



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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Tel: 07401 733818

NOTICE OF MEETING	Council Meeting
TIME	7.30pm
DATE	24 th February 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT	5 – Cllr Leaton (Chairman), Cllr Simms (Vice Chairman), Cllr Cook, Cllr Rice & Cllr Forster
STAFF	Jess Knights, Clerk & RFO
QUORUM	3
VACANCIES	1

MINUTES

- Open 7:30pm**
02/26.01 WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE
RESOLVED: No apologies received or accepted for Cllr Gregory.
- 02/26.02 TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**
RESOLVED: Full Council approved the minutes of the Council Meeting held on 27th January 2026 as a true record and were signed by the Chairman.
- 02/26.03 TO RECEIVE DECLARATIONS OF INTEREST**
RESOLVED: No declarations of interest declared.
- 02/26.04 PUBLIC PARTICIPATION**
Open 7:31pm.
RESOLVED: Closed at 7:31pm as no members of the public were present.
- 02/26.05 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**
Please appendix 1 for District Cllr Lowe's Report.
- Cllr Lowe provided an update on County issues in County Cllr Martin's absence:
- 20mph funding is open.
 - Traffic lights have been approved at Wheatsheaf crossing.
 - Looking for volunteers to help with school place appeals.

02/26.06

**BUSINESS TO BE TRANSACTED
COUNCIL OPERATIONS**

- a. Following resignation of Geoff Smith, discuss and agree re-allocation of responsibilities of bank signatory, Flood Group representative and personnel committee.
RESOLVED: Full Council agreed for Cllr Cook to become the third bank signatory. It was further agreed that there are already sufficient Cllrs on the Flood Group. It was further agreed that Cllr Cook would join the Personnel Committee and a review of portfolio responsibilities will take place after May 2026 elections.

- b. Nominate one member to deliver nomination papers for elections in May 2026 and review expressions of interest.
RESOLVED: Cllr Simms offered to take the nomination papers subject to work commitments. All agreed to bring nomination papers on 24th March 2026. Cllr Simms, Cllr Cook, Cllr Rice and Cllr Forster expressed their interest.

- c. Review and approve GDPR data map policy.
RESOLVED: Full Council approved the policy.

- d. Review and approve updated Privacy Policy.
RESOLVED: Full Council approved the policy.

- e. Review and approve updated Emergency Plan Policy.
RESOLVED: Full Council approved the policy.

- f. Review and approve updated Business Plan.
RESOLVED: Full Council approved the plan.

- g. Review and agree proposal on Local Government Reorganisation (LGR).
RESOLVED: Full Council agreed to option 3 and clerk to make submission.

02/26.07

BIODIVERSITY

- a. Review and consider biodiversity updates.
RESOLVED: Full Council noted that the clerk had successfully applied for funding for trees which will be delivered in Autumn 2026. Clerk has further applied for funding for bird houses and more bug hotels through Ramsey Rotary.

02/26.08

COMMUNITY & HIGHWAYS

- a. Review feedback from the community on the 20mph speed limit (report enclosed) and decision whether to proceed with Local Highways Initiative (LHI) funding.
RESOLVED: Full Council agreed to apply for 20mph LHI Funding.

- b. Review and consider additional bridge weight sign.
RESOLVED: Full Council agreed to contact Highways regarding diversion information and to request additional signage as the bridge is a listed monument.

02/26.09 PLANNING

- a. Windsong, Mill Road (25/02370 HHFUL)
RESOLVED: Approved under clerk's scheme of delegation.

02/26.10 CLERK'S REPORT

Report containing activities affecting and pertaining to the Parish are enclosed in the meeting papers.

RESOLVED: Full Council accepted and noted the report.

02/26.11 FINANCE

To approve accounts for payment on 27th February 2026. Please refer to enclosed meeting papers.

RESOLVED: Full Council approved the payments and were signed by the Chairman and RFO.

02/26.12 To review and approve the following. Please refer to enclosed meeting papers.

- 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.

RESOLVED: Full Council approved the above and were signed by the Chairman and RFO.

02/26.13 CORRESPONDENCE AND COMMUNICATIONS

The following correspondence has been circulated to Councillors:

- Water Care Newsletter.

RESOLVED: Full Council accepted the above communications.

02/26.14 MATTERS FOR FUTURE AGENDA ITEMS ONLY

- Defibrillator at Village Hall.
- Unleashed dogs on public highways.

02/26.15 DATE OF NEXT FULL COUNCIL MEETING

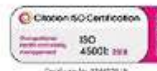
RESOLVED: Full Council accepted the date of Tuesday 31st March 2026 in the Wistow Village Hall at 7.30pm. Full Council accepted that the Annual Parish Council Meeting and Annual Meeting of the Parish will take place on Tuesday 19th May 2026 at 6:30pm.

CLOSED 8:25pm



Your Complete Commercial Outdoor Play Solution

Inspection • Repairs • Parts Design • Manufacture • Install




Operational Inspection

Wistow Parish Council

Wistow Playground
Oaklands Avenue, Wistow, Huntingdon,
Cambridgeshire, PE28 2QF



Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
			<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>					

Wistow Playground

Inspection Ref: 3005281

Site Ref: 134832

Operational Inspection - 10-March-2026 - 08:44 Inspector Martyn Lilley

Risk Assessment: **25 Very High Risk**



i 4 - Very Low Risk

Item: Litter Bin
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 3



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Picnic Table
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 3



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Bench
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Pull Down Challenger
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Ability Bench
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Pull Up Station
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Skier
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Air Walker
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Squat Station
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Pull Down Challenger
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Cable Runway
Manufacturer: Owner/Operator
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 6

Finding 1

Seat travels to close to uprights - Adjust to comply

Finding 2

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

Finding 3

We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect cable every 24 months

Finding 4

There are splits in the timber running through fixing points and creating some instability in the structure - Replace all affected timber parts

Finding 5

There are weeds/vegetation growth between or around the edges of the surfacing - Remove weeds/vegetation growth

Finding 6

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

8 - Low Risk

Item: 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Carpet System
Item Quantity: 1



Total Findings: 5

Finding 1

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

The bushes are worn or missing - Replace worn or missing bushes

Finding 3

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 4

There is some chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 5

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

8 - Low Risk

Item: See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 2

Finding 1

Excessive movement on mechanisms - Investigate and repair

Finding 2

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

9 - Low Risk

Item: Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 2

Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 2

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

8 - Low Risk

Item: Climbing Frame
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

i 8 - Low Risk

Item: Traverse Wall
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

The surface has eroded and the foundations are exposed - Reinstate surrounding surfaces to cover the foundations

! 25 - Very High Risk

Item: Multi Play (Junior)
Manufacturer: Owner/Operator
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 3

Finding 1

The timber on this item has severe rot - Remove and replace all affected timber sections

Finding 2

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 3

The timber on this item has severe rot - Remove and replace all affected timber sections

i 6 - Low Risk

Item: Wobble Board
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

Parts of the timber are rough or splintered - Remove all rough or sharp edges

! 12 - Moderate Risk

Item: Play Panel
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

i 10 - Low Risk

Item: Football Goal
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 2

Finding 1

Net hooks are entrapments and are sharp - Remove sharp parts

Finding 2

Net not secured - Secure net

! 12 - Moderate Risk

Item: Gate - Maintenance
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

! 12 - Moderate Risk

Item: Gate - Pedestrian
Manufacturer: Owner/Operator
Surface Type: Compacted Stone
Item Quantity: 1



Total Findings: 2

Finding 1

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 2

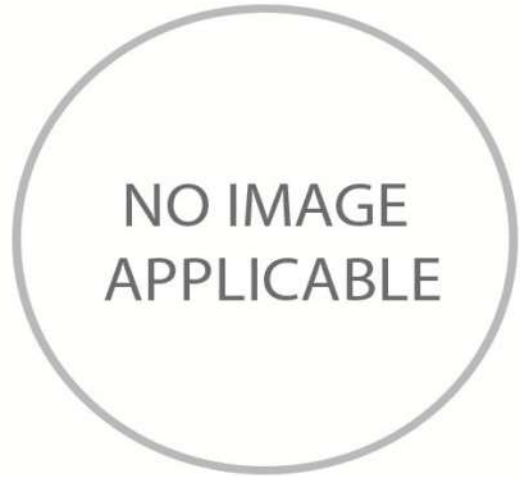
Gate snags on the catch - Repair to comply

Findings information

6 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



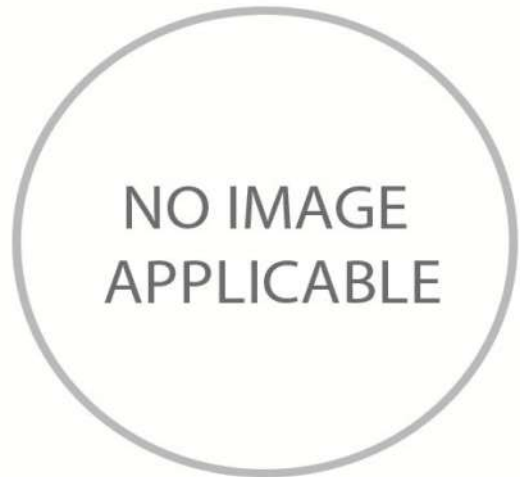
Finding: Seat travels to close to uprights

Action: Adjust to comply

i 8 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The seat connection cannot be inspected without dismantling the seat

Action: Dismantle the seat to inspect the seat connection for wear

i 0 - Risk Assessment not Undertaken (Finding 3)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: N - Risk Assessment not Undertaken
Surface: Bonded Rubber Mulch



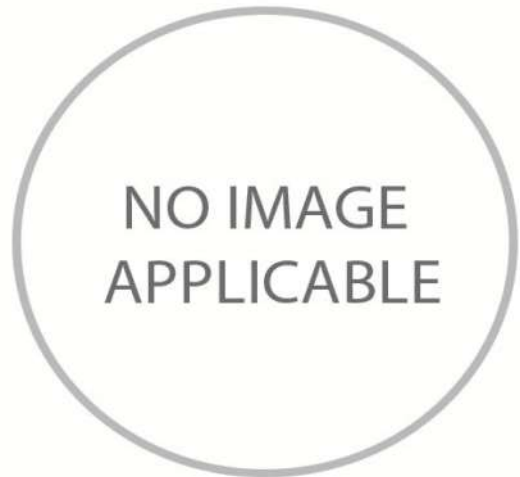
Finding: We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment

Action: Inspect cable every 24 months

8 - Low Risk (Finding 4)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There are splits in the timber running through fixing points and creating some instability in the structure
Action: Replace all affected timber parts

6 - Low Risk (Finding 5)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch

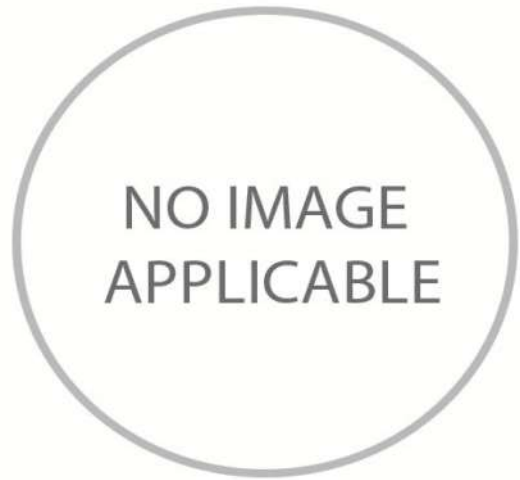


Finding: There are weeds/vegetation growth between or around the edges of the surfacing
Action: Remove weeds/vegetation growth

6 - Low Risk (Finding 6)

Item: Other - Cable Runway
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

8 - Low Risk (Finding 1)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Carpet System



Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 8 - Low Risk (Finding 2)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Carpet System



Finding: The bushes are worn or missing

Action: Replace worn or missing bushes

i 4 - Very Low Risk (Finding 3)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Carpet System



Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 4)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Carpet System



Finding: There is some chain wear

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 5)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Carpet System



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: Excessive movement on mechanisms

Action: Investigate and repair

i 8 - Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 9 - Low Risk (Finding 1)

Item: Other - Free Standing Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing

i 8 - Low Risk (Finding 2)

Item: Other - Free Standing Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Traverse Wall
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded and the foundations are exposed

Action: Reinstall surrounding surfaces to cover the foundations

! 16 - High Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Owner/Operator

Risk Level: H - High Risk
Surface: Grass Matrix Tiles



Finding: The timber on this item has severe rot

Action: Remove and replace all affected timber sections

! 12 - Moderate Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

! 25 - Very High Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Owner/Operator

Risk Level: I - Very High Risk
Surface: Grass Matrix Tiles



Finding: The timber on this item has severe rot

Action: Remove and replace all affected timber sections

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Wobble Board
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Grass



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

! 12 - Moderate Risk (Finding 1)

Item: Activity Equipment - Play Panel
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 10 - Low Risk (Finding 1)

Item: Multi Use Games Area - Football Goal
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Grass



Finding: Net hooks are entrapments and are sharp

Action: Remove sharp parts

i 6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Football Goal
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Grass



Finding: Net not secured

Action: Secure net

! 12 - Moderate Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

! 12 - Moderate Risk (Finding 1)

Item: Gates - Gate - Pedestrian
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: Compacted Stone



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 8 - Low Risk (Finding 2)

Item: Gates - Gate - Pedestrian
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Compacted Stone



Finding: Gate snags on the catch

Action: Repair to comply



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

Wistow Parish Council
Playground
Agenda item: 03/26.07 (b)

Background

The multi play equipment was deemed a high-risk piece of equipment back in August 25 but as Wistow Parish Council (WPC) were unable to source and apply for funding again until Jul 26, WPC replaced the rotten support legs to prolong the equipment. This would allow the community to use the equipment until such time came when WPC could apply for new funding for new equipment.

Current Position

Unfortunately, following on from a mid-year operational inspection, the multi play equipment has deteriorated faster than anticipated over the winter and is now classed as a high-risk structure and needs to be removed.

Please see below further actions following receipt of the operational report, in order of urgency:

Multi Play – High Risk
Entrance Gate – Moderate Risk
Zip Line – Low Risk
Swings – Low Risk

Recommendations

First and main priority is the removal of the multi play equipment and to look to apply for funding for a replacement from the National Lottery in July 26. Council to review quotes received and approve supplier.

Second priority is to obtain a quote for removal and replacement of the entrance gate. Council to review quotes received and approve supplier.

Third priority is to complete remedial works on the zip line and swings when precept is received for 26-27.

Prepared by Clerk
Date: 20.03.26

Wistow Parish Council

The Parish Council are also requested to to review the detailed specifications of each supplier.

**Removal of Play
Equipment**

	1	£990.00
	2	£900.00
	3	£400.00

**Removal of gate and new
replacement**

	1	£1,597.00
	2	£2,100.00
	3	£1,200.00

Tree repairs

	1	£800.00
	2	£2,460.00
	3	£500.00
	4	£880.00

Asset Register			
Wistow Parish Council Assets	Purchase Cost	Purchase Date	Category
Bus shelter	£6,395.36	2013	Street Furniture
17 Lamp posts, columns and brackets	£27,588.20	2013	Street Furniture
5 seats	£2,980.94	2013	Street Furniture
11 waste bins	£2,798.74	2013	Street Furniture
Flagpole	£152.93	2013	Street Furniture
Village sign	£2,838.71	2013	Street Furniture
Speedwatch equipment	£2,828.63	2013	Street Furniture
Defibrillator	£675.31	2022	Street Furniture
MVAS equipment	£4,027.50	2013	Street Furniture
2 notice boards	£1,221.03	2013	Street Furniture
Sign at playground	£234.00	2026	Street Furniture
parking signs	£82.84	2013	Street Furniture
road sign poles	£221.55	2023	Street Furniture
4 x Flower Planters	£200.00	2024	Street Furniture
2 x bug hotels	£120.00	2024	Street Furniture
3 x hanging baskets and brackets	£200.00	2024	Street Furniture
Weight limit signs and poles	£220.00	2024	Street Furniture
STREET FURNITURE	£52,785.74		
Seat at play area	£670.45	2013	Playground
Three picnic benches	£1,540.94	2013	Playground
Slide	£4,623.34	2013	Playground
Swing	£3,875.86	2013	Playground
Seesaw	£26,183.87	2013	Playground
25 metre aerial runway	£14,790.29	2013	Playground
Adventure play equipment	£41,486.87	2013	Playground
Climbing Wall	£7,500.00	2024	Playground
2 football goals	£1,000.00	2013	Playground
2 football goal nets	£47.00	2013	Playground
Outdoor Gym	£19,500.00	2025	Playground
PLAYGROUND EQUIPMENT	£121,218.62		
Playmatting	£9,623.50	2013	Surfaces
SURFACES	£9,623.50		
Printer	£50.00	2023	General
Lenovo laptop computer	£412.93	2013	General
Mobile Phone	£100.00	2026	General
Web Cam	£30.00	2026	General
Keyboard	£17.00	2026	General
Multi Port USB	£7.00	2026	General
GENERAL CONTENTS	£616.93		
2 treeguards jubilee and coronation	£421.96	2013	Trees
TREES	£421.96		
Cemetery Land (owned)	£1.00	2013	Land
Playing Field Land (rented)	£1.00	2013	Land
Allotment Land (own)	£1.00	2013	Land
LAND	£3.00		

Wistow Parish Council Assets 25-26

Breakdown	Purchase
Street furniture	£52,785.74
Playground equipment	£121,218.62
Surfaces	£9,623.50
General contents including computer	£616.93
Trees	£421.96
Land	£3.00
TOTAL	£184,669.75



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

Wistow Parish Council
Dog Fouling & Unleashed dog on public highways
Agenda item: 03/26.09 (a)

Background

Wistow Parish Council (WPC) has noticed an increase in dog fouling and unleashed dogs on public footpaths and the Council has instructed the clerk to undertake some research as to what preventive measures can be taken to resolve this issue.

Current Position

Dog Fouling

We already have various posters, stickers, awareness campaigns and sufficient bins in Wistow for dog fouling.

Dog fouling in public can be managed by reporting offenders to the local council, which can issue fixed penalty notices (usually £80–£100) or fines up to £1,000 upon conviction.

Key Actions Against Dog Fouling:

- Reporting: Note the offender's description, the dog's appearance, time, location, and vehicle registration, then report it to the Local Council, Huntingdonshire District Council.

Legal Responsibilities:

- It is an offense under the Clean Neighbourhoods and Environment Act 2005 to not clean up after a dog in designated public areas.

Dogs off Leads

If a dog is off-lead in public, you can report it to the local council dog warden or the police (101) if it is dangerous, threatening, or out of control. Public Spaces Protection Orders (PSPOs) may ban off-lead dogs in certain areas, with penalties including fines up to £1,000. For safety, avoid confrontation, report incidents, and keep your own dog on a lead near livestock.

Actions to Take:

- Report Concerns: Contact the local council to report dogs frequently off-lead, causing, or in designated on-lead areas.
- Dangerous Dogs: Call 101 for police, or 999 if an attack is in progress.

Legal Responsibilities:

- There is no blanket law requiring dogs to be kept on a lead in all public spaces. But there are a series of orders that mean you have to leash your dog in certain places in your local area. For example in children's play areas, sports pitches, roads, parks and beaches. All dog owners need to review any PSPO's in place.

Recommendations

Dog Fouling – Continue with awareness campaigns and report when necessary.

Dogs of Leads - Continue with awareness campaigns report when necessary.

Prepared by Clerk

Date: 20.03.26

Cambridge Trees Ltd

Cambridge: 01954 574696
Huntingdon: 01480 802550
www.cambridge-trees.co.uk
office@cambridge-trees.co.uk

Tree Condition and Safety Survey

Prepared for:

Jess Knights
Clerk, Wistow Parish Council
Wistow

Inspection completed, and report created by:

John Talbot FdSc Arb MArborA

Cambridge Trees Ltd
39 London St
Godmanchester
PE29 2HX

9th February 2026

1. Brief and scope:

- 1.1 This survey has been carried out following an instruction from Jess Knights, Parish Clerk
- 1.2 The instruction is to carry out a visual ground-based inspection of trees belonging to the Parish Council, within the grounds of the church, churchyard and playing field.
The primary objective is to survey the trees and identify any safety concerns. The secondary objective is to note other factors such as aesthetics and the impact that trees have on trees and hedges around them.

2 Caveats and Limitations

- 2.1 The trees were surveyed using Visual Tree Assessment methods from ground level which will seek to identify any obvious defects or causes of concern – no decay detection equipment was used in the course of this survey and no aerial inspection was carried out
- 2.2 No soil analysis or underground root inspections were carried out during this survey
- 2.3 The findings in this report are based on normal weather conditions being present. Storms, unusually high winds or other abnormal weather conditions may result in damage to and from otherwise healthy trees. Cambridge Trees Ltd will not be held liable for damage caused as a result of unusual or extreme weather conditions
- 2.4 Trees may break or fail for many reasons; this report seeks only to give an indication of the general health of each tree and does not guarantee the safety of each individual specimen on the site
- 2.5 Recommendations made will be valid for 12 months from the date of the report, however any significant changes to local conditions may invalidate these recommendations. Changes to conditions may include work carried out to neighbouring properties, excavation within tree root zones, change of water levels or other ground conditions

2.6 All trees should be visually inspected following high winds or other unusual weather events, or if any changes are seen in the trees such as presence of fungal brackets, cracks, fallen limbs or other signs of damage or distress. A suitably qualified individual should be contacted if there are any concerns

3. General Information

3.1 The survey was carried out on three sites for which the Parish Council has responsibility:

- The grounds of the Church of St John the Baptist, Parsonage St, Wistow
- The cemetery, Parsonage St, Wistow
- Playing Field, Oakland Avenue, Wistow

3.2 As of the date of this report, the Huntingdonshire District Council website shows that the church and churchyard are within the Conservation Area, and the Playing Field is not within the Conservation Area.

Two trees (NT1 & NT2) that overhang the Oakland Avenue playing field, and three Lime trees (G2) that overhang the churchyard are subject to Tree Preservation Orders. Permission from the Local Authority must be sought prior to working on any trees within the Conservation Area or subject to TPOs.

3.3 The survey was carried out on Monday 9th February 2026. Weather conditions were overcast with good visibility.

4 Survey Methodology

4.1 The survey has been carried out using Visual Tree Assessment (VTA) methods. This is a widely used method developed by Claus Mattheck

4.2 The three stages of VTA are:

- Visual inspection of the tree for defect symptoms and overall vitality. If there are no signs of problems the assessment is concluded
- If a defect is suspected on the basis of the symptoms, the presence or absence of that defect must be confirmed through examination
- If the defect is confirmed, it must be quantified and the strength of the remaining part of the tree evaluated

4.3 The tree has been given age class and structural and physiological condition classifications. The key below defines these classifications

Age Category Key

Category	Description
Newly Established	Juvenile tree easily replaced from nursery stock.
Young	Well-established tree, approx. 30% ultimate height and stem diameter
Semi-Mature	Between approx. 30% and 80% of ultimate height and stem diameter
Mature	Mostly fully grown, between 80% and 100% of ultimate height and stem diameter although still with full vigour
Over-Mature	A tree at 95 – 100% of height and stem diameter, entering or in a declining phase of life. Possibly stag-headed or with retrenching crown

Physiological Condition Key

Category	Description
Good	Tree has visibly good vigour, full leaf or bud coverage, and no signs of significant pests, diseases or fungi
Fair	Tree has one or more minor defects that are not a significant cause for concern and may be easily rectifiable. These may include: <15% crown dieback, presence of pests, diseases or fungi
Poor	Tree with one or more defects that are a cause for concern, not easily rectifiable, and may indicate the decline of the tree. These may include >15% crown dieback, presence of pests, diseases, fungi or other factors that are significantly impacting the health and vigour of the tree
Dead	Tree has less than 5% leaf or bud coverage and appears to be in irreversible decline or completely dead

Structural Condition Key

Category	Description
Good	Tree has no significant structural defects, including decay or deadwood
Fair	Tree has one or more structural defects that are a cause for concern. These may be easily rectifiable and can include: deadwood, over-extended lateral limbs, minor holes / decay / signs of previous pruning work
Poor	Tree has one or more significant defects that are not easily rectifiable. These may include significant deadwood, decay or cavities with the main scaffold, significantly leaning stem
Dangerous	Tree has one or more serious defects which have the imminent potential to cause damage to people or property

6. Tree Survey

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
Oaklands Avenue Playing Field								
1440	Pear	Pyrus communis	M	300	F	F	Sever brambles and ivy at base	6 months
1441	Small leaved Lime	Tilia cordata	SM	300	G	G	Crown lift to 3m	6 months
1442	Pear	Pyrus communis	SM	300	G	G	Reduce side over park by 1.5m	3 months
1443	Pear	Pyrus communis	SM	300	G	G	Reduce side over park by 1.2m	3 months
1444	Pear	Pyrus communis	SM	300	G	G	No action	-
1445	Pear	Pyrus communis	M	350	G	G	Reduce side over park by 2m	3 months
G1	Hazel & Dogwood around recycling area		M	50	G	G	Trim side back over playing field	3 months
1446	Small-leaved Lime	Tilia cordata	SM	200	G	G	Crown lift to 3m over playing field	3 months
1447	Crab Apple	Malus sylvestris	M	350	G	G	Crown lift to 3m	3 months

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
1448	Crab Apple	Malus sylvestris	M	350	G	G	Crown lift to 3m over raised bank	3 months
1449	Lime	Tilia x europaea	M	450	G	G	No action	-
1450	Lime	Tilia x europaea	M	400	G	G	No action	-
H1	Leylandii hedge (off-site)	Cupressus x leylandii	M	250	F	F	Trim side back over playing field	12 months
NT1	Field Maple (off-site)	Acer campestre	M	500	G	G	Crown lift to 3m over playing field	12 months
NT2	Red Oak (off-site)	Quercus rubra	M	500	G	G	Crown lift to 4m over playing field. remove hanging limb in lower crown	12 months
H2	Mixed hedge	various	M	-	-	-	Recommend cut side back by 1.5m over playing field	12 months
1451	Ash	Fraxinus excelsior	M	500	G	G	No action	-

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
Churchyard								
1452	Spruce	Picea abies	SM	250	G	G	No action	-
1453	Norway Maple	Acer platanoides	Y	150	G	G	Crown lift to 2m over footpath. Remove stakes and ties	3 months
1454	Ash	Fraxinus excelsior	M	400	F	F	Decay at base. epicormic shoots throughout crown. Dead wood in upper canopy. Remove dead wood. Re-inspect in summer 2026 to assess crown vitality	6 months
1455	Elder	Sambucus	M	300	G	G	No action	-
1456	Elder	Sambucus	M	250	P	F	Decay at base. Remove close to ground level	3 months
G2	3 off site Lime trees	Tilia x europaea	M	400	G	G	Remove dead wood over Churchyard. Crown lift to 3m over Churchyard	6 months
NT3	Off-site Yew	Taxus baccata	M	500	G	G	Crown lift to 2.5m over Churchyard.	6 months

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
Cemetery								
1457	Crab Apple	Malus sylvestris	M	250	F	G	Remove ivy down to 2m. Crown lift minor branches to 2.5m over cemetery	12 months
1458	Field Maple	Acer Campestre	SM	200	G	G	No action	-
1459	Oak	Quercus robur	SM	400	G	G	Minor dead wood. No action	-
1460	Ash	Fraxinus excelsior	SM	300	G	G	Remove dead wood. Crown lift to 4m	6 months
1461	Field Maple	Acer Campestre	M	350	F	G	Decay in main stem, appears well occluded – no action. Remove dead wood	6 months
1462	Ash	Fraxinus excelsior	M	350	G	G	Remove dead wood. Crown lift to 4m	6 months
1463	Field Maple	Acer Campestre	M	350	G	G	Crown lift to 4m over cemetery	6 months
1464	Ash	Fraxinus excelsior	SM	350	F	G	Crown lift to 4m over cemetery. Remove dead wood. Decay in main stem - monitor annually	6 months
1465	Field Maple	Acer Campestre	M	400	G	G	Crown lift to 4m over cemetery	6 months
1466	Ash	Fraxinus excelsior	M	350	G	G	Crown lift to 4m over cemetery	6 months

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
1467	Field Maple	Acer campestre	M	400	F	G	Minor cavity in main stem at 1m. Remove dead wood	6 months
1468	Ash	Fraxinus excelsior	M	400	G	G	Remove dead wood. Crown lift to 4m over cemetery	6 months
1469	Field Maple	Acer campestre	SM	200	F	G	Remove basal shoots and minor growth up to 2m. Remove dead wood	6 months
1470	Oak	Quercus robur	M	400	G	G	Sever ivy at base	6 months
1471	Cherry	Prunus	M	250	P	F	Trim ivy back to main stems. Sever ivy at base. Remove dead wood. Crown lift to 3m over cemetery	6 months
1472	Elder	Sambucus	M	200	G	G	Crown lift to 3m over cemetery	6 months
1473	Cherry	Prunus	SM	200	F	G	Multi-stemmed. Crown lift to 3m over cemetery	6 months
1474	Elder	Sambucus	M	200	G	G	Sever ivy at base	6 months
1475	Ash	Fraxinus excelsior	M	500	G	G	Decay in main stem. Appears well occluded - no action Crown lift to 4m	6 months
1476	Crab Apple	Malus sylvestris	M	200	F	F	Trim ivy back hard and sever at base	6 months
1477	Lawson's Cypress	Chamaecyparis lawsoniana	M	350	G	G	Crown lift to 3m over road	6 months

Tree No	Common Name	Scientific Name	Life Stage	Diameter at Breast Height (mm)	Physiological Condition	Structural Condition	Comments / Recommendations	Priority / timescale for work
1478	White Poplar	Populus alba	M	400	G	G	Crown lift to 5m over road and 4m over cemetery. Sever ivy at base. Remove shoots along boundary line and within Cypress	6 months
1479	White Poplar	Populus alba	M	300	G	G	Crown lift to 4m over cemetery entrance	6 months
1480	White Poplar	Populus alba	Y	150	G	G	Next to 1457 Crab Apple. Remove close to ground level	6 months

7. Summary and Recommendations

Trees on all three sites are generally in good condition.

Most of the remedial work has been recommended to improve access and limit encroachment onto public areas.

Ivy

Some work to ivy on trees has been recommended.

Ivy has excellent wildlife value and should be retained where possible. Sometimes it becomes very dense within trees by which time it can add weight to the tree, increase the sail effect / wind resistance, and block light reaching the leaves of the tree. At this point it is often prudent to either sever the ivy close to the base of the tree or remove it down to a suitable height.

Dead ivy can be left in trees to retain some of the wildlife value, however this is not always desirable in an amenity setting.

Ivy can also hinder accurate assessment of a tree's condition as it can cover cracks, splits, cavities, decay and evidence of fungal brackets.

The next survey should be carried out within 36 months, unless advised otherwise within the report.

Appendix – Bibliography

The Body Language of Trees – C. Mattheck and H. Breloer – HMSO – 1994 Principles of Tree Hazard Assessment and Management – D. Lonsdale – TSO– 1999

Manual of Wood Decays in Trees – K. Weber, C. Mattheck – Arboricultural Association – 2003

Updated Field Guide for Visual Tree Assessment – C. Mattheck – Forschungszentrum Karlsruhe GmbH – 2007

BS3998:2010 – Tree work – Recommendations – British Standards Institution 2010

Agenda Item: 03/26.09 (c)

Hi Jess

Hope you are well , firstly apologies for the delay I have been investigating who to approach etc.

Firstly we can look at moving (Subject to compliance with the Road Signs Policies) the existing sign nearer the to the junction and possibly placing one on the opposite side. This unfortunately will need funding (via PFH) but if allowable should help negate the visibility aspect , eg:





Member Benefits 2026/2027

Legal and Finance – *included in annual affiliation fee*

In addition to the **NALC legal opinion service and HR consultant WorkNest**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

NALC legal service - Requests must be placed through CAPALCs 'Support Ticket' service

NALC HR Consultants – WorkNest Advisory Service

Requests must be placed through CAPALCs 'Support Ticket' service

Finance Consultants – External consultant - Parkinson Partnerships

Requests must be placed through CAPALCs 'Support Ticket' service

Data Protection Officer Scheme – *Opt-in*

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. For all the additional benefits detailed above, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.



Cambridgeshire & Peterborough
Association of Local Councils
The Norwood Building
Parkhall Road
Somersham
PE28 3HE
www.cambs-peterborough-alc.gov.uk

March 2026

Empowering and Equipping Local Councils to Benefit their Communities

Dear Council Chair and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2026-2027. Please find enclosed a membership renewal invitation.

The AGM agreed to increase fees by 4% this year. We have built up sufficient reserves to allow us to do this whilst remaining financially sound.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC website on 1 July 2026. We will advise members of the new passwords on renewal, prior to 1 July. To access the NALC website councils and councillors must register their account via nalc.gov.uk.

Possibly the most significant opportunity/challenge facing town and parish councils this year will be the Local Government Reorganisation, which aims to create unitary authorities for Cambridgeshire. Whilst this mainly affects county and district authorities, NALC & CAPALC will be ensuring that the contribution of local councils is recognised and appreciated.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We have recruited a deputy CEO, a finance officer and a new receptionist to provide better support and wider range of services for members. We have a new website containing useful information in an easily accessible format.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to rejoin CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

Henry Clark, Chair



Terrorism (Protection of Premises) Act 2025: Martyn's Law

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, will require certain public premises and events to be prepared and ready to keep the public safe in a terrorist attack. The Act applies to England, Wales, Scotland and Northern Ireland and establishes a minimum legal security standard of protective security at larger premises and events for the first time.

Scope

For premises and events to be in scope, they must meet specific conditions and be used for activities listed in the Act. They are separated into two categories.

- **The standard tier** is for premises that host between **200 and 799 people** at the same time.
- **The enhanced tier** is for premises and events that host **800 or more people**. Qualifying events will always be in the enhanced tier where they host 800+ people and are accessible to the public and have measures in place to control access, like checking tickets or taking payments.

Requirements

When the Act comes into force, those responsible for qualifying premises and events must:

- 1 notify** the regulator, the Security Industry Authority (SIA), that they are responsible for their premises
- 2** have in place so far as reasonably practicable, appropriate **public protection procedures** that could be reasonably expected to reduce the risk of physical harm if an attack occurs there or nearby.

These procedures relate to:

- Evacuation** **Invacuation** **Lockdown** **Communication**

Those responsible for **enhanced tier** premises and qualifying events must comply with the above requirements and also:

- 3** have in place, so far as reasonably practicable, appropriate **public protection measures** that could be reasonably expected to reduce both the vulnerability of the premises or event to an act of terrorism occurring and the risk of physical harm being caused to individuals if an attack occurs there or nearby.

These measures relate to:

- Monitoring** **Movement control** **Physical Security** **Security of Information**

- 4** document the public protection procedures and measures in place, and give this information to the SIA
- 5** where the responsible person for enhanced duty premises or a qualifying event is not an individual (e.g. company) they must designate a senior individual.

Responsible person

.....
For qualifying premises, the responsible person is whoever has control of the premises in connection with their relevant Schedule 1 use – for example, the person who runs a restaurant or manages a theatre.
.....

For qualifying events, the responsible person is whoever has control of the premises for the event – for example, a theatre company that hires an industrial building to stage a play and has control of the building for that event.

Regulator

The Act establishes the Security Industry Authority (SIA) as the regulator.

The SIA will seek to support, advise and guide those responsible for premises and events in meeting the requirements of this legislation. Where there are instances of serious or persistent non-compliance the SIA will be able to take enforcement action including compliance notices, monetary penalties and restriction notices. The legislation also includes some criminal offences.

When the Act comes into force

The Act was passed in Parliament on 3 April 2025, and there will be an implementation period of at least 24 months. The Home Office will publish statutory guidance during this period. Neither the Home Office, SIA, nor the National Counter Terrorism Security Office endorse any third-party products offered by the private sector in respect of compliance with this legislation. The Government's intent is that those responsible for premises and events in scope can comply with the Act **without needing to buy specialist services**.



What you can do to prepare

While the Act is not yet in force, you can start building and maintaining a good security culture.

For more information, go to: www.protectuk.police.uk



Scan the QR code for more information



Wistow Parish Council Closed Churchyard Risk Management Policy

1. Purpose

This policy sets out how Wistow Parish Council manages risks associated with a closed churchyard to ensure it is safe for visitors, volunteers, and contractors, while preserving its historical and environmental value.

Responsibility for maintenance was transferred from the Church to the Parish Council under the Local Government Act 1972, s215.

2. Scope

This policy applies to:

- All areas within the closed churchyard
- Visitors and members of the public
- Parish council employees and volunteers
- Contractors carrying out works

3. Responsibilities

Parish Council

- Overall responsibility for health and safety
- Ensures inspections and maintenance are carried out
- Allocates budget for safety works

Clerk

- Maintains inspection records
- Reports and logs hazards
- Arranges remedial works

Contractors

- Must provide risk assessments and insurance
- Must work safely and comply with legislation

4. Key Risks Identified

Common risks in closed churchyards include:

- Unstable or leaning memorials/headstones
- Uneven ground, potholes, and trip hazards

Adopted: March 26 by Full Council
Review Date: March 27



- Overgrown vegetation and fallen branches
- Dangerous trees
- Vandalism or anti-social behaviour
- Manual handling risks during maintenance
- Use of tools and machinery

5. Risk Assessment Process

The council will follow the principles of the Health and Safety at Work etc. Act 1974 by:

- Carrying out regular risk assessments
- Identifying hazards and who may be harmed
- Evaluating risks and implementing controls
- Recording findings
- Reviewing assessments annually or after incidents

6. Control Measures

Memorial Safety

- Conduct stability testing
- Lay down, cordon off, or repair unsafe headstones
- Record all actions taken

Grounds Maintenance

- Keep grass cut and pathways clear
- Remove debris and hazards promptly

Trees

- Maintain and inspect regularly
- Undertake necessary pruning or removal

Public Safety

- Install signage where risks exist
- Restrict access to hazardous areas if needed

Contractors

Require:

- Public liability insurance
- Risk assessments and method statements (RAMS)

Adopted: March 26 by Full Council
Review Date: March 27



7. Incident Reporting

All accidents, near misses, and hazards must be recorded. Serious incidents must be reported in line with RIDDOR 2013. All actions taken must be documented.

8. Record Keeping

The council will maintain:

- Risk assessments
- Inspection logs
- Memorial safety records
- Contractor documentation
- Incident reports

9. Community and Sensitivity

The council recognises the sensitive nature of churchyards and will:

- Act respectfully when managing memorials
- Attempt to contact families where possible before major works
- Provide clear public communication where changes are necessary



Wistow Parish Council

HEALTH AND SAFETY POLICY

General Statement of Policy

Wistow Parish Council's Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work, and to provide such information, instruction, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are under the Parish Clerk's direction in conjunction with the Council.

Responsibilities

The Parish Clerk has the overall responsibility within his/her area of control, for the implementation of the Council's Health & Safety Policy.

The overall responsibility lies with the full Parish Council. We will ensure that:

- our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed, and amended as required
- a health and safety plan of continuous improvement is created, and progress monitored
- staff understand the allocated responsibilities for health and safety defined in this policy
- suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant, and work equipment in a safe condition
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- the monitoring activities required by this system are undertaken
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely
- health and safety objectives are set, and their achievement is measured and reported in the annual report.

Employees Responsibilities

Adopted: March 2026 by Full Council
Review Date: March 2027



All Council employees are responsible for actively co-operating in the application of this health and safety policy and particularly:

- to take reasonable care of their own safety
- to take reasonable care of the safety of others affected by what we do or fail to do
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- to co-operate so that we as individuals and our Council can fulfil our legal duties e.g., comply with our safety rules
- to report any hazardous defects in plants and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- to set a good personal example in relation to health and safety

Health & Safety (Display Screen Equipment) Regulations 1992

The regulations require the Clerk to:

- Analyse his/her workstation to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes in activity
- Ensure adequate awareness and training is available

Community Events

The Council is conscious of the need to ensure adequate standards of health at community events. This is the case whether the event is organised primarily by the Council itself or by third parties. Most events will be required to prepare an event management plan using a standard format which contains a Risk Assessment section.

Lone Working/Lone Workers

Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, it is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to cooperate with their employers in meeting their legal obligations.

Definition of Lone Working/Lone Workers

Lone workers are those who work by themselves without close or direct supervision. For example:

- People in fixed establishments (office or another base)
- A staff member working alone in an office or other base
- People working outside normal hours, e.g., staff working late etc



Reporting an incident

It is important to report any incident that occurs to you, whether it is aggression, violence, a transport breakdown, or a personal accident. In this way, a full investigation can be made to assess any further potential risks and identify any additional safety procedures needed in order to prevent a similar incident from happening to somebody else.

Working alone procedure

If you will be working alone or out of normal hours, you will be expected to ensure that you are safe.

Responsibilities of the Council

The Council is responsible for ensuring that the employee's health and safety is protected in all activities at work. In particular, the Council is responsible for the following.

Ensuring that there is safe and adequate plant and equipment

The Council will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

Safe premises and place of work

The Council will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Competent and safe fellow employees

The Council will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

Not to tamper with any equipment

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

Not to use any equipment without receiving appropriate training



No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.

To take reasonable care of their own health and safety

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the Council.

To use equipment appropriately

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the Council immediately.

To follow appropriate systems of work

All employees should follow the systems of work that have been specified by the Council. There should be no deviation from these systems without prior permission from the Council.

Personal protective equipment (PPE)

The Council is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task, then the employee should inform the Council immediately and not perform that task until the PPE is available. The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the Council should be informed immediately. An employee is required to return all PPE that has been issued on leaving the Council.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion. The risk assessments should be recorded in



writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur. If an accident does occur this must be reported immediately to your line manager. It must also be recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.



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

Clerk's Report – March 2026

Agenda Item: 03/26.12

Updates

- Contact has been made to Highways at Cambridge County Council (CCC) to update their notices when other village road closures are in place regarding the weight restrictions at Bridge Street to help reduce HGVs using Wistow. Further contact has been made to request additional larger signage at Wistow Toll regarding the weight limit. CCC have said they can move the Wistow Toll sign closer to the junction but any more signs must be paid for by WPC.
- WPC have successfully received funding of £685 from Warboys Impact Group for bird boxes and bug hotels to help with biodiversity. Furthermore, Huntingdonshire District Council (HDC) have also donated 3 bat boxes to Wistow.
- HDC are offering free delivery of compost for villages and following feedback from the community, this will be delivered to the village in due course.
- WPC have applied for the LHI funding for 20 mph speed limit in the village following supportive evidence from the community.
- Ready, Steady, Slow Cook has been granted funding and spaces are now open to the community.
- Action Plan, Emergency Plan, GDPR Map and Updated Privacy Policy are now on the website
- VAT Refund received of £826.94.
- Tree risk assessment has been undertaken with remedial works required.
- Playground operation report has been undertaken with remedial works required.
- Free ICO Training sent to Councillors to complete.

Meetings/Training

- 27.02.26 Meeting with Safe Local Trades (see news article for further details.)
- 09/03/26 Meeting with Healthy You to set up a mini health MOT for the community in the village.
- 09.03.26 – Meeting with Cambs Skills regarding the funding and next steps for the Ready, Steady Slow Cook event.
- 10/03/26 – Playground Inspection Training
- 24/03/26 – VAT Intro Training
- 26/03/26 – Year End Audit Training
- 28/03/26 – AGAR Training
- 31/03/26 – ICCM Cemetery Training
- March – Free Training from ICO on GDPR.

01/03/2026 - Payment Approval

Payee	Description	Amount	Approved on	Paid on	Comment
Payroll	Salary, ENIC, Pension	£503.37			
Total Energy	Electricity	£112.83			
Cambs Trees	Tree Audit Inspection	£480.00			
Finding Fitness	Multi Gym	£4,006.56			
Village Hall Committee	Hire	£260.00			
Online Playgrounds	Operational Insp & Training	£414.00			
Jess Knights	Expenses	£6.30			
Emma Jackson	Grass Maintenance	£360.00			



Local Government Reorganisation

Parish Impact Assessment

Consequences, Risks and Mitigations
for Parish and Town Councils

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)

March 2026

Prepared with the assistance of AI, there may be some errors

Executive Summary

Local Government Reorganisation will happen in Cambridgeshire and Peterborough. The question facing parish and town councils is not whether the change is desirable, but what the practical consequences will be — and what can be done now to manage the risks.

This document identifies 47 areas where LGR will directly or indirectly affect parish councils. For each, it sets out the factual change, the specific risk or consequence for parishes, and whether the risk varies depending on which reorganisation option is selected.

The analysis draws on the LGR option proposals submitted for Cambridgeshire and Peterborough (Options A, B, D and E), national evidence from previous reorganisations (Cornwall, Wiltshire, Buckinghamshire, Dorset), NALC and SLCC research, and CAPALC's own engagement with parishes.

Key Findings

Transition is the highest-risk period. Regardless of which option is selected, the transition to April 2028 will absorb officer capacity, disrupt service delivery, and create confusion about responsibilities. Parishes must prepare for a period where responsiveness from principal authorities declines.

Many promised benefits are not legally binding. Parish forums, locality working, co-production, and community empowerment are frequently cited in LGR proposals but have no statutory basis. Evidence from other reorganisations shows these mechanisms are the first casualties of financial pressure. Parishes should treat non-embedded promises as risks, not assurances.

Financial exposure is real and immediate. Council Tax harmonisation, loss of district grant schemes, concurrent function funding, and expenditure transfer all create direct financial risk for parish precepts. Parishes elsewhere have seen precept increases of 69% or more following unitarisation.

Planning protections need active defence. New Local Plans will replace existing district plans. Settlement boundaries, housing allocations, CIL rates, and conservation protections may all be revisited. Parishes with Neighbourhood Plans have some protection; those without are significantly more exposed.

Not all risks are equal across options. Of the 47 impact areas identified, 22 vary significantly depending on which option is selected. Larger unitary authorities generally increase the risk of diluted parish voice and deprioritised rural services, while smaller authorities may lack strategic capacity in areas like flood management and SEND provision.

Parish Groupings

Parishes fall into two categories that affect how these risks apply:

Fixed-UA parishes will be under the same unitary authority regardless of which option is selected (for example, Peterborough parishes remain under Peterborough). For these parishes, risks vary by the powers and structures each option gives their authority, not by which authority they belong to.

Variable-UA parishes may fall under different unitary authorities depending on the option selected (for example, a Huntingdonshire parish might be in a large North unitary under Option A or a standalone Huntingdonshire unitary under Option E). These parishes face all the same risks as fixed-UA parishes, plus additional uncertainty about which authority they will deal with.

Impact Assessment by Theme

Each impact area below identifies: the factual change that LGR brings; the specific risk or consequence for parishes; and whether the risk varies depending on the option selected. Items marked as option-variable require particular attention from parishes whose unitary authority destination differs across options.

A. Planning & Development

#	What Changes	Risk / Consequence	Varies by Option?
1	Planning application consultation District planners who know local context are replaced by a larger pooled team.	Parish objections carry less weight in a larger authority. Officers less familiar with local character. Response times may worsen.	Yes — larger UA = more dilution of local knowledge
2	Local Plan rewrite Each new UA must produce a new Local Plan, replacing current district plans.	Existing protections (green belt designations, settlement boundaries, site allocations) could be revisited. Parishes may face unwanted allocations during the gap between old and new plans.	Yes — different UA boundaries create different strategic housing pressures
3	CIL charging authority changes The body that sets and collects CIL changes from district to UA.	CIL rates may be harmonised (likely downward for some areas). Collection and enforcement priorities shift. Parish projects deprioritised in larger spending pool.	Yes — UA size affects how thinly CIL is spread
4	S106 negotiation and enforcement S106 agreements are negotiated by the planning authority.	Smaller parish-relevant S106 items (play areas, traffic calming) may be traded away for strategic UA priorities. Enforcement of existing S106 obligations may slip during transition.	Partially — all options create transition risk, but larger UAs have more competing priorities
5	CIL neighbourhood portion Parishes receive 15% (or 25% with Neighbourhood Plan) of CIL from local development.	New UA may change how neighbourhood portion is calculated, administered, or prioritised. Delays in payment during transition. Risk the mechanism is reviewed downward.	No — statutory right, but administration and timeliness at risk under all options
6	Neighbourhood Plan status Made Neighbourhood Plans are part of the statutory development plan.	A new Local Plan could undermine or supersede NP policies. Parishes without NPs lose a key protective tool. NP referendum and examination processes may stall during transition.	Yes — different UAs may take different approaches to NP integration
7	Housing allocations Strategic housing numbers are redistributed across the new UA area.	Parishes may face increased housing targets if the UA prioritises growth in their area. Rural parishes may absorb allocations previously directed to towns.	Yes — UA boundary determines which housing market area the parish sits in
8	Conservation and heritage Listed buildings, conservation areas, TPOs administered by planning authority.	Specialist conservation officers may be lost in merger. Less capacity for heritage enforcement. Conservation area reviews deprioritised.	Partially — larger UAs may have better-resourced teams but less local focus

B. Finance & Funding

#	What Changes	Risk / Consequence	Varies by Option?
9	Council Tax harmonisation Different district rates must merge into a single UA rate.	Some parishes see council tax rise, others fall. Transitional period of uncertainty. Precept becomes more visible as a separate line item.	Yes — which districts merge determines the harmonisation gap

10	Precept visibility and 'double taxation' pressure With one UA rate, the parish precept stands out more.	Political pressure to reduce or freeze precepts. Public confusion about what the precept pays for vs what the UA provides. Media scrutiny.	No — all options create a single UA rate that makes precepts more visible
11	Loss of district grant schemes Discretionary community grants, village hall funds, small capital grants run by districts disappear.	Parishes lose funding sources they currently rely on. Replacement schemes may not be created. Larger UA grant pots attract bigger competing bids.	Yes — depends on which districts merge and their current grant programmes
12	Expenditure transfer UA under financial pressure pushes services down to parishes without matching funding.	Parish precepts rise to cover services previously funded by district/county. Parishes lack capacity to deliver. Unfunded mandates.	No — risk exists under all options, but larger UAs have larger budget pressures
13	Concurrent functions funding Grants to parishes for services also provided by principal authority.	Concurrent function payments may not transfer to the new UA. No legal obligation to continue them. Parishes absorb cost or cut services.	No — at risk under all options; depends on new UA willingness to continue

C. Service Delivery & Assets

#	What Changes	Risk / Consequence	Varies by Option?
14	Asset transfer pressure UA offers parishes assets (parks, play areas, community buildings) to reduce its maintenance burden.	Assets come with maintenance liabilities, compliance costs, insurance. Parishes lack staff and expertise. Transfer is voluntary but pressure is real (accept or lose the asset).	No — all options create a UA looking to rationalise assets
15	Loss of local services Libraries, public toilets, car parks, recycling centres rationalised by UA.	Services close in smaller settlements first. 'Service devolution' means parish picks up cost or service disappears. Evidence from Cornwall and Wiltshire shows 69%+ precept rises.	Partially — larger UAs have more rationalisation pressure
16	Waste and recycling service changes Harmonisation across merged area.	Collection schedules, bin types, recycling rules change. Transition period of confusion. Potential service reduction in areas currently well-served.	Yes — depends which districts merge
17	Street cleaning and grounds maintenance Currently split between district and county.	Service level may drop as UA prioritises statutory over discretionary maintenance. Rural areas deprioritised. Parish expected to fill gap.	No — risk under all options

D. Highways & Transport

#	What Changes	Risk / Consequence	Varies by Option?
18	Highways reporting and responsiveness Single point of contact changes.	Pothole reporting, street lighting faults, drainage issues — current contacts disappear. New UA system may be less responsive to rural parishes. Local knowledge lost.	Partially — all create change, but larger UAs may be slower
19	Traffic calming and speed limits Lobbying target changes from county highways to UA.	Priorities reset. Parish campaigns for traffic schemes lose momentum during transition. New UA may have different criteria and longer queues.	Yes — different UA = different highways priorities and budgets

20	Public transport and bus services Route planning and subsidies.	UA may reprioritise bus subsidies. Rural routes especially vulnerable. Parish connectivity could worsen.	Yes — UA boundary determines which routes are strategic vs marginal
21	Rights of way and footpath maintenance Currently county responsibility.	May fall between responsibilities during transition. Maintenance backlog. Parish pressure to adopt paths informally.	No — all options transfer this from CCC
22	Parking enforcement Districts currently manage off-street; county manages on-street.	Harmonisation may change enforcement approach. Parking charges may be introduced or changed. Parish car parks at risk of transfer.	Yes — depends on merged districts' current approaches

E. Flooding & Environment

#	What Changes	Risk / Consequence	Varies by Option?
23	Lead Local Flood Authority changes Currently CCC; transfers to UA(s).	Flood risk expertise split across multiple UAs. Smaller UAs may lack specialist capacity. Catchment-based approach harder across UA boundaries.	Yes — number and size of UAs directly affects flood management capacity
24	Drainage and watercourse responsibilities Ordinary watercourses, land drainage.	Responsibility unclear during transition. Maintenance gaps. Parish land flooding due to neglected upstream management.	No — transition risk under all options
25	Environmental and climate commitments Tree preservation, biodiversity net gain, net-zero targets.	Different districts have different climate ambitions. Harmonisation may dilute stronger local policies. TPO enforcement capacity drops.	Yes — merged districts bring different environmental standards

F. Governance & Representation

#	What Changes	Risk / Consequence	Varies by Option?
26	Ward boundary enlargement Larger wards, fewer councillors per resident.	Councillors represent more people, less time per parish. Harder to build relationships. Rural parishes share councillor with urban areas.	Yes — UA size directly determines ward sizes
27	Parish forums become fragile Non-statutory, discretionary, easily defunded.	Forums promised in LGR proposals have no legal basis. Historically fade within 2–3 years as budgets tighten. Parish loses its primary engagement channel.	Partially — some options promise stronger forums, but none are statutory
28	Neighbourhood Area Committees (NACs) Government's new unelected model.	NACs may duplicate or undermine parish councils. Unclear relationship. Risk of parish voice being channelled through NACs rather than directly.	No — government policy applies regardless of option
29	Constitutional recognition Whether the new UA's constitution formally recognises parish role.	Without constitutional embedding, parish engagement is discretionary. Officer attendance at parish meetings not guaranteed. No formal reporting route.	Yes — each option proposal offers different constitutional commitments

30	Scrutiny access How parishes feed concerns into UA scrutiny committees.	Parishes currently have informal routes via district councillors. Larger UA scrutiny is more formal and harder to access. Rural parish concerns rarely reach scrutiny.	Yes — larger UA = more distant scrutiny
31	Named locality officers Dedicated UA officer for a geographic area.	If not embedded, locality officers are cut when budgets tighten. Parishes lose their single point of contact. Service requests go into generic queues.	No — at risk under all options unless contractually embedded

G. Democratic Voice & Influence

#	What Changes	Risk / Consequence	Varies by Option?
32	Distance from decision-makers Larger authority, fewer access points.	Parish clerk currently knows district officers by name. In a larger UA, relationships reset. Parishes compete with more communities for attention.	Yes — directly proportional to UA size
33	Rural vs urban priority competition Resource allocation within UA.	Urban areas generate more council tax, more political visibility. Rural parish needs (transport, broadband, flooding) deprioritised. UA focuses on statutory urban services.	Yes — UA composition determines rural/urban balance
34	Parish charter or compact Formal written agreement on UA-parish relationship.	Without a charter, the relationship is ad hoc and depends on goodwill. Charters are rare and non-binding but create political accountability.	Yes — some options reference charters, others do not
35	Soft promises vs embedded mechanisms Engagement commitments in LGR proposals.	Promises of co-production, community empowerment, and parish voice have no legal force. Easily abandoned under financial pressure. Parishes must push for statutory or constitutional embedding during transition.	Yes — each option makes different promises with different levels of specificity

H. Elections & Boundaries

#	What Changes	Risk / Consequence	Varies by Option?
36	Community Governance Reviews UA can review parish boundaries, merge or split parishes.	Small parishes may be merged. Boundaries redrawn to align with UA wards. Parish identity at risk. Process is UA-led, not parish-led.	Partially — more likely in larger UAs seeking administrative simplicity
37	Electoral cycle disruption Parish election timing may shift to align with UA elections.	Transition period may extend or shorten current councillor terms. Casual vacancies during shadow period may not be filled. Democratic gap.	No — transition affects all options
38	Ward boundaries cutting across parishes New UA wards may split a parish across two wards.	Parish has two ward councillors with split attention. Confusing for residents. Undermines coherent parish representation.	Yes — different UA boundaries create different ward maps

I. Transition Period Risks (to April 2028)

#	What Changes	Risk / Consequence	Varies by Option?
39	Shadow authority period New authority exists but old ones still operate.	Confusion about who to contact. Both old and new authorities distracted. Decisions deferred. Parishes in limbo.	No — all options have a transition period

40	Officer capacity drain Reorganisation absorbs council officer time.	Officers focused on merger logistics, not parish issues. Response times worsen. Proactive work stops. Key contacts leave or are redeployed.	No — all options create this risk
41	Service continuity gaps Handover between old and new authorities.	Contracts, SLAs, maintenance schedules disrupted. Parish-level services fall through gaps. No single point of accountability during handover.	No — all options create this risk
42	Planning application backlog System changeover causes delays.	Applications stuck in queue. Parish objections lost in transition. Developers exploit uncertainty. Enforcement lapses.	No — all options create this risk, but larger mergers = larger backlogs
43	Existing commitments at risk Ongoing S106 payments, grant agreements, service contracts.	New UA may not honour predecessor commitments. Legal continuity exists but practical enforcement is weak. Parishes must document and chase.	No — all options create this risk

J. Education, Health & Social Care

#	What Changes	Risk / Consequence	Varies by Option?
44	School place planning Moves from CCC to UA(s).	Smaller UAs may lack strategic capacity. School catchments may cross UA boundaries. Capital funding decisions fragmented.	Yes — number of UAs directly affects education planning
45	SEND provision Currently county-wide; transfers to UA(s).	SEND is already under severe pressure. Splitting across multiple UAs fragments specialist services. Families face different entitlements depending on UA boundary.	Yes — more UAs = more fragmentation of specialist services
46	Adult social care funding Largest single cost; consumes UA budget.	Social care costs crowd out all other spending. Parishes bear indirect consequences as discretionary UA services are cut to fund social care.	No — all options face this pressure, but smaller UAs have less resilience
47	Health integration UA may take on public health commissioning role.	Parish health initiatives (community transport to hospitals, wellbeing groups) may lose district-level support. New UA health priorities may not align with rural parish needs.	Partially — UA size affects health commissioning approach

What Parishes Should Do Now

Regardless of which option is selected, the actions available to parish councils are broadly the same. The transition period — from now until vesting day — is the window in which parishes have the most leverage to secure protections.

Document existing commitments. Record all current S106 payments, grant agreements, service level agreements, and concurrent function funding. These are at risk during transition and must be actively chased with the new authority.

Identify which promised benefits are statutory and which are discretionary. For every benefit cited in an LGR proposal (parish forums, locality working, asset devolution), ask whether it is written into law, constitution, or binding agreement — or whether it is simply a stated intention.

Press for embedding during transition. The period between now and vesting day is when parishes have the strongest negotiating position. Once the new authority is operational, attention shifts to delivery and engagement promises are easily deprioritised.

Prepare for financial impact. Model the potential precept implications of lost grant schemes, concurrent function funding changes, and possible asset or service transfers. Communicate proactively with residents about what the precept pays for.

Engage with ward and division councillors. District and county councillors are your current advocates within the principal authorities. Ensure they understand your parish's specific concerns and are briefed to raise them during transition planning.

Strengthen your Neighbourhood Plan. If your parish does not have a made Neighbourhood Plan, consider starting the process now. A made NP provides statutory weight in planning decisions and increases the CIL neighbourhood portion from 15% to 25%.

About this document

This assessment has been prepared by CAPALC to support parish and town councils in understanding the practical consequences of Local Government Reorganisation. It draws on the LGR option proposals submitted for Cambridgeshire and Peterborough (Options A, B, D and E), national evidence from previous reorganisations, research by NALC and SLCC, and CAPALC's engagement with member councils. It is intended as a working document and will be updated as the reorganisation process develops.

Local Government Reorganisation

What Wistow Needs to Know — and Could Do Now

CAPALC Parish Briefing — March 2026 — prepared with the assistance of AI, there may be some errors

LGR is underway. The question is whether Wistow is prepared for the practical consequences — or risks discovering them after the window to act has closed.

How Each Option Affects Your Parish

The government consultation numbers the four proposals 1–4. The local option letters (A, B, D, E) used throughout this briefing correspond to Proposals 2, 1, 3 and 4 respectively. Each proposer chose their own working names for the new authorities (e.g. ‘North West’, ‘South East’, ‘North East’); this briefing uses more descriptive names to help distinguish the authorities across options.

Option	Your UA	Parishes	Key Risk
A (Proposal 2)	Northwest Unitary Council (Hunts + Fenland + Peterborough)	120	CIL/S106 regime change risk; Peterborough may dominate priorities
B (Proposal 1)	North Cambridgeshire & Peterborough (Hunts + Fenland + East Cambs + Peterborough)	156	Largest UA — practical influence diluted; multiple developer contribution regimes to reconcile
D (Proposal 4)	Mid Cambridgeshire (East Hunts + East Cambs + Fenland)	90	Weakest financial base; no dominant urban centre; CIL/S106 regime change
E (Proposal 3)	Huntingdonshire Unitary (Huntingdonshire standalone)	78	Strongest parish voice but smallest budget; financial resilience a concern

The Risks That Matter Most to Wistow

Planning influence diluted — but legal weight unchanged. Wistow remains a statutory consultee under all options. The legal weight of parish comments does not change. The practical risk is that fewer officers covering more parishes means less capacity to engage meaningfully with Wistow’s responses, and less local knowledge to interpret them. A larger authority dilutes influence, not legal standing.

Developer contribution regime could change entirely. As a Hunts parish, Wistow currently sits under a CIL regime (£152/m² indexed). Under options that merge Hunts with districts using S106 only, the parish could move from a CIL authority to an S106 authority — changing the entire developer contribution regime, not just the rate. The greater risk is administrative: whether the new UA collects contributions promptly and allocates funds without delay. CIL should not be relied upon as a primary funding source regardless of option.

No Neighbourhood Plan leaves the parish more exposed. The benefits of an NP extend well beyond the CIL uplift (15% to 25%) — a made NP provides statutory weight across housing, design, green space, and local character. However, NP policies must be in general conformity with the Local Plan’s strategic policies. If the new UA has not yet adopted a Local

Plan, Wistow would face a policy vacuum that makes starting an NP significantly harder. The window to begin is now, while the current Local Plan still provides a clear framework to align to.

Relationships with officers may need to be rebuilt. The working relationships your clerk and councillors have built with current district and county officers could be disrupted. Officers in a new authority may not have the same familiarity with your parish. The transition period (to April 2028) is when parish issues are most likely to fall between the cracks.

What Wistow Could Do Now

Document existing commitments. Record all current S106 payments, CIL neighbourhood portion payments due, grant agreements, SLAs, and concurrent function funding. These are at risk during transition and must be actively chased with the new authority.

Identify which promised benefits are statutory and which are discretionary. For every benefit cited in an LGR proposal (parish forums, locality working, asset devolution), ask whether it is written into law, constitution, or binding agreement — or whether it is simply a stated intention.

Press for embedding during transition. This is the window where the Parish Council has the strongest negotiating position. Once the new authority is operational, engagement promises are easily deprioritised. Press for a parish charter and constitutional recognition.

Model financial impact. Prepare for potential precept implications from lost grant schemes, concurrent function changes, and possible asset or service transfers. Communicate proactively with residents about what the precept pays for.

Engage your ward and division councillors. Your current ward and division councillors are your advocates within the principal authorities. Ensure they understand your parish's specific concerns and are briefed to raise them during transition planning.

Start a Neighbourhood Plan now. Start while the current Local Plan provides a clear policy framework to align to. A made NP protects parish interests across housing, design, green space, and local character — not just developer contributions. Once the new UA begins its own Local Plan, starting will be harder. CAPALC can advise on how to begin.

Note on bus services: Bus service funding sits with the Combined Authority (CPCA) under the Mayor and is unaffected by LGR. The transport risk for parishes is around highways maintenance priorities and local road management transferring to a new UA — not bus subsidies.

The full option-by-option analysis follows on the next page. Contact CAPALC at info@capalc.org.uk for support.

Your Parish At A Glance

Parish: Wistow

District: Huntingdonshire

Population (2023): 530

Dwellings (2023): 260

Parish type: Variable-UA

Neighbourhood Plan: None

As a Huntingdonshire parish, Wistow could fall under different unitary authorities depending on which option is selected: Huntingdonshire Unitary, Mid Cambridgeshire, North Cambridgeshire & Peterborough, Northwest Unitary Council. This means the character, priorities and scale of your principal authority vary significantly between options — and so do the practical consequences for your parish.

Your Parish Under Each Option

Option A: Northwest Unitary

Merges: Huntingdonshire, Fenland and Peterborough

Parishes: 120

Character: Large, mixed urban/rural authority anchored by Peterborough

Option B: North Cambs & Peterborough

Merges: Huntingdonshire, Fenland, East Cambridgeshire and Peterborough

Parishes: 156

Character: Very large authority, the biggest proposed UA by parish count

Option D: Mid Cambridgeshire

Merges: East Huntingdonshire, East Cambridgeshire and Fenland

Parishes: 90

Character: Predominantly rural authority without a central urban hub

Option E: Huntingdonshire Unitary

Merges: Huntingdonshire (standalone)

Parishes: 78

Character: Standalone district-to-unitary, closest to current identity

How Each Option Affects Key Impacts

A. Planning & Development

Option A (Northwest Unitary):

Local Plan: Local Plan would cover a large merged area. Parish planning views would need to be heard alongside Peterborough's strategic growth priorities, and it may take time for officers to build familiarity with rural Huntingdonshire character.

Developer Contributions: Merges three different regimes: Hunts CIL (£152/m² indexed), Peterborough CIL (£70/m² indexed, 15+ units only) and Fenland (£106 only, no CIL) — Harmonising these is likely to mean changes to current rates, and Huntingdonshire parishes may wish to consider how this could affect their CIL income

Option B (North Cambs & Peterborough):

Local Plan: Local Plan would cover the largest proposed area. Strategic housing pressures from multiple growth corridors would need to be balanced. It is worth considering whether Huntingdonshire's emerging defence sector growth might receive less attention alongside Peterborough and East Cambridgeshire priorities.

Developer Contributions: Merges four different regimes: Hunts CIL (£152/m² indexed), East Cambs CIL (£125/m² indexed), Peterborough CIL (£70/m² indexed, 15+ units only) and Fenland (£106 only, no CIL) — harmonising four different approaches would be complex, and Huntingdonshire parishes may want to consider how this could affect their current CIL income

Option D (Mid Cambridgeshire):

Local Plan: Local Plan would cover eastern Huntingdonshire, East Cambridgeshire and Fenland — a large, predominantly rural area. Huntingdonshire's district-wide Local Plan would be split, with western parishes under Greater Peterborough. There is no dominant urban centre, which could help rural parish concerns be heard, but the authority would also lack the economic weight of a major city.

Developer Contributions: Merges three different regimes: Hunts CIL (£152/m² indexed), East Cambs CIL (£125/m² indexed) and Fenland (£106 only, no CIL). Harmonisation would be needed, and Huntingdonshire parishes may want to consider how this could affect their current CIL income.

Option E (Huntingdonshire Unitary):

Local Plan: Local Plan remains Huntingdonshire-focused. Officers retain local knowledge of parish character. Settlement boundaries, housing allocations and site-specific policies continue with strongest continuity of any option.

Developer Contributions: Huntingdonshire's existing CIL regime (£152/m² indexed, adopted 2012) continues unchanged. No harmonisation risk. Neighbourhood portion administration stays local. This is the highest CIL rate in the county.

FROM YOUR MINUTES: Wistow regularly reviews planning applications and has engaged with the Local Plan process — so these changes are likely to matter to you. Your council actively uses CIL developer funding (2 meetings). Under options that merge your district with others, there is a possibility that CIL rates could change.

B. Finance & Funding

Option A (Northwest Unitary):

Council Tax: Council tax harmonisation across three areas with different current rates. Peterborough's social care costs would be shared across the merged base.

Rural/Urban: Peterborough's urban population would carry significant weight in political representation. Rural Huntingdonshire parishes may find it harder to secure attention and resources alongside a large urban centre.

Option B (North Cambs & Peterborough):

Council Tax: Harmonisation across four former districts with the widest range of current council tax rates. The largest budget for absorbing social care costs, but also the most competing demands to balance.

Rural/Urban: Peterborough's urban population plus multiple market towns. Rural Huntingdonshire parishes may find it harder to be heard in such a large authority.

Option D (Mid Cambridgeshire):

Council Tax: Mid Cambridgeshire would have the weakest financial base of Option D's three authorities. The independent assessment found Option D's services would cost £3.7m more than current by 2040. Council tax harmonisation across three former districts with different rates.

Rural/Urban: No dominant urban centre. Predominantly rural with market towns (St Ives, St Neots, Ramsey, Ely). Parish voice could be strong, though it is worth considering whether the authority would have sufficient financial resources to act on parish concerns.

Option E (Huntingdonshire Unitary):

Council Tax: No council tax harmonisation needed (single district). However, taking on county functions (social care, highways, education) from a smaller revenue base does create a financial challenge that is worth considering carefully.

Rural/Urban: Predominantly rural with market towns. Parish voice strongest of any option. No urban centre to dominate priorities.

FROM YOUR MINUTES: Wistow's budget, precept and reserves are discussed regularly. Your precept may become more visible as a separate line item when district rates merge into a single UA rate, which could create pressure to freeze or reduce it -- so it may be worth thinking about how to communicate the value of what it pays for.

C. Governance, Services & Representation

Option A (Northwest Unitary):

Representation: Approximately 47 councillors covering 120 parishes. Wards would be significantly larger than current district wards, which could make it harder for individual parishes to build close relationships with their UA councillor.

Services: Scale offers financial resilience, though there is a trade-off with potential centralisation. It would be worth considering how rural service needs might be balanced against urban Peterborough priorities.

Option B (North Cambs & Peterborough):

Representation: The largest proposed UA by parish count. Even with ~100 councillors, each would represent a very large area. Parish forums across this geography could be challenging to make effective. This option would represent the biggest change from current parish-officer relationships.

Services: Greatest financial resilience from scale, though also the highest potential for centralisation. Parish-level service responsiveness could be more difficult to maintain. Named locality officers would be particularly important but may be harder to sustain at this scale.

Option D (Mid Cambridgeshire):

Representation: Around 90 parishes in a predominantly rural authority. No dominant urban centre, which could strengthen parish voice. However, the independent assessment raised concerns about this authority's financial sustainability and ability to deliver complex services at scale.

Services: The independent assessment rated Option D's service delivery at 2 out of 5. Mid Cambridgeshire would have a weaker economic base and higher initial transition costs (£140.7m). Without a central urban hub, service delivery could be more challenging to organise efficiently. Three separate management teams across the three UAs would increase overhead costs.

Option E (Huntingdonshire Unitary):

Representation: Smallest proposed UA (78 parishes). Wards closest to current size. Parish-officer relationships easiest to maintain. Parish forums most viable and likely to be meaningful at this scale.

Services: Closest officer relationships and potentially the most responsive to rural parish needs. However, the smallest budget and least financial resilience of any option. There is a greater risk that financial pressure could lead to service reductions, though decisions would at least be made locally.

FROM YOUR DATA: As a small parish (530 residents), Wistow could find it harder to be heard in a larger UA. Named locality officers and constitutional recognition of the parish tier would be valuable safeguards worth seeking.

FROM YOUR MINUTES: Your council has engaged with service changes (3 meetings). LGR has already been discussed at 5 of your meetings. These service delivery arrangements are likely to be redesigned under the new UA, and the approach will depend on which option is selected.

D. Highways & Transport

Option A (Northwest Unitary):

CCC highways responsibilities transfer to Northwest Unitary. With 120 parishes, your highway improvement priorities would need to be heard alongside a much larger area.

Option B (North Cambs & Peterborough):

CCC highways responsibilities transfer to North Cambs & Peterborough. With 156 parishes, your highway improvement priorities would need to be heard alongside a much larger area.

Option D (Mid Cambridgeshire):

CCC highways responsibilities transfer to Mid Cambridgeshire. With 90 parishes, highway priorities would remain more locally focused, which could help your concerns be heard more readily.

Option E (Huntingdonshire Unitary):

CCC highways responsibilities transfer to Huntingdonshire Unitary. With 78 parishes, highway priorities would remain more locally focused, which could help your concerns be heard more readily.

FROM YOUR MINUTES: Highways and transport issues feature prominently in Wistow's minutes. These are currently managed through established relationships with CCC highways officers. Under LGR, all of this would transfer to the new UA - so it may be worth thinking about how to carry forward the relationships and progress you've built.

E. Flooding & Environment

Option A (Northwest Unitary):

Lead Local Flood Authority would cover a large, diverse area. It is worth considering whether flood risk expertise might be focused more on Fenland/Peterborough priorities than Huntingdonshire catchments.

Option B (North Cambs & Peterborough):

Lead Local Flood Authority would cover the most diverse geography: Fenland floodplain, Great Ouse catchment, and urban Peterborough drainage. There is a question about whether expertise could be spread too thin across such varied needs.

Option D (Mid Cambridgeshire):

Lead Local Flood Authority would cover Great Ouse catchment (eastern Huntingdonshire), Fenland floodplain, and East Cambridgeshire. Diverse flood risk but coherent enough geography for effective management.

Option E (Huntingdonshire Unitary):

Lead Local Flood Authority covers a coherent catchment area (Great Ouse and tributaries). Flood expertise concentrated and locally accountable.

FROM YOUR MINUTES: Wistow's minutes record flooding and drainage concerns. The Lead Local Flood Authority responsibility transfers from CCC to the new UA, and the capacity to manage your specific catchment area could vary depending on which option is selected.

F. Education, Health & Social Care

These services are currently managed county-wide by CCC. Under LGR they transfer to the new UA(s). While not directly controlled by parishes, they significantly affect residents and take up a large share of UA budgets -- which could reduce the discretionary spending that parishes often benefit from.

Option A (Northwest Unitary):

Moderate financial base for social care. Competing demands from a mixed urban/rural population.

Option B (North Cambs & Peterborough):

Greater financial resilience for social care, but resources spread across a larger population.

Option D (Mid Cambridgeshire):

Moderate financial base for social care. Competing demands from a mixed urban/rural population.

Option E (Huntingdonshire Unitary):

A smaller revenue base could make financial pressures more keenly felt. Social care costs may have a greater impact on other services.

FROM YOUR DATA: 33% of residents are aged 65 or over (173 people), and 15% of households are a single person over 65. Adult social care — the single largest cost facing any new UA — could affect service availability in your area. If a UA comes under financial pressure, discretionary services may be reduced to fund statutory social care obligations.

Risks Common To All Options

Regardless of which option is selected, every parish faces these risks:

- **TRANSITION DISRUPTION (to April 2028)** — Both old and new authorities operate simultaneously. Officer capacity may be stretched by merger logistics, which could affect response times. Planning processing could slow. It is worth keeping a close eye on existing S106 payments, grants and contracts to make sure they carry across.
- **EXPENDITURE TRANSFER** — There is a possibility that a UA under financial pressure could pass services to parishes without fully matching funding. National evidence suggests precepts have sometimes increased significantly (69%+) following unitarisation, so this is worth being aware of.
- **ASSET TRANSFER PRESSURE** — The new UA may rationalise its assets. Parishes could be offered parks, play areas or buildings along with their running costs. It is worth thinking through the financial implications carefully, and being aware that the alternative may be that the asset is no longer maintained.
- **ASPIRATIONS VS FORMAL COMMITMENTS** — "Co-production", "community empowerment" and "parish voice" do not currently have a statutory basis. Experience from previous reorganisations suggests these can be difficult to maintain under financial pressure. It is worth seeking formal embedding of any engagement mechanisms that matter to your parish.
- **NEIGHBOURHOOD PLAN** — Wistow does not currently have a Neighbourhood Plan. Without one, the parish has less statutory weight in planning decisions and receives only 15% (rather than 25%) of CIL from local development. Starting a Neighbourhood Plan before the transition could be a valuable step to strengthen your parish's position.

What Wistow Can Do Now

1. **CONSIDER DOCUMENTING YOUR EXISTING COMMITMENTS.** It may be helpful to record all current S106 payments, grant agreements, SLAs and concurrent function funding, so you have a clear record to follow up with the new authority.

2. 2. THINK ABOUT WHAT IS STATUTORY VS DISCRETIONARY. For benefits mentioned in LGR proposals, it is worth asking whether they are written into law, a constitution or a binding agreement. If not, they may be harder to rely on in the long term.
3. 3. MAKE YOUR VOICE HEARD DURING THE TRANSITION. The period between now and vesting day is likely when parishes have the best opportunity to shape how the new authority will work with them.
4. 4. THINK ABOUT THE POTENTIAL FINANCIAL IMPACT. You might want to consider modelling how changes to grants, concurrent function funding and possible asset or service transfers could affect your precept.
5. 5. STAY IN TOUCH WITH YOUR COUNCILLORS. Your Huntingdonshire ward councillor(s) (Cllr Adela Eva Costello, Cllr Charlotte Ann Lowe) and your CCC division councillor(s) (Cllr James Sidlow) are your current advocates within the principal authorities. It would be helpful to make sure they understand Wistow's specific concerns and are briefed to raise them during transition planning. They are copied on this email for that reason.

How Capalc Can Help

The full 47-point LGR Parish Impact Assessment

Guidance on reviewing LGR option proposals from a parish perspective

Template responses for parish council engagement

Advice on Neighbourhood Plans, asset transfers and service devolution

Updates as the reorganisation process develops

Contact us at info@capalc.org.uk.

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)

This briefing draws on CAPALC's LGR Parish Impact Assessment (March 2026), the LGR option proposals (Options A, B, D and E), national evidence from previous reorganisations, and NALC/SLCC research.

Sent to: Wistow Parish Council (clerk and councillors), with copy to ward and division councillors.