WISTOW PARISH COUNCIL

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Clerk: Jessica Knights

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MEETING	Full Council
TIME	7.30pm
DATE	Tuesday, 24th September 2024
VENUE	Village Hall, Manor Street, Wistow, Cambs
MEMBERS	7
QUORUM	3

MINUTES

09.24/1 **Welcome and to receive and approve Apologies for Absence**

Apologies received for Cllr Harris. No apologies were received for District Cllr Costello and County Cllr Corney. Cllr Boulton arrived at 7:33 during item 3.

09.24/2 **To receive Declarations of Interest**

No disclosable pecuniary interests declared.

09.24/3 **Public Participation**

Member of public said 10 people are attending the Wistow Flood Group meeting on 26th September 2024. The Council confirmed and agreed that as a one-off, they will pay for the Village Hall hire.

09.24/4 **District Councillors and County Councillor reports**

District Councillor Lowe will send her full report to the Clerk but the main updates are CIL, Town & Parish forum, Climate Conference, and the HDC Local Plan.

Cllr Smith expressed his full gratitude to District Cllr Lowe as she attends the PC meetings and is always available for assistance and support.

09.24/5 **Minutes of last meeting**

All approved the minutes of the meeting held on 30th July 2024.

09.24/6 **Matters arising log or carried forward from the previous meeting**

a. **Flooding**
Cllr Smith & Cllr Boulton will be attending the upcoming Flooding Group meeting which takes place on 25.09.24 to discuss the plan and replenishment of supplies.

b. **Website & Operations**
News section is all up to date. All agreed insurance renewal for 1 year at £1,312.14. All agreed to join the SLCC Membership at £8 joining fee and £112 per year subscription. All agreed to purchase of Arnold Baker (Yellow Book) of £137. All agreed to pay for the Clerk's training time for CILCA.

c. **Playing field**
Installation of new bug hotels & re-painting of play equipment complete. The annual inspection is due to take place on 30.09.24. An inquiry was received for a football pitch hire for 11 aside. All agreed that anyone is free to use the pitch but there is no guarantee of its availability.

d. **Village Hall**.
Ash Tree works are all complete.

e. **Highways**
Installation of new speed camera by Cllr Simms is complete and he is currently working on the data download function. Cllr Twigden to ask resident to trim back his tree due to it blocking the camera. Discussed issues with road condition of Wistow Toll, Clerk to discuss direct with Highways. Discussed 24/25 LHI funding, nothing further at present will benefit the village.

f. **Grass Cutting Contract**
All reviewed tender submissions for the 24-26 contract. The contract is awarded to Emma Jackson based on price and experience, subject to obtaining a DBS.

g. Planters
The new location for the planters will be 2 at Oaklands, 1 at Mill Road, 1 at Bridge Street . The new bulbs and planters will be installed by 12.10.24. Cllr Boulton to undertake modifications of the planters. Clerk to obtain a quote from Emma Jackson for planting and maintaining winter and summer bulbs. Clerk to purchase bulbs at £19.99 plus P&P and obtain a refund from B&Q on the lost parcel.

h. Allotments
Discussed rent increase. Clerk to speak to tenant regarding land registry comparison to decide if rent should increase in line with CPI of 3.1%

i. Community Infrastructure Levy
Discussed funding for CIL and Bus review. Not enough responses were received from residents to warrant pursuing further.

j. External Audit
Discussed the outcome of external audit which has reinforced the need to have a CILCA qualified Clerk.

k. HDC Local Plan

Discussed the proposal for housing being built in Wistow. The clerk stated this has been posted on social media but has received no traction. District Cllr Lowe said she would bring leaflets to the next meeting to be delivered to residents. All Cllrs discussed their concerns over flooding, road conditions, congestion, sewage, and infrastructure. Cllr Smith will attend the in-person session on 31.10.24.

09.24/7 **<u>Clerk's Report</u>**

Village Hall

Ash Tree works completed by 1.5 metres and 2 metres within reach of buildings. This was approved by the Planning Department.

Playing Field

2 x Bug Hotels have been installed in the playing field. Wistow PC has purchased 2 signs to make residents aware to be careful where they tread.

Sanding and painting took place week commencing 2nd September on the play equipment and is now fully dry.

Wicksteed park cancelled their annual inspection due to staff resources. The annual inspection is due end of September. Without an annual inspection taking place, the insurance is invalid. It was agreed by all Councillors that instead of closing the playground, the Council will pay an increased fee of £275 plus VAT for the inspection to be fast tracked for 2024 by the Play Inspection Company. This will take place on 30th September

Website & Emails

The news section is all up to date which includes the Police, Travel & Bus Survey. All Councillor's emails have been added to the website.

A new secure email account called Zoho has been installed.

External Audit

Restatement of figures for 22/23 have been provided to PKF Littlejohn LLP and uploaded to the website. Currently waiting for a response.

Finance

All updated, balanced, and approved by internal auditor, Cllr Harris. A 6-month snapshot has been prepared.

Highways

Updates submitted on Facebook regarding upcoming highway events that may affect Wistow residents.

Church

Wistow PC has approved and purchased a robust St George Flag for the Church.

Notification of planning items

09.24/8a **New**

No new applications

09.24/8b **Past**

Planning Permission Consultation - Parkside Bungalow Cross Drove Wistow (ref 24/00442/FUL) – no comments

Planning Permission Consultation - 12 Harris Lane Wistow Huntingdon (ref 24/01322/HHFUL) – no comments

6 Bance Court Wistow Huntingdon (ref 24/01461/TREE) – no comments

5 Oaklands Avenue Wistow Huntingdon (ref 24/01465/FUL) – comments raised regarding access, noise, disruption, and parking.

Three Horse Shoes Mill Road Wistow (ref 24/01598/TREE) – no comments.

09.24/9 **Finance**

Approved payments for 25th September 2024.

Date	Payee	Description	Amount £
1	Clerk	Payroll	£ 393.23
2	PKF Littlejohn	External Audit	£ 252.00
3	Tom Jeakins	Ash Tree	£ 550.00

9a All reviewed and noted the Income and Expenditure Account for August & September 24 (within meeting papers).

9b All reviewed and noted cash book and other files for August & September 24 (within meeting papers)

9c All reviewed and noted the bank reconciliation for August & September 24 (within meeting papers).

9d All reviewed and noted bank balances, interest and charges in the current and deposit accounts for August & September 24.

9e All reviewed and noted the August & September 24 cash flow (within meeting papers)

9f All reviewed and noted the budget for August & September 24.

9g All reviewed and noted monthly audit outstanding by Cllr Harris.

9h All reviewed and noted 6-month snapshot.

09.24/10 **Correspondence and Communications**

The following correspondence was reviewed and noted by the Councillors:

Grass Cutting Submissions
VH Minutes July 24
CILCA Training hours
SLCC Membership
External Audit Documentation

09.24/11 **Portfolio Responsibilities**

11a **Litter/village maintenance - Cllr Leaton-Kemp**

11b **Playing field - Cllr Twigden**

11c **Countryside - Cllr Gregory**

11d **Website/ Operations - Clerk**

11e **Trees/Grass - Cllr. T Harris**

11f **Highways - Cllr. Simms**

11g **Flooding/Neighbourhood Watch - Cllr. Smith**

11h **Village Hall – Cllr Boulton**

09.24/12 **Matters for future consideration**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Matters for discussion at the next meeting.

1. HDC Local Plan

09.24/13 **Dates of next meeting**

Parish Council Meeting on Tuesday 29th October 2024 in the Village Hall at 7.30pm.

09.24/14 **Meeting Closed**

The meeting was officially closed at 21:06 pm.