



WISTOW PARISH
COUNCIL

WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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NOTICE OF MEETING

TIME

Council Meeting

7.30pm

DATE

30th September 2025

VENUE

Village Hall, Manor Street, Wistow, Cambs

MEMBERS

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

QUORUM

3

VACANCIES

1

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 September 2025.

A G E N D A

OPEN

09/25.01

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.

09/25.02

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.

09/25.03

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.

09/25.04

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

09/25.05

District Councillors and County Councillor reports

To receive reports from District and County Councillors.

09/25.06

Matters for discussion & Approval

Democratic

- Review and vote on co-option application.

Burial Land

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

Village Hall

- Consider the VHC's request to host Wistowfest26 on the playing field.

Operations

- Review and approve Pension. *(In accordance with the Public Bodies (Admission to meetings) Act 1960, sec 1 (2) the public are excluded from this agenda item.)*
- Allocation of new Cllr's portfolio responsibilities.
- Review and approve annual insurance of £1,343.30.
- Review outcome of AGAR and any actions required.

Playing field

- Review and approve quotes for annual hedge trim.
- Review annual inspection report and review and approve quotes for removal of high risk play equipment.
- Review and approve match funding for new play equipment of £2,069.91.

Community Engagement

- Review and approve Annual Maintenance Day plan and allocation of funding.

Committees

- To appoint 3 Councillors including a Chairman to the Personnel Committee.

Highways

- Consider position of the allotment hedge.
- Review and consider the position of re-painting of bridge railings.
- Review position with village defibrillators and donation to MAGPAS following free training provided.
- Review position of volunteer for speed camera charging.
- Review position regarding PC noticeboard.
- Review position of speed watch group.
- Review position of Church path.

Allotments

- Review annual rent in accordance with CPI of 3.8% (£0.86 per 0.25 acre)

09/25.07 **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 are enclosed in the meeting papers.

09/25.08 **Committee Reports**

To receive reports from committee.

09/25.09 **Notification of planning items**

09/25.10 **Finance**

To approve accounts for payment: 30th September 2025. Please refer to enclosed meeting papers.

09/25.11 To review, note and consider the following for August & September 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.

09/25.12 **Correspondence and Communications**

The following correspondence has been circulated to Councillors:
Local Government Reorganisation – Devolution Paper
Annual Play Park Inspection

09/25.13 **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/Finance - Cllr. Smith

Vacancy – Village Hall

09/25.14

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.

09/25.15

Dates of next monthly meeting

Parish Council Meeting on Tuesday 28th October 2025 in the Village Hall at 7.30pm

CLOSE