WISTOW PARISH COUNCIL

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Clerk: Jessica Knights

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MEETING	Annual Meeting of the Parish Council
TIME	7.15pm
DATE	Tuesday, 27th April 2025
VENUE	Village Hall, Manor Street, Wistow, Cambs
MEMBERS	4 – Cllr Leaton (Chairman), Cllr Simms (Vice Chairman), Cllr Twigden & Cllr Boulton.
QUORUM	3
VACANCIES	1
STAFF	Jessica Knights (Parish Clerk & Responsible Financial Officer)

MINUTES

Open **7:22pm**

05/25.01 **Election of Chairperson**

Cllr Leaton wished to be considered for the position of Chair again and Cllr Boulton proposed Cllr Simms. The nominations went to a vote and Cllr Leaton received the most votes and was re-elected as Chair who then signed the Acceptance of Office.

05/25.02 **Election of Vice Chairperson**

No other nominations were received and Cllr Simms was re-elected as Vice-Chair by all and then signed the Acceptance of Office. At this point, Cllr Boulton handed in his resignation and took a seat in the public seating area.

05/25.03 **Welcome and to receive and approve Apologies for Absence**

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

Apologies received and accepted for Cllr Smith, Cllr Gregory & County Councillor Ross.

05/25.04 **To approve and sign the Minutes of the APCM Meeting**

Minutes of the meeting held on 28th May 2024 were approved and signed.

05/25.05 **To receive Declarations of Interest**

Councillors with pecuniary interests must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. They cannot remain to hear or make representations. When an agenda item is discussed, councillors with an interest must follow the Code of Conduct, disclose the interest, and leave the meeting. Failure to comply is a criminal

offence, punishable by a fine of up to £5,000 and/or disqualification as a Councillor for up to five years. Standing Orders S.13: Dispensation requests must be in writing and submitted to the Proper Officer before or at the start of the meeting. The Proper Officer's decision is final.

No declarations of interest received.

05/25.06 **Review of Policies, Procedures and Regulations**

a) All agreed and approved current internal and external audit provision.
b) All agreed and approved authorised bank signatories.
c) All agreed and approved all policies and procedures

05/25.07 **TO ELECT COMMITTEES, WORKING PARTIES AND THEIR REPRESENTATIVES**

a. Heads of terms – This item has been deferred to the next meeting due to immediate resignation of Cllr Boulton.

05/25.08 **To review and confirm members portfolio responsibilities**

All agreed and approved the following Cllr portfolio responsibilities except for Auditing/Village Hall due to Cllr Boulton's immediate resignation.

Litter/village maintenance/trees/grass - Cllr Leaton-Kemp
Playing field - Cllr Twigden
Countryside - Cllr Gregory
Operations - Clerk
Highways - Cllr. Simms
Flooding/Neighbourhood Watch - Cllr. Smith
Auditing/Village Hall – Available

05/25.09 **To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council**

All agreed and approved the following dates for 2025-2026:

24th June 2025
29th July 2025
August 25 – No meeting
30th September 2025
28th October 2025
25th November 2025
December 25 – No meeting
27th January 2026
24th February 2026
31st March 2026
28th April 2026
26th May 2026 - Elections

LGA 1972 confirms in a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office.

Close **Annual Meeting of the Parish Council – 7:33pm**

Open **Meeting opened for the monthly Parish Council Meeting – 7:33pm**

05/25.10 **Public Participation**

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

There were 3 residents in attendance.

Resident 1
The resident confirmed that he has received a response from HSE regarding the College Farm works, which has confirmed that they will not be investigating. To date, no response has been received from the planning department at HDC. District Cllr Lowe provided the resident with her details and asked them to forward on the emails to her so she could follow this up. It was also stated by the resident that there appears to be a delay in the planning department uploading objections to the College Farm application online.

A question was asked when the 7.5 tonne sign would be moved to just outside the village. Cllr Simms and Cllr Twigden said they will be sorting this as soon as possible.

05/25.11 **District Councillors and County Councillor reports**

District Cllr Lowe:

- CIL Funding
- CAPALC – Tiger on Demand
- Big Lunch on 7-8 June
- T&P Forum on 19 June
- Call for additional site end 4th June
- Huntingdon Futures Funding
- Support Cambridgeshire

05/25.12 **Previous Minutes**

Minutes of the meeting held on 29th April 2025 were approved and signed.

05/25.14 **Matters for discussion & Approval**

Highways

- All agreed for Clerk to undertake a details review of public footpaths and send report together with pictures to Highways and cc District Cllr Lowe and County Cllr Ross.

Operations

- Scheme of delegation has been deferred to next meeting due to the immediate resignation of Cllr Boulton.
- All approved the SLCC membership to Principal status of an extra £55 per year.

Misc

- Detailed discussion took place regarding outcome of meeting with Huntingdonshire Communities and action plan.

05/25.13 **Clerk's Report**

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

Highways

Letter sent again to owner of College Farm to ensure all pathways are clear from vehicles.

Clerk has written to MP Ben Obese-Jecty regarding assistance in implementing the weight limit at Bridge Street.

Operations
Councillors' register of interests have been reviewed, updated and accepted by all members.

Internal audit successfully completed with minor improvements. Council congratulated on their improvements to their accounting system.

Playing field
Following feedback from the residents, funding application has been submitted to the National Lottery for adult exercise equipment.

Misc
Huntingdonshire Communities – Clerk & Cllr Smith have had a meeting to discuss improvements for Wistow which was on 20th May 2025. Item to be discussed during Council meeting.

Applied for CPR/Defib training with Magpas for September for the community. Waiting to hear.

Committee Reports
Reports not necessary at this time.

05/25.14 **Notification of planning items**
No planning applications received.

05/25.15 **Finance**
All agreed and approved accounts for payment on 30th May 2025

Date	Payee	Description	Amount £
1	Payroll	Salary & ENIC	£582.96
2	Emma Jackson	Grass Cutting	£730.00
3	LGS Services	Internal Audit	£126.00
4	Wistow Village Hall	Hire	£144.00

05/25.16 All reviewed, agreed and approved the following for May 25:

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

05/25.17 **INTERNAL AUDIT 2024-25**

a. All reviewed and agreed the independent Internal Audit report for the financial year ending 31st March 2025.
b. All reviewed and noted small improvements required which the Clerk will implement.

05/25.18 **AUDIT AND ACCOUNTS 2024-25**

a. All reviewed and agreed the Annual Return sections 1 and 2 which was signed and dated by the Clerk followed by the Chairman.
b. All reviewed and agreed the accounts for the financial year ending 31st March 2025. The RFO signed and dated the annual accounts followed by the Chairman.
c. All reviewed and agreed the Financial Risk Assessment 2025 completed by the RFO.
d. All reviewed and agreed the notice of public rights dates, and the publication of unaudited annual return accounts for the year ended 31st March 2025 for notice of 2nd June and public rights dates of 3rd June 2025 – 14th July 2025.

05/25.19 **Correspondence and Communications**

No further correspondence was received or submitted to the Council.

05/25.20 **Portfolio Responsibilities**

No further issues were received.

05/24.21 **Matters for future consideration**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

- Reallocation of Audit/Village Hall portfolio
- Scheme of delegation

05/24.22 **Dates of next monthly meeting**

Parish Council Meeting on Tuesday 24th June 2025 in the Village Hall at 7.30pm.

CLOSED **8:13pm**