



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: parishclerk@wistowcambsparishcouncil.gov.uk

Tel: 07401 733818

MEETING	Personnel Committee Meeting
TIME	7.30pm
DATE	20 th April 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT	Cllr Simms, Cllr Cook & Cllr Rice
STAFF PRESENT	Jess Knights, Clerk & RFO

MINUTES

OPEN As this was the first meeting of the Personnel Committee, the meeting was opened at 7:31pm, by Cllr Cook who received a majority vote to chair the meeting.

04/26.01-PC WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE
LGA 1972 s85(1) & (2) requires Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting.

RESOLVED: No apologies received.

04/26.02-PC 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.

RESOLVED: No declarations received.

04/26.03-PC 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.

The public participation was opened at 7:33pm.

RESOLVED: The public participation was closed at 7:33pm as no members of the public were present.

04/26.04-PC ELECT CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the Personnel Committee and sign declaration of acceptance.

RESOLVED: All voted in favour of Cllr Cook to be Chairman and Cllr Rice to be Vice-Chairman of the Personnel Committee.

**04/26.05-PC BUSINESS TO BE TRANSACTED
Clerk's Annual Appraisal & Pay Scale**

The meeting was then closed at 7:35pm in accordance the Public Bodies (Admission to Meetings) Act 1960 s1(2).

RESOLVED: Following the Clerk's annual appraisal, it was agreed by all to recommend to full Council that the clerk move up 2 spinal column points on the NJC pay scales due to her job performance and becoming CiLCA qualified.

Meeting closed at 7:55pm



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

Wistow Parish Council

Subject: Employment Rights Act 2025

Agenda item: 04/26.07 (c)

Background

On 6 April 2026, the first stage of the Employment Rights Act 2025 came into force, introducing a range of reforms covering unfair dismissal, leave entitlements and flexible working, with significant changes to Statutory Sick Pay (SSP).

SSP is now available to all eligible employees with the Lower Earnings Limit removed, payable from the first day of absence, and set at 80% of average weekly earnings or £123.25 per week (whichever is lower). According to government figures, the new SSP legislation brings up to a million employees within the sick payments for the first time with no requirement that the weekly minimum earnings reach a certain level before they qualify.

Prepared by: Clerk

Date: 20.04.26



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

Wistow Parish Council

Subject: Playing field cones

Agenda item: 04/26.08 a

Background

Following the removal of the multi play equipment, there are now some trip hazards present until further quotes are received for the digging of the concrete and removal of the stumps.

To protect the public, the clerk immediately organised with a neighbouring parish collection of their safety bollard on short term loan basis. The clerk also contacted Highways at Cambridgeshire County Council who kindly dropped off some bollards.

However, there was a up to 4 hours where there was no safety equipment in place.

Recommendation

The clerk recommends the purchase of 1 metre safety cones and tape to be kept at the playing field to be able to immediately section off any known safety risks to the public.

The clerk has reviewed various online websites and the most cost-effective provider is Start Safety UK.

1 metre cones	£11.40 plus VAT
500 metre tape	£6.29 plus VAT
Delivery	£3.99 plus VAT

The clerk recommends that 10 cones are purchased which would make a total amount of £124.28.

Prepared by: Clerk

Date: 21.04.26



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

Clerk's Report – April 2026

Agenda Item: 04/26.010

Updates

- Contact has been made to Highways at Cambridge County Council (CCC) to request an inspection on the Bridge at Bridge Street due to the amount of HGVs using this route despite the bridge being a listed monument. However, response from CCC confirms the bridge was strengthened in 2010 to take 40t capacity. The 7.5t is an environmental factor. General inspections take place every 2 years and a Principal inspection every 6-12 years.
- Some concerns were raised by a resident regarding the removal of the multi-play equipment and during the calls, the clerk explained the situation and confirmed that all duty of care and H&S requirement had been complied with. The matters were then resolved.
- The new house at Wistow Fen has been called Abbey Meadow Barn.
- The on-site medical MOT will not be progressing due to lack of interest from the community.
- Our grass maintenance contractor has kindly, free of charge, scattered grass seed on areas in the playing field.
- The internal audit information has been sent to the internal auditor.
- Contact has been made to HDC to request another skip full of the soil improver. Waiting for a delivery date.
- Defibrillator maintenance costs were sent to the Village Hall Committee.

Meetings/Training

- 16.04.26 – VAT Training
- 28.04.26 – Risk Management Training

Wistow Parish Council (Huntingdonshire District)

20 April 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	01/04/2026 - 01/04/2026				Confidential			551.31		551.31
4	Grass Cutting	20/04/2026		Current Accounts		Grass Cutting	Emma Jackson	Z	730.00		730.00
1	Scribe Accounts	20/04/2026		Current Accounts		Scribe Accounts Set up Fee 20:	Scribe	S	219.00	43.80	262.80
6	Street Lighting Electricity	20/04/2026		Current Accounts		Electricity - Lamposts	Total Energies	L	106.97	5.35	112.32
5	Water	20/04/2026		Current Accounts		Water - Parsonage Street	Source for Business	S	39.08	7.82	46.90
3	The Institute of Cemetery & Cr	20/04/2026		Current Accounts		Annual Membership	ICCM	Z	110.00		110.00
								Total	1,756.36	56.97	1,813.33

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Website & IT				414.99		414.99	414.99 (100%)
14	Scribe Accounts				505.00	219.00	286.00	286.00 (56%)
15	Mobile Phone				275.62		275.62	275.62 (100%)
16	Office Supplies				240.00		240.00	240.00 (100%)
17	Handy Person				300.00		300.00	300.00 (100%)
18	Payroll Services				79.20		79.20	79.20 (100%)
19	Village Hall Hire				240.00		240.00	240.00 (100%)
20	Insurance				1,500.00		1,500.00	1,500.00 (100%)
21	Grants				300.00		300.00	300.00 (100%)
22	Councillor Training				400.00		400.00	400.00 (100%)
23	Staff Training				300.00		300.00	300.00 (100%)
SUB TOTAL					4,554.81	219.00	4,335.81	4,335.81 (95%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Rent	1,319.77		-1,319.77				-1,319.77 (-100%)
10	Maintenance				450.00		450.00	450.00 (100%)
11	Environment Agency Drainage C				15.38		15.38	15.38 (100%)
SUB TOTAL		1,319.77		-1,319.77	465.38		465.38	-854.39 (-47%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Internal Audit				126.00		126.00	126.00 (100%)
37	External Audit				252.00		252.00	252.00 (100%)
SUB TOTAL					378.00		378.00	378.00 (100%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00		-200.00				-200.00 (-100%)
5	Lloyds Bank Card Charge				36.00		36.00	36.00 (100%)
6	Unity Bank Charge				72.00		72.00	72.00 (100%)
SUB TOTAL		200.00		-200.00	108.00		108.00	-92.00 (-29%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Water				110.00	39.08	70.92	70.92 (64%)

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

32 Risk Assessment Report		1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL		1,110.00	39.08	1,070.92	1,070.92 (96%)

Grass Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Grass Cutting	984.48		-984.48	6,570.00	730.00	5,840.00	4,855.52 (64%)
SUB TOTAL	984.48		-984.48	6,570.00	730.00	5,840.00	4,855.52 (64%)

Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Street Lighting Electricity				1,560.00	106.97	1,453.03	1,453.03 (93%)
29 Street Lighting Maintenance				200.00		200.00	200.00 (100%)
30 Equipment				400.00		400.00	400.00 (100%)
SUB TOTAL				2,160.00	106.97	2,053.03	2,053.03 (95%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Precept	30,580.00		-30,580.00				-30,580.00 (-100%)
8 VAT Refund	400.00	159.75	-240.25				-240.25 (-60%)
39 SO Payroll repayment		8.72	8.72				8.72 (N/A)
SUB TOTAL	30,980.00	168.47	-30,811.53				-30,811.53 (-99%)

Payroll

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				6,840.00	551.31	6,288.69	6,288.69 (91%)

Playing field - Oaklands

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Annual Inspection				270.00		270.00	270.00 (100%)
25 Rent				150.00		150.00	150.00 (100%)
26 Play Equipment Maintenance				3,000.00	380.00	2,620.00	2,620.00 (87%)
27 Boundary Maintenance				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				4,920.00	380.00	4,540.00	4,540.00 (92%)

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Professional Memberships

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Society of Local Council Clerks				165.00		165.00	165.00 (100%)
34	Cambridgeshire & Peterborough				385.00		385.00	385.00 (100%)
35	The Institute of Cemetery & Crer				100.00	110.00	-10.00	-10.00 (-10%)
SUB TOTAL					650.00	110.00	540.00	540.00 (83%)

Summary

NET TOTAL	33,484.25	168.47	-33,315.78	27,756.19	2,136.36	25,619.83	-7,695.95
V.A.T.					56.97		
GROSS TOTAL		168.47			2,193.33		