WISTOW PARISH COUNCIL

Meeting Papers

Date of meeting
10th November 2026

PROUDLY SUPPORTING THOSE WHO SERVE.
ARMED FORCES COVENANT
Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WISTOW PARISH COUNCIL

MEETING:	Parish Council Meeting
DATE:	Tuesday 13th October 2026
TIME:	19:30pm
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 Rice, Cllr Forster, Cllr Pizzie & Cllr Newton.
MEMBERS ABSENT:	1 – Cllr Gregory
STAFF PRESENT:	1 – Jess Knights, PSLCC – Clerk & RFO
AUTHORITIES PRESENT:	1 – District Cllr McIlwain
PUBLIC PRESENT:	1

MINUTES

10/26.01 **WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

The meeting was officially declared open at 7:30pm by the Chairman, Cllr Simms.

RESOLVED: No apologies for absence were received from Cllr Gregory and his absence was therefore not approved.

10/26.02 **TO RECEIVE DECLARATIONS OF INTEREST**

RESOLVED: No declarations of interests were received.

10/26.03 **TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**

RESOLVED: All approved the minutes of the Council Meeting held on 8th September 2026 as a true and accurate record. The minutes were officially signed by the Chairman.

10/26.04 **PUBLIC PARTICIPATION**

Open: 7:32 pm

Public 1 explained the background to Wistow Allotments to help the Council when considering any allotment rent increase.

RESOLVED: As there were no further members of the public who wished to speak, the public forum was closed at 7:41pm.

10/26.05 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS

District Cllr Lowe's Report (Appendix 1)

District Cllr McIlwain:

- If the Council are objecting to any planning applications, the Council must attend DMC to make representations.
- District Council meetings are lengthily at present.
- Confirmed he will discuss with County Cllr Martin on next steps regarding unsuccessful LHI bid for 20mph speed limit and road narrowing.

10/26.06 BUSINESS TO BE TRANSACTED
COUNCIL OPERATIONS

a) To consider and approve updated Data Protection Policy.
RESOLVED: All agreed to the approval of the Policy.

b) To consider and approve updated Publication Scheme & Schedule.
RESOLVED: All agreed to the approval of the Scheme & Schedule.

c) To consider and approve updated Training & Development Policy.
RESOLVED: All agreed to the approval of the Policy.

d) To consider and approve Reserves Policy.
RESOLVED: All agreed to the approval of the Policy.

e) To consider and approve updated Social Media & Communications Policy.
RESOLVED: All agreed to the approval of the Policy.

f) To consider and approve next steps on the National Emergency Briefing.
RESOLVED: All agreed for Cllr Newton to contact the Three Horse Shoes' Pub to enquire if they would be willing to host the National Emergency Briefing to hopefully increase attendees.

10/26.07 FINANCIAL

a) To consider, approve and sign payment list. All invoices have been examined, verified and certified by the RFO prior to submission.
RESOLVED: All approved the payment list and invoices which were duly signed by two authorised signatories, Cllr Cook and Cllr Pizzie.

b) To consider, approve and sign bank reconciliation, cash book and summary budget comparison. All financial reports have been verified and certified by the RFO prior to submission.
RESOLVED: All approved the documents which were duly signed by the Chairman.

c) To consider version 1 of the 2027-2028 budget calculation prepared by the RFO.

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS
ARMED FORCES COVENANT
PROUDLY SUPPORTING THOSE WHO SERVE.

RESOLVED: All agreed to approve the 2027-2028 budget of £34,860.00. The increase of £17.89 per year for Band D (14%) is due to an increase in training, asset replacements and increase to reserves.

d) To consider version 1 of the 2027-2028 precept calculation.
RESOLVED: All agreed to approve the 2027-2028 precept of £34,860.00. The band D rate will be £145.67 per year based on the 26-27 tax base pending confirmation from the Chair of Corporate Governance Committee & Section 151 Officer meeting of Huntingdonshire District Council on 17th December 2026.

10/26.08 AMENITIES & HIGHWAYS

a) To consider and approve purchase of poppy wreath (report enclosed).
RESOLVED: All agreed to the purchase of the poppy wreath of £26 inclusive.

b) To consider and approve annual allotment increase (report enclosed).
RESOLVED: All agreed to defer this item to the next agenda pending further information received.

10/26.09 PLANNING & CONSULTATIONS

To review and resolve the following applications:

a) HDC's Habitat Regulation Assessment (Reg 19).
RESOLVED: All agreed to the approval of the plan.

b) HDC's Pre-submission Local Plan (Reg 19).
RESOLVED: All agreed to the approval of the plan.

c) HDC's Sustainability Appraisal (Reg 19).
RESOLVED: All agreed to the approval of the plan.

d) Barn Mead Church Street Wistow (ref 26/01741/HHFUL).
RESOLVED: All agreed to the approval of the planning application as there are no material considerations applicable.

10/26.10 CLERK'S REPORT

RESOLVED: All reviewed and accepted the report.

10/26.11 MATTERS FOR FUTURE AGENDA ITEMS ONLY

1. Grant funding application – MAGPAS.
2. Allotment rent.
3. Oaklands playing field – gate repair.

10/26.12 DATE OF NEXT FULL COUNCIL MEETING

Tuesday 10th November 2026 in Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB at 7.30pm.

CLOSED: 20:22PM

Appendix 1 - District Report - October 2026

CAPALC's conference 2026
It was a real shame there was only ONE representative from all the Councils in Warboys Ward at the Leading Local Change Conference this year.

As Members of CAPALC this is THE meeting to attend and there were many useful topics discussed – including legal updates form NALC and a well-received discussion from Alistair Jones (current tutor with the SLCC on Community Governance courses and MA Leadership, Former Professor at De Montfort University, University Teacher Fellow) on Parish and Town Councils: do they have a future?

Other topics included an update from CPCA Mayor Paul Bristow, Changes in Neighbourhood Planning, Employment Law, and Community Projects – what's happening in Haddenham. Plus all the stalls, which I know the Warboys Environment Group would have found very useful.

Best Start Family Hubs launched at Huntingdon Child and Family Centre – where parents, carers, children and young people can access support in one place.

Cambridge Children' Hospital www.cambridgechildrens.org.uk/fundraising/
Specialist care addressing rising complexity in children's health needs and reducing the £60m currently spent each year on out-of-area treatment. Fundraising has now reached just over half of the £100m target.

Crisis & Resilience Fund: Key Info for Parish & Town Councils
This funding enables districts to support residents facing financial hardship in ways that reflect local priorities and build on what already works well in their communities and will reduce immediate financial pressures and improve access to essential support.

Keep an eye out for district-run initiatives that support residents in hardship — including advice services, outreach activity, community-based financial resilience projects, or targeted support for vulnerable groups. These programmes complement existing parish-level work and align with the Cambridgeshire Poverty Strategy Commission's principle of empowering local areas to respond to their own needs.

Remembrance Day. Please share details on Remembrance Day Services with Tommy Kelly - our Armed Forces Covenant Partnership Coordinator.

Finally… TRAINING
Training is vital for all Councillors and Clerks (including refresher), and as Members of CAPALC you have access to discounted courses with NALC, Breakthrough Communication, The Parkinson Partnership (finances) and numerous eLearning courses. See the website for more information

WISTOW PARISH COUNCIL

Dignity at Work Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	November 2026	November 2027

DIGNITY AT WORK POLICY

Wistow Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Wistow Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Wistow Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged to work Wistow Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Wistow Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the council's personnel committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its

employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Wistow Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect all to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment	•Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic •Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic
Bullying	•Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person

- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)
If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

<u>Informal resolution</u>
If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the

option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your compliant (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

WISTOW PARISH COUNCIL

Accessibility Statement

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	Jan 2025	Jan 2026
Compliance status and content not in scope	Full Council	Nov 2026	Nov 2027

Wistow Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This accessibility statement applies to www.wistowcambsparishcouncil.gov.uk

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines (WCAG) version 2.2 AA standard.

- There may be pages with read more / click here links. See WCAG 2.2 Success Criterion 4.4 (Link Purpose (In Context)
- There may be some pages where HTML isn't perfectly formed, such as stray end tags. See WCAG 2.2 success criterion 4.1.1 (Parsing).
- Many of our older PDFs and Word documents don't meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. See WCAG 2.2 success criterion 4.1.2 (name, role value).
- Some images on the website pages may not have a text alternative, so the information on them isn't available to people using a screen reader. See WCAG 2.2 success criterion 1.1.1 (non-text content). When we publish new content, we'll make sure our use of images meets accessibility standards.

Non-compliance with the accessibility regulations

Some pages may contain content and / or attachments which are not currently compliant, where this is the case we will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way:

- Videos.
- Content produced by third parties – not all documents on this website are created by us.
- Content using third party software for example maps.

Content that is not within the scope of the accessibility regulations

- Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.2 success criterion 4.1.2 (name, role value).
- The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we

do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Preparation of this accessibility statement

This statement was originally prepared on 28th January 2025.

This statement was last reviewed on 3rd November 2026.

Feedback and contact information

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact the Clerk of Wistow Parish Council.

Email: parishclerk@wistowcambsparishcouncil.gov.uk

Phone: 07401 733813

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations').

If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

WISTOW PARISH COUNCIL

IT Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	April 2025	April 2026
Amendments to personal devices	Full Council	November 2026	November 2027

Introduction

Wistow Parish Council provides digital facilities including email, cloud storage, laptops, and access to its website and social media platforms. These are essential for conducting council business and are governed by this policy to ensure security, privacy, GDPR compliance and transparency.

Purpose

This policy sets out acceptable use of council IT systems and defines responsibilities for councillors, and staff using either council-issued or personal devices for official business. It ensures the Council's digital operations are transparent, secure and compliant with data protection laws.

Scope and Responsibilities

This policy;

- Applies to all councillors and employees.
- Requires annual confirmation of understanding and compliance.
- Requires that all users are individually responsible for their own compliance.

The Clerk acts as IT administrator and retains access to all systems.

Email Use

To ensure continuity, protect council data, and maintain compliance with GDPR, only official council email addresses (@wistowcambsparishcouncil.gov.uk) may be used for council business.

The Clerk will be wholly responsible for the council's incoming emails, using the official addresses: parishclerk@wistowcambsparishcouncil.gov.uk.

The use of personal email addresses for council business is strictly prohibited; the council is the Data Controller of all the data it holds and processes, and information should be retained in its own systems.

Email forwarding to private accounts is not permitted under any circumstances.

When joining the council, each councillor will be issued with an email address in a standard format: cllr.lastname@wistowcambsparishcouncil.gov.uk, along with instructions on how to access their mailbox. Passwords must be strong, unique, and changed regularly.

All users are required to use an email signature (email privacy & confidentiality notice). Assistance with this can be obtained from the Clerk.

The Clerk can issue temporary passwords but these must be reset upon first login. The Clerk can also suspend and delete email accounts.

Permanent, dedicated email addresses may be used by the Clerk where appropriate (e.g. road safety@, tenders@ etc.).

Email Security

Access to email accounts is restricted to individual users and cannot be shared outside of the council or between individuals.

Emails containing suspicious content (e.g. spoofed HMRC emails) must be reported to the Clerk and double-deleted. Devices must not be left unlocked when unattended.

It should not be assumed that any email communication is secure or private. Users should take this into account particularly when emailing confidential or sensitive information. Once an email is sent to an individual outside of the council, it is beyond the council's control and is not guaranteed to be confidential.

Email access will be removed promptly when a councillor or staff member leaves.

The following email activities may breach the councils 'Code of Conduct' and/or prompt action by the ICO:

- Use of council email accounts for personal purposes.
- Sending or forwarding any material that is obscene, defamatory, or hateful, or which is intended to annoy, harass or intimidate others.
- Sending or forwarding emails which are likely to damage the reputation of the council.
- Sending or forwarding electronic chain letters.
- Examining, changing, or using another person's files, output or username without explicit authorisation.

Document & File Storage (OneDrive)

The council uses Microsoft OneDrive for secure, cloud-based document storage. The Clerk holds the administrative rights for Microsoft Office (including OneDrive). No council data may be stored on USBs, personal drives, or unapproved cloud services.

Access to OneDrive is restricted to individual users and cannot be shared outside of the council or between individuals.

Working group members may be granted access to specific, dedicated OneDrive folders relevant to the work of the group they are a member of, to facilitate secure collaboration and document sharing. Guidance on password protection of files is available from the Clerk.

For further protection of personal data, all files containing names, telephone numbers, addresses and email addresses, etc. must be password protected. These files are likely to take the form of internal databases, registers etc.

No personal data/confidential documents should be kept on any storage facility e.g. USB's, laptops or personal computers, as this could result in legal action from third parties.

Any suspected data breach or system compromise must be reported to the Clerk immediately
The Clerk will then contact the ICO for guidance on the most appropriate way to deal with the breach.

Council Devices and Equipment

Council laptops, printers, and other IT assets remain the property of the council. Devices must be returned when a councillor or staff member leaves their role. Council laptops must not have software installed without prior written consent from the Clerk.

Devices must have active antivirus protection and regular software updates applied. Guidance on requesting technical support or reporting issues will be provided by the Clerk.

Use of Personal Devices (BYOD)

Councillors may use personal devices for council business only if explicitly authorised and subject to compliance with this policy. Devices must be protected by strong passwords, encryption (where possible) and up-to-date antivirus software.

Access to Council data on personal devices must be controlled and subject to regular review.

Council data must be kept separate from personal data using dedicated apps or storage areas.

Website Management and Accessibility

The Clerk holds the administrative rights for the council's website (for more information see Website and Social Media Policy).

The council website must meet WCAG 2.2 AA accessibility standards. Statutory information will be published on the website, including:

- Agendas and minutes
- Councillor contact details and roles
- Annual Governance and Accountability Return (AGAR)
- Council policies and financial documents

A named individual (currently the Clerk) is responsible for ensuring site content is accurate and accessible.

Quarterly audits are conducted to check accessibility, broken links, and content compliance.

Social Media and Public Communication

The Clerk holds the administrative rights for the council's social media accounts (for more information see Communication Policy).

Only the Clerk is authorised to post or respond on official council social media channels.

Councillors may not post on behalf of the council or share internal discussions on public forums (e.g., Facebook groups).

All public communication must be factual, neutral, and respectful in tone.

Moderation of online comments and content lies with the Clerk.

IT Infrastructure and Support

An asset register is maintained for all Council owned hardware, and where relevant software. All devices must be regularly updated and checked for compliance with this policy. Users will be given training on IT systems, cybersecurity, data handling and transparency responsibilities.

Safeguards and Emergency Access

To ensure continuity of access to essential systems in the event the Clerk is incapacitated, the Chairman holds a sealed envelope with login credentials to the Microsoft 365 Account, along with the password for the "Passwords" area on OneDrive.

Review

This policy will be reviewed annually by the Clerk and considered at a full council meeting before re-adoption. Periodic internal audits will check for compliance with security and transparency requirements.

WISTOW PARISH COUNCIL

Data Breach Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	January 2025	January 2026
Rewritten and in line with ICO requirements	Full Council	November 2026	November 2027

Introduction

Wistow Parish Council (the Council) recognises its responsibility to protect the personal data it holds, processes and controls. The Council is committed to ensuring that personal information is handled securely, confidentially and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Despite appropriate safeguards, personal data breaches can occur. The Council must therefore have procedures in place to identify, report, investigate and respond to any actual or suspected data breach.

This policy sets out the procedures to be followed by councillors, employees, volunteers and anyone acting on behalf of the Council when a personal data breach occurs.

Purpose

The purpose of this policy is to:

- Ensure that actual or suspected personal data breaches are reported promptly.
- Minimise the impact of any breach on individuals.
- Establish clear responsibilities for managing and investigating breaches.
- Ensure that breaches are assessed and, where necessary, reported to the Information Commissioner's Office (ICO) within the required timescales.
- Ensure that affected individuals are informed where legally required.
- Maintain appropriate records of all personal data breaches.
- Identify improvements to prevent similar incidents occurring in the future.

What is a personal data breach?

A personal data breach is a breach of security that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

A breach can occur through human error, deliberate action, technical failure or a security incident.

Examples include, but are not limited to:

- Sending an email containing personal information to the wrong recipient.
- Sending an email to multiple recipients without using the blind carbon copy (BCC) facility, thereby disclosing their email addresses.
- Losing a laptop, mobile phone, USB stick or paper records containing personal information.

- Theft of Council equipment or documents containing personal data.
- Unauthorised access to Council email accounts, computer systems or files.
- Sharing personal information with someone who is not authorised to receive it.
- Publishing confidential or personal information on the Council's website or social media accounts in error.
- Disclosing personal information during a telephone conversation or meeting to an unauthorised person.
- A cyberattack, phishing incident, malware infection or ransomware attack affecting personal data.
- Accidental deletion, corruption or alteration of personal information where this results in its loss or unavailability.

A breach does not have to involve the loss or theft of information. Unauthorised access, disclosure or alteration of personal data can also constitute a breach.

Responsibilities

Parish Clerk

The Parish Clerk is responsible for:

- Acting as the Council's designated Data Breach Lead.
- Receiving and recording reports of actual or suspected data breaches.
- Taking immediate steps to contain and minimise the impact of a breach.
- Investigating the circumstances surrounding the incident.
- Assessing the potential risk to affected individuals.
- Determining, in consultation with the Chairperson and appropriate advisers where necessary, whether the breach must be reported to the ICO.
- Ensuring that affected individuals are informed where required.
- Maintaining the Council's Data Breach Register.
- Reporting significant breaches and any resulting actions to the Council.
- Reviewing procedures and recommending improvements following an incident.

Chairperson of the Council

The Chairperson will support the Parish Clerk in managing significant data breaches and will be informed where a breach is likely to have a significant impact on the Council or affected individuals.

Where the Parish Clerk is involved in the breach, or is unavailable, the Chairperson will take responsibility for ensuring that the incident is reported, investigated and managed appropriately, seeking external advice where necessary.

Councillors, employees and volunteers

All councillors, employees and volunteers must:

- Take reasonable care when handling personal information.
- Follow the Council's Data Protection Policy and associated procedures.
- Keep personal information secure and confidential.
- Report any actual or suspected data breach to the Parish Clerk immediately.
- Cooperate fully with any investigation.
- Avoid attempting to conceal, delete evidence of or independently investigate an incident without authorisation.

Anyone reporting a breach should not delay reporting it while attempting to establish the full circumstances.

Third-party providers and data processors

Where a third-party organisation processes personal data on behalf of the Council, the Council will ensure that appropriate contractual arrangements are in place requiring the provider to notify the Council of a personal data breach without undue delay.

The Parish Clerk will assess any notification received from a provider and determine what further action is required.

Reporting a data breach

All actual or suspected personal data breaches must be reported to the Parish Clerk immediately, regardless of how minor the incident may initially appear.

Reports should include, where known:

- The date and time the incident occurred.
- The date and time the incident was discovered.

- A description of what happened.
- The type of personal information involved.
- The individuals affected, or the approximate number of individuals affected.
- Whether the information has been accessed or disclosed by an unauthorised person.
- Any immediate action already taken to contain the incident.

If the Parish Clerk is unavailable or is involved in the incident, the report must be made to the Chairperson.

All incidents must be reported promptly. The Council will not discourage or penalise anyone for reporting a suspected breach in good faith.

Responding to a data breach

On receiving a report or noticing a breach, the Parish Clerk will take the following steps.

Step 1 – Contain the breach

The immediate priority is to prevent further loss, disclosure or unauthorised access to personal information.

Depending on the circumstances, this may include:

- Asking an unintended email recipient to delete the email and any attachments, and confirm that they have not shared or retained the information.
- Recovering or securing lost documents or equipment where possible.
- Changing passwords and restricting access to affected accounts or systems.
- Contacting the Council's email provider to investigate suspicious activity.
- Removing incorrectly published information from the Council's website or social media accounts.
- Suspending access to compromised systems where necessary.

Evidence relating to the incident should be preserved wherever possible.

Step 2 – Investigate the incident

The Parish Clerk will establish:

- What happened and how the breach occurred.

- What personal data was involved.
- Whether the information was lost, altered, accessed or disclosed.
- Whether the breach is ongoing.
- How many individuals and records may be affected.
- Whether the information has been recovered or securely deleted.
- Whether any third parties have received or accessed the information.

Step 3 – Assess the risk

The Council must assess the likelihood and severity of the potential consequences for affected individuals.

Factors to consider include:

- The nature and sensitivity of the personal information.
- Whether the information includes financial details, identification information, addresses, contact details or other confidential information.
- The number of individuals affected.
- Whether the information could be used for identity theft, fraud, harassment, discrimination or other harm.
- Whether the information has been accessed by an unauthorised person.
- Whether the information was protected by encryption or other security measures.
- Whether the information has been recovered or the risk has otherwise been reduced.
- The potential physical, emotional, financial or reputational consequences for individuals.

The Council must assess each incident on its own circumstances. A breach involving a small amount of information may still present a significant risk to an individual.

Step 4 – Decide whether notification is required

Following the assessment, the Parish Clerk will determine whether the breach must be reported to the ICO and whether affected individuals must be informed.

The reasons for the decision must be documented, including where the Council decides that notification is not necessary.

Reporting a breach to the ICO

Under Article 33 of the UK GDPR, the Council must notify the ICO of a personal data breach unless it is unlikely to result in a risk to the rights and freedoms of individuals.

Where notification is required, the Council must report the breach without undue delay and, where feasible, within 72 hours of becoming aware of the breach.

The 72-hour period begins when the Council becomes aware that a personal data breach has occurred, not necessarily when the incident first took place.

The Parish Clerk will be responsible for submitting the notification through the ICO's reporting procedure.

The notification should include, where possible:

- A description of the nature of the breach.
- The categories and approximate number of individuals affected.
- The categories and approximate number of personal data records involved.
- The Council's contact details.
- The likely consequences of the breach.
- The measures taken or proposed to address the breach and mitigate any adverse effects.

If the Council does not have all the necessary information within the 72-hour period, an initial notification should still be made where required, with further information provided in phases as it becomes available.

If the notification is made after 72 hours, the Council must explain the reasons for the delay.

Informing affected individuals

Where a personal data breach is likely to result in a high risk to the rights and freedoms of individuals, the Council must inform those affected directly and without undue delay.

The notification should be written in clear and straightforward language and explain:

- The nature of the personal data breach.
- The likely consequences for the affected individuals.
- The measures the Council has taken or proposes to take to address the breach.
- Any steps individuals can take to protect themselves.

- Contact details for the Council should they require further information.

The Council will consider the most appropriate method of contacting affected individuals, taking account of the urgency and circumstances of the breach.

There are limited circumstances in which direct notification may not be required under the UK GDPR. The Parish Clerk will seek appropriate advice where an exception may apply.

Recording data breaches

The Council will maintain a Data Breach Register recording all personal data breaches, regardless of whether the incident is reported to the ICO or affected individuals.

The register will include:

- A description of the incident.
- The date and time the breach occurred and was discovered.
- The date the Council became aware of the breach.
- The nature and extent of the personal data involved.
- The categories and approximate number of individuals affected.
- The likely consequences and risk assessment.
- The action taken to contain and resolve the breach.
- Whether the ICO was notified and, if so, when.
- Whether affected individuals were notified.
- The reasons for any decision not to notify the ICO or affected individuals.
- Any recommendations or preventative measures identified following the investigation.

Records will be kept securely and in accordance with the Council's Document Retention Policy.

Learning from data breaches

Following an incident, the Parish Clerk will review the circumstances and consider whether changes are required to prevent a similar breach occurring.

This may include:

- Reviewing existing data protection procedures.
- Providing additional training or guidance to councillors and employees.

- Improving email and document-sharing procedures.
- Reviewing access permissions to Council files and systems.
- Improving password security and account protection.
- Reviewing arrangements with third-party providers.
- Updating the Council's risk assessment where appropriate.

Significant incidents and any resulting recommendations will be reported to the Council.

Confidentiality

All information relating to a data breach must be treated as confidential.

Details of an incident should only be shared with those who need the information to investigate, manage or resolve the breach.

The Council will take care not to cause further disclosure of personal information when investigating or reporting an incident.

WISTOW PARISH COUNCIL

Freedom of Information Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	January 2025	January 2026
Rewritten and in line with ICO requirements	Full Council	November 2026	November 2027

Introduction

The Freedom of Information Act 2000 gives anyone a general right of access to all recorded information held by Wistow Parish Council. Recorded information can be held in the form of documents, emails, or letters. The request does not have to be about the applicant and the applicant does not have to give a reason for wanting it.

Procedure for making a Freedom of Information (FOI) request

A formal application for information must be made in writing, including email, to the Clerk:

Email: parishclerk@wistowcambsparishcouncil.gov.uk

The applicant must clearly describe the information they require and include their name and address.

Upon receipt of a formal application the council has up to 20 working days to decide whether the law permits the applicant to have that information, i.e. public information, data protection exempt. Although the Clerk will try to work within that period in some cases the time limit may need to be extended to clarify a request or allow the Clerk time to research what is requested. The time limit starts from the day after the Clerk received the request.

Upon receipt of a formal request the Clerk will carry out relevant electronic searches on the council's computer records and manual searches of its documents for the information required. The applicant will be provided with a list of what information the council holds in accordance with the request. Charges may apply depending on the information requested and in accordance with the Table of Charges shown overleaf, the council's publication scheme and current legislation. An itemised invoice will be sent to the applicant and payment must be received prior to the information being provided.

Exclusions

Information provided will not include:

- Personnel records relating to salary details, discipline, sickness, etc., by virtue of the Data Protection Act 2018.

- Tenders and quotations, which are treated as confidential to ensure the tendering process is fair and no one can be unfairly disadvantaged.

- Commercially sensitive information on land and property dealings – because the council's bargaining position in any negotiations may be prejudiced and such issues are covered by the Public Bodies (Admissions to Meetings) Act 1961 and the Local Government (Access to Information) Act 1985 and the Local Government Act 1972. (The Council is entitled, under the statutes mentioned, to exclude the press and public from meetings when such items are under discussion)

- Information the disclosure of which is prevented by law, data protection or exempt under the Freedom of Information Act.

- Information in draft form.

- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons.

Reasons for refusal

Applications for information may be refused for the following reasons:

- If the estimated costs of complying would exceed the set limit – currently £450 (18 hours x £25.00).
- If the information requested cannot be identified.
- If the request is considered vexatious – if the primary purpose of the request is to cause harm or annoyance and not obtain information.
- If similar information has already been given to the applicant.

How to Complain

A person who has made a request for information and is not satisfied with how their request has been managed, may apply to the Information Commissioner for a decision as to whether the request has been dealt with by the parish council according to the Freedom of Information Act 2000.

The council accepts the complaints procedure as recognised by the Information Commissioner's Office.

In response to a complaint, the Information Commissioner may serve a decision notice on the parish council and applicant setting out any steps which the public authority are required to take in order to comply with their duties (s50). The Commissioner also has the power to serve information notices and enforcement notices on public authorities.

The Commissioner's address is:

Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Information Line: 01625 54 57 45 Switchboard: 01625 54 57 45 Fax: 01625 52 45 10 Website: www.ico.gov.uk

List of Charges

Copies of recorded information/documents requested within the Wistow Parish Council Publication Scheme	10p per photocopy sheet 2nd Class postage costs £25 per additional hour where time spent exceeds the set limit of 18 hours
Copies of recorded information/documents requested outside the Wistow Parish Council Publication Scheme	10p per photocopy sheet 2nd Class postage costs Clerk's out of office hours to photocopy items based on Clerk's current hourly rate Clerk's travelling expenses to place of photocopying @ 55p per mile (local government rate)

WISTOW PARISH COUNCIL

Co-option Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	January 2025	January 2026
Adoption of NALC advice note	Full Council	November 2026	November 2030

Introduction

Wistow Parish Council (the Council) has based this policy on the NALC Advice Note 'Vacancies and Co-option'.

Town and Parish councils are permitted to exercise the power to co-opt a person onto a Council to fill a casual vacancy when the requirement to hold an election has not been met.

Although seeking 'expressions of interest' is not a legal requirement, NALC recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, the Council will seek and encourage applications from anyone in the parish who is eligible to stand as a councillor. Councillors or parishioners can legally approach individuals to suggest that they may wish to consider putting their names forward for co-option.

The notice to co-opt will include:

- the method by which applications can be made;
- the closing date for all applications;
- a contact point to obtain more information; and
- where the information can be sourced electronically.

Co-option – Casual Vacancy

The co-option of a councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called. The Local Government Act 1972, s.87 states that a casual vacancy occurs when one of the following happens during the Parish Council's term of office:

- A councillor fails to make their declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six months to attend a meeting when summoned to do so and their apologies are not accepted.

The Parish Council will notify the principal authority of a casual vacancy and then give notice of the vacancy to give electors the opportunity to request an election. This occurs when ten electors write to the principal authority stating that an election is requested.

A by-election is called, a polling station will be organised by the principal authority and polling cards sent to residents. The Parish Council will be expected to pay the costs incurred with a by-election.

If more than one candidate is nominated, a by-election will take place. When there is only one candidate, they are duly elected without a ballot.

If residents do not request a ballot within the fourteen days of the public notice being posted, the principal authority will inform the Parish Council that they can proceed with co-option by advertising the vacancy. This will be done via the Parish Council's noticeboards, website and social media.

Eligibility of Candidates

The Parish Council should consider any person to fill a vacancy provided that:

- They are on the parish electoral register; or
- They have resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- For the last twelve months, their principal place of work is in the parish; or
- They live within three miles (direct) of the parish.

There are certain disqualifications for co-option, as follows:

- Holding a paid office with the Parish Council;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the co-option; and
- Being disqualified under any enactment in relation to corrupt or illegal practice.

The Clerk will confirm the eligibility of the candidates, in line with the Local Government Act 1972, s79 and s80.

All eligible applicants will be invited to attend a meeting of the Full Council following the application deadline.

Applications

To assist candidates, a suggested list of co-option criteria has been prepared. This will provide candidates with guidance on areas they may wish to include on their application forms. Please contact the Clerk via email parishclerk@wistowcambsparishcouncil.gov.uk to obtain the co-option criteria form and the Councillor application form.

In the application form, candidates will be requested to:

- Confirm their eligibility for the position of parish councillor within the statutory rules
- Submit information about themselves and their reasons for applying

Applications will not be accepted beyond the deadline date/time.

Following receipt of application(s) and at the next Full Council meeting there will be an agenda item as follows: To receive and consider written applications for the office of Parish Councillor and to co-opt a candidate to fill the vacancy.

Prior to Full Council, where applications for co-option will be considered, applications will be circulated to all councillors with at least three clear days prior to the meeting. If this is not possible, then applications will be tabled at the meeting and enough time allowed during the meeting for councillors to consider the applications.

Full Council Co-option Meeting

Ideally candidates should attend the meeting where the co-option is to take place, but candidates who have submitted their apologies in advance may still be considered. Candidates will not be considered for co-option if they are not present at the meeting and no prior apologies have been received.

For fairness, candidates will have a maximum of three minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Parish Council. If the candidate is not present their statement may be read by the Clerk.

After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote.

The process will be carried out in a public session and there must be no discussion between Members prior to the vote being taken.

If a candidate is a relative of a councillor, that councillor should declare an interest and withdraw from the meeting.

When all candidates have finished giving their submissions, the Parish Council will proceed to vote with each candidate being proposed and seconded by the Councillors in attendance and a vote by a show of hands. A recorded vote may be requested (Local Government Act 1972, section 12, para 39).

In order for a candidate to be elected to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting).

If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

Only those parish councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chairperson has the casting vote. Votes cannot be made by proxy.

The Clerk will arrange for notification to Electoral Services of the new councillor appointment, initiate Acceptance of Office paperwork and completion of their 'Registration of Interests' within twenty-eight days of being co-opted.

If insufficient candidates come forward for co-option, the process should continue whereby any remaining vacancies are advertised again.

Co-opted Councillors

Successful co-opted candidates, upon signing their declaration of acceptance of office, become councillors with immediate effect and are no different to any other member.

Any application can be considered in the absence of the candidate(s) but, if successful, the Council would need to resolve for them to sign their declaration of acceptance of office in accordance with the Local Government Act 1972, s83(3) either before or at the next Full Council meeting.

Monitoring, Evaluation and Review

This Policy will be reviewed at the beginning of each new council term (usually four years) or subject to any legal changes.

WISTOW PARISH COUNCIL

Equal Opportunities & Diversity Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	January 2025	January 2026
Implementation of NALC template	Full Council	November 2026	November 2027

Our commitment

Wistow Parish Council is committed to providing equality of opportunity, preventing unlawful discrimination and promoting a working environment in which everyone is treated fairly, with dignity and respect. The Council will seek to ensure that its employment practices and the services it provides are accessible and fair, and that its activities do not unlawfully discriminate.

This policy explains how the Council will put that commitment into practice. It applies to the Council's employees, and informs the way the Council treats councillors, applicants, residents, service users, contractors, suppliers and other people with whom it comes into contact.

The law and protected characteristics

The Equality Act 2010 protects people from discrimination, harassment and victimisation in employment and in the provision of services. The protected characteristics are:

- age,
- disability,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race (including colour, nationality, and ethnic or national origins),
- religion or belief,
- sex and sexual orientation.

Discrimination may also be unlawful after employment has ended. For example, refusing to provide a reference for a reason connected with a protected characteristic may amount to discrimination.

The Council will not unlawfully discriminate against or harass members of the public in providing its services. It will consider its duty to make reasonable adjustments for disabled people, including where appropriate the removal, adaptation or alteration of physical features that create barriers to access. The Council will seek to anticipate access barriers and address them where it is reasonable to do so.

Types of unlawful discrimination

Direct discrimination: Treating a person less favourably than another because of a protected characteristic.

Indirect discrimination: Applying a provision, criterion or practice that puts people who share a protected characteristic at a particular disadvantage, unless it can be shown to be a proportionate means of achieving a legitimate aim.

Harassment: Unwanted conduct related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. The effect may be relevant whether or not it was intended.

Associative discrimination: Directly discriminating against or harassing someone because of their association with another person who has a protected characteristic.

Perceptive discrimination: Directly discriminating against or harassing someone because they are perceived to have a protected characteristic, whether or not they actually have it.

Third-party harassment: Harassment related to a protected characteristic directed at an employee by a third party, such as a resident, contractor, supplier or visitor.

Victimisation: Subjecting someone to a detriment because they have made or supported an allegation or complaint under the Equality Act 2010, or are suspected of doing so. This protection does not apply where a false allegation is made maliciously.

Failure to make reasonable adjustments: Failing to take reasonable steps where a workplace or service provision places a disabled person at a substantial disadvantage compared with a non-disabled person.

In limited circumstances, an employer may rely on an occupational requirement relating to a protected characteristic. Any such requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Equal opportunities in employment

The Council will seek to avoid unlawful discrimination in all aspects of employment, including recruitment, promotion, training, pay and benefits, working arrangements, discipline and selection for redundancy.

Recruitment and selection

Person specifications and job descriptions will be limited to requirements necessary for the effective performance of the role. Candidates for employment or promotion will be assessed objectively against the requirements of the role. The Council will consider reasonable adjustments for disabled applicants. Disability or personal and home commitments will not form the basis of employment decisions except where relevant and necessary.

Working practices

When considering requests to vary normal working arrangements, including hours, working times or location, the Council will consider whether its practices may have a discriminatory effect. Requests will be considered fairly and refused only where the Council has good reasons unrelated to a protected characteristic. The Council will comply with its statutory obligations relating to requests for contractual variations and will make reasonable adjustments to working practices to overcome disability-related barriers.

Access to Council services and treatment of others

The Council will not unlawfully discriminate against people using, or seeking to use, its services. It will consider accessibility and reasonable adjustments when delivering services, communicating with residents and arranging Council activities.

Bullying or harassment by suppliers, contractors, visitors, residents or other third parties should be reported to the Council. The Council will consider the circumstances and take appropriate action. This may include addressing the behaviour directly, taking steps to protect affected staff or others, restricting access to Council premises where justified, or reporting potentially criminal conduct to the police.

Dignity at work, bullying and harassment

The Council has a separate Dignity at Work Policy which sets out how concerns about bullying and harassment are addressed and how complaints of this nature are handled. This Equality and Diversity

Policy should be read alongside that policy, the Council's grievance procedure and its disciplinary procedure.

Training and prevention

The Council will raise awareness of equality and diversity among employees and members and those involved in recruitment or other decision-making where equality issues may arise. Staff will be made aware of their rights and responsibilities under this policy and the Dignity at Work Policy, and of the part they can play in maintaining a working environment free from discrimination, bullying and harassment.

The Council will consider the risk of harassment, including sexual harassment and harassment by third parties, in its workplace risk management arrangements. Where risks are identified, the Council will consider proportionate steps to prevent or reduce them and will review those steps when circumstances change or concerns arise.

Responsibilities

Every employee and members are expected to assist the Council in meeting its commitment to equality of opportunity and preventing unlawful discrimination. Employees must treat colleagues and members of the public with dignity and respect and must not engage in discrimination, harassment, bullying or victimisation.

Employees may be held personally liable, as well as or instead of the Council, for acts of unlawful discrimination. Serious acts of harassment may also constitute a criminal offence. Acts of discrimination, harassment, bullying or victimisation may be dealt with under the Council's disciplinary procedure and may amount to gross misconduct, potentially resulting in dismissal without notice.

Complaints and grievances

Anyone who believes they have experienced unlawful discrimination in connection with the Council should raise the matter with the Council. Employees should use the Council's grievance procedure. Where a complaint concerns bullying or harassment, it will be handled in accordance with the relevant provisions of the Dignity at Work Policy.

The Council will take complaints seriously and seek to resolve any grievance that it upholds. No one will be penalised for raising or supporting a complaint in good faith, even if it is not upheld. A complaint that is both untrue and made in bad faith may be dealt with under the relevant procedure.

Monitoring, data protection and review

The Council will monitor the effectiveness of this policy and, where appropriate and practicable, review the composition of its workforce and applicants for employment or promotion, including ethnic, sex/gender and age composition and the number of disabled people. The Council will consider whether any action is appropriate in light of information gathered.

The Council will also consider the handling and outcomes of equality-related complaints, including complaints of harassment or victimisation, to help identify any recurring issues and whether further action or awareness-raising is needed.

Personal data collected for equality monitoring will be handled in accordance with the Council's Data Protection Policy and relevant privacy notices. Information will be used only for appropriate monitoring purposes and handled in accordance with applicable data protection requirements.

The Council will review this policy annually to assess its effectiveness and will update it when necessary, including in response to changes in legislation or guidance.

WISTOW PARISH COUNCIL

Safeguarding Policy

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Creation	Full Council	January 2026	January 2026
Re-write to include specified responsibilities	Full Council	November 2026	November 2029

Introduction

Everyone has a responsibility for safeguarding children, young people and vulnerable adults.

Wistow Parish Council is committed to delivering services that safeguard those who engage with them. The Parish Council will fully support and protect anyone, who in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that abuse or bullying is taking place.

This policy outlines good practice to promote the safety of those using the Council's services and to protect employees, volunteers and elected councillors from false allegations.

Background

The Children's Act 2004, Childcare Act 2006, Safeguarding Vulnerable Groups Act
2006 and the Government's 'Working Together to Safeguard Children 2010' place a duty on key statutory agencies to safeguard and promote the welfare of children, young people and vulnerable adults. The 2004 Act embodies five principles that are key to the wellbeing of children, young people and vulnerable adults and are known as the 5 Every Child Matters outcomes:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve economic wellbeing.

In practical terms this means that the Parish Council has a responsibility to provide a safe environment for children, young people and vulnerable adults in which their welfare is of paramount importance and in which they can achieve their potential.

Aims

This policy aims to set out procedures for the safeguarding of children, young people and vulnerable adults by protecting them from abuse.

Definitions

Children and Young People - Anyone who has not yet reached their 18th birthday.

Vulnerable Adult - Any person aged 18 or over for whom a 'regulated activity' is provided.

Employees, volunteers and councillors - Anyone working for o**r** on behalf of the Parish Council, whether paid or on a voluntary basis.

Regulated Activity - Regulated activity is defined as work which involves close and unsupervised contact with vulnerable groups including children. The definition of regulated activity is contained in Appendix 3. Regulated activity excludes family arrangements and personal non-commercial arrangements.

The Parish Council currently does not undertake any form of regulated activity.

Close and Regular Access - The term used to describe working or volunteering with children, young people or vulnerable adults:

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult;
- Where an individual has sole charge of children, young people or vulnerable adults.

The Parish Council currently does not undertake any form of close or regular access.

Principles

This policy applies to all of the Parish Council's employees, volunteers, councillors and sub-contractors. Additionally, and where appropriate, this policy applies to contractors involved in regulated activity on behalf of the Parish Council

The principles for safeguarding are:

- the welfare of the individual is paramount;
- everyone has the right to protection from abuse;
- employees, volunteers and councillors should work in an open and transparent way;
- employees, volunteers and councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions.
- The same professional standards should always be applied regardless of culture, gender, language, racial origin, religious belief and/or sexual orientation reflecting the protected areas as outlined in The Equality Act 2010 of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Confidentiality will be upheld in line with current data protection and human rights legislation.
- Children's Board will be followed in circumstances where information is shared with other agencies in the interest of a child, young person or vulnerable adult.

Wistow Parish Council will:

- Create a healthy and safe environment for all activities, where children and vulnerable adults feel safe and secure.
- Promote the general welfare, health, and full development of children and vulnerable adults during activities on council premises.

- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.

- Respect the rights, wishes and feelings of children and vulnerable adults and ensure that they are listened to.

- Ensure that any allegations made are not allowed to go unchallenged, and that any allegations and suspicions are investigated, recorded, and acted upon promptly.

- Ensure all matters are handled in accordance with the Local Safeguarding Children Board procedures and also referred to the council for further action as appropriate, and future risk assessment.

- Ensure that councillors, staff and volunteers are well informed, maintain high standards and observe best practice.

- Ensure that all new councillors/employees/volunteers who will work with, or come into contact with, children and vulnerable adults in the course of their work activities are required, where appropriate, to be subject to checks under the current Disclosure Barring Scheme.

- Ensure that facilities offered by the parish council have been inspected on a regular basis, and at least annually, by a representative of RoSPA1 or a similar organisation.

- Request a copy of the Child Protection Policy of any contractor working directly for the parish council, in an area where children may be at risk.

- Ensure that all new councillors/employees/volunteers, where appropriate, will be provided with training and a copy of this policy to confirm that they understand it and will abide by it.

Training

Appropriate training will be provided to the Parish Council's employees, volunteers and councillors in the event of the Council engaging in work within the parameters of regulated activities.

The level of required training will be followed in line with Government guidance.

Monitoring and Appraisal

In the event of an employee's role including regulated activities, this will be reviewed in relation to the Safeguarding Policy.

This policy will be reviewed at least once every three years.

The Flag of the Fens

Introduction

Having had the idea that the Fens should have its own flag, I designed one in 2016 and began a campaign to win support for it in 2018.

The symbol of the Fens is the Fen Tiger. This term derives from the sometimes violent opposition of the local population to the drainage schemes of the 17th century. 'Fen Tiger' is a nickname for someone from the Fens, and many associations and businesses in the area use the term, sometimes with logos that feature tigers. The design of the flag features a heraldic tiger in a central field of yellow, representing agricultural prosperity. The blue outer fields represent the region's natural and manmade waterways.

A flag becomes official when it is added to the UK Flag Institute's registry, and when the time is right a submission will be made to this body. In prosecuting the campaign I have been helped by too many people to name. Cheryl Wright in particular has enhanced it far beyond what it would otherwise have been.

Social Media

The campaign's Facebook page has existed for eight years and has 3,950 followers. As of 2023 there is also an Instagram account. The campaign's enormous picture archive of nearly 2,000 items furnishes the bulk of images in social media posts. In 2019 Mark Elvin set up the Facebook group Friends of the Fens, with Susan Danielis and myself as fellow admins. The group promotes the flag, which forms its cover image, to its 2,600 members.

In 2025 the YouTube podcast Flagged for Content uploaded a chat with myself about the flag, and the following year Flags in Focus, another YouTube podcast, called for it to be officially registered.

Manufacturers and Merchandise

Several companies sell the flag, which they variously supplement with pennants, bunting, table flags and pin badges. Cheap flags are bought in bulk and sold mail order by Mark Elvin.

Kustom Tees of Whittlesey have clothing, bags and badges for sale in-store and Will Price offers a range on the Redbubble website. ABS Embroidery advertises clothing with embroidered flags and Crystal Eyes offers flag puzzles, cushions and mugs. Other companies sell patches and fridge magnets on Amazon and offer apparel online.

The Ely Print Centre makes postcards and flyers for promotional use and sells key rings. Screens & Graphics in Cottenham makes stickers in five sizes, which are sent out free on request.

Visibility of the Flag

The flag flies or has flown for long periods at the following prominent locations: Soham Lodge Care Centre on the A142; the Milton Maize Maze on the A10, the Boat Yard, Ely; March & District Museum; Fox Narrowboats, March; the Secret Garden Touring Park, Wisbech; Elgood's Brewery, Wisbech; the Fenland Orchards Project, Wisbech; the shop at Bramblebee Farms, Emneth; and Ramsey Rural Museum.

FACT Community Transport has flag stickers on its 38 buses. Many markets stalls across the Fens display the flag and handmade flag cards are on sale in a shop in Whittlesey. The flag accompanies the Men Walking and Talking Ely Group and flies at Wisbech Town FC's home and away matches.

Each year the flag promotes the Fenland Classic Vehicle Show at the Ramsey Fen Fair and. It is used on the kit of the Fen Tigers Polo Team and the Flatlanders Scooter Club, and for radio-controlled car races at March Raceway. Waterland Organics has used it on bottle labels and Infiniti Garage Doors in magazine adverts. In 2024–25 it was used for a public access campaign in Ramsey Mereside.

The flag flies each year at Open Farm events at Park Farm, Thorney and Music on the Square events in Whittlesey. Also in Whittlesey, a ceremonial flag has been was carried at many Remembrance Parades and Armed Forces Weekends.

The flag appears in Austin Staton's short film *Perennial* and decorates Fenland Auto Club mugs. Two large framed tigers taken from the flag hang in Leverington Village Hall. Five people have tattoos of the flag.

In 2022 Cambridge, Ely, Wisbech and Whittlesey public libraries and the WWT Welney Wetlands Centre used the flag in displays, and it was onstage at the Fenland Poet Laureate Awards. In 2023 it flew at the Crowland & Thorney 1940s weekend. It regularly adorns Whittlesey Festival and Thorney Festival programmes and has been a fixture at the monthly Waterbeach Community Markets.

The flag has illustrated several books: Karen Merrison, *Secret Fens* (2022); Nigel Fenner, *Cambridge Sport* (2023); and the Grumbletooth children's titles by Brenda Kok.

The campaign is linked to the project to elevate Hereward the Wake's image as a local folk hero. The flag was carried on the Peterborough to Ely Hereward Charity Challenge March in 2021 and featured in the 'Hereward's Last Stand' event in Aldreth the same year.

Online Publicity

Scores of community groups and individuals have used the flag for social media profiles, and it is the basis for the logos of the popular Fenland on Film and Fenland Yard Sales.

The British County Flags website accepts the flag as the de facto flag of the region and gives a long account of it. There is also an article about it in the international online resource Flags of the World.

Boat Owners

Boat owners strongly support the campaign, and many fly the flag pennant. Many marinas have made these available to their members, and each summer until the end of 2025 Liberty Belle Cruises in Ely sold pennants and latterly flags. Environment Agency patrol boats have sported the flags and it adorned the raft of the optomechanics company Thorlabs that won the 2019 Ely Aquafest river race.

Cheryl Wright in Whittlesey

Cheryl Wright has visited businesses all over Whittlesey, and as a result many exhibit flag stickers. Cheryl has also promoted the flag in nearby villages, contacted stakeholders across the Fens and instigated media coverage. She volunteers at Whittlesey Museum and has created an information stand about the flag there. She regularly

has flag stands at farmers' markets and exhibitions and distributes stickers and other merchandise from her home. She has a flag that can be borrowed for events. In June 2026 she received a High Sheriff of Cambridgeshire Award for her community work, and her contribution to the flag campaign was mention in the citation.

Bramblebee Farms

A sausage named after the flag was launched in 2020 by Bramblebee Farms in Emneth and is now one of its best-selling items. Bramblebee market stalls are decorated with the flag, which is also emblazoned on the trailer and chopping board seen at catering events. In 2023 and 2024 the business attended farm-to-fork summits at 10 Downing Street and displayed a flag in the prime minister's garden. Customers can locate the farm shop easily as the flag flies outside it.

Talks

I have given talks about the flag to the Whittlesey Ladysmith WI, the Rotary Club of Ely, a 'Fen Authors and Explorers' event in Ely, the Hickathrift House Care Home, the Damsons group at Peckover House and the March Friendship Club.

Map of the Fens

In 2021, in the absence of a commercially available map of the Fens, an A3-size map was commissioned using Natural England's National Character Area of the Fens. The map features the flag and an information box about it. Hundreds of people have received a free PDF of the map, and hundreds more have obtained free print copies from the Ely Print Centre and Whittlesey Museum. The maps can be seen in public buildings and the hire boats of Fox Narrowboats.

News Media

2018. In November the BBC website had an article on the flag. ITV Anglia News broadcast Claire McGlasson's interview with me, also in 14 November, and soon after an article appeared on its website.

2019. In March an article by Nicola Gwyer appeared in the *Cambridge News*. In April Clare Butler followed suit in the *Ely Standard*, and her article was then printed in the *Wisbech Standard* and *Cambs Times*.

Sarah Cliss published a piece in the *Fenland Citizen* later that month, and in May Clare Butler wrote a further article in the *Ely Standard*. In November Clare Butler wrote in the *Wisbech Standard* and *Cambs Times* on FACT Community Transport's support for the flag.

2020. John Baker wrote on the flag in the *Peterborough Matters* online newsletter in March, as did Joel Lamy for the *Peterborough Telegraph* online. Richard Groom wrote a feature in the March issue of *The Fens* magazine, and Julie Cave an article for the spring edition of the *Wisbech Post*. In June Sue Dougan of BBC Radio Cambridgeshire interviewed me on the subject. In August Daniel Mason covered the campaign's progress in the *Wisbech Standard*.

2021. The March issue of *The Fens* magazine carried an article, as did the *Ely Standard* and the webzine *The Local View* in May. During this year I was interviewed by BBC Radio Cambridgeshire and Fenland Youth Radio.

2022. In March the *Yaxley Gazette* and the *Thorney Post* had articles about the flag.

2023. There was an article in the summer issue of the boating magazine *GOBA News* and a second in the *Thorney Post* (issue 76). In November Paul Whitwell interviewed me for More Muzic Radio.

2024. The July-August issue of the magazine *Fenscene* had a double-page spread on the flag by Martha How. A shorter article of my own was included in *Doddington Diary* in August. In August Gemma Gadd reported in the *Peterborough Telegraph* on the support for the flag of Stephen Barclay MP. The October issue of the *Outwell Oracle* carried an article by myself.

2025. In January Andrew Elsden mentioned the flag in the *Farmers Friend* blog. In April the talk at Hickathrift House was covered in the *Peterborough Telegraph* and the *Wisbech Standard*. Support from Peterborough City Council was the subject of a BBC News website article in March and an ITV News Anglia segment in April.

Businesses and Organisations

Businesses and organisations that have endorsed the flag include:

ABS Embroidery, Murrow
Alan's Taxis, Ely
Bank Farm, Ramsey St Mary's
The Boat Yard, Ely
Bramblebee Farms, Emneth
Buffs Public House, March
Clark Decorators, Outwell
Clean Greens Market Garden, Downham Market
Denver Sluice Complex, Denver
Fen Tiger Pest Control, Stamford
Fenland Angels Radio, Wisbech
Fenland Auto Club, Wisbech
Fenland Fox Pet Supplies, Waterbeach
Fenland on Film, Ely
Fenland Spirit Services, Littleport
Fenland Timber, Wisbech St Mary
FACT Community Transport, March
Fenland Yard Sales, March
Fenland Boats, Isleham
Fish and Duck Marina, Little Thetford
Five Miles From Anywhere No Hurry Inn, Upware
Fox Narrowboats, March
Hawthorne Farm Campsite, Tydd St Giles
Hotel Barge Waternimf, Ely
Infiniti Garage Doors, Whittlesey
Isle Target Sports Club, Mepal
Jones Boatyard, Fenstanton/St Ives
Just Milled, Holbeach
Kustom Tees, Whittlesey
March & District Museum, March
March Bears RUFC, March
Ouse Valley River Club, Little Paxton
Petite Peonies, Wisbech St Mary
Pomfret Motors, Colne
Sandpiper Pool and Spa, Somersham
Soham Lodge Care Centre, Soham
Stratton-Oakford Antiques, Whittlesey
Waterland Organics, Lode
Wissey Valley Pottery, Whittington

Political and Other Stakeholders

One of the campaign's earliest supporters was the boxer Dave Boy Green MBE, former holder of multiple British and European titles. The Fens Biosphere Project, Fens for the Future and Cambridgeshire ACRE have all endorsed it. It has been used by Visit Ely and in the schools outreach work of the Great Fen project.

In 2018 Jason Ablewhite, former Police and Crime Commissioner for Cambridgeshire and Peterborough, and Lucy Frazer, former MP for South East Cambridgeshire, expressed their support.

In 2021 East Cambridgeshire District Council unanimously passed a motion to support the flag and its registration.

In 2024 Stephen Barclay, MP for North East Cambridgeshire, wrote to the Flag Institute to endorse the flag: "The people living in the Fens feel a deep connection to their surroundings. […] This design truly embodies their deep sense of identity." Soon afterwards Andrew Pakes, MP for Peterborough offered his support, describing the Fens as "a region with a rich cultural and natural heritage" and saying that "the flag serves as a vibrant reflection of that shared identity".

In 2025 Sir John Hayes, MP for South Holland and the Deepings, backed the flag, stating that it could promote culture and tourism: "I fully and wholeheartedly support the approval of The Fens Flag by the Flag Institute." Then South Holland District Council gave its support and ceremonially raised a flag at its offices. Charlotte Cane, MP for Ely and East Cambridgeshire, added her voice, saying the flag could help celebrate local identity, raise the area's profile, and attract tourism and investment. The final endorsement this year came from Terry Jermy, MP for South West Norfolk.

Also in 2025, the flag won the support of Peterborough City Council, the Mayor of Cambridgeshire and Peterborough Dr Nik Johnson, the Wisbech Society and Preservation Trust, Whittlesey Museum and Ramsey Rural Museum.

In October 2026 Francis Burkitt, High Sheriff of Cambridgeshire, Sue Liburd, High Sheriff of Lincolnshire, and Jo Pearson, High Sheriff of Norfolk all gave their backing to the flag campaign.

The following parish councils have endorsed the flag:

City of Ely Council
Cowbit Parish Council
Deeping Gate Parish Council
Downham Market Town Council
Downham West Parish Council
Emneth Parish Council
Eye Parish Council
Gedney Parish Council
Gedney Hill Parish Council
Glinton Parish Council
Haddenham Parish Council
Hockwold cum Wilton Parish Council
Isleham Parish Council
Lakenheath Parish Council
Little Downham Parish Council
Little Thetford Parish Council
Lutton Parish Council
Mildenhall High Town Council
Nordelph Parish Council
Outwell Parish Council
Soham Town Council
Sutton Bridge Parish Council
Sutton-in-the-Isle Parish Council
Sutton St Edmund Parish Council
Thorney Parish Council
Tydd St Mary Parish Council
Watlington Parish Council
Weston Parish Council
West Walton Parish Council
Wiggenhall St Mary Magdalen Parish Council
Willingham Parish Council

In terms of elected representatives, then, the flag has the support of a city council, 2 district councils, 31 parish councils and 5 MPs.

James Bowman
1 November 2026

Wistow Parish Council (Huntingdonshire District)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	03/11/2026 - 03/11/2026				Confidential					
86	Annual Inspection	01/11/2026		Current Account		Annual Inspection	Wicksteed Leisure Ltd	S	150.00	30.00	180.00
87	Rent	01/11/2026		Current Account		Annual Lease (Oaklands)	Huntingdonshire District Cc	Z	150.00		150.00
								Total	**300.00**	**30.00**	**330.00**

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 31/10/2026			
	Cash in Hand 01/04/2026			17,367.16
	ADD			
	Receipts 01/04/2026 - 31/10/2026			32,832.26
				50,199.42
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			24,528.93
A	**Cash in Hand 31/10/2026** (per Cash Book)			**25,670.49**
	Cash in hand per Bank Statements			
	Current Account	31/10/2026	1,176.59	
	General Reserves Account	31/10/2026	19,943.37	
	Earmarked Reserves Account	31/10/2026	4,550.53	
				25,670.49
	Less unpresented payments			
				25,670.49
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**25,670.49**
	A = B Checks out OK			

Created by Scribe

WISTOW PARISH COUNCIL - CASH BOOK - 1ST APRIL 2026 - 31ST MARCH 2027

Date	Bank	Cost Code	Description	Supplier	Net	VAT	Total	Balance	Cashed date
			STARTING BALANCE					**17,367.16**	
02/04/2026	Current Accounts	SO Payroll repayment	Standing Order over payment	Jessica Knights	8.72		8.72	17,375.88	30/04/2026
08/04/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-365.00		-365.00	17,010.88	30/04/2026
08/04/2026	Current Accounts	Annual Inspection	Operational Inspection	Online Playgrounds	-345.00	-69.00	-414.00	16,596.88	30/04/2026
08/04/2026	Current Accounts	Village Hall Hire	Village Hall Hire	Wistow Village Hall	-260.00		-260.00	16,336.88	30/04/2026
08/04/2026	Current Accounts	Street Lighting Electricity	Electricity - Lamposts	Total Energies	-107.46	-5.37	-112.83	16,224.05	30/04/2026
08/04/2026	Current Accounts	New Equipment	Gym Equipment	Finding Fitness	-3,338.80	-667.76	-4,006.56	12,217.49	30/04/2026
08/04/2026	Current Accounts	Expenses	Expenses	Staff	-6.30		-6.30	12,211.19	30/04/2026
09/04/2026	Current Accounts	VAT Refund	VAT126 Refund	HMRC		159.75	159.75	12,370.94	30/04/2026
10/04/2026	Current Accounts	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	12,339.74	30/04/2026
16/04/2026	Current Accounts	Play Equipment Maintenance	Climbing frame removal	CPW Property & Landscaping	-380.00		-380.00	11,959.74	30/04/2026
29/04/2026	Current Accounts	Precept	Precept 50%	Huntingdonshire District	15,290.00		15,290.00	27,249.74	30/04/2026
30/04/2026	Current Accounts	Payroll	Salary, NIC, Pension	Staff	-588.11		-588.11	26,661.63	30/04/2026
30/04/2026	Current Accounts	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	26,654.63	30/04/2026
01/05/2026	Current Accounts	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00		-3.00	26,651.63	31/05/2026
01/05/2026	Current Accounts	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	26,620.43	31/05/2026
01/05/2026	Current Accounts	Mobile Phone	Debit Card	Lloyds Bank	-8.00		-8.00	26,612.43	31/05/2026
01/05/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	26,605.94	31/05/2026
08/05/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	25,875.94	31/05/2026
08/05/2026	Current Accounts	Scribe Accounts	Scribe Accounts Set up Fee 2026	Scribe	-219.00	-43.80	-262.80	25,613.14	31/05/2026
08/05/2026	Current Accounts	The Institute of Cemetery & Cremat	Annual Membership	ICCM	-110.00		-110.00	25,503.14	31/05/2026
08/05/2026	Current Accounts	Water	Water - Parsonage Street	Source for Business	-39.08	-7.82	-46.90	25,456.24	31/05/2026
08/05/2026	Current Accounts	Street Lighting Electricity	Electricity - Lamposts	Total Energies	-106.97	-5.35	-112.32	25,343.92	31/05/2026
08/05/2026	Current Accounts	Cambridgeshire & Peteborough ALC	Membership 2026	CAPALC	-377.75		-377.75	24,966.17	31/05/2026
08/05/2026	Current Accounts	Grant overpayment refund	Double payment received	Ramsey Rotary	-685.00		-685.00	24,281.17	31/05/2026
26/05/2026	Current Accounts	Other income	Clothes Recycling	Huntingdonshire District	70.05		70.05	24,351.22	31/05/2026
26/05/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	23,621.22	31/05/2026
26/05/2026	Current Accounts	Environment Agency Drainage Char	Drainage Charges	Environment Agency	-15.41		-15.41	23,605.81	31/05/2026
26/05/2026	Current Accounts	Councillor Training	CAPALC Training	CAPALC	-150.00		-150.00	23,455.81	31/05/2026
26/05/2026	Current Accounts	Street Lighting Electricity	Electricity - Lamposts	Total Energies	-91.49	-4.57	-96.06	23,359.75	31/05/2026
26/05/2026	Current Accounts	Play Equipment Maintenance	Climbing frame removal	Emma Jackson	-350.00		-350.00	23,009.75	31/05/2026
26/05/2026	Current Accounts	Internal Audit	Internal Audit	LGS	-170.00	-34.00	-204.00	22,805.75	31/05/2026
29/05/2026	Current Accounts	Expenses	Expenses	Staff				22,805.75	30/06/2026
31/05/2026	Current Accounts	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	22,798.75	31/05/2026
01/06/2026	Current Accounts	Payroll	Salary, NIC, Pension	Staff	-592.11		-592.11	22,206.64	30/06/2026
01/06/2026	Current Accounts	Website & IT	Debit Card	Lloyds Bank	-54.16	-10.83	-64.99	22,141.65	30/06/2026
01/06/2026	Current Accounts	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00		-3.00	22,138.65	30/06/2026
01/06/2026	Current Accounts	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	22,107.45	30/06/2026
01/06/2026	Current Accounts	Mobile Phone	Debit Card	Lloyds Bank	-8.00		-8.00	22,099.45	30/06/2026
01/06/2026	Current Accounts	Play Equipment Maintenance	Debit Card	Lloyds Bank	-12.26	-2.45	-14.71	22,084.74	30/06/2026
01/06/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-7.91	-1.58	-9.49	22,075.25	30/06/2026
01/06/2026	Current Accounts	New Equipment	Debit Card	Lloyds Bank	-205.41	-41.08	-246.49	21,828.76	30/06/2026
01/06/2026	Current Accounts	Data Protection	Debit Card	Lloyds Bank	-52.00		-52.00	21,776.76	30/06/2026
09/06/2026	Current Accounts	Councillor Training	Refund	Richard Cook	75.00		75.00	21,851.76	30/06/2026
12/06/2026	Current Accounts	Pension	Pension	Nest Pensions				21,851.76	30/06/2026
12/06/2026	Current Accounts	Play Equipment Maintenance	Playing field gate repair	Clive Williams	-100.00		-100.00	21,751.76	30/06/2026

30/06/2026	Reserve Account	Interest	Interest	Unity Bank	89.87		89.87	21,841.63 30/06/2026
30/06/2026	Current Accounts	Payroll	Salary, NIC, Pension	Staff	-628.76		-628.76	21,212.87 30/06/2026
30/06/2026	Current Accounts	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	21,205.87 30/06/2026
01/07/2026	Current Accounts	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00		-3.00	21,202.87 31/07/2026
01/07/2026	Current Accounts	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	21,171.67 31/07/2026
01/07/2026	Current Accounts	Play Equipment Maintenance	Debit Card	Lloyds Bank	-29.52	-5.91	-35.43	21,136.24 31/07/2026
01/07/2026	Current Accounts	Mobile Phone	Debit Card	Lloyds Bank	-8.00		-8.00	21,128.24 31/07/2026
01/07/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-11.15	-2.23	-13.38	21,114.86 31/07/2026
01/07/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-10.21	-2.04	-12.25	21,102.61 31/07/2026
01/07/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-15.41	-3.08	-18.49	21,084.12 31/07/2026
02/07/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	20,354.12 31/07/2026
08/07/2026	Reserve Account	Grass Cutting	Grass Cutting	Cambridgeshire County	496.89		496.89	20,851.01 31/07/2026
15/07/2026	Current Accounts	National Insurance	VOID	Staff				20,851.01 31/07/2026
15/07/2026	Current Accounts	Street Lighting Electricity	Electricity - Lamposts	Total Energies	-158.14	-7.91	-166.05	20,684.96 31/07/2026
17/07/2026	Current Accounts	VAT Refund	VAT126 Refund	HMRC		162.10	162.10	20,847.06 31/07/2026
21/07/2026	Current Accounts	Staff Training	Training	Society of Local Council Clerks	-400.00		-400.00	20,447.06 31/07/2026
21/07/2026	Current Accounts	Asset	Tree Maintenance	Cambridge Trees Limited	-300.00	-60.00	-360.00	20,087.06 31/07/2026
31/07/2026	Current Accounts	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00		-3.00	20,084.06 31/07/2026
31/07/2026	Current Accounts	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	20,077.06 31/07/2026
31/07/2026	Current Accounts	Mobile Phone	Debit Card	Lloyds Bank	-8.00		-8.00	20,069.06 31/07/2026
31/07/2026	Current Accounts	Office Supplies	Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	20,062.57 31/07/2026
31/07/2026	Current Accounts	Website & IT	Debit Card	Lloyds Bank	-45.82	-9.17	-54.99	20,007.58 31/07/2026
31/07/2026	Current Accounts	Payroll	Salary, NIC, Pension	Staff	-822.7		-822.70	19,184.88 31/07/2026
03/08/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	18,454.88 31/08/2026
03/08/2026	Current Accounts	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	18,423.68 31/08/2026
13/08/2026	Current Accounts	Payroll	Salary, NIC, Pension	Staff	-253.73		-253.73	18,169.95 31/08/2026
13/08/2026	Current Accounts	Councillor Training	CAPALC Training	CAPALC	-50.00		-50.00	18,119.95 31/08/2026
13/08/2026	Current Accounts	Staff Training	CAPALC Training	CAPALC	-75.00		-75.00	18,044.95 31/08/2026
13/08/2026	Current Accounts	Councillor Training	CAPALC Training	CAPALC	-75.00		-75.00	17,969.95 31/08/2026
13/08/2026	Current Accounts	Street Furniture	Asset Maintenance	Emma Jackson	-250.00		-250.00	17,719.95 31/08/2026
28/08/2026	Current Accounts	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	16,989.95 31/08/2026
31/08/2026	Current Accounts	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	16,982.95 31/08/2026
01/09/2026	Current Account	Grass Cutting	Refund	Emma Jackson	730.00		730.00	17,712.95 30/09/2026
01/09/2026	Current Account	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00		-3.00	17,709.95 30/09/2026
01/09/2026	Current Account	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	17,678.75 30/09/2026
01/09/2026	Current Account	Mobile Phone	Debit Card	Lloyds Bank	-8.00		-8.00	17,670.75 30/09/2026
01/09/2026	Current Account	Office Supplies	Debit Card	Lloyds Bank	-39.07	-7.82	-46.89	17,623.86 30/09/2026
01/09/2026	Current Account	Office Supplies	Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	17,617.37 30/09/2026
01/09/2026	Current Account	Street Furniture	Debit Card	Lloyds Bank	-129.90	-25.98	-155.88	17,461.49 30/09/2026
09/09/2026	Current Account	Salary	Salary, NIC, Pension	Staff	-824.19		-824.19	16,637.30 30/09/2026
10/09/2026	Current Account	Play Equipment Maintenance	Play Equipment Maintenance	Online Playgrounds	-995.29	-199.06	-1,194.35	15,442.95 30/09/2026
10/09/2026	Current Account	Street Lighting Electricity	Electricity - Lamposts	Total Energies	-80.57	-4.02	-84.59	15,358.36 30/09/2026
10/09/2026	Current Account	Expenses	Expenses	Jessica Knights	-15.40		-15.40	15,342.96 30/09/2026
10/09/2026	Current Account	External Audit	External Audit	PKF Littlejohn LLP	-210.00	-42.00	-252.00	15,090.96 30/09/2026
16/09/2026	Current Account	Insurance	Asset, PL & EL Insurance	Gallagher Insurance Limited	-1,375.02		-1,375.02	13,715.94 30/09/2026
16/09/2026	Current Account	Insurance	Cyber Security Insurance	Gallagher Insurance Limited	-191.88		-191.88	13,524.06 30/09/2026
16/09/2026	Current Account	Election Costs	Election Costs	Huntingdonshire District	-132.58		-132.58	13,391.48 30/09/2026
30/09/2026	Earmarked Reserves	Interest	Interest	Unity Bank	0.53		0.53	13,392.01 30/09/2026
30/09/2026	General Reserves	Interest	Interest	Unity Bank	79.85		79.85	13,471.86 30/09/2026
30/09/2026	Current Account	Precept	Precept 50%	Huntingdonshire District	15,290.00		15,290.00	28,761.86 30/09/2026
30/09/2026	Current Account	Payroll	Salary, NIC, Pension	Staff	-500.00		-500.00	28,261.86 30/09/2026
30/09/2026	Current Account	Unity Bank Charge	Service Charge	Unity Bank	-7.00		-7.00	28,254.86 30/09/2026
30/09/2026	Current Account	Grass Cutting	Grass Cutting	Emma Jackson	-730.00		-730.00	27,524.86 30/09/2026
01/10/2026	Current Account	Lloyds Bank Card Charge	Debit Card	Lloyds Bank	-3.00	0.00	-3.00	27,521.86 31/10/2026
01/10/2026	Current Account	Scribe Accounts	Scribe	Scribe	-26.00	-5.20	-31.20	27,490.66 31/10/2026

01/10/2026	Current Account	Mobile Phone	Debit Card	Lloyds Bank		-8.00	0.00	-8.00	27,482.66 31/10/2026
01/10/2026	Current Account	Office Supplies	Debit Card	Lloyds Bank		-5.41	-1.08	-6.49	27,476.17 31/10/2026
08/10/2026	Current Account	VAT Refund	VAT126 Refund	HMRC		379.50	0.00	379.50	27,855.67 31/10/2026
08/10/2026	Current Account	Pension	Payroll	Nest Pensions		0.00	0.00	0.00	27,855.67 31/10/2026
14/10/2026	Current Account	Salary	Salary, NIC, Pension	Staff		-467.83	0.00	-467.83	27,387.84 31/10/2026
14/10/2026	Current Account	Councillor Training	Training	CAPALC		-90.00	0.00	-90.00	27,297.84 31/10/2026
14/10/2026	Current Account	Street Lighting Electricity	Electricity - Lamposts	Total Energies		-90.08	-4.50	-94.58	27,203.26 31/10/2026
14/10/2026	Current Account	Boundary Maintenance	Hedge Maintenance	Michael Mead		-425.00	0.00	-425.00	26,778.26 31/10/2026
14/10/2026	Current Account	Street Lighting Electricity	Electricity - Lamposts	Total Energies		-98.87	-4.94	-103.81	26,674.45 31/10/2026
14/10/2026	Current Account	Water	Water - Parsonage Street	Source for Business		-57.96	0.00	-57.96	26,616.49 31/10/2026
14/10/2026	Current Account	Expenses	Expenses	Jessica Knights		-28.60	0.00	-28.60	26,587.89 31/10/2026
14/10/2026	Current Account	Expenses	Expenses	Jessica Knights		-4.40	0.00	-4.40	26,583.49 31/10/2026
14/10/2026	Current Account	Society of Local Council Clerks	Annual Membership	Society of Local Council Clerks		-176.00	0.00	-176.00	26,407.49 31/10/2026
21/10/2026	Current Account	Street Lighting Electricity	Electricity - Lamposts	Total Energies		0.00	0.00	0.00	26,407.49 31/10/2026
26/10/2026	Current Account	Grass Cutting	Grass Cutting	Emma Jackson		-730.00	0.00	-730.00	25,677.49 31/10/2026
31/10/2026	Current Account	Unity Bank Charge	Service Charge	Unity Bank		-7.00	0.00	-7.00	25,670.49 31/10/2026
			CLOSING BALANCE		**31/10/2026**				**25,670.49**
						9,294.47	**-991.14**	**8,303.33**	

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	99.98	315.01	315.01 (75%)
14	Scribe Accounts				505.00	401.00	104.00	104.00 (20%)
15	Mobile Phone				275.62	48.00	227.62	227.62 (82%)
16	Office Supplies				240.00	105.39	134.61	134.61 (56%)
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	1,566.90	-66.90	-66.90 (-4%)
21	Grants				300.00		300.00	300.00 (100%)
22	Councillor Training		75.00	75.00	400.00	365.00	35.00	110.00 (27%)
23	Staff Training				300.00	475.00	-175.00	-175.00 (-58%)
43	Data Protection					52.00	-52.00	-52.00 (N/A)
	SUB TOTAL		**75.00**	**75.00**	**4,554.81**	**3,373.27**	**1,181.54**	**1,256.54 (27%)**

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%)**

Assets

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Street Furniture					379.90	-379.90	-379.90 (N/A)
46	Surfacing							(N/A)
47	Office & General							(N/A)
	SUB TOTAL					**379.90**	**-379.90**	**-379.90 (N/A)**

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	210.00	42.00	42.00 (16%)
	SUB TOTAL				**378.00**	**380.00**	**-2.00**	**-2.00 (-0%)**

Wistow Parish Council (Huntingdonshire District)

Summary of Receipts and Payments

All Cost Centres and Codes

Bank

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00	170.25	-29.75				-29.75 (-14%)
5	Lloyds Bank Card Charge				36.00	18.00	18.00	18.00 (50%)
6	Unity Bank Charge				72.00	49.00	23.00	23.00 (31%)
	SUB TOTAL	**200.00**	**170.25**	**-29.75**	**108.00**	**67.00**	**41.00**	**11.25 (3%)**

Cemetery

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Water				110.00	97.04	12.96	12.96 (11%)
32	Risk Assessment Report				1,000.00		1,000.00	1,000.00 (100%)
	SUB TOTAL				**1,110.00**	**97.04**	**1,012.96**	**1,012.96 (91%)**

Grass Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Grass Cutting	984.48	1,226.89	242.41	6,570.00	5,475.00	1,095.00	1,337.41 (17%)
	SUB TOTAL	**984.48**	**1,226.89**	**242.41**	**6,570.00**	**5,475.00**	**1,095.00**	**1,337.41 (17%)**

Highways

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Street Lighting Electricity				1,560.00	733.58	826.42	826.42 (52%)
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**	**733.58**	**1,426.42**	**1,426.42 (66%)**

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Precept	30,580.00	30,580.00					(0%)
8	VAT Refund	400.00	379.50	-20.50				-20.50 (-5%)
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**	**31,038.27**	**58.27**				**58.27 (0%)**

Wistow Parish Council (Huntingdonshire District)

Summary of Receipts and Payments

All Cost Centres and Codes

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**	**4,732.13**	**2,107.87**	**2,107.87 (30%)**

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%)
26	Play Equipment Maintenance				3,000.00	1,867.07	1,132.93	1,132.93 (37%)
27	Boundary Maintenance				1,500.00	425.00	1,075.00	1,075.00 (71%)
40	New Equipment					3,544.21	-3,544.21	-3,544.21 (N/A)
	SUB TOTAL				**4,920.00**	**6,181.28**	**-1,261.28**	**-1,261.28 (-25%)**

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	176.00	-11.00	-11.00 (-6%)
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**	**663.75**	**-13.75**	**-13.75 (-2%)**

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)
44	Asset					300.00	-300.00	-300.00 (N/A)
48	Election Costs					132.58	-132.58	-132.58 (N/A)
	SUB TOTAL					**1,117.58**	**-1,117.58**	**-1,117.58 (N/A)**

Summary

NET TOTAL	**33,484.25**	**32,510.41**	**-973.84**	**27,756.19**	**23,215.94**	**4,540.25**	**3,566.41**
V.A.T.		321.85			1,312.99		
GROSS TOTAL		**32,832.26**			**24,528.93**		

View results

[redacted]

1. Name of Organisation

Magpas Air Ambulance

2. Name, Address and Position in Organisation

[redacted]

3. Telephone Number/or Email Address of Contact

[redacted]

4. Is the Organisation a Registered Charity?

- (●) Yes
- ( ) No

5. If yes, please provide your Charity Number

1119279

6. What is the amount of Grant requested? *

£250

7. What is the total cost of the project? *

n/a

8. What is the purpose of the Grant requested? *

Any grant you are able to make would go directly towards keeping our lifesaving service operational.

Magpas Air Ambulance provides the best pre-hospital emergency care, in the air or on land 24/7. Our clinicians can perform innovative procedures and give drugs that are not available from a standard land ambulance, taking the hospital to the patient when every second counts. By providing this advanced care to critically ill and injured patients across the East of England, we not only save lives but limit disability.

2025 was our busiest year on record - we were activated 1,948 times and treated 1,117 patients - and demand is increasing. However, we receive no regular statutory income - we rely on the generosity of our supporters and philanthropic partners to keep our lifesaving service operational - and under pressure from inflation, fuel costs, NHS transformation, and increasing competition for charitable income, your support is needed more than ever.

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

During the financial year July 2026 to June 2027.

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

Every day, our clinicians give patients in life-threatening situations the best possible chance of survival and recovery. During our last reporting year (2025-26), we were activated to Cambridgeshire 1,148 times and treated 723 patients, 212 of whom were in cardiac arrest and 171 involved in road traffic collisions.

Your parishioners could be anywhere when they need us – commuting to Huntingdon or Peterborough, shopping, at the gym, or simply enjoying a family walk. Any grant you can make will go directly towards helping us save lives and reduce disability.

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

Yes

12. Does the organisation have a bank account?

- (●) Yes
- ( ) No

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
- ( ) No

14. Any other comments

No answer provided.

Subject	Annual Allotment Rent Increase – CPI Review
Agenda Item	11/26.08 a
Report Author	Jess Knights, CilCA, PSLCC
Position	Clerk & Responsible Financial Officer
Date	28th October 2026

Purpose
To consider increasing the annual allotment rents in line with the Consumer Prices Index (CPI), using the current annual CPI rate of 3.1%.

Background
The Parish Council is responsible for the management of its allotment land and reviews the rents charged to plot holders annually. A review of rents helps ensure that charges remain reasonable and continue to make an appropriate contribution towards the costs associated with managing the allotment land.

At present, there are four allotments holders. Two allotment holders are under Allotment Tenancies and in respect of the other two, it is unclear if they are under Agricultural Holdings or Allotment Tenancies. In respect of the latter, the Clerk needs to obtain items from the archives at Cambridgeshire CC to ascertain the position.

The Office for National Statistics (ONS) reported that CPI increased by 3.1% in the 12 months to August 2026.

It is therefore proposed that the Council applies a 3.1% increase to the current annual allotment rents (those under Allotment Tenancies). This represents a relatively modest increase and provides a transparent and consistent basis for reviewing the charges. It is further proposed that 2025 rent amount is applied to the two allotments holders whilst further research is undertaken. The clerk will report further on the outcome of the remaining two allotment holders.

Financial Implications
The increase would generate a small additional income for the Parish Council. This income would help the to keep the budget & precept amount as low as possible.

Impact Assessment
Wistow Parish Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area:

a. Biodiversity: no significant implications identified.
b. Crime and Disorder: No significant implications identified.

Recommendation
That the Council **RESOLVES** to:

1. Increase the annual allotment rents of 3.1% (to the Allotment Tenancy holders only), in line with the current CPI rate.
2. No increase to the annual allotment holders (under potential Agricultural holdings agreement) whilst further research is undertaken.

the play inspection company

Annual Inspection

Wistow Parish Council

Wistow Playing Field

Oaklands Avenue, Wistow, Cambridgeshire, PE28 2QF



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

www. playinspections .co.uk

Inspection Scope for RPII Annual Inspectors

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Indoor and Outdoor Annual Inspectors (where relevant) on the RPII Register of Inspectors when undertaking inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

For the avoidance of doubt, references to compliance relate only to those aspects that can be assessed visually or manually, within the limitations of a non-dismantling, non-destructive inspection, and without the use of specialist equipment.

The following standards define the technical framework within which inspections are carried out; not all requirements within these standards can be verified during an inspection. The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

> BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.
>
> BS EN 1176 Part 7 - ‘Guidance on Installation, Inspection, Maintenance and Operation’ (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term ‘shall’ therefore becoming a recommendation, as in the term ‘should’.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report; any comments will be made using the principles of BS EN 1176 as guidance only, rather than as a formal assessment of compliance.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

> **BS EN 15312** Free access multi-sports equipment
> **BS EN 14974** Skateparks
> **BS EN 16630** Permanently installed outdoor fitness equipment
> **BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism. Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a basic manual stability check appropriate to a visual

inspection and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. For the purposes of this inspection, “reasonably accessible” means accessible without the use of specialist access equipment, tools, or unsafe working practices. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector’s knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

> Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a ‘design risk assessment’ provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a ‘suitable and sufficient assessment’ of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Responsibility of the Owner/Operator The owner/operator has overall responsibility for the safety, management, and ongoing maintenance of the play equipment and surrounding area. This includes ensuring that equipment is appropriately installed, inspected, maintained, repaired, and managed in accordance with the relevant standards, manufacturer guidance, and applicable legislation

Inspections undertaken by RPII Annual Inspectors contribute to the owner/operator’s discharge of these responsibilities but do not replace the requirement for the owner/operator to carry out suitable and sufficient risk assessments, routine monitoring, and maintenance, or to act on identified defects and recommendations. Responsibility for initiating or undertaking any actions arising from this report rests solely with the Client.

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The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards **Inclusion or exclusion within this table does not imply an exhaustive assessment; all inspections and checks are subject to the limitations described within this methodology. Refer to relevant standards for full text**	**Annual Main**	**RPII Annual/ Post Installation Inspection**
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall inspection responsibilities as detailed in the relevant standards. RPII Annual Inspectors may, where readily available, refer to manufacturer installation instructions for general context, but do not check against these in full on any item as inspections are focused on compliance with relevant standards and maintenance defects; the responsibility for ensuring that installation instructions are adhered to lies with the owner and the installer.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

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Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				

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Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Wistow Playing Field

Inspection Ref: 3244942 Site Ref: 79964

Inspected: 22-October-2026 - 14:33 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: 10 Low Risk



Location:
The site is partially overlooked by properties in the local community
Disabled Access:
Some accessible features - The area includes limited accessible elements; however, aspects of the layout, surfacing, or equipment may present barriers to use for some people with disabilities without reasonable adjustments or assistance.

8 - Low Risk

Item: Site General
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 4



Finding 1

There is litter/debris in the area - Remove litter/debris from the area and maintain

Finding 2

There is moderate damage to the surface - Repair the damaged areas of surfacing

Finding 3

Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details - Provide appropriate signage

Finding 4

It is recommended that Adult Outdoor Fitness equipment is installed a minimum of 25m away from a childrens playground or separated and screened to discourage access by younger children - Monitor use and review risk assessment regularly

6 - Low Risk

Item: Playground Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Not Identified
Surface Type: Crushed Stone
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: Yes

Total Findings: 6



Finding 1
There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 2
There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 3
A number of fixing(s) have worked loose - Secure all loose fixings

Finding 4
There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 5
The gate is not operating correctly - Take effective action to ensure the gate closes between 4 and 8 seconds

Finding 6
There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

10 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: Yes

Total Findings: 5



Finding 1
There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

Finding 2
There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 3
The gate/s was / were locked or secured at the time of the inspection and a full inspection could not be undertaken - Complete inspection of gate/s when re-opened

Finding 4
There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

Finding 5
There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

4 - Very Low Risk

Item: Hedge
Manufacturer: Natural Feature
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1
This item is satisfactory - no work required -

8 - Low Risk

Item: Fencing - Timber
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1	Finding 2
There is some damage to the fence sections - Monitor for any further deterioration and repair as required	The fence is severely damaged in places - Repair or replace all affected sections

8 - Low Risk

Item: Litter Bin
Manufacturer: Glasdon
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: Yes

Total Findings: 2



Finding 1	Finding 2
The lid or door of the litter bin is not secured - Ensure the lid or door is kept locked	The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over - Secure the bin to the ground

4 - Very Low Risk

Item: Mound
Manufacturer: Natural Feature
Surface Type: Grass
Item Quantity: 4
Equipment Compliance: N/A
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Picnic Table
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Seat
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	Yes
Total Findings:	1



Finding 1

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

10 - Low Risk

Item:	Cable Runway
Manufacturer:	Wicksteed Playgrounds
Surface Type:	EcoScape Softbond
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	8



Finding 1

We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

Finding 2

There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 3

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 4

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

Finding 5

The free height of fall from the seat to the ramp is in excess of 1.0m and the ramp has no impact attenuating surface provided, in contravention of the requirements listed in BS EN 1176 Part 4 - Adjust as required

Finding 6

There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 7

Bolt cap cover/s missing or damaged - Replace

Finding 8

There is or are fixings missing on the shackle - Replace all missing fixings

10 - Low Risk

Item:	2 Bay 2 Flat 2 Cradle
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Artificial Grass
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	7



Finding 1

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor - No action given the risk assessment

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 4

The split pins are missing from the shackles - Insert split pins to secure the shackles

Finding 5

The fixings have corroded excessively - Replace all corroded fixings

Finding 6

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 7

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

6 - Low Risk

Item: See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 4



Finding 1

There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 2

The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the handgrip - Monitor - No action given the risk assessment

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 4

The crossbeam is distorted - Monitor for any further deterioration and replace as required

8 - Low Risk

Item: Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 6



Finding 1
There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2
The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps - Monitor - No action given the risk assessment

Finding 3
There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1 - Monitor - No action given the risk assessment

Finding 4
There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 5
The side of the slide is damaged - Monitor for any further deterioration and repair as required

Finding 6
There is some minor damage to the surface - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Climbing Frame
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 4



Finding 1
There are trip hazards at the edges of the surface - Remove trip hazard

Finding 2
There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 3
There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 4
There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4 - Monitor - No action given the risk assessment

6 - Low Risk

Item: Spring Balance Beam
Manufacturer: Action Play and Leisure
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Football Goal
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 5



Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 2

NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection. - Implement load testing as required

Finding 3

Cable ties are present and there are sharp projecting ends - Replace with a more appropriate fixing method

Finding 4

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

Finding 5

The item has been damaged - Monitor for any further deterioration and replace as required

8 - Low Risk

Item: Chest Press
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

The training space of the items overlap in contravention of the requirements of BS EN 16630 - Monitor - No action given the risk assessment

6 - Low Risk

Item: Ab Station
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item:	Pull Up Station
Manufacturer:	Broxap
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item:	Skier
Manufacturer:	Broxap
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Lateral Pull Down
Manufacturer:	Broxap
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Leg Press
Manufacturer:	Broxap
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Double Air Walker
Manufacturer: Broxap
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Traverse Wall
Manufacturer: Finding Fitness
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

6 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: N/A







Finding: There is litter/debris in the area

Action: Remove litter/debris from the area and maintain

8 - Low Risk (Finding 2)

Item:	Ancillary Items - Site General	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	N/A







Finding: There is moderate damage to the surface

Action: Repair the damaged areas of surfacing

5 - Very Low Risk (Finding 3)

Item:	Ancillary Items - Site General	**Risk Level:**	V - Very Low Risk
Manufacturer:	Not Identified	**Surface:**	N/A





Finding: Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details

Action: Provide appropriate signage

8 - Low Risk (Finding 4)

Item: Ancillary Items - Site General
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: N/A





Finding: It is recommended that Adult Outdoor Fitness equipment is installed a minimum of 25m away from a childrens playground or separated and screened to discourage access by younger children

Action: Monitor use and review risk assessment regularly

6 - Low Risk (Finding 1)

Item: Signs - Playground Sign
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: N/A





Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone





Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

8 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone





Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

6 - Low Risk (Finding 3)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone





Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

8 - Low Risk (Finding 4)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone





Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

5 - Very Low Risk (Finding 5)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: V - Very Low Risk
Surface: Crushed Stone





Finding: The gate is not operating correctly

Action: Take effective action to ensure the gate closes between 4 and 8 seconds

8 - Low Risk (Finding 6)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone





Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

6 - Low Risk (Finding 1)

Item:	Gates - Gate - Maintenance	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass







Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

0 - Risk Assessment not Undertaken (Finding 3)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified
Risk Level: N - Risk Assessment not Undertaken
Surface: Grass





Finding: The gate/s was / were locked or secured at the time of the inspection and a full inspection could not be undertaken

Action: Complete inspection of gate/s when re-opened

8 - Low Risk (Finding 4)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

10 - Low Risk (Finding 5)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

6 - Low Risk (Finding 1)

Item:	Fences - Fencing - Timber	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	N/A





Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 2)

Item:	Fences - Fencing - Timber	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	N/A







Finding: The fence is severely damaged in places

Action: Repair or replace all affected sections

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Glasdon
Risk Level: L - Low Risk
Surface: Grass





Finding: The lid or door of the litter bin is not secured

Action: Ensure the lid or door is kept locked

8 - Low Risk (Finding 2)

Item: Ancillary Items - Litter Bin
Manufacturer: Glasdon
Risk Level: L - Low Risk
Surface: Grass





Finding: The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over

Action: Secure the bin to the ground

6 - Low Risk (Finding 1)

Item:	Ancillary Items - Seat	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass





Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

0 - Risk Assessment not Undertaken (Finding 1)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: N - Risk Assessment not Undertaken
Surface: EcoScape Softbond





Finding: We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment

Action: Inspect in accordance with the manufacturers recommendations

6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: EcoScape Softbond





Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

8 - Low Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: EcoScape Softbond





Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

0 - Risk Assessment not Undertaken (Finding 4)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: N - Risk Assessment not Undertaken
Surface: EcoScape Softbond





Finding: The seat connection cannot be inspected without dismantling the seat

Action: Dismantle the seat to inspect the seat connection for wear

8 - Low Risk (Finding 5)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: EcoScape Softbond





Finding: The free height of fall from the seat to the ramp is in excess of 1.0m and the ramp has no impact attenuating surface provided, in contravention of the requirements listed in BS EN 1176 Part 4

Action: Adjust as required

6 - Low Risk (Finding 6)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: EcoScape Softbond





Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

4 - Very Low Risk (Finding 7)

Item: Other - Cable Runway
Manufacturer: Wicksteed Playgrounds
Risk Level: V - Very Low Risk
Surface: EcoScape Softbond





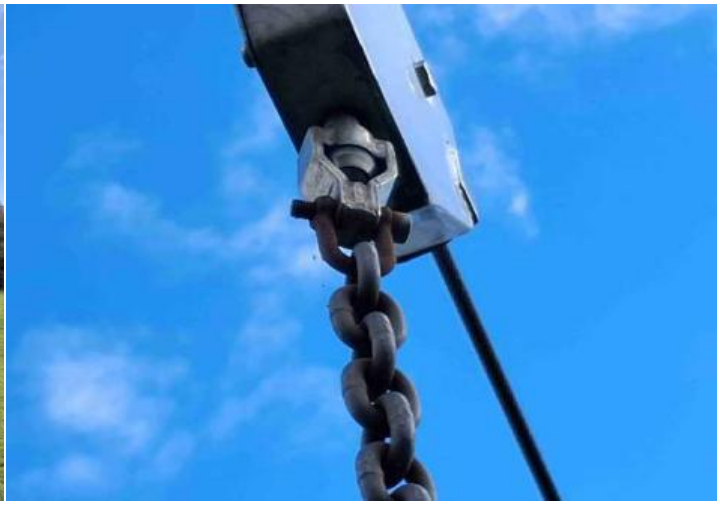
Finding: Bolt cap cover/s missing or damaged

Action: Replace

10 - Low Risk (Finding 8)

Item:	Other - Cable Runway	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	EcoScape Softbond





Finding: There is or are fixings missing on the shackle

Action: Replace all missing fixings

8 - Low Risk (Finding 1)

Item:	Swings - 2 Bay 2 Flat 2 Cradle	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Artificial Grass







Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

5 - Very Low Risk (Finding 2)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: V - Very Low Risk
Surface: Artificial Grass





Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 3)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Artificial Grass





Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

10 - Low Risk (Finding 4)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Artificial Grass





Finding: The split pins are missing from the shackles

Action: Insert split pins to secure the shackles

8 - Low Risk (Finding 5)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Artificial Grass





Finding: The fixings have corroded excessively

Action: Replace all corroded fixings

6 - Low Risk (Finding 6)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Artificial Grass





Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 7)

Item: Swings - 2 Bay 2 Flat 2 Cradle
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Artificial Grass





Finding: There is some wear to the shackles.

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

5 - Very Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Risk Level: V - Very Low Risk
Surface: Wet Pour





Finding: The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the handgrip

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 3)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

6 - Low Risk (Finding 4)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: The crossbeam is distorted

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Wet Pour





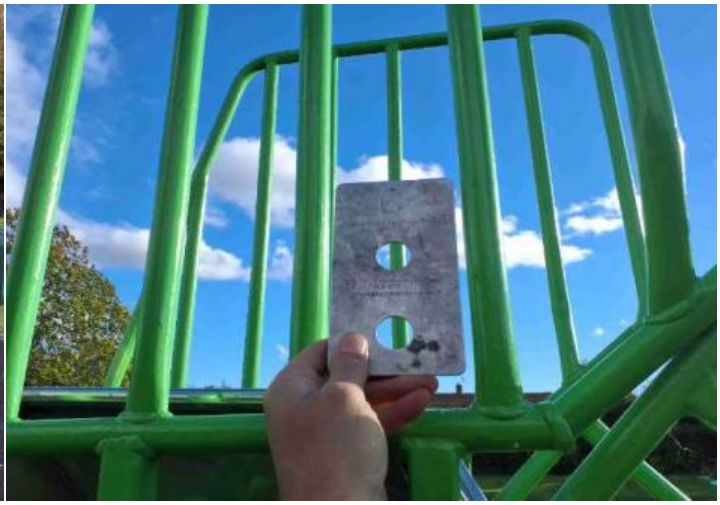
Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

5 - Very Low Risk (Finding 2)

Item:	Other - Free Standing Slide	**Risk Level:**	V - Very Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Wet Pour







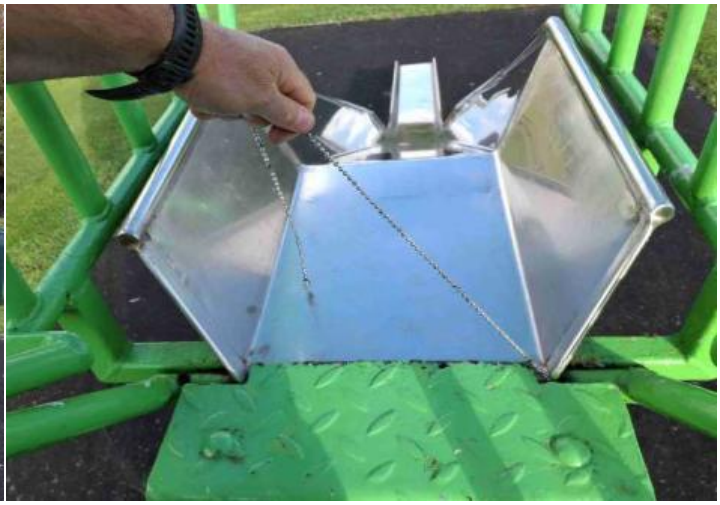
Finding: The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps

Action: Monitor - No action given the risk assessment

5 - Very Low Risk (Finding 3)

Item: Other - Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Risk Level: V - Very Low Risk
Surface: Wet Pour





Finding: There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1

Action: Monitor - No action given the risk assessment

4 - Very Low Risk (Finding 4)

Item: Other - Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Risk Level: V - Very Low Risk
Surface: Wet Pour





Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 5)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Wet Pour





Finding: The side of the slide is damaged

Action: Monitor for any further deterioration and repair as required

4 - Very Low Risk (Finding 6)

Item:	Other - Free Standing Slide	**Risk Level:**	V - Very Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Wet Pour







Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: There are trip hazards at the edges of the surface

Action: Remove trip hazard

6 - Low Risk (Finding 2)

Item: Activity Equipment - Climbing Frame
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

8 - Low Risk (Finding 3)

Item: Activity Equipment - Climbing Frame
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

8 - Low Risk (Finding 4)

Item: Activity Equipment - Climbing Frame
Manufacturer: Wicksteed Playgrounds
Risk Level: L - Low Risk
Surface: Wet Pour





Finding: There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 1)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass







Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

0 - Risk Assessment not Undertaken (Finding 2)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Risk Level: N - Risk Assessment not Undertaken
Surface: Grass





Finding: NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

Action: Implement load testing as required

8 - Low Risk (Finding 3)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: Cable ties are present and there are sharp projecting ends

Action: Replace with a more appropriate fixing method

6 - Low Risk (Finding 4)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 5)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass





Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item:	Outdoor Fitness Equipment - Chest Press	**Risk Level:**	L - Low Risk
Manufacturer:	Broxap	**Surface:**	Wet Pour





Finding: The training space of the items overlap in contravention of the requirements of BS EN 16630

Action: Monitor - No action given the risk assessment

Subject	**Playing Field Entrance – Replacement**
Agenda Item	11/26.08 c
Report Author	Jess Knights, CiLCA PSLCC
Position	Clerk & Responsible Financial Officer
Date	04/11/26

Background
The condition of the entrance to the playing field has deteriorated significantly over time. The existing structure is rotten and is now considered to be beyond repair. Given its current condition, it is no longer considered practical or appropriate to undertake further repairs, and replacement is required.
The condition of the entrance was also highlighted during the recent annual playground inspection, providing further evidence that the issue requires attention. As the entrance forms part of the access to a well-used community facility, it is important that it is maintained in a safe and serviceable condition.

Quotations
To establish the likely cost of replacing the entrance and identify suitable contractors, quotations have been sought.

Four contractors were approached to provide a quotation for the required works. However, only two quotations have been received, as the third contractor did not respond despite being given the opportunity to do so.

The two quotations received are presented to Council for consideration:

- **Contractor 1:** £1,500
- **Contractor 2:** £728 which includes a donation from the contractor for the personnel gate.

Financial Implications
At present, there is no available budgetary spend for this work. However, there is £1,132.93 underspend in the budget for the boundary maintenance of Oaklands Avenue which has now taken place. A virement is recommend from the boundary maintenance (code 27) to New Equipment (code 40).

Impact Assessment
Wistow Parish Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area:

a. Biodiversity: no significant implications identified.
b. Crime and Disorder: If the gate and entrance is not repaired, this could allow unauthorised vehicle access.

Recommendation

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

1. Approve quote 2 for the replacement of the fence, pedestrian gate and vehicle gate.
2. To virement £728 from the boundary maintenance (code 27) to New Equipment (code 40).

Subject	Clerk's Operational Report
Agenda Item	11/26.10
Report Author	Jess Knights, PSLCC
Position	Clerk & Responsible Financial Officer
Date	November 2026

The following provides an update on recent work undertaken by the Clerk:

Gullies & Drains: Cambridgeshire County Council (CCC) have responded to my request to have the gullies and drains jet washed following Harvest and prior to winter weather setting in. CCC have confirmed that Wistow is booked in on 08/04/2027. I have contact CCC further as said this is too late given the majority of rain fall usually falls from November – April.

Natrum Site: A new BNG site has been identified in Warboys. I have checked the boundaries and the site is on the Warboys Airfield and Broughton. It is a few feet from the Wistow boundary near the high lode river.

Personnel: Updated personnel folders and training records for personnel and Councillors.

Website: Created new transparency section of the website to help the community access information quicker and easier and that required by the Transparency Code.

Policies: Numerous policies have been reviewed and updated.

Saplings: The saplings have been received from the Woodland Trust.

Allotments: Research has commenced on Agricultural Holdings.

Mid-year audit: Work has begun on preparing the documents for the Council's mid-year internal audit.

Service Personnel: Created a new dedicated section of the website for service personnel which provides resources. Further research has also been undertaken regarding past service personnel from Wistow.

Annual Inspection: Oaklands Avenue annual playground inspection has been completed and the full report has been received. Next steps are to obtain quotes on the required work.

Meetings/Training Attended

- Huntingdon District Council's Planning Training 21st October 2026
- NALC – AI – 4th November 2026.