trial of not using weed killer on paths/road etc, that it has become an issue and CCC will be reviewing their position.

Cllr Corney said mid-level was pumped 48 hours prior to the storm to help with flooding but there is a bottle neck in Ramsey. The Environment Agency are trying to protect nature and habitats but this is difficult when there are residential properties nearby.

Cllr Corney confirmed that there is a reservoir being built in Chatteris.

Cllr Corney said Ramsey are having issues at Slade Dyke due to fly tipping but this is being monitored.

Outcome

Cllr C Lowe

Cllr Lowe confirmed she will discuss the issues on flooding with the internal drainage board.

Cllr Lowe confirmed all training coming up in respect of carbon footprint and climate.

Cllr Lowe said there is a household support fund on the helping hand page of HDC for residents.

Hinchingbrooke Park will also be holding a Christmas event.

Cllr Lowe said she joined Mr Pye on showing the new MP the various flooding issues in Wistow and it was decided they will be trying to contact local business to see if they have any equipment or service that may assist.

Cllr Lowe said there may be funding available to help with community hubs like the Village Hall through Cambs ACRE. The clerk is to refer the contact details to the Chairperson at the Village Hall.

Cllr Lowe said fly tipping may become an issue when the green bin subscription comes into effect on April 2024 but the only way to stop this is with CCTV. Cllr Smith mentioned that we need to think of any alternatives that may assist the residents in respect of the green bin subscription, i.e maybe shared bins.

10.23.05 Minutes of last meeting

10.23.05.01 To approve the minutes of the meeting held on 26th September 2023

Outcome

The Meeting considered the minutes of the meeting held on 26th September 2023 and resolved unanimously that they be and are approved and be signed by the Chair.

10.23.06 Matters arising log or carried forward from the previous meeting

10.23.06.01	LHI	10.23.06.07	Signing Contract of Employment
10.23.06.02	Flooding	10.23.06.08	Meeting dates for 2024
10.23.06.03	Website & Marketing	10.23.06.09	Allotments
10.23.06.04	Playing field and inspection report	10.23.06.10	Village Hall
		10.23.06.11	Speeding Tractors
10.23.06.05	Parish Councillor	10.23.06.12	Clerk's address
	Vacancies	10.23.06.13	Community Gritting
		10.23.06.14	Defibrillator Pads/Policy

LHI

Cllr Harris expressed that he believes the 40mph signage has made a difference whereas others disagreed based on experiences. Cllr Simms will be contacting HDC in respect of any update but to remove action from action list for now.

Flooding

Reference is made to comments above. The clerk will be designing a leaflet that will be dropped to residents for those that are not on social media to try to obtain more members for the flood group and reservists.

Website & Marketing

The clerk expressed concern that the new draft website is still not user friendly and response times from the company are not sufficient. The clerk has done various research on potential suppliers and located a company who are cheaper and also provide the .gov.uk site hosting. The website will also be legally compliant and will be automatically updated in terms of any

new law / statute. All Cllrs agreed to proceed with the new company and for the clerk to take this forward.

The clerk also expressed that WPC really needs a logo and the clerk has prepared some graphic designs. Cllr Leaton will be providing the clerk with the Wistow sign when next on her walk to incorporate into the logo.

Playing Field

The Cllrs considered the quotes provided by Ray Jackson for the remedial works on the play equipment and the necessary gardening maintenance on the hedges to make it all completely safe and agreed to the quotes.

Parish Councillor Vacancy.

Unfortunately, no further residents have expressed their interest on the post. The clerk is to do another post on social media / flyer.

2024 dates for hire of the Village Hall

Cllrs agreed dates for 2024 and the clerk is to send the 2023 dates to the Village Hall for payment and to reserve the 2024 dates for the Council Meetings.

Allotments

The Cllrs reviewed the detailed attendance note between the Clerk and Mr Burton. It was agreed that the Clerk is to request from Mr Burton the Agricultural Holding Policy Agreement to review. The Cllrs agreed for the Clerk to put Mr Burton on notice (1 year time required under the agreement) that the allotment rent will be increasing in line with CPI but capped up to 5%.

Village Hall

Cllr Simms stated that there must only be one Cllr registered to sit as a trustee on the VH board with the charity commission. Cllr Leaton said she will attend the next VH meeting.

The tree located on the VH is overgrown. Ray Jackson is due to provide a quote. The tree is not under a TPO but is under conservation so will need planning permission which the WPC will be required to do so and pay for any remedial works. The Clerk is to liaise with the Chairperson over this.

The VH have expressed interest in hiring out the village Playing Field on an annual basis for a summer fete. The Cllrs discussed this and said for the Clerk to send to the VH Chairperson the hire agreement / policy but ultimately the decision is to come from HDC as the Parish lease the land from them.

The VH expressed interest in holding a car boot in the village and closing a road. The Cllrs expressed concern over this given that there is a fee and a significant amount of paperwork involved. The Clerk suggested an alternative to the VH Chairperson of doing pitches at residents houses which means no road closures, residents do not need to pack up their car boot items and a map would then be issued to residents of the applicable pitches. This process has successfully been done by Warboys Pre-School.

Speeding Tractors

The Cllrs considered the issues with speeding tractor during harvest and late night deliveries which have affected the residents. The Clerk has reviewed the route (with HDC) and the bridge has a limit of 7.5tonne or access with a speed limit of 30mph.

Cllr Smith said he has received a response from the Police who said the contract of delivery is sub-contracted from Pretoria and they are reviewing the situation.

The Clerk is to enquire with HDC about getting signage to make it clear that the bridge is only 7.5 tonne and the Clerk will write to Pretoria to see if they can take an alternative route from Ramsey St Marys/Holme Fen to Chatteris/Ely.

PO Box

The Clerk expressed that she does not feel comfortable providing a postal address given that she is a single mum living alone with three children. The Clerk confirmed, however, that there is minimal post received given that the majority of correspondence is all electronic. The Cllrs and the Clerk agreed to monitor the situation going forward without a PO Box number and in any event, the Cllrs addresses are all in the public domain.

Gritting

At present, there are 2 community gritters and item is to to be left as a standing item in the hope more residents come forward.

Defibrillator

The Clerk has prepared a detailed document on the defibrillators together with the what3words location to help emergency services. The document will be uploaded to the website for the residents and contains a detailed 'how to' guide and other resources. The Cllrs agreed that the Clerk is to order 2 x new defibrillator pads for the bus shelter as the same is currently using the spare.

10.23.07 Notification of planning items

10.23.07.01 Windyridge Warboys Road Bury (ref 23/01655/HHFUL) – 2 Storey Extension

Outcome

The Cllrs submitted that there is no objection / comment on this.

10.23.08 Finance

10.23.08.01 To approve accounts for payment: 31st October 2023

Outcome

The Meeting approved the accounts for payment.

Date	Payee	Description	Amount £
31.10.2023	1. Miss Jessica Knights	Salary October 2023	574.00
04.10.2023	2. Ray Jackson	Grass Cutting	350.00
29.09.2023	3. Source for Business	Water	49.50
06.10.2023	4. Viking Direct	Office Supplies (approved)	13.18

01.11.2023	5. HDC	Annual lease of playing field	150.00
06.10.2023	6. Currys	Printer & Ink (approved)	65.48
24.10.2023	7. Martin Woolhouse	Consultant fees October 2023 & Expenses	90.00
25.10.2023	8. PKF	Charge for Certificate of Exemption	48.00
26.10.2023	9. Ray Jackson	Grass Cutting	350.00

10.23.08.02 The meeting noted the Income and Expenditure Account for October 2023 (within meeting papers).

The meeting noted cash book and other files for October 2023 (within meeting papers)

The meeting noted the bank reconciliation for October 2023 (within meeting papers).

The meeting noted bank balances, interest and charges in the current and deposit accounts

The meeting noted the October 2023 Q3 cash flow (within meeting papers)

The meeting also noted that Cllr Harris and the Clerk have considered in detail and prepared a new streamlined more efficient banking reporting.

Precept – The Cllrs agreed for the clerk to contact CAPALC to confirm who will pay for the increase on the precept.

Cllr Harris expressed that all Cllrs need to be mindful of expenses and priorities in terms of finance to ensure the continued financial stability of the Parish.

10.23.08.03 **Traffic, Highways & Road Safety**

10.23.08.04 Save as referred to in correspondence or below nothing to report this month.

10.23.08.05 Gulleys - Bridge Street
Outcome

10.23.08.06 Approved by CCC, waiting for them to come and complete the work. The Clerk is chasing weekly.

Conifers – Manor Street
Outcome

Approved by CCC, waiting for them to come and complete the work.

Nitrous Oxide/Rabbit Waste – Raveley Road
Outcome

Reported – awaiting response from CCC.

Light not working – Mill Road
Outcome

Reported – awaiting response from CCC.

Wistow Bends – Rubbish
Outcome

Reported and cleared by HDC. This item is now resolved.

10.23.09 Policing Matters

10.23.09.01 Incidents relating to Wistow were included in Correspondence and all alerts are posted to the Parish Council's and Neighbourhood Watch Facebook page

10.23.10 Village Maintenance

10.23.10.01 To consider any items not considered elsewhere.

10.23.11 Correspondence and Communications

10.23.11.01 The following correspondence has been circulated to Councillors

HDC notification regarding bin collections at Christmas
HDC – Development Management Training
HDC – Polling District Review
HDC – Green Bin Subscription
HDC Press releases
E cops bulletins
Courts bulletins
CAPALC Bulletins
NALC Bulletins & newsletters inc NALC Planning website
Ray Burton – Attendance note
Internal Documents

10.23.12 Portfolio Responsibilities

10.23.12.01 Litter - Cllr Leaton

No further updates apart from annual litter picking will likely take place in March 2023.

Playing field - Cllr Twigden

No further updates apart from that mentioned above.

Countryside - Cllr Gregory

Cllr Harris asked Cllr Gregory how we go about creating a public footpath to create a long circular walk. Cllr Gregory said he would take this as an action and report back to the Cllrs.

Village Hall - Cllr. Leaton

No further updates apart from that mentioned above.

Website - Clerk

No further updates apart from that mentioned above.

Trees/Grass - Cllr. T Harris

No further updates apart from that mentioned above.

Highways - Cllr. Simms

The Clerk confirmed that following on from the previous issue regarding relocation /

additional bins near Fairmead / Valiant Square, Upwood Parish Council have confirmed that the boundary belongs to Wistow. All Cllrs agreed that there is no objection to relocating / putting new bins in but unfortunately not at the expense of WPC.

Flooding - Cllr. Smith

No further updates apart from that mentioned above.

10.23.13 Monthly Audit

10.23.13.01 A volunteer is requested to be auditor for November 2023

Outcome

Cllr Harris volunteered for November 2023.

10.23.14 Matters for future consideration

10.23.14.01 To raise matters for discussion at the next meeting.

Outcome

No further matters were raised.

10.23.15 Dates of next meeting

10.23.15.01 Parish Council Meeting on Tuesday 28th November 2023 in the Village Hall at 7.30pm.

Outcome

All agreed.