



## WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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<b>MEETING TIME</b>	Annual Meeting of the Parish Council 7.00pm
<b>DATE</b>	19 <sup>th</sup> May 2026
<b>VENUE</b>	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
<b>MEMBERS</b>	6 – Cllr Simms (Chairman), Cllr Cook, Cllr Gregory, Cllr Rice, Cllr Forster & Cllr Pizzie.
<b>QUORUM</b>	3
<b>VACANCIES</b>	1

### The Summons

In accordance with the Local Government Act 1972, sch 12, paragraph 10(2)(b) members of the Council mentioned above are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to members of the public (to include the press) in accordance with the Public Bodies (Admissions to Meetings) Act 1960 section 1(1)

Jessica Knights, PSLCC - Clerk & RFO to Wistow Parish Council

Date: 7<sup>th</sup> May 2026

*J.Knights*

### AGENDA

- |                 |   |
|-----------------|---|
| <b>05/26.01</b> | <b>ELECTION OF CHAIRMAN</b>   |
| <b>AMPC</b>     | To elect a Chairman for the civic year followed by signing of the declaration of acceptance of office.      |
| <b>05/26.02</b> | <b>ELECTION OF VICE CHAIRMAN</b>  |
| <b>AMPC</b>     | To elect a Vice Chairman for the civic year followed by signing of the declaration of acceptance of office. |
| <b>05/26.03</b> | <b>DECLARATION OF ACCEPTANCE OF OFFICE FOR ALL COUNCILLORS</b>  |
| <b>AMPC</b>     |   |

Following the uncontested elections, all Councillors are to sign their declaration of acceptance of office. As advised by the Elections Team, all Councillors must complete their Disclosure of Pecuniary Interests on taking office before the end of 28 days beginning with the day on which they became a member in accordance with the Localism Act 2011, s30 (1).

**05/26.04**  
**AMPC**

**WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

LGA 1972 s85(1) & (2) requires Parish Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting.

To receive and approve apologies for absence.

**05/26.05**  
**AMPC**

**TO RECEIVE DECLARATIONS OF INTEREST**

Councillors must declare any pecuniary or other interests in relation to any agenda item. Councillors must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. Councillors cannot remain to hear or make representations unless, accordance with Standing Orders S.13 a dispensation requests must is made which 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.

**05/26.06**  
**AMPC**

**TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**

To consider, approve and sign the minutes of the Council Meeting held on 28<sup>th</sup> April 2026 as a true and accurate record.

**05/26.07**  
**AMPC**

**PUBLIC PARTICIPATION**

At the close of this agenda item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. To allow 15 minutes (3 minutes per person) for any members of the public. LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified therefore the Council cannot lawfully make decisions under this item.

**05/26.08**  
**AMPC**

**DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**

To receive reports from District and County Councillors.

**05/26.09**  
**AMPC**

**BUSINESS TO BE TRANSACTED**

**REVIEW OF POLICIES, PROCEDURES AND REGULATIONS**

- a. To review Financial Regulations and Standing Orders (enclosed).
- b. To review Complaints Procedure & Risk Management Strategy & Register (enclosed).
- c. To reconfirm adoption of the general powers of competence in accordance with the Localism Act 2001, s1 and to confirm eligibility criteria in accordance with Parish Councils (General Power of Competence Prescribed Conditions Order 2012 SI 2012/965).
- d. To review delegation arrangements and scheme of delegation (enclosed).

**05/26.10**  
**AMPC**

**REVIEW OF COMMITTEES AND THEIR REPRESENTATIVES**

- a. To review the terms of reference in relation to the Personnel Committee (enclosed).
- b. To review appointment of members to the Personnel Committee and appointment of new members (report enclosed).

- 05/26.11**      **COUNCIL**  
**AMPC**
- a. To review all portfolio responsibilities and representations on the outside bodies for 26-27 (report enclosed)
  - b. To consider change of date to monthly full council meetings and agree dates of all meetings for the year ahead (report enclosed).
- 05/26.12**      **FINANCIAL**  
**AMPC**
- a. Review and approve subscription list (report enclosed)
  - b. Review and approve direct debit and standing order list (report enclosed)
  - c. Review and approve bank signatories (report enclosed)
  - d. Review, approve and sign payment list to be paid on 29<sup>th</sup> May 2026. All invoices have been examined, verified and certified by the RFO.
  - e. Review, approve and sign, bank reconciliation, cash book, bank statements, budget comparisons and monthly risk audit (enclosed).
- 05/26.13**      **INTERNAL AUDIT 2025-26**  
**AMPC**
- a. To receive and approve the independent Internal Audit report for the financial year ending 31st March 2026 and to consider any improvements required and remedial actions to be taken (enclosed).
  - b. To consider and appoint an Internal Auditor for the financial year 26-27 and to review the independence of the Internal Auditor.
  - c. To review the effectiveness of the Council’s system of internal control.
- 05/26.14**      **AUDIT AND ACCOUNTS 2025-26**  
**AMPC**
- a. To consider, approve, sign and resolve each assertion to the Annual Governance Statement 25/26 (Section 1) of the Annual Governance and Accountability Return (enclosed).
  - b. To consider and approve the certified signed accounting statements received from the Responsible Financial Officer (enclosed).
  - c. To consider, approve and sign the Annual Accounting Statement 25/26 (Section 2) of the Annual Governance and Accountability Return (enclosed).
  - d. To confirm the notice of public rights dates and publication of unaudited annual return accounts for the year ending 31st March 2026.
- 05/26.15**      **AMENITIES**  
**AMPC**
- a. To review and consider the Wistow Village Hall Committee’s risk assessments for Wistowfest26.
- 05/26.16**      **PLANNING**  
**AMPC**
- To review and decide on planning applications:
- a. Kingston House St Johns Place Wistow (ref 26/00380/LBC)
- 05/26.17**      **CLERK’S REPORT**  
**AMPC**
- Report containing activities affecting and pertaining to the Parish (report enclosed).
- 05/26.18**      **CORRESPONDENCE AND COMMUNICATIONS RECEIVED**

**AMPC**

**05/26.19**

**AMPC**

**MATTERS FOR FUTURE AGENDA ITEMS ONLY**

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

To raise agenda items for the next meeting.

**05/26.20**

**AMPC**

**DATE OF NEXT FULL COUNCIL MEETING**

Tuesday 30<sup>th</sup> June 2025 in the Village Hall at 7.30pm.