



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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NOTICE OF MEETING	Full Council
TIME	7.30pm
DATE	Tuesday, 27 th February 2024
VENUE	Village Hall, Manor Street, Wistow, Cambs
MEMBERS	7
QUORUM	3

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

The meeting is open to members of the public (to include the press) unless stated otherwise in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Jessica Knights, Clerk to Wistow Parish Council, 21st February 2024

A G E N D A

02.24/1 Welcome and to receive and approve Apologies for Absence

To receive and approve apologies for absence.

02.24/2 To receive Declarations of Interest

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.

02.24/3 Public Participation

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.

02.24/4 District Councillors and County Councillor reports

To receive reports from District and County Councillors

This notice must be left at or sent by post or email to the usual place of residence of every member of the council three clear days at least before the Meeting.

012.24/5 Minutes of last meeting

To approve the minutes of the meeting held on 30th January 2024.

02.24/6 Matters arising log or carried forward from the previous meeting

02.24/6a	Flooding	02.24/6i	Poppy Murial
02.24/6b	Website & PR	02.24/6j	Free Sapling Trees
02.24/6c	Playing field		
02.24/6d	Village Hall		
02.24/6e	Highways		
02.24/6f	Church		
02.24/6g	Internal Audit		
02.24/6h	Policies		

02.24/7 Clerk's Report

Please see appendix below.

Notification of planning items

01.24/7a New

Past

01.24/7b PR1016 Proposed 30mph Speed Limit - Huntingdon Road, Upwood

01.24/8 Finance

To approve accounts for payment: 31st January 2024

Date	Payee	Description	Amount £
1	Jessica Knights	Salary	£465.50
2	Total Energies	Electricity	£153.18
3	Ray Jackson	Playground Maintenance	£295.00
4	Amazon	Dog Poo Bags	£ 13.59
Previously approved/ Delegated Authority			
	Screw Fix	Water Butt	£55.98
	Avast Driver	Driver Updates	£21.48

02.24/8a To note the Income and Expenditure Account for February 24 (within meeting papers).

02.24/8b To note cash book and other files for February 24 (within meeting papers)

- 02.24/8c** To note the bank reconciliation for February 24 (within meeting papers).
- 02.24/8d** To note bank balances, interest and charges in the current and deposit accounts
- 02.24/8e** To consider the February 24 cash flow (within meeting papers)
- 02.24/8f** To discuss and agree budget for 24-25.
- 02.24/9** **Traffic, Highways & Road Safety**
- Save as referred to in correspondence or below nothing to report this month.
- 02.24/10** **Policing Matters**
- Incidents relating to Wistow were included in Correspondence and all alerts are posted to the Parish Council's Facebook page.
- 02.24/11** **Village Maintenance**
- To consider any items not considered elsewhere.
- 02.24/12** **Correspondence and Communications**
- The following correspondence has been circulated to Councillors
- CCC – Reinstatement of Weed Reduction
- 02.24/13** **Portfolio Responsibilities**
- 02.24/13a** **Litter - Cllr Leaton**
- 02.24/13b** **Playing field - Cllr Twigden**
- 02.24/13c** **Countryside - Cllr Gregory**
Update on how to create new public footpaths
- 02.24/13d** **Website - Clerk**
- 01.24/13e** **Trees/Grass - Cllr. T Harris**
- 01.24/13f** **Highways - Cllr. Simms**
- 01.24/13g** **Flooding - Cllr. Smith**
- 01.24/14** **Monthly Audit**

A volunteer is requested to be auditor for February 2024.

02.24/15 Matters for future consideration

To raise matters for discussion at the next meeting.

02.24/16 Dates of next meeting

Parish Council Meeting on Tuesday 26th March 2024 in the Village Hall at 7.30pm.

Clerk's Report – February 2024
Jess Knights

Unity

Sent Programme Administrator and New Cardholder forms and now received card.

Village Hall

Confirmed to Chairman not able to pollard tree at present due to financial strictions, however this is something that will be reviewed continuously. Sent agreement/checklist of playing field for event on 8th June 2024 to Chairman.

Playing Field

Contacted Ray to confirm quote of £295 to change board on play equipment. Works are complete. Dead trees near church have been removed.

Updated risk assessment prepared and sent to Cllr Twigden which is being completed weekly

Website/ Parish Online

Sent round email to all Cllrs regarding email accounts. Website is now fully up to date and ready to go live.

Civility & Respect Badge

Wistow Parish Council has now signed up to the above.

Village Risk Assessment

Prepared detailed document for monthly risk assessments of the village for Councillors.

Zen

Contacted and cancelled contract.

Policies

All policies reviewed and updated.

Nature Funding

Contacted. Waiting for a response.

Potholes

These have been reported and contact has been made to Highways to request supply of warning signs in the interim of the 3 months repair time period.

Poo Bag Dispensers

A resident, Sophie Rule has kindly agreed to donate poo bags to the various sites in Wistow