



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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**MEETING
TIME
DATE
VENUE
MEMBERS
QUORUM**

Full Council
7.30pm
Tuesday, 30th January 2024
Village Hall, Manor Street, Wistow, Cambs
7
3

DRAFT MINUTES OF MEETING

01.24/1 Apologies for Absence

Cllr Costello & Cllr Lowe

Cllr Corney did not send any apologies.

01.24/2 To receive Declarations of Interest

No declarations of interest declared.

01.24/3 Public Participation

Neil Green attended the meeting in relation to his planning application for the change of use of land at 1 Parsonage. All Cllrs confirmed that their only comment was they would not like houses to be built.

01.24/4 District Councillors and County Councillor reports

Cllr Lowe in her apologies sent a reminder for the last day of the green bin subscription which is 31/01/24. Cllr Lowe also said she is happy to attend any Wistow Flood Group meetings.

01.24/5 Minutes of last meeting

Minutes of the meeting held on 28th November 2023 approved by all Cllrs and signed by the Chairperson.

Matters arising log or carried forward from the previous meeting**Flooding**

Cllr Smith has stepped down as Operational Response Group lead on the Wistow Flood Group due to health reasons and has informed Flood Group Lead Gerry Pye. Cllr. Smith is keen to remain part of the Group as the Parish Council Representative, personal commitments permitting. Clerk has sent an update to Gerry regarding the various works that she has undertaken together with necessary contacts and links. All gulleys are now clear following cleaning from CCC. Email sent to Gerry regarding EA position on dredging the brook. Clerk has requested road sweeper following floods.

All Cllrs agreed that the Parish Council would continue to interact with relevant Government Agencies & Emergency Services as appropriate. Anything operational will be the responsibility of the Wistow Flood Group.

Website & PR

Clerk is in the process of updating all policies. Once completed, the website is ready to go live.

Playing Field

All remedial works have been completed and new climbing wall installed. Boards on climbing house need replacing. All Cllrs agreed Ray Jackson's quote of £295 for this.

Village Hall

No responses received from Agricultural Colleges regarding work experience on tree pollarding. At present, the PC is not in a financial position to commit funds to pollarding the tree given that there are more pressing matters to pay for.

A detailed checklist has been prepared by the Clerk based on all rules, regulations and law. This is for anyone wishing to hire the playing field. The checklist has been reviewed in detail by all Cllrs and the same is approved.

Defibrillator

Cllr Simms confirmed the new pads are now installed. This item will be removed from the action log.

Nature Funding

Following feedback from Wistow residents, they would like the funding to cover bird boxes and wild flowers. The clerk is to apply for the funding and the wildflowers will be located on the edge of the playfield and the bird boxes will be located in the large trees at the junction onto Manor Street.

Avast Driver

On hold pending receipt of new bank card. This item will be removed from the action log.

Cemetery Water

In order to become more environmentally friendly and reduce expenditure on water, a new water butt will be installed next to the bus stop for people to use when visiting the cemetery. This is on hold pending receipt of new bank card. This item will be removed from the action log.

Clerk Training

All paid and clerk has begun her training. This item will be removed from the action log.

Poppy Appeal

Cllr Simms has looked at various memorial items and all Cllrs agreed to the Clerk setting up a go fund me page for the purchase of a war statue to hopefully be installed at the Church. Clerk is to contact the Church to request permission.

New Email signatures

All Cllrs now have official email addresses. The Clerk is to reset Cllr Leaton-Kemp and Cllr Twidgen passwords and resend original email to all Cllrs with joining instructions.

Highway Sign

All Cllrs agreed to the new advanced speeding system which will be ordered by CCC under the LHI 2023 and will replace the old system. The new system will capture data and screenshots of vehicles speeding which can be sent to the police to prosecute.

20mph Research

Following detailed research to the Cllrs from the Clerk, the 20mph reductions in place in various villages have made little to no impact. At present all Cllrs agreed to not pursue the 20mph speed limit under the LHI funding but revisit in the winter.

Dead Trees

The dead trees near the church will be removed by Ray Jackson soon. Clerk to contact Ray to ask him to advise what alternative trees can be planted in their place.

Unity Bank

Clerk is still waiting for new bank card. This item will be removed from the action log

Councillor Training

Clerk & Cllr Smith attended the Code of Conduct Training. All discussed the importance of confidentiality via email/whatsapp until information is allowed to become public. This item will be removed from the action log.

Civility & Respect Badge

All Cllrs agreed for the PC to sign up to the badge.

Community Infrastructure Levy

Clerk confirmed the full amount had been spent on the playground remedial works and the form has been submitted and approved by CCC. This item will be removed from the action log.

Funding Available

Clerk discussed other options of funding available and that the Council is now subscribed to Grant Grabber. All Cllrs agreed for Clerk to apply for any funding available. This item will be removed from the action log.

LHI

Applications are now open with the closing date being 15.03.24. All Cllrs agreed to not apply for funding at present but to look to review the position for the winter applications.

Highways

Please see comments made above at Flooding.

Bridge Street Bridge

The Bridge has slightly come away from the bank. The Clerk has contacted the owner to ask if they can fix it.

Dredging/Brook Clearance

Clerk contacted Peter Burton regarding his experience of dredging and he confirmed if the brook is owned by EA, it is solely their responsibility and is unable to be touched. This item will be removed from the action log.

Risk Assessments

Clerk confirmed weekly risk assessment need to be complete on the playing field and monthly on the village in general. All Cllrs to send their risk assessments to the Clerk who will then undertake the remedial works.

01.24/7 Notification of planning items

Past

01.24/7b Making of TPO 23/029 Street Record Bance Court Wistow
No objection submitted.

01.24/7c Planning Permission Consultation - Land West Of 1 Parsonage Street Wistow (ref 23/02055/FUL)
No objection submitted but concern raised over building houses on the land.

01.24/7d Planning Permission Consultation - 5 Oaklands Avenue Wistow Huntingdon (ref 23/02082/FUL)
Council submitted concerns over increase of traffic.

01.24/7e Planning Permission Consultation - Dorrington Farmhouse Straight Drove Wistow (Ref: 23/02217/FUL)
No objection submitted.

01.24/7f 6 Bance Court - 23/02419/TREE
No objection submitted.

01.24/7g The Thatched Cottage Church Street Wistow (ref 24/00015/TREE)
No objection submitted.

01.24/7h 6 Bance Court - 23/02329/HHFUL
No objection submitted.

01.24/8 Finance

The below accounts are approved by all Cllrs and ready for payment on 31st January 2024.

Date	Payee	Description	Amount £
11.12.23	1. Total Energies	Electricity Dec 23	£ 291.12
30.01.24	2. Jessica Knights	January 24 salary	£ 378.00
30.01.24	3. Jessica Knights	Expenses	£ 8.80
	4. Ray Jackson	Play Equipment works, grass cutting	£ 850.00

Dec 23 Payments paid under delegated powers

02.01.24	1. Jessica Knights	December 23 Salary	£ 437.50
02.01.24	2. Finding Fitness	Climbing Frame (Grant Funding received)	£7,740.00
	3. CAPALC	Code of Conduct Training	£ 120.00

01.24/8a All Cllrs noted and agreed the Income and Expenditure Account for December 23 & January 24.

01.24/8b All Cllrs noted and agreed the cash book and other files for December 23 & January 24.

01.24/8c All Cllrs noted and agreed the bank reconciliation for December 23 & January 24.

01.24/8d All Cllrs noted and agreed the bank balances, interest and charges in the current and deposit accounts

01.24/8e All Cllrs noted and agreed the December 23 & January 24 cash flow.

01.24/8f All Cllrs noted the budget for 24-25 and agreed to review in detail and discuss at February 2024 meeting.

01.24/9 **Traffic, Highways & Road Safety**

No further updates.

01.24/10 **Policing Matters**

No further updates.

01.24/11 **Village Maintenance**

No further updates.

01.24/12 **Correspondence and Communications**

The following correspondence has been circulated to Councillors for information purposes:

HDC
CCC
Unity
CAPALC

01.24/13 **Portfolio Responsibilities**

01.24/13a **Litter - Cllr Leaton-Kemp**

15th-31st March 2024 is the great spring clean and Cllr Leaton-Kemp will be organising a

village litter pick.

01.24/13b Playing field - Cllr Twigden

01.24/13c Countryside - Cllr Gregory

01.24/13d 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

Cllr Harris agreed to be the auditor for January 2024.

01.24/15 Matters for future consideration

To raise matters for discussion at the next meeting.

01.24/16 Dates of next meeting

Parish Council Meeting on Tuesday 27th February 2024 in the Village Hall at 7.30pm.