



WISTOW PARISH
COUNCIL

WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: parishclerk@wistowcambsparishcouncil.gov.uk

Tel: 07899987819

NOTICE OF MEETING	Full Council
TIME	7.30pm
DATE	Tuesday, 26 th March 2024
VENUE	Village Hall, Manor Street, Wistow, Cambs
MEMBERS	7
QUORUM	3

MINUTES OF MEETING

03.24/1 **Welcome and to receive and approve Apologies for Absence**

Cllr Harris and Cllr Gregory sent their apologies.

County Cllr Corney & District Cllr Costella sent their apologies.

03.24/2 **To receive Declarations of Interest**

No declarations received.

03.24/3 **Public Participation**

Richard Blackhurst

Mr Blackhurst provided an insightful explanation of the history of Wistow's flooding.

Mr Blackhurst said flooding is not a recent event and dates back to 1968. Back then, the Brook was dredged by the EA. If the Brook was to be dredged, it would certainly flood Ramsey Golf Course which is the flood plain and put significant pressure on the pumping stations.

All of the water from Wistow goes via Forty Foot bank, to Kings Lynn, which is the main pumping station before it is then pumped out to sea.

Mr Blackhurst also confirmed that 10% of all agricultural land is pumped.

The Ramsey new builds are meant to have a holding pond of water that trickles back out to the pumping stations, however, there is too much water and it is coming out faster than it should.

Should residents wish to know more about middle level drains they should look on their website as it is really informative.

Cllr Smith said the biggest hurdle we are facing is stopping cars coming into Wistow even when the road is closed, which then creates a bow wave affecting the most at risk properties. Cllr Smith confirmed that gates are an option but this is not a cheap or quick process.

Mr Boulton (public participant) said is there anything we could be doing to help, Mr Blackhurst confirmed there isn't.

All Cllrs thanked Mr Blackhurst for his time and knowledge.

Cllr Smith confirmed that there is a lack of support from the villagers in respect of the Flood Group and previous campaigns had generated only a handful of volunteers. This resulted in resources being stretched in deploying flood defences and being generally prepared for severe events.

Mr Boulton

A resident, Mr Boulton specifically came to the meeting to listen to Mr Blackhurst give his opinion on his knowledge of flooding in the village.

Mr Boulton said he disagrees with Cllr Smith that there is a lack of support from the villagers in respect of the flood group. Mr Boulton confirmed he was outside his property trying to clear away debris following the harvest last year.

Cllr Smith said Mr Boulton really should consider joining the flood group as there is a robust plan in place for potential severe events and necessary procedures to follow. Following discussion, Mr Boulton said he would contact Gerry Pye, Flood Group Lead, to be included in the whatsapp group and to receive the plan. Mr Boulton also confirmed that there would be serious progress if the Council could obtain locked gates. Cllr Simms said there are issues to consider in respect of locked gates in terms of how emergency services vehicles are let through.

03.24/4 District Councillors and County Councillor reports

District Cllr Lowe

- 50 years of HDC celebrations from 25.04.24 onwards
- Street cleansing support
- Hunts Business Accelerator
- Funding for Heart Disease
- Community Chest Grant
- CIL for District & County

03.24/5 Minutes of last meeting

Minutes of the meeting held on 30th January 2024 approved by all Cllrs and signed by the Chairperson.

Matters arising log or carried forward from the previous meeting

Flooding – 6a

As mentioned above.

Website & Operations – 6b

1. Cllr Simms and Cllr Smith now have their official emails set up.
2. All Cllrs agreed for the new website to go live.
3. Clerk has passed her probation period and annual appraisal completed.
4. Clerk made all Cllrs aware of the amendments to the Practitioners Guide.
5. All Cllrs agreed to renew the membership with CAPALC.
6. HM King Charles Portrait – All Parish Councils have been given the option of purchasing a portrait of HM King Charles for free which the Clerk has done. All Cllrs agreed to offer the portrait to the Village Hall Committee.

Playing Field – 6c

1. New boards on equipment now installed by Ray Jackson.
2. Clerk is waiting for a quote from Ray Jackson re metal painting work following risk assessment.

Village Hall – 6d

1. Ash Tree – All Cllrs noted the correspondence from the neighbouring resident and that of the VHC.
2. Clerk to contact the Red Tile Wind Farm to see if there is any funding available.
3. Clerk to contact the new trees department at HDC to see if they can offer any assistance.

Highways – 6e

1. The signs have been received for installation of heavy duty vehicle limits and it was agreed that these will be installed by Ray Jackson. Clerk to obtain a quote. The Cllrs agreed to look at positioning on 13.04.24 which is when the annual litter pick takes place.

Church – 6f

1. Photos of the small damaged wall received which the PC is responsible for in respect of maintenance. All Cllrs agreed it does not require assistance at present but it will be closely monitored.
2. Water Butt has been received for fixing onto the bus shelter for the cemetery water. This is to help the PC's environmental impact and reduce water bill. All Cllr confirmed they will be fitting the water butt on the same day as the annual litter picking event on 13.04.24.

Internal Audit – 6g

1. Internal annual audit is due May 2024 and preparations have begun. All Cllrs agreed to instruct LGS Services again.

Policies

1. Clerk has prepared and updated all policies. All Cllrs have reviewed them and all Cllrs approve the same. The policies will be uploaded to website and reviewed annually by the Clerk.

Poppy Appeal Mural / D-Day

1. The Tommy statue is £750 to purchase and would also require a faculty from the Church at a cost of £327. All Cllrs considered this to be too much of an expense.
2. Advertisement was circulated on social media and whilst two residents offered their help to paint the mural, there was no response for drawing the mural on the bus shelter. All Cllrs have reviewed the quote provided by Once Upon A Wall and all Cllrs have approved the same of £450. It was agreed by all Cllrs that they would pay 10% and ask for support from residents via a go fund me page. All Cllrs agreed for the mural to also include support for the 80th Anniversary of D-Day.

D Day

1. See comments above.

Dog Fouling Bags

1. The PC provide residents with dog fouling bags which they are happy to continue doing so. However, the bags are there purely for emergencies and should not be relied upon daily. The Cllrs agreed they would limit their spending on dog fouling bags to 500 bags per year at a total cost of £13. Cllrs agreed for the Clerk to issue a statement on social media via news section of website.

Annual (Open) & APCM (AGM)

1. All Cllrs agreed for the Annual meeting to be held on 28th May at 6:45pm followed by the APCM at 7:15pm. All Cllrs agreed to submit their yearly reports of their responsibilities to the Clerk by 22nd May 2024.

Defib Battery

1. All Cllrs note that the battery at the bus shelter was previously recorded for a 2 year life span review on March 2024. The battery has a shelf life of up to 5 years (March 2027). All Cllrs agreed to review the battery again in March 2025 and monthly checks will be undertaken by Cllrs.

03.24/7

Clerk's Report

Please see appendix below.

Notification of planning items

03.24/8a **New**
Dorrington Farmhouse Straight Drove Wistow (ref 24/00440/FUL)
All Cllrs are still reviewing the application.

03.24/8b **Past**
PR1016 Proposed 30mph Speed Limit - Huntingdon Road, Upwood
No comments made

03.24/9 **Finance**

All Cllrs approved the accounts for payment on 27th March 2024

Date	Payee	Description	Amount £
1	Jessica Knights	Salary	£384.30
2	Total Energies	Electricity	£235.79
3	CAPALC	Subscription	£312.19
<u>Previously approved/ Delegated Authority</u>			
	Screw Fix	Water Butt	£55.98
	Avast Driver	Driver Updates	£21.48
	HP	Ink Subscription	£5.49
	Street Smart	Street Signs	£223.82

9a All Cllrs noted the Income and Expenditure Account for February & March 24 (within meeting papers).

9b All Cllrs noted the cash book and other files for February & March 24 (within meeting papers)

9c All Cllrs noted the bank reconciliation for February & March 24 (within meeting papers).

9d All Cllrs noted the bank balances, interest and charges in the current and deposit accounts

9e All Cllrs noted the February & March 24 cash flow (within meeting papers)

9f All Cllrs discussed and approved the budget for 24-25.

03.24/10 **Correspondence and Communications**

The following correspondence has been circulated to Councillors and noted.

CCC – Reinstatement of Weed Reduction
HDC – Green waste locations
PCC – Re war mural
Resident – Re Ash Tree
VHC – Re Ash Tree
VHC - Minutes

- 03.24/11** **Portfolio Responsibilities**
- 11a** **Litter/village maintenance - Cllr Leaton-Kemp**
Litter picking date 13.04.24
- 11b** **Playing field - Cllr Twigden**
No further updates than that mentioned above.
- 11c** **Countryside - Cllr Gregory**
No further updates received in absence.
- 11d** **Website/ Operations – Clerk**
No further updates than that mentioned above.
- 11e** **Trees/Grass - Cllr. T Harris**
No further updates received in absence.
- 11f** **Highways - Cllr. Simms**
All residents should report any issues direct with HDC via the reporting tool. The more residents that report, the quicker the issue will be fixed. Clerk to issue a news notice on the website with full details.
- 11g** **Flooding/Neighbourhood Watch - Cllr. Smith**
To note that Anglia Water very kindly, at their own expense, unblocked the drain on Harris Lane which is the responsibility of the property.
- 03.24/12** **Monthly Audit**
- All Cllrs agreed for Cllr Harris to be the volunteer for the audit for March 2024.
- 03.24/13** **Matters for future consideration**
- Clerk would send details to Mr Boulton regarding the Parish Cllr Vacancy.
- 03.24/14** **Dates of next meeting**
- Parish Council Meeting on Tuesday 30th April 2024 in the Village Hall at 7.30pm.

Clerk's Report

Unity Bank

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.

Confirmed to VH Chairman not able to use open fire BBQ at the Party in the Park in accordance with rules and regulation but Councillors are happy for the use of a hot plate. Also confirmed date is the same as D-Day. Chairman confirmed that the event will now be held on private land.

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.

Following risk assessment, clerk is obtaining quotes on paint for the metal.

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 Website

Contacted and cancelled contract.

Policies

All policies reviewed, updated and ready to be approved by Council.

Nature Funding

Contacted. A significant amount of work is involved to apply.

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. Extra poo bags been paid for by Wistow PC.

Ink Supplies

Ordered subscription basis ink which is cheaper than purchasing ink.

Qualification

Clerk passed her ILCA training.

Tree Saplings

Balfour Betty were offering surplus tree saplings to parishes for free for the works on A14. Unfortunately, the parish does not qualify for the free trees.

Water Butt

Purchased water butt to be fitted to the bush shelter to help those visiting the cemetery use rain water to help reduce our impact on the environment and reduce expense from the tap water to allow spenditure on other areas.

Heavy Load Signs

Purchased 2 7.5ton heavy load signs which will be fitted near the bridge coming in from Wistow Toll and one entering the village from Kings Ripton.

Finance

All updated, balancing and approved by internal auditor, Cllr Harris.

Speeding Equipment

Chase up sent to CCC re supply of new equipment and should be ready for collection end of May 2024.

Litter Picking

Annual litter picking arranged for 13th April 2024.

Operations

Work has begun on the preparation of the internal audit / AGAR. All key documents are now up to date.

Portrait of HM King Charles

Parish Councils can apply for a free frame portrait of HM King Charles and this has been applied for.

Document Retention & Archiving

Work has begun on the above.