



Prepared by Jess Knights, CiLCA, PSLCC
Parish Clerk & Responsible Financial Officer

Wistow Parish Council
Biodiversity
Agenda item: 01/26.07

Background

At present, Wistow Parish Council (WPC) has a biodiversity policy but more can be done in the community. The Environment Act 2021 applies to Parish Councils and the key three duties are preserve, policies and action.

Actions already worked on by the Clerk:

- Action plan
- Contact conservation NGOs, wildlife trust (bed & Cambs), CPRE, Natural Cambridgeshire, Great Fen project for their input.
- Cambs & Pboro local nature recovery reviewed
- Look at setting up a Wistow environmental working group
- Review wildlife churchyard scheme
- Living roofs on bus shelters, conservation volunteers offer free trees, orchards, reduce grass cutting and verges, speak to ccc highways and engage and inform residents.

Funding

- Landfill sites (FCC & Veolia)
- Tree Council
- Woodland Trust
- Lottery Heritage
- Lottery Community Fund
- Hunts Community Chest
- Cambs Water
- Environment Agency
- HDC
- Natural Cambridgeshire

Recommendations proposed by Clerk to full Council to be included in plan:

1. Create an environmental working group with terms of reference (attached)
2. Community recycle shed – this is an open shed where people donate garden tools, equipment etc for the village to reuse instead of it going to landfill. WPC should receive grant funding for this.
3. There are many trees in the playing field and WPC should look to purchase wildlife boxes and feeders. Grant funding should be available for this.
4. Create wildflower strips in the playing field and grant funding should be available for this.
5. Grass maintenance contract is due renewal on October 2026. Look to implement reduced cutting to protect wildlife.
6. Look to plant fruit trees in playing field for community to benefit from produce – grant funding is available.



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7. Work in partnership with the church to try to implement 'Caring for God's Acre' scheme.

Prepared by Clerk

Date: 15.01.26

Agenda item: 01/26.08(a)

From: Wistow Community Flood Group, 



The Parish Clerk
Wistow Parish Council

4 January 2026


Dear Jers

Mill Road Culverts Condition Survey

Reference:

A. Minutes of the 2nd Wistow Community Flood Group Meeting.

Introduction

1. Reference A, Action 25/05, was to conduct a condition survey of the ditches, culverts and drains on Mill Road at the village southern boundary. The Chairman of the Wistow Community Flood Group (WCFG),  carried out this survey on 29 Dec 25, and the findings have been documented herein to instigate recommendations for corrective action via the Parish Council.

2. This Report examines the effect of the poor condition of the ditches, culverts and drains. It presents video and photographic evidence of the findings and makes recommendations for corrective action. The Report concludes that the blockages in the ditches and culverts on Mill Road and Harris Lane limit the amount of surface water that is drained directly into the Brook via the underground main drains during heavy rainfall. The upshot is that surface water is allowed to flow directly onto the road creating a hazard not only to traffic, but also to properties on the junction between Mill Road and Bridge Street. Moreover, evidence suggests that the surface water is damaging the road surface and creating further hazards to road traffic.

Issue

3. A video, accessible at the link [Mill Road Flooding.MP4](#), shows the state of Mill Road during heavy rain. This video shows clearly that the culverts either side of Mill Road are not fit for purpose and surface water is therefore flooding over the road. If the culverts were working properly then the surface water seen in the video would be diverted into the drains, which, if clear, would channel the surface water to the outlet at the Brook in Bridge Street. Moreover, the video shows a surface water tributary emanating from Harris Lane, which implies that the ditches and culverts therein are not fit for purpose either. The consequences of surface water flooding Mill Road are threefold: the most pressing issue is the immediate risk to road traffic; second, the flood water is damaging the road surface leading to significant cracking and potholes and, third, the surface water poses a significant flood risk to the houses at the junction between Mill Road and Bridge Street. It is believed that this surface water is responsible for flooding the cellar in the Three Horseshoes Pub.

4. During a flood incident in 2023, Anglian Water cleared blockages manifest in the underground drain at the junction between Mill Road and Harris Lane. As a follow-up, the WCFG Chair contacted Emily Lindsell, the Anglian Water Regional Engagement Advisor, requesting a full survey of the drains. This was carried out in Aug 25 and Anglian Water reported that a full survey had been conducted and although no further blockages were evident, high pressure jet washing was carried out as a precaution (See Exhibit A). It follows that if the drains are now confirmed clear, it would be sensible to ensure that the flood water can enter them. This requires routine cleansing of the road drains themselves, but also periodic maintenance of the ditches and culverts to ensure that surface water does not spill into the road in the first instance.

Findings

5. **Ditches.** Exhibit B shows the current state of the ditch, which is to the right hand side of Mill Road as you enter the village from the south. The surveyors considered that the purpose of this ditch is to convey surface water into the main drain line that runs all the way from the top of Mill Road to the Brook at the bottom of Bridge Street. This ditch is choked with undergrowth, which is sure to impinge on drainage efficacy. There is also a trench leading from the ditch to the road, arguably caused through erosion rather than intent, which was considered one of the sources of surface water spilling onto the road. Clearing this ditch of undergrowth is deemed essential to restoring efficiency.
6. **Culverts.** Exhibit C shows the drain cover that the surveyors believe is the entrance to the main line that connects Mill Road to the outlet at the Brook in Bridge Street. The video does not appear to show any run-off from the Broughton footpath, but the surveyors did have some concerns that there are no ditches either side of this footpath. There was evidence to suggest that ditches had once been in place but had not been maintained properly. The drain cover was initially hidden in the undergrowth and had to be uncovered; the surveyors were unable to lift the cover to examine the drain, but it was considered that owing to its position, it was intended to connect the downstream side of the final culvert to the main drain.

Agenda item: 01/26.08(a)

Nevertheless, the blockage in the culvert means that it is impossible for the upstream surface water to enter the main drain line anyway. Exhibit D shows the penultimate culvert upstream of the village, which has collapsed on the downstream side and is totally blocked upstream (See Exhibit E). This creates another source of surface water flooding onto Mill Road.

7. **Culverts Left Hand Side and Harris Lane.** The culverts in Mill Road upstream of the Harris Lane junction appear to be working; nevertheless, the survey revealed some concerns. Residents appear to have reinforced the culverts to allow vehicular access to their driveways; however, the culverts shown in the Photo at Exhibit F appear visibly smaller in diameter compared to the culverts downstream. The Surveyors postulated that there must be some guidance or regulations pertaining to the diameter of a culvert; moreover, where does the responsibility lie for maintaining these culverts? This issue is more acute in Harris Lane where some of the residents have installed driveway access that blocks the culverts completely. Hence, the excess water spills onto the road, which contributes to the surface water flooding in Mill Road. Has there been a breakdown in the planning process that allows residents to block culverts unmonitored? The owner of the property at the Harris Lane/Mill Road junction instigated some building work after fire damaged her front garden. The remains of a culvert were discovered, which had totally collapsed and was therefore not doing the job it was originally installed to do. The Surveyors considered that this culvert would have been rendered obsolete when the residents blocked the culverts upstream. This issue was discussed at the 2nd WCFG Meeting and recorded at Reference A.

8. **Other Issues.** The surveyors wondered whether there was a hidden culvert under the road connecting the right hand ditch to the left hand one. The trench shown by the arrow on Exhibit B was considered the likely route for an under-road culvert and appeared to link up with an outlet diagonally opposite. There was no evidence of an under-road culvert being present; however, examining this supposed outlet revealed an exposed utility pipe and cable, which was photographed for Exhibit F. The surveyors considered these to be the gas pipe and electricity cable supplying the 2 houses on the left hand side as you enter the village. Proper expert consideration of this exposure should be instigated forthwith and corrected as appropriate.

Recommendations

9. **Clearance of Ditches and Culverts.** The Parish Council should request Internal Drainage Board (IDB) action to clear the ditches and restore the efficacy of the culverts on both sides of Mill Road at the southern end of the Village. The WCFG understands that Councillor Lowe represents our interests as a member of the IDB. A copy of this report shall be forwarded to Councillor Lowe; however, any formal requests for action should come via the Parish Council.

10. **Culvert Regulations and Planning Process Review.** The Parish Council is requested to conduct a review into the regulations regarding the design criteria for ditches and culverts. Moreover, to conduct a review of the planning processes to ensure that any loophole that allows residents to block culverts unmonitored is closed.

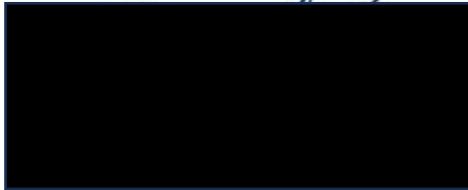
11. **Exposed Utility Pipe and Cable.** The Parish Council is requested to instigate corrective action against the gas main and electricity cable believed to have been exposed at the top of Mill Road on the left hand side as you enter the village from the south.

12. **Harris Lane Culverts.** Whilst clearing the ditches and culverts in Mill Road is sure to improve drainage matters considerably, Mill Road may still become flooded during periods of high rain owing to surface water emanating from Harris Lane. The Parish Council is requested to conduct its own survey of the culverts – especially those that are currently deliberately blocked – and to test the feasibility of restoring these culverts to full operating capacity.

Conclusion

13. As a result of Action 25/05 Promulgated in the Minutes at Reference A, a survey was carried out of the ditches, culverts and drains at the top of Mill Road. Video evidence gathered during a period of high rainfall appeared to show surface water spilling out of the ditches onto Mill Road creating a hazard to traffic, damage to the road surface and increasing the risk of damage to properties downstream. The survey uncovered evidence of ditch fouling with undergrowth and other organic debris, collapsed and blocked culverts, and culverts deliberately occluded to promote driveway access. Recommendations include clearing the culverts and ditches blocked owing to lack of maintenance, reviewing the regulatory and planning processes that allow culverts to be deliberately blocked unmonitored, and considering the feasibility of restoring any occluded culverts to full operating capacity.

Yours sincerely



Chair Wistow Community Flood Group

Annex:

A. Mill Road Culverts Condition Survey – Exhibits.

Mill Road Culverts Condition Survey – Exhibits

Exhibit A – Correspondence with Anglian Water Public Engagement

Hi Gerry,

Following my email yesterday, our Senior Network Technician has since let me know that we will be attending again on the 28th August with a jetting unit to clean the line on Mill Road and Bridge Street. As I said, the CCTV survey did not identify any issues and so we are undertaking these cleaning works as a proactive measure.

Best wishes,
Emily



Emily Linsdell

Regional Engagement Advisor
Mobile: 07816 265618

Anglian Water Services Limited

Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon,
Cambridgeshire, PE29 6XU

Annex A to:
Mill Road Culverts Condition Survey
Dated 4 January 2026

Hi Gerry,

Apologies for the delay in providing an update, I am just back to my desk today after some annual leave.

One of our technicians attended and lifted manholes along Mill Road and Bridge Street to check our surface water sewer. It was found to be flowing well and operating as expected, with no blockages observed.

However, if issues occur again, please do report them at the time so we can investigate. You can report issues via [our website](#) or 03457 145 145.

Please let me know if you have any questions.

Best wishes,
Emily



Emily Linsdell

Regional Engagement Advisor
Mobile: 07816 265618

Anglian Water Services Limited

Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon,
Cambridgeshire, PE29 6XU

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Exhibit B Photographic Evidence of Blockages in the Mill Road Ditches and Culverts



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These photographs were taken of the final culvert on the right hand side of Mill Road as you enter the village from the south. The ditch is significantly overgrown and the entrance to the culvert blocked. Thus, surface water spills onto Mill Road via the trench indicated by the yellow arrow.

Exhibit C Ditch and Drain Blocked with Undergrowth, Mill Road



These photographs were taken on the upstream side of the final culvert on the right hand side of Mill Road as you enter the village from the south. The ditch is significantly overgrown and the entrance to the drain on the downstream side of the culvert blocked with

—
vegetation. The yellow arrow marks the position of the drain, which is believed to allow the surface water from the culvert to drain into the main drain and also, allows surface water from the Broughton Footpath to drain into the main drain line.

Exhibit D Photographic Evidence of the Collapsed Culverts Upstream



These photographs were taken upstream of the final culvert on the right hand side of Mill Road as you enter the village from the south. The penultimate culvert has collapsed and cannot therefore operate as intended.

Exhibit E Penultimate Culvert Blocked Upstream



This photograph shows the entrance to the penultimate culvert on the right hand side of the Mill Road as you enter the village. It is totally blocked therefore cannot act as intended. The upshot is that water collecting in the ditch will simply spill out onto Mill Road.

Exhibit F Left Hand Side Culverts and Exposed Utility Pipes and Cables

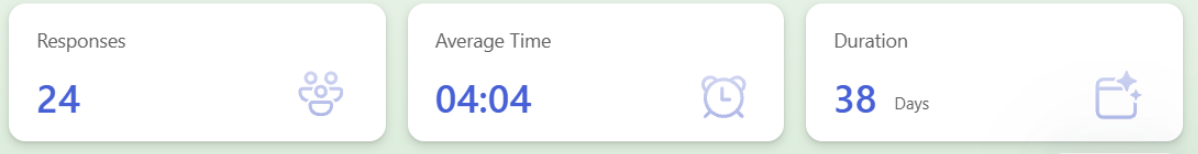


This photograph shows the ditch and culverts on the left hand side as you enter the village, which appears to be working albeit the culverts shown in the photo are believed to be too small. Moreover, the survey discovered exposed pipework believed to be the gas main (yellow) and the electricity main (black) supplying the first set of houses at the entrance to the village.



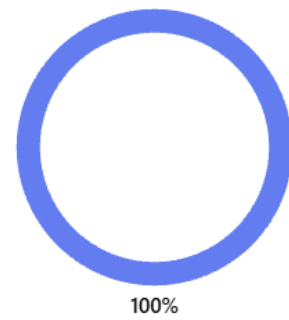
Wistow Parish Council Feedback survey regarding road narrowing on Mill Road

Responses Overview Active



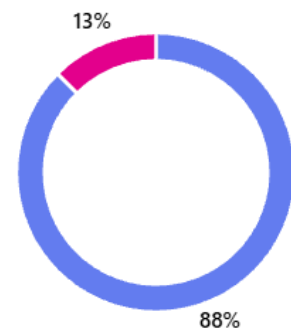
1. Do you live in Wistow?

- Yes 24
- No 0



2. Are you concerned with speeding in Wistow?

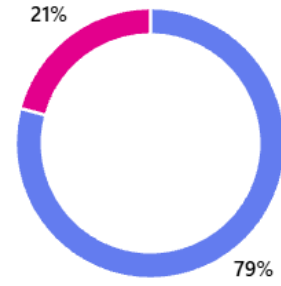
- Yes 21
- No 3





3. Do you support Wistow Parish Council's application for road narrowing in Mill Road?

- Yes 19
- No 5





4. Please tell us why you support road narrowing?

19 Responses

| ID ↑ | Name | Responses |
|------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | anonymous | Heavy fast moving traffic at all times of the day |
| 2 | anonymous | Any deterrent to the increased amount of rat run traffic is welcome especially during morning and evening peaks where speeding is more prevalent due to avoiding the major roads and having to drive at speed to justify it! |
| 3 | anonymous | The speed coming through the village has got worse and the amount of cars has risen. It either needs a reduced speed but I think this is a better idea |
| 4 | anonymous | Traffic is not slowing down to 40 at the sign just outside the village , and rarely as low as 30 on entering Mill road. When weather conditions are poor, for example heavy rain, speeding cars create a tidal wave that ultimately damages the verges and road surface at the junction with Harris lane. At least one incident of cyclists being knocked over has occurred at this spot. |
| 5 | anonymous | In the hope it will reduce speed |
| 6 | anonymous | There is little regard for speed along Mill Rd. Such a scheme would help reduce it but also send a message about speeding in the village. Well done to the councillors promoting this initiative |
| 7 | anonymous | Some cars travel far too fast along both Mill Road and Bridge Street, and am always concerned that one day I'll be hit by a speeding car while walking my dogs, or god forbid my grandchildren. |
| 8 | anonymous | We have seen it work in other villages like Kings Ripton |
| 9 | anonymous | Some cars travel at ridiculous speed through the village leading to pulling out of Harris Lane becoming a lottery. Cars are very lose to the path in Mill Lane |
| 10 | anonymous | Because so many drivers, presumably in large part non-residents, drive at ridiculous speed and with no concern for other road users or pedestrians! |
| 11 | anonymous | Vehicles speed through the village. |



| | | |
|----|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | anonymous | The road coming into the village from the south is slightly downhill and this sometimes results in vehicles entering the village over the 30mph speed limit. I would expect road narrowing to slow the traffic and reduce the number of speeding vehicles, improving safety and reducing noise. |
| 13 | anonymous | Speed limits are constantly ignored as are weight limits |
| 14 | anonymous | Great idea. Speed bumps or road narrowing. Works well in abbots ripton |
| 15 | anonymous | It's becoming more dangerous for residents particularly the elderly, children, dog walkers etc. It has become a 'rat run' for those trying to avoid Bury or Warboys and this will not only slow the traffic but act as a deterrent to those tempted to take a 'shirt cut'. |
| 16 | anonymous | I would prefer an alternate solution such as timed camera entry and exit to the village for average speed . This will target the speeders through the village without upsetting our local farmers , |
| 17 | anonymous | In the hope it will stop speeding along Mill Road |
| 18 | anonymous | It will be effective and attractive way of slowing traffic whilst also keeping it flowing. It would be better than reducing speed limits as some people just ignore them. It woks well along the road at Kings Ripton |
| 19 | anonymous | The speeding thru Wistow is really bad ..in the 13yrs I have lived here the volume of traffic using Wistow as a " rat run" to go between villages and towns has increased and the speed of the traffic at times is so obviously over the limit. I live on Bridge Street and it feels like a dangerous main road at times, we have grandchildren and dogs and we can't ever very complacent. |



Prepared by Jess Knights, CiLCA, PSLCC
Parish Clerk & Responsible Financial Officer

Wistow Parish Council
Age Friendly Community
Agenda Item: 01/26.09(h)

Background

An age-friendly community is a place that enables people to age well and live a good later life.

Age-friendly communities enable people to stay living in their homes, participate in the activities they value, and contribute to their communities, for as long as possible. When older residents are actively involved, they generate social, economic, and cultural benefits that enrich life for everyone.

England's population over the age of 50 is projected to reach 46% by 2065, with the fastest growth occurring in towns and parishes. This demographic shift presents a powerful opportunity to strengthen communities by embracing the contributions of older people as volunteers, leaders, and engaged citizens. Failing to do so risks compounding health and social challenges for councils and individuals. The Equality Act 2010 recognises age as a protected characteristic, placing legal obligations on public bodies to prevent discrimination and consider the needs of all age groups. The Public Sector Equality Duty reinforces this by requiring inclusive policy and service design, helping to ensure fairness and dignity for older individuals.

Town and parish councils, as statutory local authorities, have the discretion to act on a wide range of issues.

What is currently already available?

1. Events/Groups at the church, three horse shoes pub and Village Hall
2. Outdoor Gym

Ideas:

1. Registered Trader Scheme – A list of registered local traders that the elderly can use.
2. International Day of Older People – 1st October
3. Health & Wellbeing visits

Recommendation to full Council

1. Refer this item to the Village Hall Committee to potentially prepare a list of approved trader scheme.
2. Contact the Village Hall to work together for 1st October.
3. Clerk contact HDC to enquire about funding.

Prepared by Clerk
Date: 15.01.26



Prepared by Jess Knights, CiLCA, PSLCC
Parish Clerk & Responsible Financial Officer



Prepared by Jess Knights, CiLCA, PSLCC
Parish Clerk & Responsible Financial Officer

Clerk's Report - January 2026

Agenda Item: 01/26.11

Updates

- Highways report submitted for new lines at Manor Street junction and pot hole on Manor Street.
- Desktop research undertaken by JPP Geotechnical & Environmental Ltd regarding risks of potential cemetery. The result is the proposed location is low risk so should not attract a permit fee from the Environment Agency.
- Various quotes received for Arboriculture assessment.
- Playground risk assessment completed.
- Website has been updated to include all relevant legislation.
- Scribe accounts will provide access on 02.02.26 with start date of 01.04.26.
- Clerk is still heavily chasing the removal of the skips from the playing field.
- Clerk now has a Parish Council mobile which is set up and all details updated on website and social media.
- Christmas hamper items was a success and items were taken to the Food Bank.
- Updated details on the website of the Wistow Community Flood Group.
- The vexatious complaints policy and playing field policy is now on the website.
- Local Highways Funding has been applied for.
- The PC kindly received donations of two bird boxes to support biodiversity.
- A detailed document was prepared for the community to explain how the precept was calculated.
- The gullies in Wistow were jetted and cleaned on 09.01.26 (Mill Road,) 12.01.26 (Bridge Street) & 13.01.26 (Church Street).
- Online form created for complaints for accessibility.

Meetings/Training

- Assertion 10 Training
- Environmental Training
- Meeting on 13.01.26 with Fenland Stonework's regarding Churchyard Risk Assessment which revealed 4 unsafe headstones.
- Meeting on 13.01.26 with the Rector, Vicar & Cllr Rice regarding proposed new Churchyard. The Rector is going to liaise with the land owner regarding next steps.
- Councillor Training for Cllrs Rice & Forster.

01/01/2026 Payment Approval

| Payee | Description | Amount | Approved on | Paid on | Comment |
|-----------------------|--------------------------------------------|---------------|--------------------|----------------|----------------|
| ICCM | Training | £200.00 | | | |
| Payroll | Salary, ENIC & Pension | £629.13 | | | |
| Jess Knights | Expenses | £14.75 | | | |
| Emma Jackson | Grass Maintenance | £365.00 | | | |
| Total Energies | Electricity | £266.22 | | | |
| Fenland Stoneworks | 5 year risk assessment | £547.20 | | | |
| Payroll (Dec 25) | Salary & ENIC - retrospective approval | £547.32 | | 31/12/2025 | |
| Emma Jackson (Dec 25) | Grass Maintenance - retrospective approval | £365.00 | | 31/12/2025 | |

BUDGET REVIEW

| October 25 - December 25 Budget | Budget | Actual | Difference | Notes |
|----------------------------------------|---------------|---------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Income | £ 1,619.77 | £ 5,759.90 | £ 4,140.13 | Large amount of VAT refund than predicted. |
| Expenditure | £ 6,431.10 | £ 34,570.99 | -£ 28,139.89 | £19,950 was spent on the new gym equipment which grant funding was received for in different quarter. This minus the expenditure budget results in £8,189.98 over expenditure. The over expenditure is a result of high anticipated fees for annual hedge trim, urgent playground repairs, street lighting, church tap, pension & salary and stationary. With the extra allowance of VAT refund of £4,140.13 to the over expenditure is £4,049.76. This expenditure can be absorbed by the reserve. |