



WISTOW PARISH
COUNCIL

WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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NOTICE OF MEETING

TIME

Council Meeting

7.30pm

DATE

Tuesday, 29th July 2025

VENUE

Village Hall, Manor Street, Wistow, Cambs

MEMBERS

5 – Cllr Leaton (Chairman), Cllr Simms (Vice Chairman), Cllr Smith, Cllr Twigden & Cllr Gregory.

QUORUM

3

VACANCIES

2

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 & RFO to Wistow Parish Council, 23rd July 2025.

A G E N D A

OPEN

07/25.01

Welcome and to receive and approve Apologies for Absence

Local Government Act 1972 s85 requires Parish Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting

To receive and approve apologies for absence.

07/25.02

To approve and sign the Minutes of previous Meeting

To consider, approve and sign the minutes of the Council Meeting held on 24th June 2025.

07/25.03

To receive Declarations of Interest

Councillors with pecuniary interests must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. They cannot remain to hear or make representations. When an agenda item is discussed, councillors with an interest must follow the Code of Conduct, disclose the interest, and leave the meeting. Failure to comply is a criminal offence, punishable by a fine of up to £5,000 and/or disqualification as a Councillor for up to five

years. Standing Orders S.13: Dispensation requests must be in writing and submitted to the Proper Officer before or at the start of the meeting. The Proper Officer's decision is final.

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 s31 & s33.

07/25.04

Public Participation

At the close of this agenda item members of the public will no longer be permitted to address the Council.

To allow 15 minutes (3 minutes per person) 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.

07/25.05

District Councillors and County Councillor reports

To receive reports from District and County Councillors.

07/25.06

Matters for discussion & Approval

Democratic

- Review and vote on co-option application from Deborah Rice.
- Review and vote on co-option application from Richard Cook.

Burial Land

- Review research from Clerk provided and make a plan of action.

Playing field

- Review and approve location of adult gym equipment.

Operations

- Review report prepared by clerk on annual feedback survey and agree plan.

07/25.07

Clerk's Report

LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified therefore the Council cannot lawfully raise matters for discussion or make decisions under this item

Report containing activities affecting and pertaining to the Parish.

07/25.08

Committee Reports

To receive reports from committee.

07/25.09

Notification of planning items

Planning Permission Consultation - 5 Oaklands Avenue Wistow Huntingdon (ref 24/01465/FUL). Rejected by Council under scheme of delegation due to increased traffic, parking issues and close proximity to the playing field.

07/25.10

Finance

To approve accounts for payment: 31st July 2025

Date	Payee	Description	Amount £
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1	Payroll	Salary & ENIC	£503.10
2	Emma Jackson	Grass Cutting (pre-agreed amount)	£TBC
3	Wicksteed Park	Play Swing	£179.03

07/25.11 To review, note and consider the following for July 25:

- a. Income and Expenditure Account.
- b. Cash book and other files.
- c. Bank reconciliation.
- d. Bank balances, interest and charges in the current and deposit accounts.
- e. Cash flow.
- f. Review budget.
- g. Monthly audit.

07/25.12 **Correspondence and Communications**

The following correspondence has been circulated to Councillors:

- Email from Highways regarding Transparency report
- Transparency Update
- Town & Parish Forum Presentations

07/25.13 **Portfolio Responsibilities**

Litter/village maintenance/Trees - Cllr Leaton-Kemp

Playing field - Cllr Twigden

Countryside - Cllr Gregory

Website/ Operations - Clerk

Highways - Cllr. Simms

Flooding/Neighbourhood Watch - Cllr. Smith

Vacancy – Village Hall & Finance

07/25.14 **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.

To raise matters for discussion at the next meeting.

07/25.15 **Dates of next monthly meeting**

Parish Council Meeting on Tuesday 30th September 2025 in the Village Hall at 7.30pm as there is no August 25 meeting.

CLOSE