WISTOW PARISH COUNCIL

Clerk: Jess Knights
E-mail: parishclerk@wistowcambsparishcouncil.gov.uk
Tel: 07401 733818

MEETING	Ordinary Parish Council Meeting
TIME	7:30pm
DATE	9th June 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT	6 – Cllr Simms (Chairman), Cllr Cook (Vice-Chairman), Cllr Gregory, Cllr Rice, Cllr Forster & Cllr Pizzie.
STAFF	Jess Knights, PSLCC – Clerk & RFO
QUORUM	3
VACANCIES	1

MINUTES

06/26.01 **WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
The meeting was officially declared open at 7:30pm by the Chairman, Cllr Simms.

06/26.02 **DECLARATION OF ACCEPTANCE OF OFFICE**
RESOLVED: Cllr Cook

a. Signed his declaration of acceptance of office of Councillor.
b. Signed his declaration of acceptance of electronic summons.
c. Signed his declaration of acceptance of office of Vice-Chairman.
d. Signed his declaration of 'no changes' to the register of disclosable pecuniary interests (DPI)

All were witnessed and signed by the clerk.

06/26.03 **TO RECEIVE DECLARATIONS OF INTEREST**
RESOLVED: No declarations were received.

06/26.04 **TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**
RESOLVED: All approved the minutes of the Council Meeting held on 19th May 2026 as a true and accurate record. These will be officially signed at the next meeting on 14th July 2026.

06/26.05 **PUBLIC PARTICIPATION**
Open: 7:38pm
Three members of the public and District Councillor McIlwain were present.
Member One

Member one asked when he was getting paid. Please see minute reference 06/26.09(b) below. Member one also confirmed that there are no signs directing highway users to the Village Hall or the playing field. Clerk confirmed that she would look into this. Member one who is also a member of the Village Hall Committee (VHC) asked for money for VHC. The Clerk confirmed that the member needs to submit a grant application form which is located on Wistow Parish Council's (WPC) website. Member one a lso requested that the Clerk complete any applicable funding applications for the VHC. The Clerk and Council confirmed that they will help in any way possible but the Clerk will not complete the full applications on behalf of the VHC. The Clerk is employed directly by WPC only.

Member Two

Member two, on behalf of the VHC thanked WPC for their full support regarding Wistowfest26. Member two asked if the financial position of the running costs of the VHC could be reviewed at the next Council meeting in July 2026 with a view to allowing the Council time to consider the position for the Autumn budget setting. The Clerk requested that member two kindly submits the current financial position to her before the next meeting so this can be included in the Council Pack.

RESOLVED: As there were no further discussions, the public forum was closed at 7:49 pm.

06/26.06 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS

District Councillor McIlwain:

- Recent meeting with the Mayor of Cambridge & Peterborough Combined Authority where he raised the issue of road conditions.
- Cllr McIlwain has confirmed that he is a member of the Democratic Management Committee (DMC) and will need to excuse himself from any planning matters.

06/26.07 BUSINESS TO BE TRANSACTED

COUNCIL OPERATIONS

a. **To review co-option applications received for the position of Councillor**.
RESOLVED: One co-option application was received and all unanimously resolved to co-opt Chris Newton as a Councillor for WPC. Cllr Newton duly signed his declaration of acceptance of office as Councillor and his declaration of acceptance of electronic summons. Cllr Newton then took his seat with the other Councillors.

b. **To review and approve expenses policy and adoption of HMRC mileage increase.**
RESOLVED: All approved the expenses policy and adoption of HMRC mileage increase.

c. **To review legal update from Clerk regarding publication of home address.**
RESOLVED: Cllrs Pizzie, Gregory, Rice, Forster & Newton confirmed that they require their home address in the DPI to be redacted from 29 June 2026, in accordance with section 65 of the English Devolution and Community Empowerment Act 2026 ('2026 Act'). Cllr Simms & Cook resolved to have their home address visible in the public register.

d. **To review Chairmanship Training with CAPALC on 4th July 2026, 9:30am-12:30pm of £50.**
RESOLVED: All agreed for Cllr Simms to attend the Chairmanship training.

e. **To review and approve Clerk's attendance at CAPALC's annual conference on 18th September 2026 of £75.**
RESOLVED: All agreed for the Clerk to attend CAPALC's annual conference.

06/26.08 FINANCIAL

a. **To review, approve and sign payment list to be paid on 30th June 2026. All invoices have been examined, verified and certified by the RFO.**
RESOLVED: All approved the payment list and invoices which were duly signed by the Chairman.

b. **To review, approve and sign bank reconciliation, cash book, budget comparisons and note monthly internal risk audit (enclosed).**
RESOLVED: All approved the documents and they were duly signed by the Chairman. All documents have been examined, verified and certified by the RFO.

06/26.09 AMENITIES & HIGHWAYS

a. **To review report received from Dr Howard Manwaring (enclosed) regarding speeding and any action thereof.**
RESOLVED: The Council expressed their thanks to Dr Manwaring and resolved to send the data report to Cambridgeshire County Council (Highways & County Councillor Ross Martin) and to the Police. All agreed to try to recruit sufficient volunteers for the speed watch group.

b. **To review retrospective approval of works undertaken on the playing field entrance gate.**
RESOLVED: All agreed to the retrospective works of £100 for repair of the playing field gate. Payment to be made asap.

06/26.10 PLANNING

To review and decide on planning applications:

a. Brighton & Molesworth Neighbourhood Plan.
RESOLVED: All approved and no comments made.

06/26.11 CLERK'S REPORT

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

06/26.12 MATTERS FOR FUTURE AGENDA ITEMS ONLY

RESOLVED: All agreed for the following to be added to the next agenda:

- Event review of Wistowfest.
- Financial position of the Village Hall Committee
- Footpaths on Oaklands Avenue.

06/26.13 DATE OF NEXT FULL COUNCIL MEETING

Tuesday 14th July 2026 in the Village Hall, Wistow at 7.30pm. Cllr Cook provided his apologise in advance due holiday.

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

Wistow Parish Council
Subject: Clerk's Community Governance Degree – Level 4
Agenda item: 07/26.06 a)
Report Author: Clerk & RFO
Date: 23rd June 2026

Purpose

To review and make recommendations on the funding of a Level 4 Community Governance course as part of the Clerk's continued professional development.

Background information

As a requirement for the General Power of Competence[1], a clerk must hold a professional qualification. Most commonly, this is the Certificate in Local Council Administration (CiLCA).

The CiLCA is a Level 3 qualification, equivalent to an AS / A Level. Further sector-specific professional study for clerks and other local council officers is available through the Community Governance courses run by the Society of Local Council Clerks (SLCC) through De Montfort University at levels 4 (Certificate of Higher Education), 5 (Foundation degree), 6 (BA Hons degree), and 7 (Masters in Public Leadership degree).

The Level 4 course develops the students understanding and skills in areas including law and procedure, finance, the planning system, management, and community engagement, focussing on the practical implementation of the knowledge and skills in their day-to-day work.

The courses are undertaken part-time over two years from February to October each year. It is studied by distance learning with three 24-hour study days per year, as well as a range of online and in-person tutorials. The predominantly online delivery allows students to complete the course from home or at work.

Further information on the courses are available at: www.slcc.co.uk/qualifications and the prospectus is enclosed.

At present, the clerk has completed her CiLCA training which grants the Council the General Powers of Competence. The CiLCA training was previously fully funded by a bursary successfully applied for by the Clerk from the SLCC. The training received to date from CiLCA has significantly improved the operations and governance of Wistow Parish Council and the Clerk wishes to progress even further to ensure the Parish of Wistow is protected and that the Clerk has the in-depth knowledge should large scale development happen.

[1] The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Schedule para.2(1)

Detailed consideration

The CiLCA provides a foundation for a Clerk's training but is only a minimum requirement. An effective clerk in even a modest-sized council is required to have a deep understanding, beyond the scope of the CiLCA, across several areas, including corporate governance, finance, service delivery, estate management, and community engagement. This is essential if the council is to act dynamically and in the best interests of its community.

Whilst seminars, conferences and other training are available through the SLCC and county associations of local councils (CALCs), the Community Governance courses provide the only recognised higher education qualification for those involved in local council management.

The potential benefits to a council of staff undertaking the Community Governance courses include:

- A structured programme of widely-recognised continued professional development;
- Ensuring the council operates within the law and follows best practice;
- Assignments that encourage students to focus on opportunities and issues of particular concern specific to their community (Wistow);
- Students bringing innovative ideas back to the council to support its role in serving the community;
- Greater in-house expertise, reducing expenditure on external professional fees;
- Boosting the confidence and professional credibility of the clerk;
- Raising the Council's profile within the sector; and
- Increased networking and collaboration between clerks from similar councils to help address the needs of the council.

The investment required from a council include:

(a) Study time – the clerk will be expected to undertake much of the work within her own time. This study will often focus on issues of particular relevance to their council, and which would require research time regardless.

The clerk is happy to enter into a learning agreement, whereby she will study in her own time unless research is required specific to the council operations.

(b) Financial input – each course costs £8,000, (£4,000 per year) for 600 hours of study and tuition. The majority of students undertaking the course are financially supported by their councils. If a student works for several councils, this can be split between them. This fee is inclusive of three residential study days per year, although the clerk has confirmed that she will self-fund all other incidental costs such as travel, books, IT.

There are up to four bursaries for English students. More information is available here: https://www.slcc.co.uk/events/bursary-schemes

Similar to point (a) above, to ensure the return on investment to Wistow Parish Council, the Clerk is happy to enter into a learning agreement that commits the clerk to remain with the council for 1 year following completion of the course or otherwise provide to the Council a full refund of the course.

Please see the financial report below:

Current precept	**Level 4 Community Governance Per year**	**Potential Precept**	**Tax base (number of properties) 26/27**	**Band D**
£30,580.00	£4,000.00	£34,580.00	239.3	£144.50

£4,000 per year	**26-27 - £30,580**	**27-28 - £34,580**	**Difference**
Yearly	127.79	£144.50	£16.71
Monthly	10.55	£12.04	£1.49
Weekly	2.46	£2.78	£0.32

Current precept	**Level 4 Community Governance Per year with 50% bursary**	**Potential Precept**	**Tax base (number of properties) 26/27**	**Band D**
£30,580.00	£2,000.00	£32,580.00	239.3	£136.15

£2,000 per year (50% bursary)	**26-27 - £30,580**	**27-28 - £32,580**	**Difference**
Yearly	127.79	£136.15	£8.36
Monthly	10.55	£11.35	£0.80
Weekly	2.46	£2.62	£0.16

The results show that should the Council fund the full £4,000 course fees per year for the next 2 years; this would result in an increase to the Council Tax Band D of £0.32 per week. Should the Clerk be successful in her application for a 50% bursary from the SLCC, this would result in an increase to the Council Tax Band D of £0.16 per week.

Recommendation
It is recommended that the Council **RESOLVES** that:

a) It supports the Clerk in undertaking the Level 4 Community Governance course; and

b) It funds the costs of the course by up to £4,000 per year for two years.

c) That the Clerk supports herself by studying in her own time and be responsible for all travel, books and IT.

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

WISTOW PARISH COUNCIL

Subject: Alternative Council communications to e-mail (WhatsApp)
Agenda item: 07/26.06 c)
Author: Clerk & RFO
Date: 17th June 2026

Purpose

The Council currently operates a WhatsApp group for councillors only (including the Clerk) as an information-sharing mechanism. The intention of the group is to facilitate the sharing of administrative information, meeting reminders, urgent notifications and other operational matters, rather than to conduct Council business or support decision-making. As digital communication tools continue to evolve, the clerk has reviewed whether the current arrangement remains fit for purpose and whether alternative platforms, such as Microsoft Teams or other managed communication systems, may provide improved governance, security, records management and administrative oversight. The purpose of this review is therefore to assess the relative benefits, risks and suitability of available communication platforms and to ensure that any solution adopted supports effective communication whilst maintaining compliance with legal, governance and data protection obligations.

Pre-determination

Councillors sometimes have information about a matter in advance of the discussion/decision in a committee or at council.

The clerk notes that all members of the Council do not discuss Council business on any current communication channels and that members always attend meetings with an open mind on each item to be transacted. The below is a reminder for all Councillor's regarding predetermination.

Section 25 of the Localism Act 2011 provides in essence that "*a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision-maker had previously done anything that directly or indirectly indicated what view the decision-make took or ... might take in relation to that matter ...*".

The Localism Act 2011 therefore abolished the concept of predetermination. Under the terms of the Act the fact that a Councillor may have campaigned for or against a proposal is not in itself to be taken as proof that they are not open-minded.

However, a Councillor on a decision-making committee (e.g. planning, licensing etc) must still have an open mind when the Councillor comes to the meeting, so that all the relevant considerations presented to the meeting can be taken into account. While Councillors can (probably) feel less inhibition about, say, voting at a town or parish council meeting before the matter comes to the district council, Councillors should nevertheless still try to avoid doing or saying something before the proper decision-making meeting takes place that shows they have already – and finally – made up their minds on the issue.

Regardless of the communication platform used, councillors must remain mindful of the risks associated with predetermination and informal decision-making. Whilst members are entitled to discuss issues and exchange information, communication channels must not be used to debate matters in a manner that could create the appearance that a decision has already been reached before formal consideration at a properly convened meeting. Similarly, councillors should avoid seeking consensus, undertaking informal votes or expressing fixed positions that may give rise to allegations of predetermination. Communication platforms should therefore be used for information sharing, administrative coordination and factual updates only, with substantive debate and decision-making reserved for meetings conducted in accordance with the Council's statutory procedures.

Whatsapp
Please see the attached advice received from CAPALC's professional adviser, The Privacy Worx.

Teams
Where access is restricted to authorised users within the council's Microsoft 365 environment, Microsoft Teams can provide a secure and manageable communication platform with stronger governance controls than many consumer messaging applications, i.e WhatsApp.

Whilst the data protection risks are generally lower than those associated with public-facing communication platforms, WPC should still consider governance, transparency, records management and decision-making obligations before implementation.

Requirement for a DPIA
WPC should consider whether a Data Protection Impact Assessment (DPIA) is required where Teams is being introduced as a new communication platform or where significant changes are proposed.

This assessment should consider:
- the nature and purpose of processing
- access to personal data within Teams
- document sharing and collaboration features
- retention and deletion arrangements
- security controls and user permissions

Data Hosting and International Transfers
Microsoft operates globally and may process personal data across multiple jurisdictions. Microsoft is a third party processor.

Whilst Teams may be used for administrative communication, information sharing and operational coordination, councillors must remain mindful of the risks associated with predetermination.

Appropriate Use of Teams
Microsoft Teams should primarily be used for:
- sharing information and documents
- meeting administration and scheduling
- operational coordination
- project management activities
- communication between councillors and officers

The platform should support council business administration rather than act as a substitute for formal council meetings.

Records Management and FOI

Messages, files and discussions relating to council business may constitute council records and could fall within the scope of:

- Freedom of Information requests
- Environmental Information Regulations requests
- Subject Access Requests

Councils should ensure that:

- retention periods are defined
- important records are retained appropriately
- responsibilities for records management are clearly assigned
- information can be retrieved when required

Teams should form part of the council's wider records management framework.

Risk Mitigation

Councils may wish to reduce governance risks by:

- restricting who can create channels
- limiting announcement permissions to designated administrators
- providing guidance on acceptable use
- separating administrative communications from project-specific discussions
- periodically reviewing activity and permissions

These measures can help ensure that Teams remains an effective communication tool without creating unnecessary governance risks.

Summary

Where access is restricted to councillors and officers using official council email accounts, Microsoft Teams can provide a secure and effective platform for communication, collaboration and information sharing.

Zoho Cliq

Included within the Parish Online council owned domain and email address, is an app called Zoho Cliq.
Advantages:

- Uses council-managed email accounts rather than personal phone numbers.
- No disclosure of personal mobile numbers.
- Access can be centrally controlled.
- Users can be removed when they leave office.
- Conversations remain within the council's managed environment.
- Better auditability than WhatsApp.
- Integrates with Zoho Mail and other Zoho applications.

This removes many of the data protection concerns that arise with WhatsApp groups.

How Zoho Cliq Compares to Teams

The governance considerations are broadly the same:

- Messages may fall within the scope of FOI and SAR requests.
- Appropriate retention policies should be considered.
- User access should be managed through official council accounts.

If councillors are all using council email addresses, the principal risk is no longer data protection but governance.

Suggested Assessment

Issue	WhatsApp	Zoho Cliq	Microsoft Teams
Personal phone number exposure	High	None	None
Council control of access	Limited	Very Good	Very Good
Records management	Limited	Very Good	Very Good
Audit capability	Limited	Very Good	Very Good
Governance risk (predetermination)	High	Moderate	Moderate
Integration with council systems	Low	Very Good	Very Good
Suitability for councillor communications	Fair	Very Good	Very Good

Clerks Recommendation

Having considered the governance, transparency, records management and data protection implications of the various communication platforms available, the preferred solution is for councillors and staff to use their council email as the primary method of official communication.

Email remains the most established and appropriate communication channel for council business, providing clear audit trails, effective records management, administrative control and compliance with Freedom of Information and data protection obligations. Unlike messaging platforms, email reduces the risk of informal discussions developing into decision-making activity outside properly convened meetings and supports the Council's commitment to transparency and good governance.

The Clerk acknowledges that one of the perceived advantages of messaging applications is the immediacy of notifications and the likelihood that messages are seen promptly. It is recognised that some councillors may not routinely review their emails throughout the day. To address this concern, the Clerk recommends that councillors install the council email application on their mobile devices and enable notifications. This provides a similar alert function to messaging applications whilst ensuring that communications remain within the Council's official and governed communication system.

It is recommended that the Council ceases the use of WhatsApp for councillor communications.

Should the Council determine that a messaging platform remains necessary for operational or administrative communications only, it is recommended that consideration be given to adopting Zoho Cliq. The platform provides greater organisational control, improved security, better user management and enhanced records management capabilities when compared with WhatsApp. Such platform should be used solely for information sharing and administrative coordination and not for conducting council business or reaching decisions outside properly convened meetings.

WhatsApp Groups – Governance and Decision-Making Risk

Councils are strongly advised to treat a community WhatsApp group as a formal processing activity rather than an informal engagement tool.

Whilst these groups can be effective for communication, they introduce identifiable governance and data protection risks which must be considered before implementation.

1. Requirement for a DPIA

A Data Protection Impact Assessment (DPIA) should be completed prior to establishing a council-operated WhatsApp group.

This is justified because:

- personal phone numbers are disclosed to all group members
- data is processed through a third-party platform
- there is ongoing monitoring/moderation
- there is potential for misuse, reputational harm or safeguarding concerns

The DPIA should assess necessity, proportionality, risks to individuals and mitigation measures. It should be formally recorded.

2. International Transfers

WhatsApp is operated by a US-based provider. Councils must consider whether personal data is subject to international transfer and ensure that appropriate safeguards are relied upon under UK GDPR.

The DPIA should document:

- the platform provider
- where data is stored or accessed
- the transfer mechanism relied upon
- the council's assessment of adequacy and safeguards

If the council cannot demonstrate an appropriate safeguard, it should reconsider use of the platform.

3. Governance and Decision-Making Risk

A WhatsApp group must not be used to:

- conduct council business
- debate matters requiring formal decision
- reach agreement outside properly convened meetings

Statutory meeting requirements remain unchanged. Informal messaging must not circumvent transparency or create predetermination risks.

The group should be clearly defined as an informal communication channel only.

4. **Consent and Transparency**

Phone numbers and profile names are personal data.

Individuals must provide clear, informed consent before being added and must be told that:

• their phone number will be visible to all members
• messages may be visible to all members
• the council cannot control onward sharing (e.g. screenshots)

An alternative communication method must always be available.

5. **Code of Conduct and Moderation**

Councils should adopt a written code of conduct covering:

• respectful behaviour
• prohibition of abusive or defamatory content
• no disclosure of personal/confidential information
• no party-political campaigning
• no commercial advertising (unless expressly authorised)

The council must reserve the right to remove posts or members where rules are breached.

At least two named administrators should be appointed, with defined oversight responsibilities.

6. **Record Management and FOI**

Messages relating to council business may constitute council records and could fall within the scope of Freedom of Information legislation.

Councils should ensure that:

• important announcements are replicated via official channels
• evidence of serious breaches is retained proportionately
• retention principles are applied consistently

7. **Risk Mitigation**

From a risk perspective, many councils reduce exposure by adopting a “broadcast-only” model, where only administrators can post official updates and residents cannot reply within the group.

This significantly reduces moderation, reputational and data protection risk.

In summary, a community WhatsApp group is not inherently unlawful, but it must be consciously assessed and governed. The key issues are transparency, international transfer consideration, decision-making risk and documented DPIA.

Chris Albert, DPO, The Privacy Worx

June 2026

WISTOW PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL PROCEDURE

Document Control

Changes	**Approved by**	**Date Approved**	**Next review date**
Full Policy update	Full Council		June 2027

1. Introduction

Wistow Parish Council (WPC) accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.

Records created and maintained by the council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the council's transactions and are necessary to ensure it can demonstrate accountability.

Documents may be retained in either hard copy form or in electronic forms. For the purpose of this procedure, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage, and difficulty in defending any claim brought against the council.

In contrast to the above the council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulation so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and objectives of the procedure

The aim of this document is to provide a working framework to determine which documents are:

- retained – and for how long
- disposed of – and if so by what method

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- catalogues and trade journals
- non-acceptance of invitations
- trivial electronic mail messages that are not related to council business
- requests for information such as maps, plans, or advertising material
- out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books, and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulation.

3. Roles and responsibilities for document retention and disposal

WPC is responsible for determining whether to retain or dispose of documents and undertakes a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulation.

WPC ensures that all employees are aware of the retention/disposal schedule.

4. Document retention protocol

WPC has in place an adequate system for documenting the activities of their service. This system takes into account the legislative and regulatory environments to which they work.

Records of each activity are complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- facilitate an audit or examination of the business by anyone so authorised
- protect the legal and other rights of the council, its clients, and any other persons affected by its actions
- verify individual consent to record, manage, and record disposal of their personal data

- provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative,

To facilitate this the following principles should be adopted:

- records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulation,
- documents that are no longer required for operational purposes but need retaining should be placed at the records office.

The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain, and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document disposal protocol

Documents should only be disposed of if reviewed in accordance with the following questions:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal, the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulation.

Documents can be disposed of by any of the following methods:

- non-confidential records: place in wastepaper bin for disposal

- confidential records or records giving personal information: shred documents
- deletion of computer records
- transmission of records to an external body such as the County Records Office

WPC follow the below principles when disposing of records:

- all records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the council being prosecuted under the General Data Protection Regulation the Freedom of Information Act or cause reputational damage
- where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner
- where documents are of historical interest it may be appropriate that they are transmitted to the County Records office
- back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- the name of the document destroyed
- the date the document was destroyed
- the method of disposal

6. Data Protection Act 2018 – obligation to dispose of certain data

The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- from the data; or
- from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical, or historical purposes to be held indefinitely provided that the specific requirements are met.

WPC are responsible for ensuring that they comply with the principles under the General Data Protection Regulation namely:

- personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- personal data shall only be obtained for specific purposes and processed in a compatible manner
- personal data shall be adequate, relevant, but not excessive
- personal data shall be accurate and up to date
- personal data shall not be kept for longer than is necessary
- personal data shall be processed in accordance with the rights of the data subject
- personal data shall be kept secure

External storage providers or archivists that are holding council documents must also comply with the above principles of the General Data Protection Regulation.

7. Scanning of documents

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

The original, signed AGAR should also be retained in perpetuity – as should all minutes of meetings. These documents should be deposited with the County Archives when possible.

8. Review of document retention

It is planned to review, update and, where appropriate, amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 14th edition, Chapter 11
- The National Association of Local Councils (NALC) – *Local Council Documents and Records*, August 2022
- NALC – *Freedom of Information*, April 2021
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

9. List of documents

The full list of the council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Appendix A: List of documents for retention or disposal for Wistow Parish Council

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than five years they should be archived and deposited with the Higher Authority
Agendas	Five years	Management	confidential waste
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Scales of fees and charges	Six years	Management	confidential waste
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	Six years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Quotations and tenders	Six years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Paid invoices	Six years	VAT	Confidential waste
Paid cheques	Six years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	Six years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage, and telephone books	Six years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year Three years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A

Document	Minimum Retention Period	Reason	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Play area equipment inspection reports	21 years	Reference	
Investments	Indefinite	Audit, management	N/A
Title deeds, leases, agreements, Contracts	Indefinite	Audit, management	N/A
Members' allowances register	Six years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Information from other bodies e.g. circulars from county associations, the National Association of Local Councils (NALC), principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such	

		records (defined as materials in written or other form setting out facts or events or otherwise recording information)	N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds	Bin if applicable

Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up in a cloud-based programme as appropriate.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR.

Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months. Recommend this period be for three years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions, and pensions, and in respect of any related legal claims made against the council	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR

For Halls, centres, recreation grounds			
• Application to hire • Invoices Record of tickets issued	Six years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and conditions	Six years	Management	Bin
Event monitoring forms	Six years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR

Allotments			
Register and plans	Indefinite	Audit, management	N/A
Minutes	Indefinite	Audit, management	N/A
Legal papers	Indefinite	Audit, management	N/A
For burial grounds			
• Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Planning papers			
Applications	One year	Management	Bin

Appeals	One year unless significant development	Management	Bin
Trees	One year	Management	Bin
Local development plans	Retained as long as in force	Reference	Bin
Local plans	Retained as long as in force	Reference	Bin
Town/neighbourhood plans	Indefinite – final adopted plans	Historical purposes	N/A
CCTV			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	One week	Management	Confidential waste
Work rotas	One month	Management	Confidential waste
Observation sheets	Three years	Data protection	Confidential waste
Stats	Three years	Data protection	Confidential waste
Signing in sheets	Three years	Management	Confidential waste
Review requests	Three years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste

Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Confidential waste

Documents from legal matters, negligence, and other torts
Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.

Negligence	Six years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Defamation	One year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR

Document	**Minimum Retention Period**	**Reason**	**Disposal**
Contract	Six years	Reference	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Leases	12 years	Reference	Confidential waste
Sums recoverable by statute	Six years	Reference	Confidential waste

Personal injury	Three years	Reference	Confidential waste
To recover land	12 years	Reference	Confidential waste
Rent	Six years	Reference	Confidential waste
Breach of trust	None	Reference	Confidential waste
Trust deeds	Indefinite	Reference	N/A

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

Wistow Parish Council

Subject:	Portfolio Review
Agenda item:	07/26.06 e)
Report Author:	Clerk & RFO
Date:	23rd June 2026

Purpose
The purpose of this report is to review and update councillor roles and responsibilities to ensure duties are appropriately allocated, workloads are balanced, and good governance arrangements are maintained.

Proposed Changes
Internal Audit Responsibility
It is proposed that responsibility for the Internal Audit function is transferred from Cllr Forster to Cllr Newton. The rationale for this change is that Cllr Newton is not a bank signatory, whereas Cllr Forster is an authorised signatory on the Council's bank accounts. Assigning the Internal Audit role to a councillor who is independent of the banking authorisation process strengthens the separation of duties and supports good financial governance and internal control procedures.

Playing Field Portfolio
It is proposed that Cllr Newton is added to the Playing Field portfolio alongside the existing portfolio holders.

This change will help distribute the workload associated with the management of the playing field and play area, including undertaking routine playground inspections, monitoring maintenance requirements, and reporting any issues to the Council. Sharing these responsibilities will improve resilience and ensure inspections can continue to be completed in a timely manner.

Recommendation
The Clerk recommends that the Council **RESOLVES** to:
1. Transfer responsibility for the Internal Audit function from Cllr Forster to Cllr Newton.
2. Appoint Cllr Newton as a holder of the Playing Field portfolio.

WISTOW PARISH COUNCIL

COUNCILLOR CODE OF CONDUCT

Document Control

Changes	Approved by	Date Approved	Next review date
Formatting	Full Council		June 2027

<u>Local Government Association</u>

<u>Model Councillor Code of Conduct 2020</u>

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for- purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who:

- is a member of any committee or sub-committee of the authority, or;
- is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.
- In undertaking my role:
- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;
- The Code applies to all forms of communication and interaction, including:

  - at face-to-face meetings
  - at online or telephone meetings
  - in written communication
  - in verbal communication

- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination as a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there are a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council as councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information as a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. **reasonable and in the public interest; and**
2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
3. **have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute as a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position as a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities as a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct as a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality as a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part

in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

c. a financial interest or wellbeing of a body included under Other Registrable

Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:

- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged

Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- ‘director’ includes a member of the committee of management of an industrial and provident society.

- ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

a) any unpaid directorships
b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
c) any body

- exercising functions of a public nature
- directed to charitable purposes or
- one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Wistow Parish Council (Huntingdonshire District)

03 July 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	15/07/2026 - 15/07/2026				Confidential			270.66		270.66
											270.66
44	Street Lighting Electricity	15/07/2026		Current Accounts		Electricity - Lamposts	Total Energies	L	83.44	4.17	87.61
											87.61
33	Grass Cutting	31/07/2026		Current Accounts		Grass Cutting	Emma Jackson	Z	730.00		730.00
											730.00
								Total	**1,084.10**	**4.17**	**1,088.27**

Prepared by: ______________________ Date: ____________

Name and Role

Approved by: ______________________ Date: ____________

Name and Role

Approved by: ______________________ Date: ____________

Name and Role

Wistow Parish Council (Huntingdonshire District)

Prepared by: ______________________________ Date: ______________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ______________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026			17,367.16
	ADD Receipts 01/04/2026 - 30/06/2026			15,693.39
				33,060.55
	SUBTRACT Payments 01/04/2026 - 30/06/2026			11,854.68
A	**Cash in Hand 30/06/2026** (per Cash Book)			**21,205.87**
	Cash in hand per Bank Statements			
	Current Accounts	30/06/2026	539.24	
	Reserve Account	30/06/2026	20,666.63	
				21,205.87
	Less unpresented payments			
				21,205.87
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**21,205.87**
	A = B Checks out OK			

Wistow Parish Council (Huntingdonshire District)

Transactions for All Banks (From 01/04/2026 to 30/06/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					**17,367.16**	
2	02/04/2026	Current Accounts	SO Payroll repaym		Standing Order over payment (salary)	Jessica Knights	8.72		8.72	17,375.88	30/04/2026
12	08/04/2026	Current Accounts	National Insurance		Payroll	HMRC	-50.85		-50.85	17,325.03	30/04/2026
17	08/04/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-365.00		-365.00	16,960.03	30/04/2026
8	08/04/2026	Current Accounts	Annual Inspection		Operational Inspection	Online Playgrounds	-345.00	-69.00	-414.00	16,546.03	30/04/2026
9	08/04/2026	Current Accounts	Village Hall Hire		Village Hall Hire	Wistow Village Hall	-260.00		-260.00	16,286.03	30/04/2026
10	08/04/2026	Current Accounts	New Equipment		Gym Equipment	Finding Fitness	-3,338.80	-667.76	-4,006.56	12,279.47	30/04/2026
11	08/04/2026	Current Accounts	Street Lighting Ele(		Electricity - Lamposts	Total Energies	-107.46	-5.37	-112.83	12,166.64	30/04/2026
16	08/04/2026	Current Accounts	Expenses		Expenses	Staff	-6.30		-6.30	12,160.34	30/04/2026
1	09/04/2026	Current Accounts	VAT Refund		VAT126 Refund	HMRC	159.75		159.75	12,320.09	30/04/2026
13	10/04/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	12,288.89	30/04/2026
14	13/04/2026	Current Accounts	Pension		Pension	Nest Pensions	-37.26		-37.26	12,251.63	30/04/2026
2	16/04/2026	Current Accounts	Play Equipment Ma		Climbing frame removal	CPW Property & Land	-380.00		-380.00	11,871.63	30/04/2026
3	29/04/2026	Current Accounts	Precept		Precept 50%	Huntingdonshire Distri	15,290.00		15,290.00	27,161.63	30/04/2026
7	30/04/2026	Current Accounts	Salary		Payroll	Staff	-500.00		-500.00	26,661.63	30/04/2026
15	30/04/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	26,654.63	30/04/2026
29	01/05/2026	Current Accounts	Lloyds Bank Card (		Debit Card	Lloyds Bank	-3.00		-3.00	26,651.63	31/05/2026
26	01/05/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	26,620.43	31/05/2026
29	01/05/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	26,612.43	31/05/2026
29	01/05/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	26,605.94	31/05/2026
20	08/05/2026	Current Accounts	Salary		Payroll	Staff	-51.30		-51.30	26,554.64	31/05/2026
4	08/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	25,824.64	31/05/2026
1	08/05/2026	Current Accounts	Scribe Accounts		Scribe Accounts Set up Fee 2026	Scribe	-219.00	-43.80	-262.80	25,561.84	31/05/2026
3	08/05/2026	Current Accounts	The Institute of Cer		Annual Membership	ICCM	-110.00		-110.00	25,451.84	31/05/2026
5	08/05/2026	Current Accounts	Water		Water - Parsonage Street	Source for Business	-39.08	-7.82	-46.90	25,404.94	31/05/2026
6	08/05/2026	Current Accounts	Street Lighting Ele(		Electricity - Lamposts	Total Energies	-106.97	-5.35	-112.32	25,292.62	31/05/2026
27	08/05/2026	Current Accounts	Cambridgeshire & I		Membership 2026	CAPALC	-377.75		-377.75	24,914.87	31/05/2026
30	08/05/2026	Current Accounts	Grant overpayment		Double payment received	Ramsey Rotary	-685.00		-685.00	24,229.87	31/05/2026
32	12/05/2026	Current Accounts	Pension		Pension	Nest Pensions	-40.81		-40.81	24,189.06	31/05/2026
4	26/05/2026	Current Accounts	Other income		Clothes Recycling	Huntingdonshire Distri	70.05		70.05	24,259.11	31/05/2026
23	26/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	23,529.11	31/05/2026
24	26/05/2026	Current Accounts	Environment Agen(		Drainage Charges	Environment Agency	-15.41		-15.41	23,513.70	31/05/2026
18	26/05/2026	Current Accounts	Councillor Training		CAPALC Training	CAPALC	-150.00		-150.00	23,363.70	31/05/2026
19	26/05/2026	Current Accounts	Internal Audit		Internal Audit	LGS	-170.00	-34.00	-204.00	23,159.70	31/05/2026

Wistow Parish Council (Huntingdonshire District)

Transactions for All Banks (From 01/04/2026 to 30/06/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
22	26/05/2026	Current Accounts	Street Lighting Elec		Electricity - Lamposts	Total Energies	-91.49	-4.57	-96.06	23,063.64	31/05/2026
25	26/05/2026	Current Accounts	Play Equipment Ma		Climbing frame removal	Emma Jackson	-350.00		-350.00	22,713.64	31/05/2026
21	29/05/2026	Current Accounts	Expenses	VOID	Expenses	Staff				22,713.64	30/06/2026
31	31/05/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	22,706.64	31/05/2026
38	01/06/2026	Current Accounts	Salary		Payroll	Staff	-500.00		-500.00	22,206.64	30/06/2026
37	01/06/2026	Current Accounts	Lloyds Bank Card (		Debit Card	Lloyds Bank	-3.00		-3.00	22,203.64	30/06/2026
36	01/06/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	22,172.44	30/06/2026
37	01/06/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-7.91	-1.58	-9.49	22,162.95	30/06/2026
37	01/06/2026	Current Accounts	Website & IT		Debit Card	Lloyds Bank	-54.16	-10.83	-64.99	22,097.96	30/06/2026
37	01/06/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	22,089.96	30/06/2026
37	01/06/2026	Current Accounts	New Equipment		Debit Card	Lloyds Bank	-205.41	-41.08	-246.49	21,843.47	30/06/2026
37	01/06/2026	Current Accounts	Play Equipment Ma		Debit Card	Lloyds Bank	-12.26	-2.45	-14.71	21,828.76	30/06/2026
37	01/06/2026	Current Accounts	Data Protection		Debit Card	Lloyds Bank	-52.00		-52.00	21,776.76	30/06/2026
6	09/06/2026	Current Accounts	Councillor Training		Refund	Richard Cook	75.00		75.00	21,851.76	30/06/2026
39	09/06/2026	Current Accounts	Pension		Payroll	Staff	-41.40		-41.40	21,810.36	30/06/2026
34	12/06/2026	Current Accounts	Salary		Payroll	Staff	-45.87		-45.87	21,764.49	30/06/2026
28	12/06/2026	Current Accounts	Pension	VOID	Pension	Nest Pensions				21,764.49	30/06/2026
34	12/06/2026	Current Accounts	National Insurance		Payroll	Staff	-41.49		-41.49	21,723.00	30/06/2026
35	12/06/2026	Current Accounts	Play Equipment Ma		Playing field gate repair	Clive Williams	-100.00		-100.00	21,623.00	30/06/2026
5	30/06/2026	Reserve Account	Interest		Interest	Unity Bank	89.87		89.87	21,712.87	30/06/2026
40	30/06/2026	Current Accounts	Salary		Payroll	Staff	-500.00		-500.00	21,212.87	30/06/2026
41	30/06/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	21,205.87	30/06/2026
					CLOSING BALANCE - 30/06/2026					**21,205.87**	
							4,749.00	**-910.29**	**3,838.71**		

03 July 2026 (2026 - 2027)

Wistow Parish Council (Huntingdonshire District)

Summary of Receipts and Payments

All Cost Centres and Codes

Admin

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Website & IT				414.99	54.16	360.83	360.83 (86%)
14	Scribe Accounts				505.00	297.00	208.00	208.00 (41%)
15	Mobile Phone				275.62	16.00	259.62	259.62 (94%)
16	Office Supplies				240.00	13.32	226.68	226.68 (94%)
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	260.00	-20.00	-20.00 (-8%)
20	Insurance				1,500.00		1,500.00	1,500.00 (100%)
21	Grants				300.00		300.00	300.00 (100%)
22	Councillor Training		75.00	75.00	400.00	150.00	250.00	325.00 (81%)
23	Staff Training				300.00		300.00	300.00 (100%)
43	Data Protection					52.00	-52.00	-52.00 (N/A)
	SUB TOTAL		**75.00**	**75.00**	**4,554.81**	**842.48**	**3,712.33**	**3,787.33 (83%)**

Allotments

		Receipts			Payments			Net Position
Code	Title	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	15.41	-0.03	-0.03 (-0%)
	SUB TOTAL	**1,319.77**		**-1,319.77**	**465.38**	**15.41**	**449.97**	**-869.80 (-48%)**

Audit

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Internal Audit				126.00	170.00	-44.00	-44.00 (-34%)
37	External Audit				252.00		252.00	252.00 (100%)
	SUB TOTAL				**378.00**	**170.00**	**208.00**	**208.00 (55%)**

Bank

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00	89.87	-110.13				-110.13 (-55%)
5	Lloyds Bank Card Charge				36.00	6.00	30.00	30.00 (83%)
6	Unity Bank Charge				72.00	21.00	51.00	51.00 (70%)
	SUB TOTAL	**200.00**	**89.87**	**-110.13**	**108.00**	**27.00**	**81.00**	**-29.13 (-9%)**

Wistow Parish Council (Huntingdonshire District)

Summary of Receipts and Payments

All Cost Centres and Codes

Cemetery

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
31	Water				110.00	39.08	70.92	70.92 (64%)
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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
12	Grass Cutting	984.48		-984.48	6,570.00	2,555.00	4,015.00	3,030.52 (40%)
	SUB TOTAL	**984.48**		**-984.48**	**6,570.00**	**2,555.00**	**4,015.00**	**3,030.52 (40%)**

Highways

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
28	Street Lighting Electricity				1,560.00	305.92	1,254.08	1,254.08 (80%)
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**	**305.92**	**1,854.08**	**1,854.08 (85%)**

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
7	Precept	30,580.00	15,290.00	-15,290.00				-15,290.00 (-50%)
8	VAT Refund	400.00	159.75	-240.25				-240.25 (-60%)
39	SO Payroll repayment		8.72	8.72				8.72 (N/A)
42	Other income		70.05	70.05				70.05 (N/A)
	SUB TOTAL	**30,980.00**	**15,528.52**	**-15,451.48**				**-15,451.48 (-49%)**

Payroll

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
	SUB TOTAL				**6,840.00**	**1,815.28**	**5,024.72**	**5,024.72 (73%)**

Playing field - Oaklands

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
24	Annual Inspection				270.00	345.00	-75.00	-75.00 (-27%)
25	Rent				150.00		150.00	150.00 (100%)

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
26	Play Equipment Maintenance				3,000.00	842.26	2,157.74	2,157.74	(71%)
27	Boundary Maintenance				1,500.00		1,500.00	1,500.00	(100%)
40	New Equipment					3,544.21	-3,544.21	-3,544.21	(N/A)
	SUB TOTAL				**4,920.00**	**4,731.47**	**188.53**	**188.53**	**(3%)**

Professional Memberships

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
33	Society of Local Council Clerks				165.00		165.00	165.00	(100%)
34	Cambridgeshire & Peteborough				385.00	377.75	7.25	7.25	(1%)
35	The Institute of Cemetery & Crer				100.00	110.00	-10.00	-10.00	(-10%)
	SUB TOTAL				**650.00**	**487.75**	**162.25**	**162.25**	**(24%)**

Sundry

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
41	Grant overpayment refund					685.00	-685.00	-685.00	(N/A)
	SUB TOTAL					**685.00**	**-685.00**	**-685.00**	**(N/A)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**33,484.25**	**15,693.39**	**-17,790.86**	**27,756.19**	**11,674.39**	**16,081.80**	**-1,709.06**
V.A.T.					910.29		
GROSS TOTAL		**15,693.39**			**12,584.68**		

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

Wistow Parish Council
Subject: Additional Savings Account for Earmarked Reserves
Agenda item: 07/26.07 c)
Report Author: Clerk & RFO
Date: 17th June 2026

Purpose of Report
To consider the opening of an additional savings account specifically for the Council's earmarked reserves, enabling these funds to be held separately from general reserves while earning interest and improving financial transparency.

Background
The Council currently maintains:
1. A current account used for day-to-day financial transactions.
2. A savings account holding the Council's general reserves.

The Council also holds a number of earmarked reserves which have been set aside for specific future projects, commitments, or contingencies. At present, these earmarked reserves are held within existing banking arrangements and are identified through accounting records rather than through a separate bank account.

Current Position
An appropriate savings account has been identified with Unity Bank that:
- Is free to open and maintain.
- Pays interest on balances held.
- Allows funds to remain readily accessible when required.
- Provides a separate location for earmarked reserve funds.

Opening a dedicated account would not alter the Council's accounting treatment of reserves but would provide a clearer distinction between general reserves and earmarked reserves within the Council's banking arrangements.

Considerations
Advantages
- Improved transparency by separating earmarked reserves from general reserves.
- Easier monitoring of funds allocated for specific projects or purposes.
- Interest earned on balances contributes additional income to the Council.
- No additional banking costs are incurred.
- Supports good financial management and demonstrates prudent stewardship of public funds.

Potential Disadvantages
- An additional account will require administration, including periodic transfers and reconciliation.

The Clerk considers these additional administrative requirements to be minimal and proportionate to the benefits obtained.

Clerk's Recommendation

The Clerk recommends that the Council opens an additional savings account for the sole purpose of holding earmarked reserves.

The account is free of charge, earns interest, and will improve the separation and visibility of reserve funds. This will strengthen financial management arrangements and assist the Council in demonstrating clear stewardship of funds allocated for future projects and commitments.

unity trust bank

Key Features Document

Business Savings Accounts

Contents

Savings Products Table

	Variable Savings Products	Fixed Term Deposit Products					Notice Products	
	Instant Access Savings Account	30 Day Term Deposit	90 Day Term Deposit (Deposit of £85k -£10m)	90 Day Term Deposit (Deposit of £10m+)	6 Month Fixed Term Deposit	12 Month Fixed TermDeposit	32 Day Notice Account	95 Day Notice Account
Interest Rate as of 05/05/26	1.95%	2.25%	2.35%	2.45%	3.85%	4.06%	2.70%	2.90%
Term	–	30 days	90 days	90 days	6 months	12 months	-	-
Minimum Deposit	None	£85k	£85k	£10m	£85k	£85k	None	None
Maximum Deposit	None	None	£10m	None	£20m	£20m	None	None
Access	Instant	No Access	No Access	No Access	No Access	No Access	With 32 Days notice	With 95 Days notice
Fixed or Variable	Variable	Fixed for the term	Fixed for the term	Fixed for the term	Fixed for the term	Fixed for the term	Variable	Variable
Account Fee	Free	Free	Free	Free	Free	Free	Free	Free

Key Features

Instant Access Savings Account

Instant Access Savings Account

This document explains the account:

1. Key features.
2. Provides other important information about our Instant Access Savings Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Fixed Term Deposit Account Terms and Conditions**.

Important Information:

- The credit interest rate can change at anytime subject to our Terms & Conditions.
- There is no debit card available for this product.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees and you have instant access to your money.

FSCS Compensation Scheme

It's good to know that your savings are protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £120,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit **www.unity.co.uk/fscs**

Protecting your money

Instant Access Savings Account (continued)

Summary Box		
Account Name	Instant Access Savings Account	
What is the Interest Rate?* (Effective 13th January 2026)	**Gross Rate****	**AER*****
	1.95%	1.96%
	*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice. ** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law. *** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year. Interest will accrue daily on the amount of Funds deposited in the Account and subject to any Withdrawal is compounded quarterly, interest is capitalised on the Funds deposited quarterly in March, June, September and December.	
Can Unity Trust Bank change the interest rate?	The interest rate is variable and may be altered in accordance with our Terms and Conditions for Business Savings Accounts.	
What would the estimated balance be after 12 months based on a £10,000 deposit?	A deposit of £10,000 at an annual gross rate of 1.95% (variable) would generate an estimated balance of £10,195 in one year. This is for illustrative purposes only. (This example assumes no withdrawals, no changes to the variable interest rate over the period and interest paid annually on a cleared deposit).	
How do I open the account?	• To open an account, you must be a UK-based organisation. • All applications are subject to standard screening and eligibility criteria. • There is no minimum or maximum account opening balance.	

Instant Access Savings Account (continued)

Summary Box	
	• You can open an account by visiting https://apply.unity.co.uk and completing and signing a submission form (or application form for existing customers). This will need to be printed and signed by all signatories and sent with any relevant supporting documentation (those required will be specified on the submission form) to the address below.
How do I manage the account?	• You'll be able to access your account 24 hours a day and you won't incur an account fee. • You can close your account at any time. • This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to make a transfer to another account.
When can I access my funds?	• Unlimited withdrawals, you can access your funds at anytime with no notice of withdrawal required. • Withdrawals and deposits can be made at any time to and from your nominated account only.
Additional Information	• This is a variable rate product. If rates change we will provide 60 days notice of any changes in writing. • If you change your mind after you have opened the account and decide you don't want it, you can close your account and have your money returned, as well as any interest you have earned. • You can close your account at any time. To close your account please email us@unity.co.uk attaching a scanned instruction signed in accordance with the account mandate or write to us at: **Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG.** See General Terms and Conditions for more information.

To see the full comparative table **click here**

Key Features

32 Day Notice Account

32 Day Notice Account

This document explains the account:

1. Key features.
2. Provides other important information about our 32 Day Notice Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Notice Account Terms and Conditions**.

Important Information:

- There is no minimum account opening balance.
- Withdrawals allowed at any time; however interest deduction applies if notice is not provided.
- You can access our UK-based customer service centre.
- This account is only open to customers holding a Unity current account or Instant Access Account.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees.
- A Notice Account is a savings account bearing interest at a pre-agreed variable interest rate, without any defined maturity date, and in which your deposits are kept until We receive your withdrawal instruction.

FSCS Compensation Scheme

It's good to know that your savings may be protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £120,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit **www.unity.co.uk/fscs/**

32 Day Notice Account (continued)

Summary Box		
Account Name	32 Day Notice Account	
What is the Interest Rate?* (Effective 13th January 2026)	**Gross Rate****	**AER*****
	2.70%	2.73%
	*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice. ** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law. *** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year. Interest will accrue daily on the amount of Funds deposited in the Account. It is calculated on your balance after any withdrawals and is compounded quarterly. Interest is credited to your account at the end of March, June, September and December.	
Can Unity Trust Bank change the interest rate?	The interest rate is variable and may be altered in accordance with our Terms and Conditions for Business Savings Accounts.	
What would the estimated balance be after 12 months based on a £100,000 deposit?	A deposit of £100,000 at an annual Gross Rate of 2.70% (variable) would generate an estimated balance of £102,700 after 12 months. This is for illustrative purposes only.	
How do I open and manage the account?	To open an account you'll need to complete and sign the application form from **here**. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to: **Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or emailed to **us@unity.co.uk**	

32 Day Notice Account (continued)

Summary Box	
What is the minimum criteria to open an account?	• To open an account, you must be a UK-based organisation. • All applications are subject to standard screening and eligibility criteria. • There is no minimum account opening balance. • There is no maximum account opening balance. • You must hold and Unity Current Account or Instant Access account.
How do I manage the account?	• This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to transfer to another account. • Interest is calculated daily and will continue to accrue on your balance at the interest rate applied to the account, until funds are withdrawn . Interest is credited to your account quarterly, at the end of March, June, September, and December. • When you request a withdrawal, your capital will be transferred first. • Any interest earned is not automatically transferred at the same time and will need to be withdrawn separately. • To withdraw both your capital and interest together, you should make your request after interest has been credited to your account (for example, after 31 March, 30 June, 30 September or 31 December). • Alternatively, you can withdraw your capital first and then submit a separate withdrawal request for the interest once it has been applied

32 Day Notice Account (continued)

Summary Box	
Additional Information	• 32 Days notice of withdrawal must be provided by phone, or via digital banking. • Withdrawals made without the required notice being provided, will be subject to a interest deduction. (Equal to 32 Days of Interest). • Penalty interest is calculated separately from the interest you have earned. In some circumstances, if the penalty is greater than the interest earned, the difference will be deducted from your capital. • If you request a withdrawal through Internet Banking, the notice period begins once the transaction has been fully authorised, not when it is first submitted via Internet Banking. Requests received via telephone do not require additional authorisation. • If there are delays in authorisation for withdrawal (for example, where multiple approvals are required), this may affect the notice period and could result in the notice penalty being applied. • Funds are transferred to your servicing account on the last day of the notice period. • Your Notice Account will remain open after funds have been withdrawn. • If you wish to close your account, this will need to be requested separately. • You can close your account at any time. To close your account please email us@unity.co.uk attaching a scanned instruction signed in accordance with the account mandate or write to us at: Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG. See General Terms and Conditions for more information.

To see the full comparative table **click here**

Key Features

95 Day Notice Account

95 Day Notice Account

This document explains the account:

1. Key features.
2. Provides other important information about our 95 Day Notice Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Notice Account Terms and Conditions**.

Important Information:

- There is no minimum account opening balance.
- Withdrawals allowed at any time; however interest deduction applies if notice is not provided.
- You can access our UK-based customer service centre.
- This account is only open to customers holding a Unity current account or Instant Access Account.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees.
- A Notice Account is a savings account bearing interest at a pre-agreed variable interest rate, without any defined maturity date, and in which your deposits are kept until We receive your withdrawal instruction.

FSCS Compensation Scheme

It's good to know that your savings may be protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £120,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit **www.unity.co.uk/fscs/**

Protecting your money

95 Day Notice Account (continued)

Summary Box		
Account Name	95 Day Notice Account	
What is the Interest Rate?* (Effective 13th January 2026)	**Gross Rate**** 2.90%	**AER***** 2.93%
	*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice. ** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law. *** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year. Interest will accrue daily on the amount of Funds deposited in the Account. It is calculated on your balance after any withdrawals and is compounded quarterly. Interest is credited to your account at the end of March, June, September and December.	
Can Unity Trust Bank change the interest rate?	The interest rate is variable and may be altered in accordance with our Terms and Conditions for Business Savings Accounts.	
What would the estimated balance be after 12 months based on a £100,000 deposit?	A deposit of £100,000 at an annual Gross Rate of 2.90% (variable) would generate an estimated balance of £102,900 after 12 months. This is for illustrative purposes only.	
How do I open and manage the account?	To open an account you'll need to complete and sign the application form from here. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to: **Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or emailed to us@unity.co.uk	

Summary Box	
What is the minimum criteria to open an account?	• To open an account, you must be a UK-based organisation. • All applications are subject to standard screening and eligibility criteria. • There is no minimum account opening balance. • There is no maximum account opening balance. • You must hold a Unity Current Account or Instant Access account.
How do I manage the account?	• This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to transfer to another account. • Interest is calculated daily and will continue to accrue on your balance at the interest rate applied to the account, until funds are withdrawn from your account. Interest is credited to your account quarterly, at the end of March, June, September, and December. • When you request a withdrawal, your capital will be transferred first. • Any interest earned on your account is not automatically transferred at the same time and will need to be withdrawn separately. • To withdraw both your capital and interest together, you should make your request after interest has been credited to your account (for example, after 31 March, 30 June, 30 September or 31 December). • If you would like to withdraw both your capital and interest together, you should time your withdrawal to take place after interest has been credited to your account (for example, after 31 March, 30 June, 30 September or 31 December). • Alternatively, you can withdraw your capital first and then submit a separate withdrawal request for the interest once it has been applied.

95 Day Notice Account (continued)

Summary Box	
Additional Information	• 95 Days notice of withdrawal must be provided by phone, or via digital banking. • Withdrawals made without the required notice being provided, will be subject to a interest deduction. (Equal to 95 Days of Interest). • Penalty interest is calculated separately from the interest you have earned. In some circumstances, if the penalty is greater than the interest earned, the difference will be deducted from your capital. • If you request a withdrawal through Internet Banking, the notice period begins once the transaction has been fully authorised, not when it is first submitted via Internet Banking. Requests received via telephone do not require additional authorisation. • If there are delays in authorisation for withdrawal (for example, where multiple approvals are required), this may affect the notice period and could result in the notice penalty being applied. • Funds are transferred to your servicing account on the last day of the notice period. • Your Notice Account will remain open after funds have been withdrawn. • If you wish to close your account, this will need to be requested separately. • You can close your account at any time. To close your account please email us@unity.co.uk attaching a scanned instruction signed in accordance with the account mandate or write to us at: Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG. See General Terms and Conditions for more information.

To see the full comparative table **click here**

Key Features

30 Day Term Deposit Account

30 Day Term Deposit Account

This document explains the account:

1. Key features.
2. Provides other important information about our 30 Day Term Deposit Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Fixed Term Deposit Account Terms and Conditions**.

Important Information:

- There is a minimum account opening balance of £85k.
- There is no access to the funds for the fixed term period.
- You can access our UK-based customer service centre.
- This account is only open to customers holding a Unity current account.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees.
- We pay a fixed interest rate for a set period of time.

FSCS Compensation Scheme

It's good to know that your savings may be protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £120,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit **www.unity.co.uk/fscs/**

Protecting your money
FSCS Financial Services Compensation Scheme

30 Day Term Deposit Account (continued)

Summary Box		
Account Name	30 Day Term Deposit Account	
What is the Interest Rate?* (Effective 13th January 2026)	**Gross Rate****	**AER*****
	2.25%	2.25%
	*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice. ** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law. *** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year. Interest is credited at the end of the fixed term.	
Can Unity Trust Bank change the interest rate?	The interest rate is fixed for the term.	
What would the estimated balance be after 30 days based on a £85,000 deposit?	A deposit of £85,000 at an annual Gross Rate of 2.25% (fixed) would generate an estimated balance of £85,157 after 30 days. This is for illustrative purposes only.	
How do I open and manage the account?	To open an account you'll need to complete and sign the application form from **here**. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to: **Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or emailed to **us@unity.co.uk**	

30 Day Term Deposit Account (continued)

Summary Box	
What is the minimum criteria to open an account?	• To open an account, you must be a UK-based organisation. • All applications are subject to standard screening and eligibility criteria. • There is a minimum account opening balance of £85k. • There is no maximum account opening balance.
How do I manage the account?	• This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to transfer to another account.
Additional Information	• At maturity, you can request to transfer your funds into a new Savings Account, Term Deposit or to another account of your choice (subject to any specific account terms and conditions). If you do not let us know what you wish to do by the maturity date, your funds will automatically transfer into your nominated bank account.

To see the full comparative table **click here**

Key Features

90 Day Term Deposit Account

90 Day Term Deposit Account

This document explains the account:

1. Key features.
2. Provides other important information about our 90 Day Term Deposit Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Fixed Term Deposit Account Terms and Conditions**.

Important Information:

- There is a minimum account opening balance of £85,000.
- There is no access to the funds for the fixed term period.
- You can access our UK-based customer service centre.
- This account is only open to customers holding a Unity current account.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees.
- We pay a fixed interest rate for a set period of time.
- If eligible, your savings with Unity Trust Bank may be protected by the Financial Services Compensation Scheme up to £120,000.

FSCS Compensation Scheme

It's good to know that your savings may be protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £120,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit **www.unity.co.uk/fscs/**

90 Day Term Deposit Account (continued)

<table>
<tr><th colspan="4">Summary Box</th></tr>
<tr><td>Account Name</td><td colspan="3">90 Day Term Deposit Account</td></tr>
<tr><td rowspan="4">What is the Interest Rate?*
(Effective 13th January 2026)</td><td></td><td>Gross Rate**</td><td>AER***</td></tr>
<tr><td>£85k - £10m</td><td>2.35%</td><td>2.35%</td></tr>
<tr><td>£10m +</td><td>2.45%</td><td>2.45%</td></tr>
<tr><td colspan="3">*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice.
** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rates specified by law.
*** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year.
Interest is credited at the end of the fixed term.</td></tr>
<tr><td>Can Unity Trust Bank change the interest rate?</td><td colspan="3">The interest rate is fixed for the term.</td></tr>
<tr><td>What would the estimated balance be after 90 days based on a £85,000 deposit?</td><td colspan="3">A deposit of £85,000 at an annual Gross Rate of 2.35% (fixed) would generate an estimated balance of £85,493 after 90 days. This is for illustrative purposes only. Please note that this account has a step interest rate depending on the value of deposits, please see previous page for example of interest rates.</td></tr>
<tr><td>How do I open the account?</td><td colspan="3">To open an account you'll need to complete and sign the application form from here. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to: Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG or emailed to us@unity.co.uk</td></tr>
</table>

90 Day Term Deposit Account (continued)

Summary Box	
What is the minimum criteria to open an account?	• To open an account, you must be a UK-based organisation. • All applications are subject to standard screening and eligibility criteria. • There is a minimum account opening balance of £85k. • There is no maximum account opening balance for £10m+ accounts. For accounts less than £10m, the maximum account opening balance is £10m
How do I manage the account?	• This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to transfer to another account.
When can I access my funds?	• Withdrawals cannot be made from the account. At the end of the term you can transfer to a different account.
Additional Information	• At maturity, you can request to transfer your funds into a new Savings Account, Term Deposit or to another account of your choice (subject to any specific account terms and conditions). If you do not let us know what you wish to do by the maturity date, your funds will automatically transfer into your nominated bank account.

To see the full comparative table **click here**

unity trust bank

Key Features

6 Month Fixed Term Deposit Account

6 Month Fixed Term Deposit Account

This document explains the account:

1. Key features.
2. Provides other important information about our 6 Month Fixed Term Deposit Account.

Please read this document carefully to ensure you understand this product and we recommend keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Fixed Term Deposit Account Terms and Conditions**.

Advantages:

- There are no fees.
- We pay a fixed interest rate for a set period of time.
- Your eligible deposits with Unity Trust Bank are protected by the Financial Services Compensation Scheme up to a total of £120,000.

Important Information:

- There is a minimum account opening balance of £85,000.
- There is a maximum account limit of £20m
- There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, if we agree that you can end the agreement early the interest rate applied for the entire period to the whole balance will revert to the early closure rate of 2.10%.
- All Fixed Term Deposits require a Servicing Account. If you do not already hold either a Current Account or Instant Access Savings Account with Unity you will need to apply for an Instant Access Savings Account first. (this account is free of charge).
- We do not provide financial advice to our customers, and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

How it works

Summary Box			
Account Name	6 Month Fixed Term Deposit Account		
What is the Interest Rate?* (Effective 13th November 2025)	**Minimum Deposit**	**Gross Rate****	**AER*****
	£85k+	3.85%	3.85%
	*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice. ** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rates specified by law. *** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year. Interest is credited at the end of the fixed term.		
Can Unity Trust Bank change the interest rate?	The interest rate is fixed for the term.		

Summary Box	
What would the estimated balance be after months based on a £85,000 deposit?	A deposit of £85,000 at an annual Gross Rate of 3.45% (fixed) would generate an estimated balance of £86,466 after 6 months. This is for illustrative purposes only.
How do I open and manage the account?	To open an account you'll need to complete and sign the application form from here. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to **Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or emailed to us@unity.co.uk All Fixed Term Deposits require a Servicing Account. If you do not already hold either a Current Account or Instant Access Savings Account with Unity we will open an Instant Access Savings Account for you. This account is not designed for transactional banking, it cannot be used to make payments. At the end of the term, available funds will automatically transfer to your Unity servicing account. You can then transfer the funds to a different account.

How it works (continued)

Summary Box	
Can I withdraw my money?	• There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, such as but not limited to: - In the case of a sole trader or partnership, death of a signatory; or - The customer facing exceptional and unforeseen hardship. • If we allow you to terminate the agreement early, we will transfer the funds to your servicing account 31 calendar days after receipt of your cancellation request. You will not be entitled to receive interest at the advertised rate, and instead the reduced rate of 2.10% shall apply to the whole balance for the period the account was open. • At maturity, you can choose to reinvest your funds into a new Unity Savings Account or Term Deposit. If you do not let us know what you wish to do by the maturity date, your funds will automatically transfer into your Unity Instant Access or Current Account.
Additional Information	• To open an account, you must be a UK-based organisation. • All applications are subject to eligibility criteria. • There is a minimum account opening balance of £85k • There is a maximum account opening balance of £20m

To see the full comparative table **click here**

unity trust bank

Key Features

12 Month Fixed Term Deposit Account

12 Month Fixed Term Deposit Account

This document explains the account:

1. Key features.
2. Provides other important information about our 12 Month Fixed Term Deposit Account.

Please read this document carefully to ensure you understand this product and we recommend keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Fixed Term Deposit Account Terms and Conditions**.

Advantages:

- There are no fees.
- We pay a fixed interest rate for a set period of time.
- Your eligible deposits with Unity Trust Bank are protected by the Financial Services Compensation Scheme up to a total of £120,000.

Important Information:

- There is a minimum account opening balance of £85,000.
- There is a maximum account limit of £20m
- There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, if we agree that you can end the agreement early the interest rate applied for the entire period to the whole balance will revert to the early closure rate of 2.10%.
- We will send you a statement every six months.
- All Fixed Term Deposits require a Servicing Account. If you do not already hold either a Current Account or Instant Access Savings Account with Unity you will need to apply for an Instant Access Savings Account first. (this account is free of charge).
- We do not provide financial advice to our customers, and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

How it works

<table>
<tr><th colspan="4">Summary Box</th></tr>
<tr><td>Account Name</td><td colspan="3">12 Month Fixed Term Deposit Account</td></tr>
<tr><td rowspan="3">What is the Interest Rate?*
(Effective 13th November 2025)</td><td>Minimum Deposit</td><td>Gross Rate**</td><td>AER***</td></tr>
<tr><td>£85k+</td><td>4.06%</td><td>4.06%</td></tr>
<tr><td colspan="3">*Interest rate is the fixed or variable rate of interest earned per year expressed as a percentage and which is subject to terms and conditions, may be varied or withdrawn by the Bank at any time and without notice.
** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rates specified by law.
*** AER stands for Annual Equivalent Rate and illustrates the interest rate if interest was paid and compounded each year.
Interest is credited at the end of the fixed term.</td></tr>
<tr><td>Can Unity Trust Bank change the interest rate?</td><td colspan="3">The interest rate is fixed for the term.</td></tr>
</table>

How it works (continued)

Summary Box	
What would the estimated balance be after 12 months based on a £85,000 deposit?	A deposit of £85,000 at an annual Gross Rate of 3.50% (fixed) would generate an estimated balance of £87,975 after one year. This is for illustrative purposes only.
How do I open and manage the account?	To open an account you'll need to complete and sign the application form from here. The completed form will need to be printed and signed by all signatories in accordance with your bank mandate and sent to **Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or emailed to us@unity.co.uk All Fixed Term Deposits require a Servicing Account. If you do not already hold either a Current Account or Instant Access Savings Account with Unity we will open an Instant Access Savings Account for you. This account is not designed for transactional banking, it cannot be used to make payments. At the end of the term, available funds will automatically transfer to your Unity servicing account. You can then transfer the funds to a different account.

Summary Box	
Can I withdraw my money?	• There will be no early access to the funds, however we may consider allowing you to terminate the agreement early in exceptional circumstances, such as but not limited to: - In the case of a sole trader or partnership, death of a signatory; or - The customer facing exceptional and unforeseen hardship. • If we allow you to terminate the agreement early, we will transfer the funds to your servicing account 31 calendar days after receipt of your cancellation request. You will not be entitled to receive interest at the advertised rate, and instead the reduced rate of 2.10% shall apply to the whole balance for the period the account was open. • At maturity, you can choose to reinvest your funds into a new Unity Savings Account or Term Deposit. If you do not let us know what you wish to do by the maturity date, your funds will automatically transfer into your Unity Instant Access or Current Account.
Additional Information	• To open an account, you must be a UK-based organisation. • All applications are subject to eligibility criteria. • There is a minimum account opening balance of £85k • There is a maximum account opening balance of £20m

To see the full comparative table **click here**

Key Features

General Information

Key Features
Using your account

Service	Summary Definition
Online Banking	Term deposits can be viewed and accessed through Online Banking.
Customer Service Centre	All customers can access our UK-based contact centre. Please call us on **0345 140 1000**.

Financial difficulties

If you would like more information about managing your finances, please speak to your Relationship Manager or call us on **0345 140 1000***.

You can also find more information about financial difficulties in the Services section of our website, **www.unity.co.uk/debt-counselling**, or by calling Business Debit Line on **0800 197 6026.**

How and where to complain

If you are not satisfied with any aspect of our service or products, you can tell us about your concerns. To find out how, please read our **dedicated complaints page**.

Go Paperless!

You can choose to receive online statements and we'll notify you by email or SMS when they're available. **Contact us** to switch to paperless statements.

Unity Accounts are subject to status and Terms and Conditions apply.

Please see **www.unity.co.uk/terms-and-conditions** for more information.

Contact us:

Call us: **0345 140 1000***

Email us: **us@unity.co.uk**

Visit us: **www.unity.co.uk**

Start your application today by visiting **www.unity.co.uk**

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England or Wales. Calls are charged at local rate.

What we ask of you:

That, prior to making an application you double check what information we will need to process an application. If you are unsure or have any questions, please contact us.	Yes ☐
That all information you provide to us during our relationship is accurate and timely.	Yes ☐
We ask you to think carefully about whether the business can afford the product applied for and to be open in your dealings with us.	Yes ☐
To make sure that you understand the terms and conditions associated with your product.	Yes ☐
That you seek professional advice, where this is appropriate for the needs of your business and the type of product you are applying for.	Yes ☐
That the business maintains any commitments it has to us, for example providing information which we may reasonably request to monitor performance.	Yes ☐
Take care of any security information to help prevent fraud and protect your account(s).	Yes ☐
Tell us as soon as possible if someone is misusing confidential information.	Yes ☐
Carefully check your business' account statements/records to make sure they are accurate. If anything isn't right, please get in touch with us.	Yes ☐
Please let us know if	
Your contact details change or there is a change in how your business is run for example, ownership/directorships etc, so we can keep our records up to date;	Yes ☐
Your business may be about to experience, or is experiencing difficulties. The sooner you do this, the more likely it is we'll be able to find a way to help you	Yes ☐

You can view all Savings Accounts online:
www.unity.co.uk/business-banking/savings-account-2/

U1377_0426

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

Wistow Parish Council

Subject:	New Play Equipment – Survey Results
Agenda item:	07/26.08 a)
Report Author:	Clerk & RFO
Date:	7th July 2026

Purpose
To inform future investment in the children's play area, Wistow Parish Council undertook a public consultation seeking residents' views on proposed playground improvements. The survey received **8 completed responses**, all from Wistow residents, providing a useful indication of local priorities.

Community Engagement
The Council has undertaken a programme of community engagement to ensure that residents have had the opportunity to contribute to the selection of the replacement equipment.
This has included:

- Seeking feedback from playground users and local residents regarding the future of the play area.
- Providing information on potential replacement options.
- Conducting a community survey to allow residents to review and select their preferred equipment designs and features.
- Discussing the project at publicly advertised Council meetings, where members of the public were invited to attend and provide comments or ask questions.

Survey Summary
Respondent Profile

- **8 responses received**
- **100%** of respondents live in Wistow.
- **87.5% (7 respondents)** currently use the playing equipment.
- Only **1 respondent** reported not using the existing equipment.

Frequency of Use
The playing field is well used:

- Daily – 1 respondent
- Weekly – 6 respondents
- Monthly – 0
- Seasonal – 0
- Yearly – 0
- Never – 0

This indicates that the playground is a regularly used community asset.

Preferred Playground Improvements
Respondents were asked which new equipment they would most like to see installed.
The results were:

Option	Votes
Option 3	4
Option 5	3
Option 1	1
Options 2, 4 & 6	0

The same preference pattern was reflected in subsequent questions regarding:

- preferred overall option
- suitability for children's age groups
- likelihood of use
- inclusivity for different ages and abilities

Respondents also ranked the six options in the following overall order of preference:

1. Option 3
2. Option 5
3. Option 1
4. Option 6
5. Option 4
6. Option 2

Comments Received
Two additional comments were submitted.
'update the existing swings and provide monkey bars' and 'Amazing selections. I definitely feel Option 1 and 6 are the best value and amazing for all children and I think would beat any park near by. Well done'

Conclusions
The survey demonstrates that:

- The existing playground is well used by local families.
- There is clear support for investing in new play equipment.
- **Option 3** emerged as the strongest preference across every survey question.
- **Option 5** was consistently the second most popular choice.
- Existing equipment, particularly the swings, may also benefit from refurbishment or replacement.

Although the number of responses was relatively small (8), they represent active users of the playground and provide a consistent indication of community preference.

Recommendation to Council

Option 3 would result in the Parish Council contributing £335.33 from General Reserves which would need to be replaced through the 27-28 budget thus increasing the precept by £0.22p per month (Band D). Option 5 does not require a contribution thus resulting in no increase in the precept for this specific area of maintenance.

Furthermore, the ongoing maintenance costs will need to be increased given the large structure and applicable mechanisms. However, the new equipment should not require any maintenance for numerous years and is covered with a up to 5-year warranty.

Option 3 & 5 are subject to a final site visit based on the best use of the land.

It is recommended that the Parish Council **RESOLVES** to:

1. Organise a site visit for option 3 & 5
2. If both options are viable for the land, to proceed with option 5 for applicable grant funding. Whilst this is the communities second choice, this option does not require the use of General Reserves thus not increasing the precept. Option 5 received only 1 less vote compared to option 3 so is a popular choice for the community

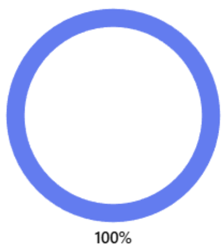
Responses Overview

Closed

Responses	Average Time	Duration
8	02:10	19 Days

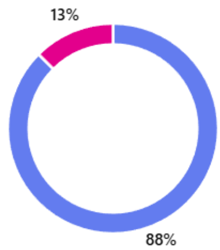
1. Do you live in Wistow

Yes	8
No	0



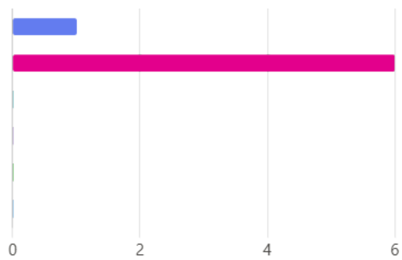
2. Do you use the playing equipment?

Yes	7
No	1



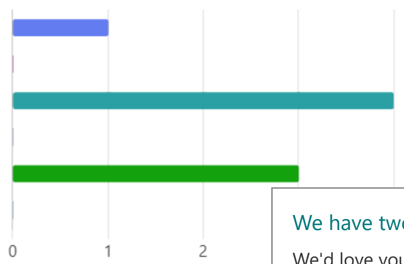
3. How often do you visit the playing field?

Daily	1
Weekly	6
Monthly	0
Seasonal	0
Yearly	0
Never	0



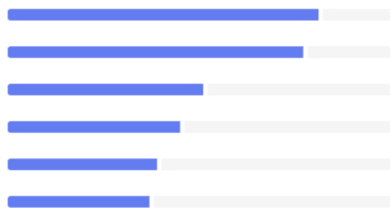
4. Which playground equipment would you most like to see installed?

Option 1	1
Option 2	0
Option 3	4
Option 4	0
Option 5	3
Option 6	0



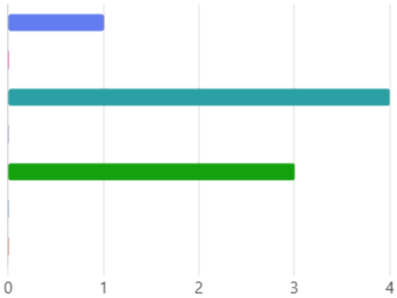
5. **Please rank the 6 options from most preferred (1) to least preferred (6).**

1 Option 3
2 Option 5
3 Option 1
4 Option 6
5 Option 4
6 Option 2



6. **Which option do you feel would best serve children in your child's age group?**

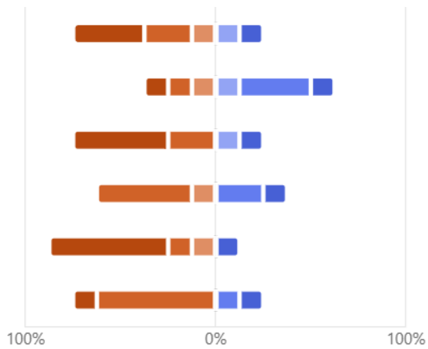
Option 1	1
Option 2	0
Option 3	4
Option 4	0
Option 5	3
Option 6	0
Not applicable	0



7. **How likely is your child to use each option?**

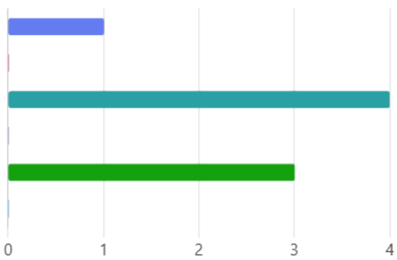
Very likely · Somewhat likely · Neither likely nor unlikely · Somewhat unlikely · Very unlikely · Not applicable

Option 1
Option 2
Option 3
Option 4
Option 5
Option 6



8. **Which option do you feel would be most inclusive for children of different abilities and ages?**

Option 1	1
Option 2	0
Option 3	4
Option 4	0
Option 5	3
Option 6	0



9. **Do you have any other comments you wish to make? If so, please use the box below.**

2

Responses

Latest Responses

"I would also like to see the swings updated and my girls would love to see monke..."

...

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

Wistow Parish Council

Subject:	Annual Playground Inspection
Agenda item:	07/26.08 d)
Report Author:	Clerk & RFO
Date:	23rd June 2026

Purpose
The annual playground inspection is a comprehensive assessment of the playground and its equipment, carried out by an independent and suitably qualified inspector.

The inspection aims to:
- Ensure the playground remains safe for users and complies with relevant safety standards.
- Identify wear, damage, vandalism, corrosion, structural defects, and potential hazards that may not be evident during routine visual inspections.
- Provide recommendations for repairs, maintenance, and replacement of equipment.
- Support the operator's duty of care and demonstrate a proactive approach to risk management.
- Assist with budgeting and long-term asset management by identifying future maintenance requirements.

The annual inspection complements routine and operational inspections and forms an important part of the overall playground safety management system.

It is also requirement to have the playground inspected annually in accordance with the terms of WPC’s insurance.

Comparison of Inspection Providers
Two inspection providers were considered. Both companies offer annual RoSPA independent playground inspections and provide written reports identifying defects and recommended actions.

Provider A
Advantages
- Clear reporting format with photographs and prioritised actions.
- Flexible scheduling and local availability.
- Price £165 plus VAT

Provider B
Advantages
- Clear reporting format with photographs and prioritised actions.
- Strong reputation within the sector.

- Price £150 plus VAT

Conclusion
Both providers are capable of delivering the required annual playground inspection. Provider B offers the more cost-effective option and represents good value where budget is a key consideration.

The Clerk recommends that the Council **RESOLVE** to approve Provider B.

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

Wistow Parish Council

Subject:	Headstone Risk Assessment
Agenda item:	07/26.08 e)
Report Author:	Clerk & RFO
Date:	3rd July 2027

Purpose
To advise the Parish Council of the next steps of the identified 'at risk' headstones following the five-year headstone risk assessment conducted in January 2026 and to seek approval for expenditure to make safe the remaining unstable headstones identified during the inspection.

Background
In accordance with the Parish Council's responsibility for the maintenance and safety of the open an closed churchyard, a five-year headstone risk assessment was completed.

Following the inspection, the majority of headstones identified as requiring attention have now been repaired or otherwise made safe. However, two headstones remain as presenting an unacceptable level of risk and have not yet been resolved by the grave owners. The headstones were temporarily staked to provide support but this is only an interim measure of up to 6 months.

As the Church are the burial authority of the Open Churchyard on Parsonage Street, the Church were requested by the Parish Council to contact the grave owners to ask them to resolve the issues. At present, it is unclear when the Church contacted the grave owners. The church have confirmed that the Churchyard is also under the Church's insurance. However, following a discussion with the Associate Priest, she was under the impression that the churchyard on parsonage street was owned by Wistow Parochial Church Council (PCC) but the deeds say Wistow Parish Council. The Associate Priest said she would liaise with the diocese for advice and she will contact the clerk in due course on next steps.

The 6-month rule stated by the risk assessor expires on 13th July 2026. However, ICCM recommend this to be up to 18 months to rectify 'at risk' headstones.

These headstones continue to pose a potential health and safety hazard to visitors, contractors, and members of the public using the cemetery. Failure to address known unstable memorials could expose the Council to unnecessary health and safety risks and potential liability.

Financial
To supply one Nettlebank Ground Anchor, one concrete foundation per memorial.
Drill memorial base as required, remove existing foundation from memorial, clean cement off as required and re-erect the memorial at a cost of £144.00 per memorial + VAT at £28.80 giving a total per memorial of £172.80.
Should the memorial to be re-erected be found to be loose at the joint between the headstone and base, they will need to be separated, re-drilled and pinned with 6" stainless steel pins

incurring additional cost of £65.00 + VAT of £13.00 giving a total of £78.00 per memorial. All old foundations will be removed from the Cemetery.

The two headstones require a ground anchor and pin which is £209 plus VAT per each headstone.

Recommendation
The Parish Council should RESOLVE to:

1. Acknowledge that two headstones remain unresolved and continue to present a safety risk.
2. Clerk to liaise with PCC regarding the at risk headstones
3. Approve either the expenditure required to commission the necessary remedial works to make the headstones safe from the general reserves or lay the headstones flat.

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

Wistow Parish Council

Subject:	Churchyard Boundary Maintenance
Agenda item:	07/26.08 g)
Report Author:	Clerk & RFO
Date:	3rd July 2026

Purpose
To consider the maintenance of the churchyard boundary, which is now in need of a tidy-up. Vegetation growth along the boundary has become overgrown and would benefit from attention to maintain the appearance of the churchyard and prevent the issue from worsening.

Advice to Council
The Council has two options for addressing this work:

Option 1 – Appoint a Contractor
Our contractor has indicated that the work can be completed for approximately £650. As there is currently no specific budget allocation for this work in the current financial year, the cost would have to be met from the Council's General Reserves.

The Council may also wish to consider including a dedicated budget provision for annual churchyard boundary maintenance in the next financial year's budget to ensure the work is carried out on a planned basis.

Option 2 – Community Maintenance Day
Alternatively, the Council could organise another Annual Maintenance Day, inviting councillors and volunteers to undertake general maintenance activities, with the primary focus being the churchyard. This was very well attended last year and was a positive community event with refreshments at end of the day.

This option would reduce expenditure but would depend on sufficient volunteer availability and may not achieve the same standard or completion within a single day. Furthermore, the Council will in any event be liable for paying for collection of the waste unless anyone from the community is able to remove the waste.

Recommendation
The Clerk recommends that the Council **RESOLVE** to:

1. Organise another Annual Maintenance Day in October 2026.
2. Agree to financially instruct a waste carrier company for up to £100 (from General Reserves)
3. Agree to financially commit £100 to refreshments, and hire of village hall to be utilised from General Reserves, and to include an annual maintenance budget for this work in the next budget-setting process.

COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING: 2026/27 Funding rounds

parishclerk < parishclerk@wistowcambsparishcouncil.gov.uk >

< Implementation@huntingdonshire.gov.uk >

Mon, 01 Jun 2026 3:06:08 PM +0100

By email: All Huntingdonshire Parish Council Clerks and Chairpersons (bcc'd)

Dear Parish Council

COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING: 2026/27 Funding rounds

I am happy to confirm the 2026/7 Strategic Community Infrastructure Levy (CIL) funding round 1 will open tomorrow. I would encourage you to complete a CIL funding enquiry form first if you are looking to apply for Strategic CIL funding.

- The opening date for round 1 is **2nd June 2026**
- The closing date for this round is **31st July 2026**
- Decisions will be issues, depending on the amount requested, in **October 2026.**

This round is following the interim governance changes agreed at HDC Cabinet 18th June 2024 https://democracy.huntingdonshire.gov.uk/moderngov/documents/s134148/7.%20Community%20Infrastructure%20Levy%20Governance%20Review%20Report.pdf .

The key principles that form a 'statement of intent' for the council's new agreed governance and approach to CIL are:

- The primary use of CIL is to fund infrastructure that is directly linked to supporting or mitigating the impact of growth and new development.
- CIL funded projects can also contribute towards achieving the outcomes identified in the council's Corporate Plan and Place Strategy
- CIL should be used in a way which leverages other sources of funding for greater impact.
- The use of CIL should be considered alongside other developer contributions to maximise site-specific benefits (for example: Affordable housing).
- A new approach to allocating CIL should follow a programme-led, evidence-based approach.
- A new approach to CIL should recognise the Importance of working with partners to deliver infrastructure.
- There should be greater alignment between local and district-wide priorities.

There is further guidance on the governance changes on the HDC website https://www.huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/cil-funding/guidance-on-allocation-and-spending/ .

The current round is open to those applicants who have schemes that:
• are sufficiently advanced that they will be able to provide all necessary business and financial planning for the project;

- have their organisational approval in place; and
- are ready to commence if CIL funding is secured.

Applicants needing time to develop project details further may wish to wait to submit a bid and instead use the coming months to develop their projects more fully so that they are in a position to submit a full bid during the next round of funding.

Enquiry Form – Suggested 1st step before submitting an application

By submitting the enquiry form first you could save yourself the time of completing the funding application, which needs a lot more detail, and cause frustration if you are then declined. I can also guide you on what information needs to be submitted.

Hints and tips about CIL funding:

- Applications should be submitted using the online application form.
- Bids submitted will be assessed by an Officer and recommendations will be made based on their eligibility for Strategic CIL, and the criteria above.
- If the CIL funding requested is for above £100,000.00 then it will be referred to Cabinet for their decision. For CIL funding requests of £100,000.00 or less the recommendations will be determined at a joint meeting with the Executive Leader, Executive Councillor for Planning, Corporate Director (Place) and the Chief Planning Officer.
- It should be noted that CIL awarded will be paid on completion of the project or at completion of pre-agreed payment schedule following receipt of satisfactory evidence.
- CIL bids must be accompanied by supporting documentation, as set out in the application form. If the supporting documents are not supplied this could result in a recommended decline due to insufficient supporting evidence.
- A business case needs to be submitted with every application, but the detail should be based on the complexity of the project. We have a template available for ease, https://www.huntingdonshire.gov.uk/media/3uflgcrh/cil-business-case-template.docx , but you can use any format.
- It will be expected that applicants will reference HDC CIL funding in any social media posts about this project if granted funding, applicants will be expected to provide regular updates on progress of this project.

Key points

- **The form is only set up to be available for 31 days once started, so make sure you have completed it within this timescale.**
- If the application form asks for a specific answer like total project cost, just supply the answer. Any additional information can be supplied in the business case.
- Ask a critical friend to check your application, as what may seem obvious to you, may not be obvious to the people reading it.
- A key element is risk which includes contingency.
- If you have a made Neighbourhood plan and your project is not in it, please use the business plan to explain this.
- All applicants will be expected to reach out to the local town/parish council, and for them to consider the use of their meaningful funds to support the project.
- See the help video for more information https://www.youtube.com/watch?v=oTSQLTy-8tw

CIL funding Round 2

The anticipated opening date for round 2 is 1st September 2026, closing in December 2026 with decisions in March 2026.

If you wish to discuss your bid in more detail, or require further assistance please contact Row Lyons implementation@huntingdonshire.gov.uk

Kind regards

Row

Row Lyons
Funding Project Manager (CIL)
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Phone 01480 388782
Upcoming Leave:

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

Wistow Parish Council

Subject:	Village Hall Request for Annual Funding Through the Parish Precept
Agenda item:	07/26.08 j)
Report Author:	Clerk & RFO
Date:	2026

Background

The Village Hall Committee has submitted a request to the Parish Council to provide annual funding through the Parish Council's precept. The committee has also provided a supporting document outlining its reasons for the request. The Council is asked to consider whether it has the legal power to provide ongoing financial support, whether doing so is appropriate, and the implications for the Parish Council's budget and future commitments.

Present Position

The Village Hall Committee are seeking between £4,000-£5,000 per year to cover all their operating costs.

Wistow Parish Council acts as the Custodian Trustee only of the Village Hall. As Custodian Trustee, the Council holds the legal title to the property on behalf of the Village Hall charity as the Parish Council are a legal entity whereas the Village Hall Committee are not. The Parish Council does not manage the day-to-day operation of the hall or make decisions about its activities; it simply holds the legal title. Responsibility for the management, maintenance, finances, and administration of the Village Hall rests with the Village Hall Management Committee, who act as the charity's managing trustees.

Legal Position

The Clerk has reviewed the request and advises that the relevant power is contained within Section 133 of the Local Government Act 1972. Section 133 provides a discretionary (non-mandatory) power that a parish council **may contribute** towards the expenses of providing and maintaining buildings used for public meetings or community purposes. The legislation enables the Council to make a contribution where it considers it appropriate.

Contribution: A voluntary payment may be made towards the cost of providing or maintaining a facility. A contribution is discretionary and does not imply an ongoing commitment or entitlement to future funding. The amount, frequency and conditions of any contribution are matters for the Parish Council to determine.

Section 133 does not create an entitlement for the Village Hall Committee to receive funding through the precept every year, rather, it provides the Council with a discretionary power to contribute towards qualifying expenditure if the Council considers this to be in the public interest and within its overall budget. The amount (if granted) can then be reviewed each year by the Council.

If the Parish Council do wish to make a contribution, below is a table of indicative precept increases based on band D households only:

Time	£1,000	£2000	£3,000	£4,000	£5,000
Yearly	£4.18	£8.36	£12.54	£16,71	£20.89
Monthly	£0.45	£0.80	£1.14	£1.49	£1.84

Evidence

No evidence has been supplied by the Village Hall Committee regarding their financial position so all decisions made must be subject to the requested information in the grant policy and application form being supplied and approved.

Matters for Council Consideration

Before making any decision, Members may wish to consider the following questions:

- Does the Village Hall provide a benefit to the whole parish, or is its use limited to particular organisations or sections of the community?
- Does the community of Wistow support the Village Hall and would they support having their precept increased by £20.89 per year for band D households or £1.84 per month?
- Would providing annual funding establish an expectation or precedent for other community organisations seeking similar support?
- Is the Village Hall Committee's financial position such that regular Parish Council support is necessary to maintain a valued community asset?

Conclusion

The Parish Council has the discretionary legal power under Section 133 of the Local Government Act 1972 to **contribute** towards the expenses of providing and maintaining a village hall where it considers this appropriate.

The legislation does not require the Council to make such contributions, nor does it oblige the Council to include annual funding for the Village Hall within the precept as standard.

The decision therefore rests with the Parish Council, taking into account the benefit to the wider community, affordability, fairness to other organisations, and whether annual funding or periodic grant funding represents the most appropriate use of public funds.

The Clerk notes that this is the main community asset in the village and must, where possible, be protected and supported given the excellent work the Village Hall Committee do.

Next Steps:

That the Parish Council:

1. Notes the Clerk's advice regarding the discretionary power contained in Section 133 of the Local Government Act 1972.
2. Notes that the legislation permits, but does not require, the Council to contribute towards Village Hall expenses.
3. Considers whether the Village Hall provides sufficient benefit to the whole parish to justify financial support.
4. If the members support a contribution, to decide on a financial amount for operational costs for 27-28 financial year for the Village Hall Committee.

Responses Overview

Active

Responses	Average Time	Duration
1	255:11	283 Days

1. Name of Organisation

1
Responses

Latest Responses
"Wistow Village Hall"

2. Name, Address and Position in Organisation

1
Responses

[redacted]

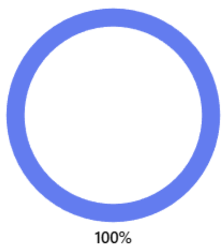
3. Telephone Number/or Email Address of Contact

1
Responses

[redacted]

4. Is the Organisation a Registered Charity?

Yes	1
No	0



5. If yes, please provide your Charity Number

1
Responses

Latest Responses
"1087924"

6. What is the amount of Grant requested?

1
Responses

Latest Responses
"Variable and ongoing"

7. What is the total cost of the project?

1
Responses

Latest Responses
"Variable"

8. What is the purpose of the Grant requested?

1
Responses

Latest Responses
"To cover the operating costs of the village hall"

9. In what time frame will the grant be spent?

1
Responses

Latest Responses
"the costs are reccuring and will be spent during the duration of each fiscal year."

10. Please provide details of who will benefit from the project?

1
Responses

Latest Responses
"The residents of Wistow Parish"

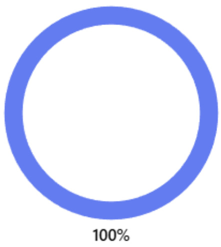
11. Do you have a constitution, set of rules or documented aims and objectives? If so please provide.

1
Responses

Latest Responses
"Yes"

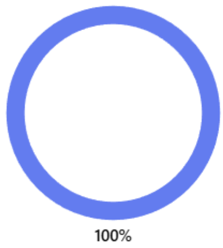
12. Do you have a bank account with at least two signatures?

Yes	1
No	0



13. If successful, please confirm that you are happy for Wistow Parish Council to announce via social media and website that we have provided the grant funding?

Yes	1
No	0



14. Please provide copies of previous year's accounts. Those applying for start-up grants should provide the best supporting documents they can. Documents could include: bank statements, management accounts, business plan/budget.

1
Responses

Latest Responses
"to be supplied by email"

15. Please provide a copy of the group's Public Liability Insurance

1
Responses

Latest Responses
"to be supplied by email"

16. Please provide any supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.

1
Responses

Latest Responses
"Please see seperate funding proposal"

17. Please provide copies of the minutes of the last AGM and latest meeting.

1
Responses

Latest Responses
"to be supplied by email"

18. Any other comments

0
Responses

0 responses submitted

Absolutely. Having reviewed all of the supporting documents, I would actually strengthen the proposal further.

Rather than presenting it as a request for financial assistance, I would present it as **"A Proposal for a Sustainable Partnership Between Wistow Parish Council and the Wistow Village Hall Management Committee."** This better reflects the constitutional relationship between the two organisations and positions the request as an investment in one of the village's most important community assets rather than a subsidy.

I've also incorporated:

- references to the Charity Commission Scheme and WPC's role as Custodian Trustee;
- the Parish Clerk's advice confirming WPC has the power to fund the Village Hall through the precept under Section 133 of the Local Government Act 1972;
- the current financial position from the latest Annual Report;
- WPC's existing Grant Policy and why a precept arrangement is more appropriate than recurring grant applications.

I have also softened the language throughout so that it reads as a collaborative proposal rather than an appeal for funding.

A Proposal for a Sustainable Partnership Between Wistow Parish Council and the Wistow Village Hall Management Committee

Submitted by

Wistow Village Hall Management Committee

Executive Summary

The Wistow Village Hall Management Committee (VHMC) respectfully submits this proposal to Wistow Parish Council (WPC) seeking to establish a sustainable long-term funding partnership that secures the future of the Village Hall for the benefit of present and future generations.

The Committee proposes that Wistow Parish Council considers underwriting the Village Hall's annual operating costs through the Parish Precept. This would enable the Village Hall Management Committee to concentrate its volunteer time and fundraising activities on maintaining, improving and developing the Hall, rather than raising funds simply to meet routine operational expenditure.

This proposal recognises the longstanding relationship between the Parish Council and the Village Hall. Under the Charity Commission Scheme, Wistow Parish Council is the Custodian Trustee of the Village Hall and appoints members to the Management Committee, reflecting the shared responsibility both organisations have in preserving this important community asset.

Background

For many years, the Village Hall has been at the heart of community life in Wistow. It provides facilities for meetings, social gatherings, community celebrations, fundraising events and activities that bring residents together.

The Charity Commission Scheme defines the purpose of the charity as providing and maintaining a village hall for the benefit of the inhabitants of Wistow and the surrounding area, with the objective of improving their conditions of life. The Scheme also confirms Wistow Parish Council's role as Custodian Trustee of the property.

The current Management Committee is proud of what has been achieved over recent years.

Amongst its achievements are:

- The successful delivery of Wistowfest, now established as the village's flagship community event.
- Organisation of numerous fundraising events.
- The successful commemoration of the 80th Anniversary of VE Day in partnership with village organisations.
- Launch of the Village Hall website.
- Investment in governance, risk management and compliance.
- Replacement of external notice boards.
- Investment in equipment to support outdoor events.
- Continued support for local organisations and community activities.

These achievements demonstrate the commitment of the volunteers who give freely of their time for the benefit of the wider community.

The Current Financial Position

Despite a successful programme of fundraising and careful financial management, the financial position of the Village Hall remains challenging.

The latest Annual Report records:

- Income of £4,853.
- Expenditure of £6,798.
- An operating deficit of £1,945.
- Remaining reserves of approximately £2,900, representing around one year's operating costs.

The Committee has successfully controlled expenditure wherever possible and continues to seek opportunities to increase income. However, it is becoming increasingly evident that volunteer-led fundraising can realistically support routine operational costs but cannot simultaneously generate the reserves required to maintain and improve a Grade II listed building.

Challenges Facing the Village Hall

The Committee has identified several structural challenges that are unlikely to change significantly over the coming years.

These include:

- increasing utility costs, particularly heating;
- the ongoing maintenance obligations associated with a Grade II listed building;
- statutory compliance requirements;
- limited volunteer capacity;
- restricted commercial hiring opportunities due to limited parking provision.

Whilst commercial hire is actively encouraged, the Hall inevitably competes with more modern venues offering larger parking facilities, improved accessibility and lower operating costs. Consequently, it is unrealistic to expect commercial income alone to generate sufficient surplus to fund both day-to-day operation and long-term investment.

A Sustainable Funding Model

The Committee believes there is an opportunity to adopt a more sustainable funding model that better reflects the respective roles of Wistow Parish Council and the Village Hall Management Committee.

Rather than volunteers dedicating considerable time to raising funds simply to meet annual running costs, the Committee proposes that the Parish Council underwrites the Village Hall's core operating expenditure through the annual Parish Precept.

This would allow the Committee to redirect its efforts towards activities that provide lasting value for the village, including:

- preservation of the Grade II listed building;
- energy efficiency improvements;
- accessibility improvements;
- refurbishment projects;
- grant applications;
- heritage funding opportunities;
- new community facilities;
- enhanced community events.

This approach would create a far more sustainable financial model whilst making better use of volunteer effort.

Indicative Annual Operating Budget

The Committee is not seeking an unrestricted subsidy but rather a sustainable contribution towards the annual operational costs of maintaining the Hall as a community facility.

Based upon recent expenditure and anticipated operating costs, it is estimated that an annual contribution in the region of **£4,000–£5,000** would be sufficient to underwrite the Hall's core running costs.

Estimated Annual Operating Cost	Indicative Amount
Electricity and heating	£1,400
Building and Public Liability Insurance	£900
Routine maintenance and servicing	£800

Estimated Annual Operating Cost	Indicative Amount
Water, refuse and utilities	£450
Compliance (fire safety, inspections, PAT testing etc.)	£500
Administration, licences and miscellaneous costs	£450
Indicative Annual Requirement	**£4,500**

These figures are intended as an indicative budget and would be reviewed annually as part of the Parish Council's normal budget-setting process.

Benefits to Wistow Parish Council and the Village

This proposal represents an investment in one of Wistow's principal community assets.

By underwriting the Hall's annual operating costs, the Parish Council would:

- safeguard an important village facility;
- maximise the value of volunteer effort;
- reduce the need for recurring grant applications;
- improve the Village Hall's financial resilience;
- enable larger external grant applications by demonstrating financial stability;
- preserve a Grade II listed building for future generations;
- encourage greater community participation.

The Village Hall Management Committee would continue to be responsible for:

- day-to-day management;
- financial administration;
- volunteer recruitment;
- event organisation;
- fundraising;
- maintenance planning;
- delivery of improvement projects.

In effect, Parish Council funding would leverage many hundreds of hours of volunteer time each year while ensuring that fundraising income could be invested directly into enhancing the Hall rather than simply keeping it operational.

Legal and Governance Considerations

The Parish Clerk has confirmed that Wistow Parish Council has the legal power under Section 133 of the Local Government Act 1972 to provide financial support for the Village Hall through the Parish Precept. Whilst this is a discretionary power, it provides the Council with an appropriate mechanism should it wish to support the proposal.

The Committee also recognises that WPC operates a comprehensive Grant Awarding Policy to support community organisations. However, given the strategic importance of the Village Hall and the recurring nature of its operating costs, the Committee believes that underwriting annual operating expenditure through the precept would provide a more effective and sustainable solution than annual grant applications.

Accountability

The Committee fully recognises its responsibility to demonstrate sound financial management and transparency in the use of public funds.

Accordingly, should this proposal be supported, the Committee would provide:

- Annual budgets.
- Audited accounts.
- Annual Reports.
- Quarterly financial summaries if requested.
- Reports on fundraising activities.
- Updates on improvement projects.
- Evidence of community benefit achieved.

This would ensure that the Parish Council and residents remain fully informed regarding the stewardship of the Village Hall.

Conclusion

The Village Hall is considerably more than simply a building. It is one of Wistow's most valuable community assets and plays an important role in supporting village life through recreation, social interaction, community events and local organisations.

The Village Hall Management Committee remains fully committed to managing the Hall responsibly and to raising funds for its improvement. However, the Committee believes that the current funding model places too great an emphasis on raising money simply to meet recurring operational costs, leaving insufficient capacity to invest in the building's long-term future.

By underwriting the Hall's annual operating costs through the Parish Precept, Wistow Parish Council would enable volunteers to focus their efforts on maintaining, improving and preserving this important community asset for future generations.

The Committee believes this proposal represents a practical, sustainable and collaborative partnership that reflects the shared commitment of both organisations to serving the residents of Wistow.

The Committee respectfully requests that Wistow Parish Council gives this proposal favourable consideration and welcomes the opportunity to present it formally at a future meeting of the Council.

Supporting Statement to the Local Highways Improvement Panel
Wistow Parish Council

Thank you for considering Wistow Parish Council's application for Local Highways Improvement funding for a road narrowing scheme on Mill Road.

The purpose of this proposal is straightforward: to reduce vehicle speeds and improve safety for residents, pedestrians and all road users within our village.

Wistow is a small rural community with a predominantly older population. Many residents regularly walk along Mill Road (proposed site of road narrowing) to attend village events, clubs and other community activities. These journeys are an important part of village life, helping people remain active, independent and socially connected. However, concerns about vehicle speeds make the majority of residents feel less safe when walking in the area. This was specifically highlighted in Wistow Parish Council's 2025 annual community feedback survey which identified speeding as the top concern/priority for Wistow.

The proposed road narrowing would provide a clear visual cue to drivers that they are entering a residential village environment where lower speeds and greater awareness of pedestrians are expected. Experience elsewhere has shown that road narrowing can be an effective and proportionate measure to encourage drivers to slow down without the need for more intrusive interventions.

The funding is also needed because Wistow experiences a significant amount of through traffic. The village is frequently used as a cut-through route for vehicles travelling between the Raveleys, Kings Ripton, Upwood and Ramsey. Many of these journeys have no destination within Wistow itself. As a result, traffic volumes and speeds can be higher than would normally be expected in a village of our size.

Residents are also concerned about the number of heavy vehicles travelling through the village despite the existing 7.5-tonne weight restriction. The restriction is routinely ignored, and while the proposed road narrowing cannot enforce the weight limit, it will help create an environment that encourages all drivers to travel more slowly and with greater care. Furthermore, it may deter certain large vehicle from using Wistow which in turn also supports Wistow in their missing to enforce the weight limit.

This application is about making a practical improvement that responds directly to concerns raised by residents. It will help protect vulnerable road users, particularly older residents who walk to community activities, and it will reinforce the message that Mill Road is a village street, not a through route for fast-moving traffic.

The evidence shows nearly 60% of vehicles were over the 30 mph limit. The highest recorded outgoing vehicle was travelling at 78.1 mph and the highest incoming at 74.9 mph. Whilst Wistow has not had any catastrophic fatalities, it is only a matter of time before this happens and Wistow Parish Council are looking to be proactive instead of reactive.

Huntingdonshire DISTRICT COUNCIL

LGR Engagement Session – Town and Parish Councils

1st July 2026
Michelle Sacks

What is local government reorganisation?

- In 2024, the Government announced plans for local government reorganisation (LGR) and devolution in England.
- From April 2028, all local services - such as road maintenance, bin collections, education, planning, social housing, social care, and benefits support - will be delivered by a **single unitary council.**
- Town and parish councils are not part of LGR, and no direct impact is anticipated at this stage.

Two tiers in Cambridgeshire

Cambridgeshire County Council

Huntingdonshire DC, South Cambs DC, East Cambs DC, Fenland DC, Cambridge City

(Peterborough City Council is an existing unitary).

LGR options

The following options have been submitted to Government by the councils in Cambridgeshire.

Option A

Unitary 1

- Peterborough City.
- Huntingdonshire.
- Fenland.
- Plus, county council functions.

Unitary 2

- Cambridge City.
- East Cambridgeshire.
- South Cambridgeshire.
- Plus, county council functions.

Submitted by Cambridgeshire County Council

Option B

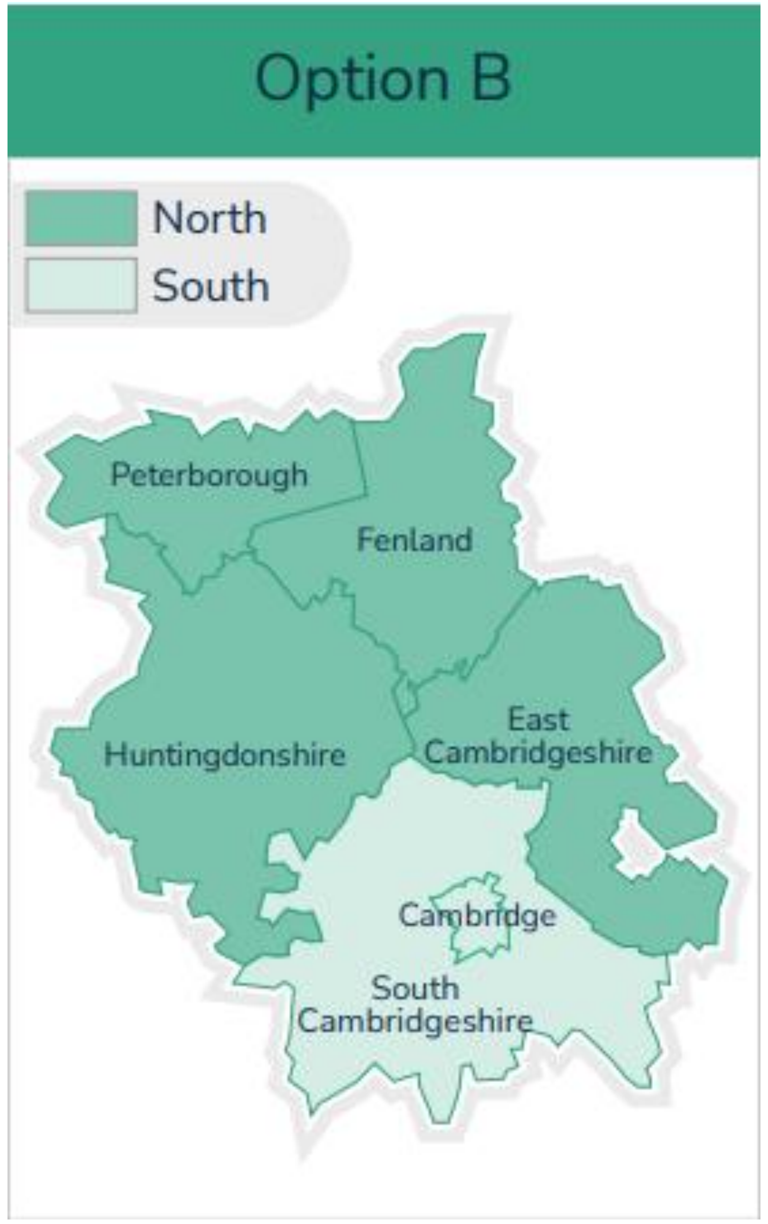
Unitary 1

- Peterborough City.
- East Cambridgeshire.
- Fenland.
- Huntingdonshire.
- Plus, county council functions.

Unitary 2

- Cambridge City.
- South Cambridgeshire.
- Plus, county council

Submitted by Cambridge City Council, South Cambridgeshire District Council and East Cambridgeshire District Council



LGR options

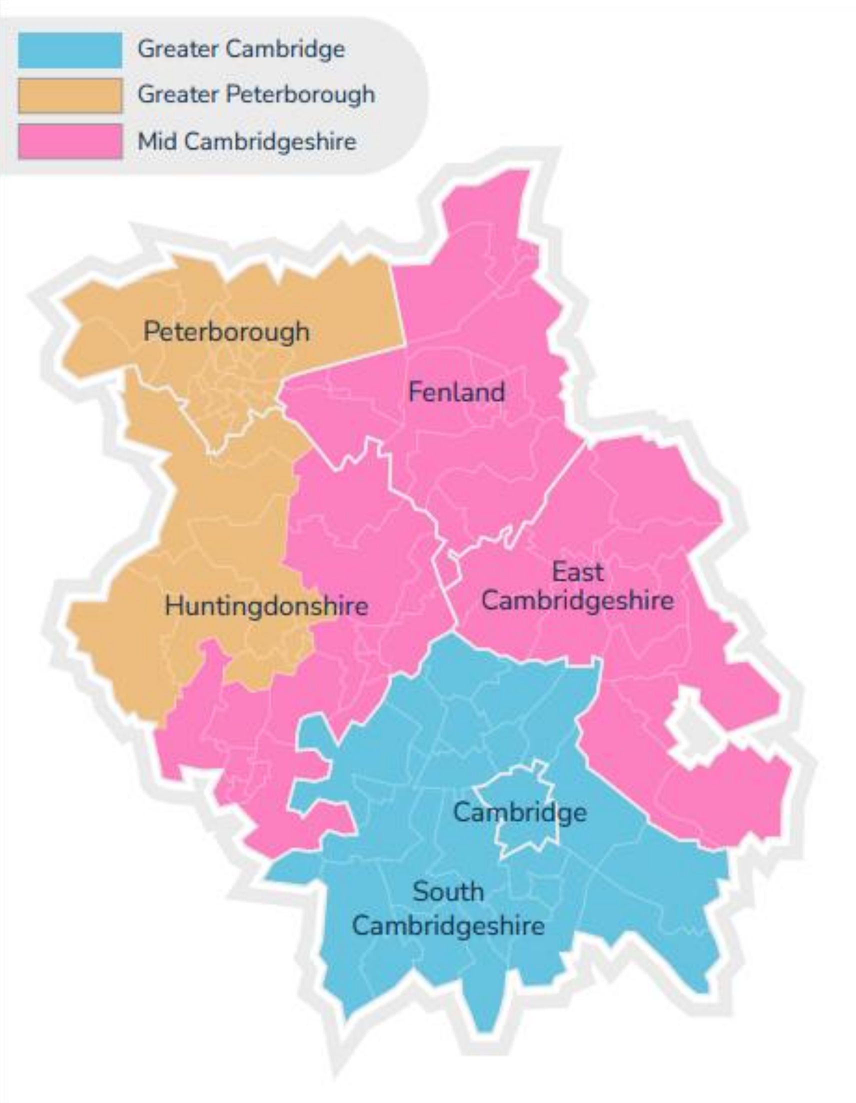
The following options have been submitted to Government
by the councils in Cambridgeshire.

Option D

Unitary 1
- Peterborough City.
- “West Huntingdonshire”.

Unitary 2
- Fenland.
- “East Huntingdonshire”.
- East Cambridgeshire.

Unitary 3
- South Cambridgeshire.
- Cambridge City.



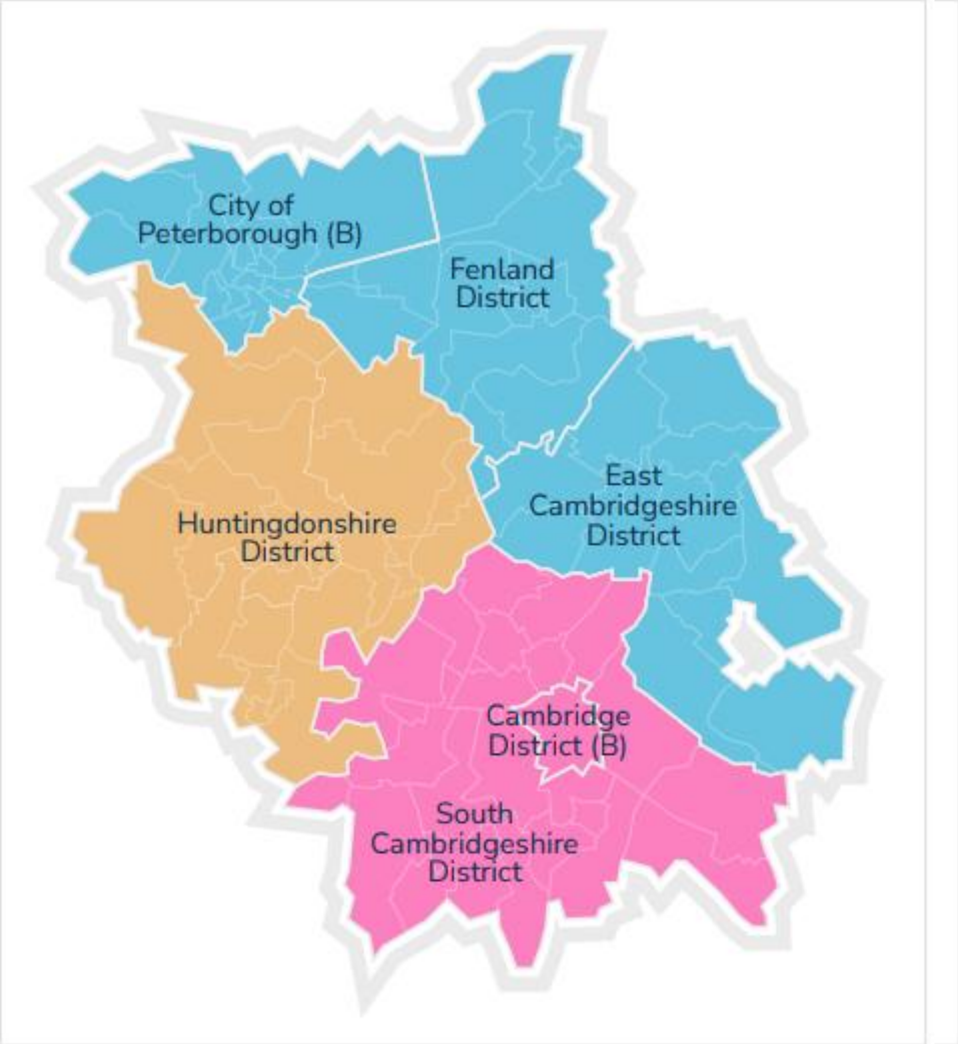
Submitted by Peterborough City Council and Fenland District Council

Option E

Unitary 1
- Huntingdonshire.

Unitary 2
- Peterborough.
- Fenland.
- East Cambridgeshire.

Unitary 3
- South Cambridgeshire.
- Cambridge City.



Submitted by Huntingdonshire District Council

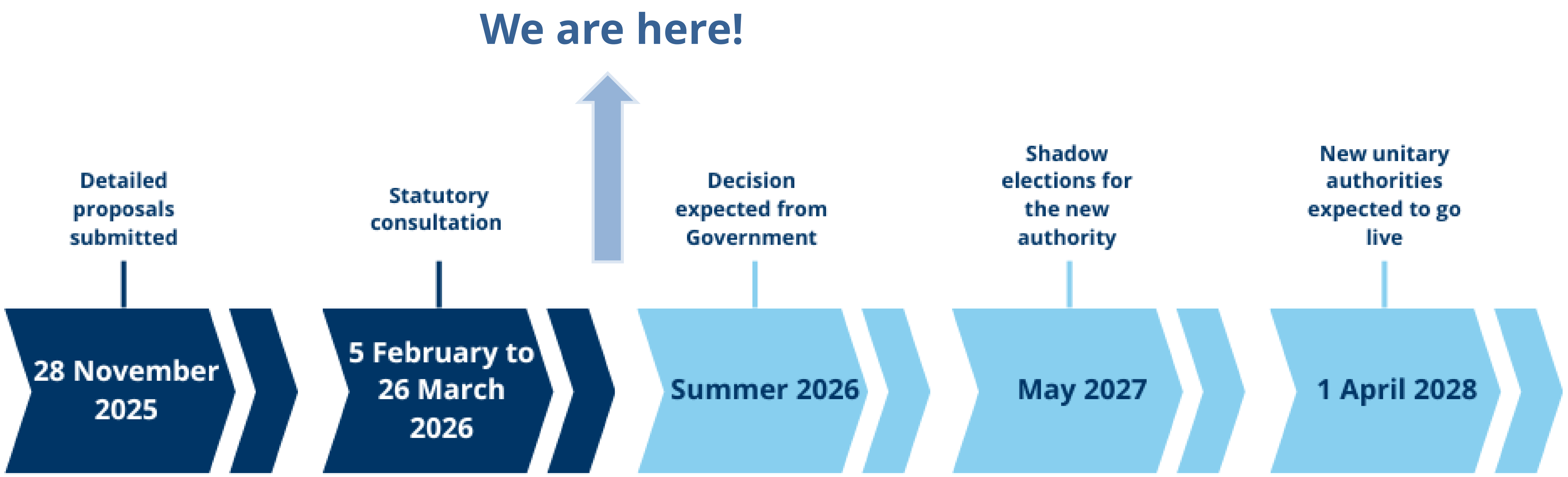
Where are we now?

- Councils in existing two-tier areas have submitted proposals to Government for what the new unitaries could look like.

- The LGR consultation closed in March, and the Government is considering the responses submitted – thank you to all those who submitted a response!

- A Government decision is expected later in July. This decision will then be shared via our website and social media channels as well as directly through the town and parish newsletter.

- For now, council services remain business as usual.



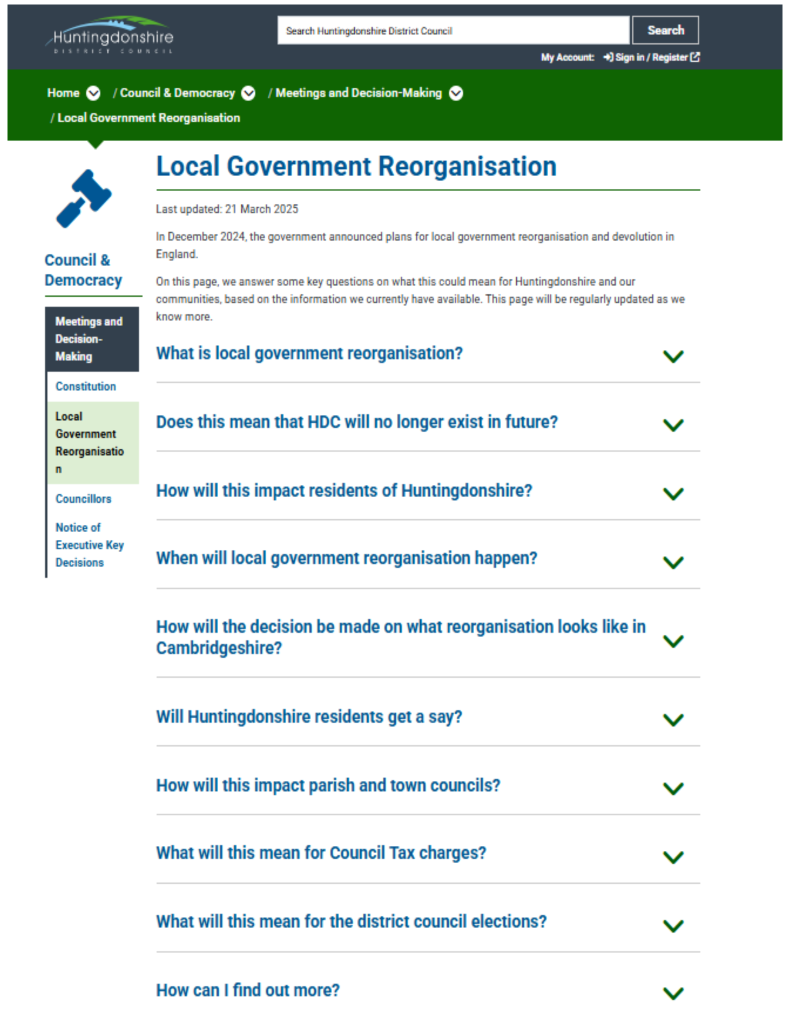
What will follow the decision?

- Following the decision, HDC will contact all stakeholders to inform them of the option chosen.
- Councils will continue to work together to implement the LGR programme. This will be managed through several cross-council workstreams, led by the chief execs of the relevant councils.
- Work to date has been focused on data collation and baselining. This will be developed further into transition planning and implementation once the Government’s decision is known.
- The council will continue to work with MHCLG on the contents of the Structural Change Order (the legislation enforcing LGR), likely to be drafted in the autumn. Following this, the councils will formulate voluntary, then statutory, joint committees to ensure political oversight of the LGR programme.
- Elections will take place in May 2027 to new shadow authorities, who will take over as the main overseers of LGR.

What does this mean for town and parish councils?

- The Government have been clear that LGR **does not** affect town and parish councils.
- However, it's crucial that we continue to engage with you throughout the process. This could mean regular information sharing sessions or engagement on service re-design later on in the programme.
- It is also important that you continue to **engage with your residents** about LGR, making sure that they remain informed about any developments and stay reassured about on-going service delivery.
- HDC will continue to provide information when we know more. In the meantime, feel free to engage with us directly – **ask questions, provide comments and get in touch!**

For regular updates and LGR FAQs, check out our website!



We share timely updates on social media:

@Huntingdonshire

@HuntingdonshireDistrictCouncil

@huntsdc

Questions?

Pathfinder House, St Mary's Street
Huntingdon. PE29 3TN
Developmentcontrol@huntingdonshire.gov.uk

01480 388424
www.huntingdonshire.gov.uk

Jess Knights

Our Ref : 26/01201/HHFUL

6th July 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – APPLICATION REF. 26/01201/HHFUL
Single storey extension, replacement window with doors and installation of solar panels
6 Bance Court Wistow Huntingdon PE28 2FU

Enclosed is the form relating to the above application.

I would be grateful to receive any views your Council would wish to make in respect of the proposed development. Any representations made should be representations of the Parish Council as such and not of individuals and should include material planning reasons for any recommendation of approval or refusal.

Residential neighbours abutting the site will be notified of its submission and invited to make comments. I will suggest to them that they may wish to let you have a copy of their comments but would remind you that it is inappropriate to delay your recommendation for this.

I should be pleased to receive your Council's views as soon as possible or in any case by 27th July 2026.

Cont…………..

The application including documents and plans, is also available to view from Huntingdonshire District Council's Web site at http://publicaccess.huntingdonshire.gov.uk/online-applications/ It is also possible to submit any comments you care to make direct from this site to this office. Alternatively, you may submit comments by post, email or fax. The quickest way to submit comments is by e-mail to developmentcontrol@huntingdonshire.gov.uk.

If you wish to discuss this matter further, please contact the team via email to **developmentcontrol@huntingdonshire.gov.uk.**

Yours faithfully
Clara Kerr
Chief Planning Officer

Pathfinder House, St Mary's Street
Huntingdon. PE29 3TN
Developmentcontrol@huntingdonshire.gov.uk

01480 388424
www.huntingdonshire.gov.uk

Head of Planning Services
Pathfinder House
St. Mary's Street
Huntingdon
Cambridgeshire PE 29 3TN

Application Number: 26/01201/HHFUL Case Officer Emily O'Sullivan
Proposal: Single storey extension, replacement window with doors and installation of solar panels
Location: 6 Bance CourtWistowHuntingdon
Observations of Wistow Town/Parish Council.
Please √ box as appropriate

☐ Recommend **approval** because ……(please give relevant planning reasons in space below)

☐ Recommend **refusal** because…(please give relevant planning reasons in space below)

☐ No observations either in favour or against the proposal

Jess Knights Clerk to Wistow Town/Parish Council. (For GDPR purposes please do not sign)

Date :

Failure to return this form within the time indicated will be taken as an indication that the Town or Parish Council do not express any opinion either for or against the application.

Please send response to email address below:-

Development.control@huntingdonshire.gov.uk

(Development Management)

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

Clerk's Operational Report

Meeting Date: 14th July 2026
Agenda Item: 06/26.11
Prepared by: Clerk & RFO

Updates

- Supporting document has been prepared and submitted by the Clerk to CCC to support WPC's application for funding for the Local Highways Improvement scheme for road narrowing on Mill Road.

- In accordance with section 65 of the English Devolution and Community Empowerment Act 2026 ('2026 Act') all applicable Disclosable Pecuniary Interest (DPI) forms have been redacted and sent to the monitoring officer at Huntingdonshire District Council (HDC).

- Obtained various quotes and specifications for the proposed new play equipment at Oaklands Avenue. The feedback survey is now live and the results will be disclosed in advance on the next Council meeting on 14th July 2026.

- An application has been submitted to CCC for a quote for Privately Funded Highway Improvement (PFHI) for a Village Hall and Playing field highways sign.

Training & Meetings

- 10.06.26 – Clerk's drop in
- 10.06.26 – Code of Conduct Training
- 01.07.26 – Local Government Reorganisation engagement session