



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: parishclerk@wistowcambsparishcouncil.gov.uk

Tel: 07401 733818

MEETING TIME	Annual Meeting of the Parish Council 7.00pm
DATE	19 th May 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT	5 – Cllr Simms (Chairman), Cllr Gregory, Cllr Rice, Cllr Forster & Cllr Pizzie.
STAFF	Jess Knights, PSLCC – Clerk & RFO
QUORUM	3
VACANCIES	1

MINUTES

- OPEN** The meeting was officially declared open at 7:00pm by the returning Chairman, Cllr Simms.
- 05/26.01** **ELECTION OF CHAIRMAN**
AMPC **RESOLVED:** Nominations were received and all voted in favour of Cllr Simms for the position of Chairman. Cllr Simms duly signed his declaration of acceptance of office as Chairman which was witnessed and signed by the clerk.
- 05/26.02** **ELECTION OF VICE CHAIRMAN**
AMPC **RESOLVED:** Nominations were received and all voted in favour of Cllr Cook for the position of Vice-Chairman. All agreed for Cllr Cook to sign his declaration of acceptance of office as vice-chairman at the next Council meeting.
- 05/26.03** **DECLARATION OF ACCEPTANCE OF OFFICE FOR ALL COUNCILLORS**
AMPC Following the uncontested elections, Councillors Simms, Rice, Forster, Gregory, & Pizzie reviewed and accepted the Councillor Privacy Policy, and signed their declaration of acceptance of office which was witnessed and signed by the Clerk. Furthermore, all Cllrs (excluding Cllr Cook due to absence) reviewed, accepted and signed their consent to electronic summons.

The Clerk informed Cllr Pizzie that she must complete her disclosable pecuniary interests on taking office before the end of 28 days beginning with the day on which she became a member in accordance with the Localism Act 2011, s30 (1).

Cllr Simms, Rice, Forster, & Greogry confirmed that there have been no changes in their disclosable pecuniary interests and duly signed the registration of disclosable pecuniary interests' declaration of 'no changes.'

RESOLVED: All agreed for Cllr Cook to sign his declaration of acceptance of office and confirm his position on disclosable pecuniary interests at the next council meeting.

05/26.04
AMPC

WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

RESOLVED: Apologies were received and accepted by the Council for Cllr Cook due to a holiday.

05/26.05
AMPC

TO RECEIVE DECLARATIONS OF INTEREST

RESOLVED: No declarations were received.

05/26.06
AMPC

TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING

RESOLVED: All approved the minutes of the Council Meeting held on 28th April 2026 as a true and accurate record and these were duly signed by the Chairman.

05/26.07
AMPC

PUBLIC PARTICIPATION

Open: 7:18pm

Four members of the public and two District Councillors were present.

RESOLVED: As there was no discussion, the public forum was closed at 7:18 pm.

05/26.08
AMPC

DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS

The Council congratulated District Councillor Doug McIlwain on his appointment.

District Cllr Lowe:

- LGR should hopefully receive a response from central government in the next few months.
- Project Fairfax is live.
- There has been an increase in highways repairs due to additional staff.

05/26.09
AMPC

BUSINESS TO BE TRANSACTED

REVIEW OF POLICIES, PROCEDURES AND REGULATIONS

- a. **To review Financial Regulations and Standing Orders.**

RESOLVED: All approved the amendments to the Financial Regulations and Standing Orders.

- b. **To review the Complaints Procedure & Risk Management Strategy & Register.**

RESOLVED: All approved the amendments to the Complaints Procedure & Risk Management Strategy & Register.

- 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).

RESOLVED: All agreed to reconfirm the adoption of the General Power of Competence as the Council meets the specified criteria that two-thirds of members of the council have declared to be elected and the Clerk to the Parish Council holds a Certificate in Local Administration (CiLCA).

d. To review delegation arrangements and scheme of delegation.

RESOLVED: All approved the delegation arrangements and amendments to the scheme of delegation.

**05/26.10
AMPC**

REVIEW OF COMMITTEES AND THEIR REPRESENTATIVES

a. To review the terms of reference in relation to the Personnel Committee.

RESOLVED: All approved the terms of reference to the Personnel Committee

b. To review appointment of members to the Personnel Committee and appointment of new members.

RESOLVED: All approved current appointment of members and appointed a new member, Cllr Pizzie to the Personnel Committee.

**05/26.11
AMPC**

COUNCIL

a. To review all portfolio responsibilities and representations on the outside bodies for 26-27.

RESOLVED: All agreed to the current portfolio responsibilities and representation on outside bodies. It was further resolved for Cllr Pizzie to be allocated to the Biodiversity portfolio and Cllr Simms to be allocated to the Asset Management portfolio. It was further resolved to combine the Trees & Grass portfolio with the Biodiversity portfolio.

b. To consider change of date to monthly full council meetings and agree dates of all meetings for the year ahead.

RESOLVED: All agreed to change the date of Council meetings to the second Tuesday of each month at 7:30pm. The following dates apply for the 26-27.

Month

June 2026
July 2026
August 2026
September 2026
October 2026
November 2026
December 2026
January 2027
February 2027
March 2027
April 2027
May 2027

Meeting Date

9th June
14th July
No meeting
8th September
13th October
10th November
No meeting
12th January
9th February
9th March
13th April
11th May

05/26.12
AMPC

FINANCIAL

- a. **Review and approve subscription list.**
RESOLVED: All agreed and approved the subscription list for financial year 26-27.
- b. **Review and approve direct debit and standing order list.**
RESOLVED: All agreed and approved the direct debit and standing order list for financial year 26-27.
- c. **Review and approve bank signatories.**
RESOLVED: All agreed and approved current mandate and further resolved for Cllr Pizzie to be appointed as an additional bank signatory.
- d. **Review, approve and sign payment list to be paid on 29th May 2026. All invoices have been examined, verified and certified by the RFO.**
RESOLVED: All approved and the payment list and invoices which were duly signed by the Chairman.
- e. **Review, approve and sign, bank reconciliation, cash book, bank statements, budget comparisons and monthly risk audit.**
RESOLVED: All approved the documents and they were duly signed by the Chairman. All documents have been examined, verified and certified by the RFO.

05/26.13
AMPC

INTERNAL AUDIT 2025-26

- 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.**
RESOLVED: All accepted the Internal Audit Report and noted any remedial action.
- b. **To consider and appoint an Internal Auditor for the financial year 26-27 and to review the independence of the Internal Auditor.**
RESOLVED: All agreed to appoint LGS Services Ltd following review of their independence and competence.
- c. **To review the effectiveness of the Council's system of internal control.**
RESOLVED: All agreed the checklist requirements completed by the clerk in accordance with the Practitioner's Guide and agreed that the internal controls are effective. The checklist was duly signed by the Clerk and Chairman.

05/26.14
AMPC

AUDIT AND ACCOUNTS 2025-26

- 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.**
RESOLVED: The clerk read out each assertion and all resolved to answer yes to each assertion (apart from assertion 9 which is not applicable) for the Annual Governance Statement 25/26 (Section 1). The statement was approved and duly signed by the Chairman and Clerk. The statement was also dated and the minute reference recorded.

- b. **To consider and approve the certified signed accounting statements received from the Responsible Financial Officer.**

RESOLVED: All approved the accounting statement which were signed by the Chairman.

- c. **To consider, approve and sign the Annual Accounting Statement 25/26 (Section 2) of the Annual Governance and Accountability Return.**

RESOLVED: All considered and approved Section 2. This was signed by the RFO before being presented to the Council for their approval. Section 2 was then duly signed by the Chairman and the date and the minute reference was recorded for the approval of Section 2 - Accounting Statement 25/26.

- d. **To confirm the notice of public rights dates and publication of unaudited annual return accounts for the year ending 31st March 2026.**

RESOLVED: All agreed to the public rights dates of 3rd June 2026 – 14th July 2026 with the notice being issued on 2nd June 2026.

**05/26.15
AMPC**

AMENITIES

- a. To review and consider the Wistow Village Hall Committee's risk assessments for Wistowfest26.

RESOLVED: All approved the due diligence documents received for Wistowfest 26.

**05/26.16
AMPC**

PLANNING

To review and decide on planning applications:

- a. Kingston House St Johns Place Wistow (ref 26/00380/LBC)

RESOLVED: All approved the application.

**05/26.17
AMPC**

CLERK'S REPORT

RESOLVED: All reviewed and accepted the report containing activities affecting and pertaining to the Parish. Appendix 1

**05/26.18
AMPC**

CORRESPONDENCE AND COMMUNICATIONS RECEIVED

No additional correspondence was received.

**05/26.19
AMPC**

MATTERS FOR FUTURE AGENDA ITEMS ONLY

No items were received or raised.

**05/26.20
AMPC**

DATE OF NEXT FULL COUNCIL MEETING

Tuesday 9th June 2026 in the Village Hall at 7.30pm.