

WISTOW'S ANNUAL PARISH MEETING

WHEN: Tuesday 19th May 2026
TIME: 6:30PM
WHERE: Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB

This is a meeting for the community of Wistow and all are welcome. Come and hear what has been happening in your community for the last 12 months.

AGENDA

26/05.01 **APOLOGIES FOR ABSENCE**
APM

26/05.02 **MINUTES OF THE LAST ANNUAL PARISH MEETING**
APM To approve and sign the minutes of the last Annual Parish Meeting held on 27th May 2025.

26/05.03 **OPEN FORUM TO INCLUDE**
APM

- a. Wistow Parish Council – Chairman's Report.
- b. Wistow Parish Council – Clerk & Responsible Financial Officer's Report.
- c. Village Hall Committee – Chairman's Report.
- d. Wistow Women's Institute – Chairman's Report.
- e. Any other community reports
- f. Improvements and suggestions to Wistow.

Signed: *Nick Simms*

By: Cllr Simms - Chairman of Wistow Parish Council

Date: 6th May 2026



WISTOW PARISH
COUNCIL

WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: parishclerk@wistowcambsparishcouncil.gov.uk

Tel: 07899987819

NOTICE OF MEETING

TIME

DATE

VENUE

Annual Parish Meeting

6:45pm

Tuesday, 27th May 2025

Village Hall, Manor Street, Wistow, Cambs

MINUTES

Wistow's Annual Parish Meeting

Wistow Parish Council invites all residents to this year's Annual Parish Meeting on Tuesday 27th May 2025, at 18:45 PM in the Village Hall.

- Find out what we have achieved over the past 12 months.
- Hear the Council's plans for the next year.
- Find out what local organisations have been doing
- Tell us what is important to you
- Let us have your ideas for improving Wistow.
- Meet your District and County Councillors.



APM01/25

Welcome – Open 6:45pm

Welcome provided by Chair.

APM02/25

To approve and sign the Minutes of the APM held on 28th May 2024

All approved and Chair signed the minutes of the APM held on 28th May 2024.

APM03/25

Chairperson Report – Cllr Leaton

Once again, the last year has been very positive and productive for the Parish Council.

The Parish Council continues to go from strength to strength due to Jess's hard work and expertise. Our online presence is very accessible with social media and an excellent updated website. We were thrilled when Jess received the CAPALC award for New Clerk of the year which was well deserved, Jess has also excelled taking her CiLCA qualification in March which she passed with flying colours.

Sadly, Trevor resigned from our team due to work pressures and we still currently have a vacancy for someone to join the team.

The HDC Local Plan was announced in the latter part of the year which has caused concerns for villagers over flooding, road conditions, congestion, sewage, and infrastructure. No decisions have been made to date.

Village maintenance and grass cutting continues to keep our village looking at its best and the playing field apparatus received an update with a fresh coat of paint to ensure it is in line with safety regulations. Jess is currently looking for funding for adult training equipment to keep the space updated and a good space for both adults and children to use.

The last year was a lucky one regarding flooding, but the village group remains very proactive.

We hope the Wistow Festival will be back again this July arranged by the Village Hall Committee, to be confirmed shortly.

Monthly income and outgoings are discussed at monthly PC meetings, and I can confirm the precept currently stands at £17,000.

VE Day celebrations were well received with all communities working together to celebrate this special event. It was lovely to see the community celebrating together.

I take this time to thank all members of the Parish Council who are dedicated volunteers that work hard all year round to cover all aspects within the village.

APM04/25

RFO & Clerk Report – Jess Knights

Parish Clerk

2025 has been a year of compliance and change for the operational running of the Parish Council. The clerk has successfully passed her CiLCA qualification which has granted the Parish Council the General Powers of Competence. The Clerk has streamlined processes and operations and reviewed and implemented policies to ensure the Parish Council is now legally compliant.

Responsible Financial Officer

The RFO has now modernised the account and audit procedure which was commended by the Internal Auditor. During 24-25, Wistow Parish Council's expenditure was more than their income. However, the expenditure is £9,213.19 less compared to 23-24 due to the new procedures implemented, a review of suppliers and available funding successfully applied for by the Clerk/RFO. Below is a snapshot of the income and expenditure account:

| | |
|------------------|------------|
| Opening Balance: | £19,655.22 |
| Income: | £22,379.56 |

Expenditure: £24,170.26
Closing Balance: £17,864.54

It was necessary for the Council to increase the precept from £16,500 to £17,000 to allow for increasing operational costs. The Council will be continuing to apply for more grant funding for 25-26.

APM05/25 **District & County Reports**
TBR

APM06/25 **Highways Report – Cllr Simms**

2024-25 again has been a year of concerns for the village. Speeding continues to be an ongoing battle with little help from external agencies, our speed sign data shows both good and bad results with numbers of drivers observing the speed limit steady at about 76%, the other 24% being concentrated as expected around rush hour times of 07:00 to 09:00 and 16:45 to 18:30. Even with this data there has been little help available or forthcoming. There is a lack of enthusiasm and volunteers to provide support for a speed watch group within the village. The bad news from the sign data is that we have had vehicles travel through the village at speeds above 100mph, this has happened on more than one occasion. Again these have been reported but with no consistency it is difficult to catch offenders.

Grass verge damage is another point that has been raised by residents, this is mainly caused what appears to be agricultural vehicles, given that we have quite narrow roads in the village and said vehicles only ever seem to get bigger, it is an inevitable consequence of rural village life, Contract companies and local farmers have been contacted to try and reduce the damage caused. This leads on to a further issue that during the maize harvest large tractor trailers are using the village as a short cut to harvest sites through the night, especially the early hours. New weight limit signs were purchased by the parish council and placed either side of the bridge and on the village approach, this to try and curb the contract harvest companies and other HGV's from using the village as a cut through. Incidences have been reported to police again with little response.

Ever increasing numbers of vehicles on our roads mainly to the constant building developments in and around the area multiplies all our known issues. The local MP has been approached with these issues by both ourselves and other local parish councils but to date this parish council have had little response. The parish council have been in touch with the local highways department and councillors have met with the local highways manager to discuss issues ranging from drainage, condition of the road surface, the issues mentioned above, parking of cars on the left over the bridge to name a few. Some points have been taken onboard and have bore fruit such as the resurfacing of Mill Road due to start in early June. The parish council would continue to encourage residents to report any issues on the county council highways site.

Village participation in discussions has increased this year which has highlighted the level of concern, and I am happy to continue to engage with all residents to look for solutions and ideas to our community concerns.

APM07/25 **Countryside Report – Cllr Gregory**

Footpaths – The four main footpaths leading out of Wistow to Upwood, Bury, Broughton and Huntingdon Road, have been regularly walked and have, for the most part, been clean

and clear of large debris.

Countryside litter – there was little agricultural waste found over the last 12 months, however, there has been a number of dog waste bags left by the side of the road and path, which were obviously too heavy for the dog owners to carry back to the village.

Outside the village, litter is still present and when reported to the council, is collected.

APM08/25 Litter/trees/grass Report

See Chair's report above.

APM09/25 Village Hall/Accounts Auditing Report – Cllr Boulton

In my capacity as a representative of Wistow Parish Council, I have had the privilege of serving on the Wistow Village Hall Management Committee throughout the 2024/25 financial year. I am pleased to provide this report outlining the key developments, achievements, and challenges encountered during the period under review.

The Management Committee experienced a demanding yet ultimately fulfilling twelve months, marked by considerable progress in community engagement and fundraising initiatives. Without doubt, the most significant highlight of the year was the successful planning and execution of *Wistowfest 2024*, held in June. This flagship event stood out not only for its impressive attendance and community spirit but also for its financial success, generating over £2,000 in support of the Village Hall.

This accomplishment was made possible largely through the tireless leadership and commitment of the then-Chairman, Mr. Brian Layman. Mr. Layman's vision and organisational efforts were central to the event's success. He not only oversaw the detailed planning process but also secured the venue—a field kindly made available free of charge by a member of his family. Under Mr. Layman's guidance, the event delivered a range of profitable activities and received overwhelmingly positive feedback from attendees and residents alike.

In addition to *Wistowfest*, the Committee organised three further fundraising events within the Village Hall during 2024. These events were similarly well-received and benefited significantly from the newly introduced card payment facility, which enhanced ease of transaction and improved overall revenue. These activities collectively raised an additional £1,100, further contributing to the Hall's financial sustainability.

Beyond fundraising, several key initiatives were undertaken to improve community facilities and strengthen the Hall's presence within the parish. A professionally developed and fully functional website was launched: www.wistovillagehall.co.uk, offering residents improved access to information and event updates. Additionally, the external notice boards for both the Village Hall and the Wistow Women's Institute (W.I.) were replaced with modern equivalents. The W.I. generously contributed towards the cost of their board.

Another notable development during the year was the introduction of a regular social gathering—an informal afternoon meeting hosted on alternate Tuesdays within the Village Hall. This initiative has been well-attended and has added to the Hall's role as a central and inclusive community space. The Hall also served as the venue for the annual Christmas party for senior residents, continuing its tradition of supporting community wellbeing and

social cohesion.

Despite these positive strides, the year was not without its setbacks. In February 2025, the Management Committee reluctantly accepted the resignations of both Mr. Brian Layman, who had served with distinction as Chairman, and Mrs. Rosa Layman, who fulfilled the role of Bookings Secretary. At the time of writing, the position of Chairperson remains vacant, and the Committee is actively considering suitable options for leadership succession.

In early 2025, it became necessary to temporarily suspend fundraising events to allow for a comprehensive review of several essential compliance matters. This included updated and rigorous risk assessments for the use of the Hall and the commissioning of a new fire risk assessment. These efforts were undertaken in the interest of ensuring both regulatory compliance and the safety of all users.

During the year, strategic investments were also made in the procurement of a new gazebo to support outdoor events, as well as in the design and implementation of the Village Hall website. These exceptional items, although incurring additional costs, were considered vital enhancements to our infrastructure and public engagement.

Thanks to careful financial stewardship and effective cost control measures, the Hall was able to conclude the financial year with a net surplus of £1,390. This surplus will assist in supporting ongoing operational needs and contributes positively to our long-term objective of securing the Hall's future, which will require further remedial work and capital investment.

Planning for *Wistowfest 25* and other fundraising activities are now being planned for the forthcoming year. In conclusion, the Management Committee remains committed to fostering community spirit, expanding the use of the Village Hall, and ensuring that it continues to serve as a valued asset for all residents of Wistow

APM10/25 Flooding & Neighbourhood watch Report – Cllr Smith

Flooding:

Compared to previous years, 2024/25 has been relatively “Major Incident” free and happily, there has not been a repeat of December 2020 when three properties in Manor Street/Bridge Street were flooded.

The Wistow Flood Group has added new members and were on “standby” during **five** Flood Alerts issued by the Environment Agency (EA) between September 2024 and January 2025. Fortunately, Bury Brook at the Bridge did not overflow significantly and the main issues were caused by surface water flooding and poor drainage.

The Parish Council continues to support the Group through engagement with Government agencies and has successfully obtained additional funding (£1500) from the EA and Cambs County Council. This was primarily for replenishment of flood kit stock and a replacement wooden storage shed – the original metal shed was damaged by strong winds.

Flood Group Lead, Gerry Pye, continues to manage the Flood Plan and has also met with other Flood Group leads from neighbouring villages and towns to share knowledge and experiences. Key outcomes include regular meetings with the **Regional Flood & Coastal Committee** whose purpose is to prioritise local flood risk and, importantly, support initiatives which protect homes and businesses from flooding.

Councillors also met with Highways to review the state of Bridge Street and Mill Road and

have managed to secure funding for resurfacing of Church Street and Mill Road and this is expected to commence in June. Regrettably, we were unable to amend the Scope of Works to substitute Church St with Bridge St, which continues to be in a deteriorating condition. We have also requested a cleanse of gullies/drains post-harvest and awaiting confirmation from the Highways Officer.

Going forward, the Village needs to remain vigilant to flooding events and the Parish Council will continue to work with the Flood Group and engage with the appropriate Agencies to ensure flood risks are mitigated to the best of our ability. The Parish Council continues to be represented on the **WhatsApp** Group and this has been joined by our District Councillor Charlotte Lowe. We will also continue to support live incident management information to surrounding Towns & Villages through social media to create awareness of flooding events in our Village to reduce through traffic at the Bridge and Mill Road entry points.

Anyone wishing to join the Flood Group should contact **Flood Group Lead Gerry Pye** or email the Parish Clerk parishclerk@wistowcambsparishcouncil.gov.uk

Neighbourhood Watch

Fortunately, Wistow remains relatively crime-free and has a wonderful community spirit with residents who are always willing to step up if someone needs help or support. The Parish Council & WNW Co-ordinators continue to manage the Facebook Group which was set-up to keep people informed and create awareness of crime and incidents which could impact the Village. The Group is private and has grown to 213 members. Anyone who lives in the Village or is a relative of someone who does, is welcome to join the Group, subject to acceptance of Group rules.

WNW aims to create a sense of security and well-being for the Community and to help provide a safe environment for everyone, particularly the elderly or the vulnerable, living alone.

The Group focuses on information and communication – this could be awareness of crime in surrounding areas, lost pets, road incidents and, increasingly, scam awareness.

If you would like to know more about WNW please contact **Cllr Geoff Smith** cllr.smith@wistowcambsparishcouncil.gov.uk or the **Parish Clerk** – parishclerk@wistowcambsparishcouncil.gov.uk

APM11/25

Playing Field – Cllr Twigden

The Playing Field continues to look at its best thanks to Emma Ray and their team with their continued maintenance and grass cutting.

This year's we look for a grant in a bid to obtain adult training equipment. The metal structures received a paint update last year.

We continue to do weekly checks to ensure all is safe within the playing field area. This space continues to be well used and is an asset to the village.

APM12/25

Reports from local organisations

Wistow Village Hall

In the absence of a current chairperson this report is by the committee.

We would like to start by thanking our recently retired chairman Bryan Layman for his excellent guidance and leadership through the period to February 2025. Thanks to Bryan we have had a very successful year. He not only headed up the organising of the Wistowfest in June 2024 but also made available his relative's field for the event and spent a lot of time and effort in grass cutting and levelling prior to the day to ensure we had a suitable surface and facilities, including water, toilets and generators, necessary for the event to go ahead. Despite not being the warmest of summer evenings the event was a great success and raised just over £2,000 for the Halls funds.

In addition we held 3 fund raising events in the Hall through the year which in total raised £1,100.

Thanks to John Whitelock we now have our own website, www.wistovvillagehall.co.uk, up and running and we will continue to develop and enhance this important social media facility.

Running costs have been kept under control but we have had extra expenditure on a gazebo for outside events, website setup and development, and a fire risk assessment carried out at very favourable cost by Cromwell Fire.

Our card payment facility has proved invaluable in the running of the fund raising events at a very modest cost.

The net result is that we made a very necessary surplus of £1,390. Whilst the actual payments have rolled into the new financial year we had ordered and now have installed as close as like for like outside notice boards for the village hall and the Wistow WI, who paid for their share of the replacement. We have also now carried out an extensive review of our Hall risk assessments and policies necessitated by our insurers and our own piece of mind. This was carried out at favourable cost rates by Alan Boswell Risk Management Ltd.

All of this has only been made possible with the support of the residents of Wistow and their families and friends. Thank you all for your support in keeping our Village Hall in operation.

APM13/25

To Invite Members of the Public to Raise any Matters of Interest.

4 residents were in attendance.

Resident 1

An issue was raised regarding the over grown bushes at the cross roads at Broughton where a serious accident took place. Clerk confirmed this has been reported by a resident at previous meeting who contacted Broughton PC direct.

An issue was raised regarding the state of the public footpaths. Clerk confirmed all current works have been reported to CCC online and requests that all residents do the same to show CCC how serious the issues are.

APM14/25

Close of Meeting 7:22pm



Wistow Parish Council

Chairman's Report for the Annual Parish Meeting on 19th May 2026

It is my pleasure to present this year's Chairman's Report and to reflect on the past year in our parish. I would like to begin by thanking all councillors, staff, volunteers, and members of the community for their continued commitment, time, and effort. The strength of our parish lies in the willingness of people to contribute, often quietly and without recognition.

Over the past year, the Parish Council has worked to maintain and improve the services and facilities that matter most to residents. Key areas of focus have included the upkeep of public spaces and speeding. Despite ongoing financial pressures and increasing demands, we have sought to manage resources carefully while continuing to deliver value for money.

One of our priorities has been the maintenance and enhancement of community assets. This has included regular attention to parks, play areas, and open spaces to ensure they remain safe, clean, and accessible. We have also responded to residents' concerns where possible, whether relating to highways, environmental issues, or local amenities, working alongside the district and county authorities where responsibilities overlap.

Community engagement has remained central to our work. We have continued to encourage residents to attend meetings, share their views, and participate in local events. It is through this dialogue that we can better understand the needs and priorities of the parish. I would like to acknowledge the valuable contribution of local groups and organisations, whose efforts enrich community life and foster a strong sense of belonging.

Planning continues to be an area of significant importance. The Council has carefully considered applications and submitted comments to ensure that development within the parish is appropriate, sustainable, and reflective of local character. While we do not make final decisions, our role in representing the community's voice remains vital.

Financially, the Council has maintained a stable position. We have reviewed our budget carefully, balancing the need to keep the precept at a reasonable level with the necessity of funding essential services and future projects. Transparency and accountability remain at the heart of our financial management.

Looking ahead, there are both challenges and opportunities. We will continue to focus on maintaining services, supporting community wellbeing, and exploring ways to improve facilities where feasible. Collaboration with residents, local authorities, and partner organisations will be key to achieving these goals. One of the Council's main priorities is implementing and receiving funding for a 20mph speed limit and road narrowing.

Finally, I would like to thank my fellow councillors for their dedication and constructive approach throughout the year. I also extend thanks to the Clerk for their professionalism and support in ensuring the smooth running of the Council.

Councillor Nick Simms

Chairman of Wistow Parish Council



Wistow Parish Council

Parish Clerk & Responsible Financial Officer Report – Annual Meeting 19th May 2026

A key priority for 2025-26 has been maintaining the amenities and environment within the parish. This has included overseeing grass cutting, grounds maintenance, and monitoring the condition of public spaces and street furniture. We have also continued to report highways concerns, drainage issues, and street lighting faults to the relevant authorities where needed.

The Council has considered a number of planning applications during the year and submitted comments where appropriate, ensuring that local views are represented in the planning process.

Community safety and wellbeing remain important priorities. The Council has liaised with district and county council officers on matters including road safety, speeding concerns, access issues, rogue traders and health monitoring.

From a financial perspective, the Council remains in a stable position. The precept was set with careful consideration of current costs, inflationary pressures, and the need to maintain essential local services.

From 1st April 2026, the Council adopted a financial software called Scribe instead of relying on spreadsheets. The introduction of scribe accounts will streamline the accounts process whilst reducing the amount of time spent by the RFO on the accounts.

During the coming year, the Council will continue to focus on maintaining parish assets, responding to resident concerns, reviewing opportunities for environmental improvements, and ensuring sound financial management.

The Council will be continuing to apply for more grant funding for 26-27.

During 25-26, Wistow Parish Council's expenditure was more than their income with £1,346.62 being over spent compared to the income received. However, the expenditure percentage is less compared to 24-25 due to the new procedures implemented, a review of suppliers and available funding successfully applied for by the Clerk/RFO. Below is a snapshot of the income and expenditure account:

| | |
|------------------|-------------|
| Opening Balance: | £17,864.54 |
| Income: | £46,684.38 |
| Expenditure: | £47, 181.76 |
| Closing Balance: | £17,367.16 |

**Jess Knights, CiLCA | PSLCC
Clerk & RFO**

WISTOW VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL REPORT FOR THE YEAR MAY 2025 – APRIL 2026

Prepared by: Mark Boulton (Chairperson)

Introduction

This report outlines the activities, achievements, and financial position of the Wistow Village Hall Management Committee for the period from May 2025 through to April 2026.

Committee Membership

During the year under review, the composition of the Committee changed, with several members stepping down and new members joining. The Committee extends its sincere thanks to Steve Jenkins, Phil Thorpe, Carol Gardner, and John Whitelock for their valued service and contributions, and we wish them well for the future.

We were pleased to welcome Councillor Rice as the Wistow Parish Council representative, along with new members Rebecca East, Charlie Drake, Clive Williams, and Jonathan Hannaby. Their support and active involvement have been greatly appreciated.

Events and Community Engagement

The Committee organised and supported a number of successful fundraising and community events throughout the year.

The annual Wistowfest, held on 12 July 2025 at the village playing fields in Oaklands Avenue, was a key highlight. Benefiting from favourable weather, the event featured live music, a barbecue, and a range of games, and was well attended by local residents.

Another significant milestone was the commemoration of the 80th anniversary of VE Day, delivered in collaboration with local organisations. Over four days, events included an exhibition, vigil, procession, service, and themed quiz, demonstrating strong community cooperation.

In addition, several smaller fundraising events were hosted in the Village Hall, including a quiz night, poker night, and Cornhole Challenge.

Financial Overview

Total income for the year amounted to £4,853, while expenditure totalled £6,798, resulting in a deficit of £1,945. This shortfall was met from reserves, leaving approximately £2,900 remaining—equivalent to around one year's running costs excluding administration.

Current fundraising supports day-to-day operations but does not yet cover long-term maintenance needs.

Maintenance and Future Funding

As a Grade II listed building, the Village Hall requires ongoing investment to remain safe and functional. The Committee is exploring additional funding opportunities and reviewing required works to support long-term sustainability.

Conclusion and Future Considerations

Looking ahead, challenges remain including limited parking and high heating costs, which affect commercial viability.

The long-term future of the Village Hall will depend on continued support from the community and the Parish Council through engagement, usage, and funding initiatives.

While the Committee remains committed to maintaining the Hall, it recognises that if challenges persist, future options may need to be considered in consultation with the community.

WISTOW WI ANNUAL REPORT

FOR THE YEAR APRIL 2025 TO MARCH 2026

Prepared by fran williams, president



This report is prepared for Wistow Parish Council, and outlines the activities of the WI within the community of Wistow

Wistow WI continued to have a healthy membership, with 24 members. The aim of our WI is to support the welfare of our membership, with regular monthly meetings held in the Village Hall. We have regular speakers covering a diverse range of topics to educate, entertain, or teach new craft skills. Alongside these meetings we attend our Federation events and support the village community and further afield.

Wistow WI continue to support the local Butterfly Project, and the causes they support, e.g. local women's refuges, hospitals, needy families, etc. along with soldiers and families in war torn Ukraine.

For our first meeting of the year we invited MAGPAS Air Ambulance to educate us on the importance of CPR training and how to use a defibrillator. It was quite clear at the end of the evening that although there are two defibrillators in Wistow it would be beneficial to the community if there was a third sited near the Village Hall. Our Federation Resolution for the year was to promote and educate on the use of defibrillators and talks commenced with the Parish Council and Village Hall Committee as to how we could best achieve this. This is an ongoing project.

As part of the National WI Clean River Campaign we joined other WIs nationwide in raising awareness of microplastic fibre pollution. We collectively signed a letter to our local MP, Ben Obese-Jecty to ask his support in urging the Government to publish a clear plan on how it intends to research and reduce this growing issue in our rivers and waterways. We were delighted to receive a very comprehensive reply and reassurance that the Government continue to press forward for a solution of these concerns.

We continued to support community events through the year, creating a display at the Church Flower Festival in May, providing refreshments at the July Wistowfest, and serving refreshments at the VE Day anniversary community event and to the volunteers at the October Village Maintenance Day. In November we commemorated Remembrance providing knitted and crocheted poppies for a display at the front of St John the Baptist church and one member laid a wreath on our behalf at the Ramsey Remembrance Parade.

In November we held a promotional 'Get to Know your WI' afternoon in the Village Hall. There was a small Xmas craft sale, exhibition on past achievements and future plans, and refreshments were served. We were delighted to see a fair few villagers attend.

We held our Christmas Party at the Three Horseshoes in December, enjoying a delicious meal, and continue to support the Village Hall by holding our monthly meetings there.

All in all we had another great positive year within the community of Wistow.