



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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NOTICE OF MEETING	Council Meeting
TIME 7.30pm	
DATE	27 th January 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
PRESENT	6 – Cllr Leaton (Chairman), Cllr Simms (Vice Chairman), Cllr Smith, Cllr Gregory, Cllr Rice & Cllr Forster
STAFF	Jess Knights, Clerk & RFO
QUORUM	3
VACANCIES	0

MINUTES

- OPEN** 7:30PM
- 01/26.01** **WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Cllr Cook submitted his apologies due to health reason.
RESOLVED: Full Council approved Cllr Cook's absence.
- 01/26.02** **TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**
RESOLVED: Full Council approved the minutes of the Council Meeting held on 25th November 2025 as a true record and were signed by the Chairman.
- 01/26.03** **TO RECEIVE DECLARATIONS OF INTEREST**
RESOLVED: No declarations received.
- 01/26.04** **PUBLIC PARTICIPATION**
Open 7:31pm – Closed 7:32pm
No members of the public were present.
- 01/26.05** **DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**
District Cllr Lowe sent her apologies.

County Cllr Martin:

- Elections are going ahead in May 2026

Chairman's Initials

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- Local Government Reorganisation is continuing and a statutory consultation should be released February/March 2026.
- Budget setting is currently taking place.

01/26.06

**BUSINESS TO BE TRANSACTED
COUNCIL OPERATIONS**

- a. Review portfolio responsibilities for Churchyard & Biodiversity and allocate Cllrs.
RESOLVED: Full Council agreed for Cllr Leaton to be allocated the Churchyard and Cllrs Gregory, Rice & Forster to be allocated Biodiversity.
- b. Review and approve updated Data Protection Policy and online form following the Data Use & Access Act 2025.
RESOLVED: Full Council approved the policy.
- c. Review and approve guidance notes for members of the public attending Council meetings.
RESOLVED: Full Council approved the guidance.
- d. Review and approve dispensation policy.
RESOLVED: Full Council approved the policy.

01/26.07

BIODIVERSITY

- a. Review and consider biodiversity updates and plans (report enclosed)
RESOLVED: Full Council approved to apply for donated trees for Oaklands Playing Field, to develop a site plan to reduce the grass cutting areas and to apply for grant funding for more bug hotels, bird boxes and wildflower seeds. Full Council did not approve to implement the wildlife churchyard scheme.

01/26.08

WISTOW COMMUNITY FLOOD GROUP

- a. Review outcome of Wistow Community Flood Group (WCFG) meeting and letter received (letter enclosed)
RESOLVED: Full Council agreed to send letter to the Cambridgeshire County Council (CCC) to investigate ownership and conduct site survey.
- b. Discuss potential issues and options for Public Liability for WCFG.
RESOLVED: Full Council agreed that as this is a WCFG matter who are independent to the Council and no correspondence has been received from the WCFG, this matter is now concluded.

01/26.09

COMMUNITY & HIGHWAYS

- a. Review feedback from the community regarding Local Highways Improvement (LHI) traffic narrowing (report enclosed).
RESOLVED: Full Council noted that following community feedback, the majority of the community would support traffic narrowing in Wistow.
- b. Review and approve purchase of defibrillator pads for Harris Lane of £72.19.
RESOLVED: Full Council approved purchase.

Chairman's Initials
<i>Chair - CL</i>

- c. Review position of sponsorship for potential third defibrillator.
RESOLVED: Full Council noted that no sponsorship has been received. Clerk to contact Village Hall Committee (VHC) to ask if they would like a defibrillator donating from the Council to be kept inside for events.
- d. Consider plan for 2026 Christmas Food Bank appeal.
RESOLVED: Full Council approved to promote the appeal in October 2026 to allow more time for more donations.
- e. To review and consider desktop assessment of proposed Churchyard and next steps.
RESOLVED: Full Council noted that the desktop assessment of proposed new churchyard is low risk. Full Council noted that Council is waiting to hear back on next steps from landowner and Rector.
- f. Review outcome of MP Roundtable meeting held on 16.01.26 and any actions.
RESOLVED: Full Council noted and accepted Cllr Smith's update of the meeting.
- g. Review and approve quotes received for arboriculture assessment.
RESOLVED: Full Council reviewed all quotes received and approved quote provided by Cambridge Trees Limited for £400 plus VAT.
- h. Review and approve age friendly plan (report enclosed).
RESOLVED: Full Council approved to contact the Women's Institute (WI) about the registered trader scheme, to contact the VHC regarding the international day of older people on 1st October 2026 and noted that the Clerk is trying to organise a health & wellbeing visit to the village.

01/26.10

PLANNING

- a. Planning Application 25/02292/HHFUL – approved by Council under clerk's delegated authority.
- b. Planning Application 25/02308/HHFUL – approved by Council under clerk's delegated authority.
- c. To consider Planning Application: College Farm Mill Road Wistow - Reference: 26/00041/FUL.
RESOLVED: Full Council approved application subject to access and delivery restrictions.

01/26.11

CLERK'S REPORT

RESOLVED: Full Council accepted and noted the report.

01/26.12

FINANCE

RESOLVED: Full Council approved the payments for 30th January 2026 and were signed by the Chairman and Responsible Officer (RFO).

Chairman's Initials
<i>Chair - CL</i>

01/26.13

To review, note and consider the following.:

- 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 accepted the above and were signed by the Chairman and RFO.

11/25.14

CORRESPONDENCE AND COMMUNICATIONS

The following correspondence has been circulated to Councillors:

- HDC Town & Parish Newsletter November & December 2025.
- CAPALC Newsletter.
- Ecops.
- Combined Authority Newsletter.

RESOLVED: Full Council noted the above communications.

11/25.15

MATTERS FOR FUTURE AGENDA ITEMS ONLY

- Elections May 2026
- 20mph funding
- Reallocation of Cllr Smith's responsibilities
- Purchase of weight sign at Bridge

11/25.16

DATE OF NEXT FULL COUNCIL MEETING

RESOLVED: Full Council approved next meeting for Tuesday 24th February 2026 in the Village Hall at 7.30pm

CLOSED

09:01pm