



WISTOW PARISH COUNCIL

Meeting Papers

Date of meeting
13th October 2026



**PROUDLY
SUPPORTING
THOSE WHO
SERVE.**



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



WISTOW PARISH COUNCIL

MEETING:	Parish Council Meeting
DATE:	Tuesday 8 th September 2026
TIME:	19:30pm
VENUE:	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT:	4 – Cllr Simms (Chairman), Cllr Cook (Vice-Chairman), Cllr Pizzie & Cllr Newton.
MEMBERS ABSENT:	3 – Cllr Gregory, Cllr Rice & Cllr Forster
STAFF PRESENT:	1 - Jess Knights, PSLCC – Clerk & RFO
PUBLIC PRESENT:	0
AUTHORITIES PRESENT:	2 – District Cllr McIlwain and District Cllr Lowe.

MINUTES OF MEETING

- 09/26.01 WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
The meeting was officially declared open at 7:30pm by the Chairman, Cllr Simms.
Cllr Gregory and Cllr Rice provided their apologies for absence in advance of the meeting.
No apologies for absence were received for Cllr Forster.
- RESOLVED:** All approved and accepted Cllr Gregory's apologies of absence for work reasons and Cllr Rice's apologies for absence for personal reasons. The Council did not accept Cllr Forster's absence.
- 09/26.02 TO RECEIVE DECLARATIONS OF INTEREST**
RESOLVED: No declarations of interests were received.
- 09/26.03 TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**
RESOLVED: All approved the minutes of the Council Meeting held on 14th July 2026 as a true and accurate record. The minutes were officially signed by the Chairman.
- 09/26.04 PUBLIC PARTICIPATION**
Open: 7:32 pm
RESOLVED: As there were no members of the public, the public forum was closed at 7:32pm.
- 09/26.05 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**
To receive reports from District and County Councillors.

District Cllr Lowe:

- Future of the Fens and,

Clerk: Jess Knights, PSLCC
Tel: 07401 733818

Email: parishclerk@wistowcambsparishcouncil.gov.uk
Web: www.wistowcambsparishcouncil.gov.uk

- Children & Young People Reports.

District Cllr McIlwain:

- Local Government Reorganisation (LGR) has been paused,
- The vote of no confidence in the leadership of HDC was unsuccessful following the C&C proposals,
- The Local Plan is being decided on 09/09/26 and,
- Following a request from the Clerk regarding planning permission for a defibrillator to be installed onto a listed building, Cllr McIlwain confirmed that planning may not be required but a Listed Building Consent (LBC) would be required. The Clerk thanked District Cllr McIlwain for his swift response.

09/26.06

**BUSINESS TO BE TRANSACTED
COUNCIL OPERATIONS**

- a) **To consider and approve Data Protection Policy regarding complaints process in accordance with the Data (Use and Access) Act 2025 (DUAA).**
RESOLVED: Cllr Pizzie confirmed that this is her area of expertise and has some minor changes to make. All agreed for Cllr Pizzie and the Clerk to work together on this.
- b) **To consider and approve training on Planning for Clerk & Councillor.**
RESOLVED: All agreed for Cllr Cook and Clerk to attend.
- c) **To consider and approve Insurance.**
RESOLVED: All agreed insurance renewal of £1,325.02 per annum from Hiscox Insurance.
- d) **To consider and approve Cyber Security Insurance.**
RESOLVED: All agreed to proceed with Cyber Security Insurance to protect the Parish Council of £191.88 per annum from Coalition Risk Solutions.
- e) **To review and approve new Internal Auditor for the Financial Year 26-27.**
RESOLVED: All agreed to the appointment of Legra Internal Audit Services of £300 per year.

09/26.07

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, summary budget comparisons and note monthly internal risk audit (enclosed). All financial reports have been certified by the RFO prior to submission.**
RESOLVED: All approved the documents which were duly signed by the Chairman.
- c) **To consider and approve retrospective approval of emergency works under Clerk's Scheme of Delegation.**
RESOLVED: All approved the emergency works.
- d) **To consider, approve and sign retrospective payment list for August 2026.**

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RESOLVED: All approved the payment list and invoices which were duly signed by the two authorised signatories, Cllr Cook and Cllr Pizzie.

09/26.08

AMENITIES & HIGHWAYS

- a) **To receive update on position regarding the third defibrillator potentially located at the Village Hall.**

RESOLVED: The Clerk confirmed that the Village Hall Committee (VHC) have now requested that the Parish Council be responsible for the maintenance and installation of the third defibrillator. In accordance with Standing Order 7(a), a new resolution can now be passed as the specified time period of 6 months has now passed. All agreed to purchase the third defibrillator but for the VHC to be responsible for the installation and maintenance as previously stated in original resolution.

- b) **To discuss options for Community Infrastructure Levy (CIL) funding 26/27.**

RESOLVED: All agreed that there are no applicable projects that qualify for CIL at present.

- c) **To review and consider next steps following the Annual Community Feedback Survey.**

RESOLVED: All agreed for speeding to be the top priority for 2027-2028 and for the Clerk to research the situation regarding street lighting.

- d) **To review and approve position on the Village Hall's grant application.**

RESOLVED: All agreed that following the feedback received from the Community, the Parish Council will award a £1,000.00 grant to the VHC. This grant is strictly on the basis of the VHC providing an Annual Plan on how they will raise the rest of the funds for their operational costs, evidence of their other grant funding applications and a full disclosure of their expenditure.

- e) **To reallocate the Councillor Village Hall Portfolio.**

RESOLVED: All agreed for Cllr Cook to be reallocated the portfolio of the Village Hall.

- f) **To review and resolve to appoint Grass Maintenance Contractor for 2026-2028.**

RESOLVED: All agreed to appoint contractor 1, Emma Jackson for the Grass Maintenance Contract 2026-2028 with a total per annum of £6,935.00 and to appoint contractor 2, MAM Garden Maintenance for the Cemetery & Playing field annual hedge trim for 2026-2028 of a total of £740 per annum.

- g) **To resolve to appoint contractor for Annual Hedge Trim (Oaklands Playing Field).**

RESOLVED: All agreed to appoint MAM Garden Maintenance to be undertake the annual hedge trim during September 2026 in the sum of £425.

09/26.09

PLANNING & CONSULTATIONS

To review and resolve the following applications:

- a) **Bury Village Draft Neighbourhood Plan under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.**

RESOLVED: All agreed to the approval of the plan.

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- b) **Cambridgeshire and Peterborough Minerals and Waste Local Plan Review - Scoping Consultation & Call for Sites.**
RESOLVED: All agreed to not make any comments at this stage.
- c) **Manor House Manor Street Wistow - 26/01476/HHFUL**
RESOLVED: All agreed and approved this application.
- d) **Manor House Manor Street Wistow - 26/01477/LBC**
RESOLVED: All agreed and approved this application.
- e) **Vine House Church Street Wistow (ref 26/01490/TREE)**
RESOLVED: All agreed and approved this application.
- f) **Planning Powers for Mayors in England – Open Consultation**
RESOLVED: All agreed to object to the consultation. The Clerk and Cllr Pizzie will prepare the submission.

09/26.10

CLERK'S REPORT

To review and note the report containing activities affecting and pertaining to the Parish
RESOLVED: All reviewed and accepted the report.

09/26.11

MATTERS FOR FUTURE AGENDA ITEMS ONLY

1. Bin Stickers – Dog Poo (Cllr Cook) – Motion proposed by Cllr Cook.
2. Relocation of Highways sign on Oaklands – Motion proposed by Cllr Cook.
3. MVAS Rota & relocation – Motion proposed by Cllr Pizzie.
4. National Emergency Briefing – Clerk.
5. Annual Allotment Charges – Clerk.
6. Mandatory Code of Conduct Training – Clerk.

09/26.12

DATE OF NEXT FULL COUNCIL MEETING

Tuesday 13th October 2026 in the Village Hall, Wistow at 7.30pm.

CLOSED

21:27pm

Clerk: Jess Knights, PSLCC
Tel: 07401 733818

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Web: www.wistowcambsparishcouncil.gov.uk



WISTOW PARISH COUNCIL

DATA PROTECTION POLICY

DOCUMENT CONTROL

Changes

Clarifying complaints
and changes to
wording

Approved by

Date

October 2026

Next Review

October 2027



Introduction

An essential activity within the Parish Council is the requirement to gather and process information about its employees, and people in the community, in order to operate effectively. The UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 (DPA) and Privacy and Electronic Communications Regulations (PECR) regulate the way in which personal information about employees and citizens is held and used.

Wistow Parish Council is committed to the principles and requirements for data protection and handling identified within the UK GDPR, Data Protection Act 2018 and other related legislation, including Data (Use and Access) Act 2025 (DUAA).

The Act sets out rules for processing personal information (personal data), many paper records and computerised information. The Act covers:

- Any information held on a computer about a living individual who can be identified by or from that data
- Information held in manual filing systems where it is possible to access specific information about particular people
- Information collected with the intention of storing it on a computer

Definitions

Under data protection legislation, 'Personal Data' means information relating to a living individual who can be identified.

- from the data;
- or from the data and other information which is in the possession of the data controller and includes expressions of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual

'Special Category Data' is personal data requiring additional protection and includes information as to:

- racial or ethnic origin
- political opinions
- religious or other beliefs
- trade union membership
- physical or mental health or condition, including health data
- sex life, sexual orientation, genetic data, and biometric data used for the purpose of uniquely identifying an individual
- criminal offence data is subject to separate additional requirements under data protection legislation.



Principles of the Act

The UK GDPR sets out principles for processing personal data and requires Wistow Parish Council to comply with, and to be able to demonstrate compliance with these data protection principles. Data must be:

- fairly and lawfully processed
- collected for specified, explicit and legitimate purposes
- adequate, relevant and not excessive
- accurate
- not kept for no longer than is necessary
- processed in line with applicable individual rights
- processed securely
- handled in accordance with the accountability principle
- subject to appropriate controls regardless of whether held electronically or in paper records and,
- managed so that the council can demonstrate compliance with these principles.

This policy has been formally adopted by Wistow Parish Council and applies to its employee, elected members and those acting on the Council's behalf. The policy intends to protect employees, colleagues, members of the public and the Parish Council.

Employee Information

Wistow Parish Council will need to keep information for purposes connected with an employee's employment, including recruitment and termination information. This information will be kept throughout the period of employment and for as long as is necessary following the termination of employment.

These records may include:

- Information gathered about an employee and any references obtained during recruitment
- Details of terms of employment
- Performance information
- Details of grade and job title duties
- Absence records, including holiday records and self-certification forms
- Details of any disciplinary investigations and proceedings
- Training records
- Contact names and addresses
- Correspondence with the organisation and other information provided to the organisation

The Parish Council believes these uses are consistent with our employment relationship and with the principles of the Act. Personal information held by the Council will be subject to appropriate



confidentiality and security controls and will only be accessed or disclosed where there is a lawful and legitimate reasons to do so.

The Parish Council will ensure that information is not kept for longer than is necessary, and will only retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

Documents and information will be stored and disposed of in accordance with the applicable data protection legislation and the Council's Document Retention and Disposal Procedure.

Responsibilities

The Parish Council, as data controller, recognises its legal responsibility to ensure that all such data is handled properly and securely irrespective of whether it is held on paper or by electronic means. This covers the whole lifecycle, including:

- The obtaining of personal data;
- The storage and security of personal data;
- The use of personal data
- The disposal/destruction of personal data

Complaints

A complaint is any concern that the Council has mishandled personal data, such as failing a subject access request (SAR), suffering a data breach, or improper retention.

When can I complain to Wistow Parish Council?

You can complain to us about how we are handling yours or other people's information; if we:

- have not properly responded to your request for your personal information;
- are not keeping information secure;
- hold inaccurate information about you;
- have disclosed information about you;
- are keeping information about you for longer than is necessary;
- have collected information for one reason and is using it for something else; or
- have not upheld any of your [data protection rights](#).

How to complain?

Complaints may be submitted using our online accessible form or directly to the Parish Clerk. We will acknowledge receipt of a data protection complaint within 30 days, and without undue delay, take appropriate action to investigate it. Where necessary, we will keep the complainant informed of progress and will provide the outcome without undue delay.

We will:

1. Acknowledge the complaint within 30 days
2. Investigate the complaint without undue delay
3. The Council will keep the complainant reasonably updated on the progress and timelines



4. A Record of the outcomes will be maintained
5. A written outcome will be provided to the Complainant and
6. Review any lessons learned.

If you remain dissatisfied with the outcome, you may contact the Information Commissioner's Office (ICO) to make a complaint.

The Data (Use and Access) Act 2025 (DUAA)

The DUAA makes a number of changes to data protection law. These changes are in areas including scientific research, automated decision making and cookies: The acts allows the following:

- **Research provisions:** it makes it clearer when personal information can be used for the purposes of scientific research, including commercial scientific research. It clarifies that people can give 'broad consent' to an area of scientific research.
- **Privacy notices:** it allows re-use of people's personal information for scientific research without giving them a privacy notice, if that would involve a disproportionate effort.
- **Automated decision-making:** it opens up the full range of reasons, or 'lawful bases', that you can rely on when using people's personal information to make significant automated decisions about them.
- **Cookie rules:** it allows the setting of some types of cookies without having to get consent, such as those for statistical purposes and improve the functionality of a website.

Parish Clerk

The Parish Clerk will ensure that any third party processing such information on Wistow Parish Council's behalf is contractually obliged to put in place similar measures.

The Parish Clerk is responsible for gathering and disseminating information and guidance relating to information security, data protection legislation and related requirements, and for ensuring that staff comply with the legislation.

Members

Members must promptly refer requests concerning an individual's personal data to the Parish Clerk and report any actual or suspected personal data breach without delay in accordance with the Council's Data Security Breach Procedure. Members are bound by this policy and must adhere to the guidelines.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from (*insert name of Parish or Community Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website/Electronic Hard Copy	Free 10p per sheet
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website/Electronic Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	Website/Electronic Hard Copy	Free 10p per sheet
Staffing structure	Website/Electronic	Free

	Hard Copy	10p per sheet
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website/Electronic Hard Copy	Free 10p per sheet
Finalised budget	Website/Electronic Hard Copy	Free 10p per sheet
Precept	Website/Electronic Hard Copy	Free 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
All items of expenditure above £100	Website/Electronic Hard Copy	Free 10p per sheet
Financial Standing Orders and Regulations	Website/Electronic Hard Copy	Free 10p per sheet
Grants given and received	Website/Electronic Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website/Electronic Hard Copy	Free 10p per sheet
Members’ allowances and expenses	Website/Electronic Hard Copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Current and previous year as a minimum	Website/Electronic Hard Copy	Free 10p per sheet
Annual governance statement in format included in the Annual Return form	Website/Electronic Hard Copy	Free 10p per sheet
Parish Plan	Not Held	N/A
Annual Report to Parish or Community Meeting	Website/Electronic Hard Copy	Free 10p per sheet
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website/Electronic Hard Copy	Free 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website/Electronic Hard Copy	Free 10p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Electronic Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website/Electronic Hard Copy	Free 10p per sheet
Minutes of meetings (as above) –	Website/Electronic Hard Copy	Free 10p per sheet

exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/Electronic Hard Copy	Free 10p per sheet
Responses to consultation papers	Website/Electronic Hard Copy	Free 10p per sheet
Responses to planning applications	Website/Electronic Hard Copy	Free 10p per sheet
Bye-laws	Not held	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website/Electronic Hard Copy	Free 10p per sheet
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website/Electronic Hard Copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for	Website/Electronic Hard Copy	Free 10p per sheet

handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website/Electronic Hard Copy	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only.	Website/Electronic Hard Copy	Free 10p per sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website/Electronic Hard Copy	Free 10p per sheet
Assets register, including details of public land and building assets	Website/Electronic Hard Copy	Free 10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website/Electronic Hard Copy	Free 10p per sheet
Register of members' interests	Website/Electronic Hard Copy	Free 10p per sheet
Register of gifts and hospitality	Website/Electronic Hard Copy	Free 10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and	Website/Electronic Hard Copy	Free 10p per sheet

businesses)		
Current information only		
Allotments	Website/Electronic Hard Copy	Free 10p per sheet
Burial grounds and closed churchyards	Website/Electronic Hard Copy	Free 10p per sheet
Community centres and village halls	Website/Electronic Hard Copy	Free 10p per sheet
Parks, playing fields and recreational facilities	Website/Electronic Hard Copy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website/Electronic Hard Copy	Free 10p per sheet
Bus shelters	Website/Electronic Hard Copy	Free 10p per sheet
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website/Electronic Hard Copy	Free 10p per sheet
Additional Information		
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred



WISTOW PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Review, formatting and mandatory training	Full Council	October 2026	October 2026



Introduction

Wistow Parish Council is fully committed to ensuring that its councillors and staff are appropriately trained to effectively, efficiently, and equitably meet the needs placed on them by the parish council and to meet their statutory obligations.

This means actively encouraging and supporting people to undertake training that is relevant to their responsibilities in a regular and timely manner.

Our commitment to training covers all employees and members both current and future with no exclusions or exceptions. Training must be available for all to ensure they are aware of individual and collective responsibilities and to be compliant and competent at all times.

Training Aims

The council's training aims are:

- To improve the understanding of its members, of their role as a local councillor, the powers available to the council and how best to utilise the resource available to the council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to undertake their respective roles competently and effectively and to ensure they are always up to date with new legislation and practices.

Identifying Training Need

Training and development needs will be identified from a variety of sources including:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Annual plan
- Changing processes/legislation
- Self-identified need

Staff Training & Development

Staff training and development can be categorised as follows;

Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that



an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below). Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual Handling, Display Screen equipment)
- Legionella training
- Data Protection

Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time.

The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Finance & Audit training
- Community Governance

Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'. Examples may include:

- Town Planning Technical Support - Level 3 Diploma
- Internal auditor training



Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study Leave

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Any study leave for non-mandatory training will be at the discretion of the council.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met. This is a non-contractual procedure which will be reviewed from time to time.

Members Training

All new councillors will be provided with a copy of the council's induction document and must participate in the New Councillor Induction training provided by CAPALC. Likewise, each incoming Chairman must attend CAPALC Chairmanship training.

All councillors must attend code of conduct training which is mandatory in accordance with section 8.1 of the LGA Code of Conduct adopted by Wistow Parish Council and accepted by all Councillors contained within their declaration of acceptance of office.

The council reserves the right to reclaim financial support where the member fails to attend training without good reason



Main Training Providers

The council will resource training to meet identified needs by firstly keeping up to date with the available training events offered via CAPALC and SLCC.

The council will maintain membership of both organisations, with the SLCC membership in the name of the Clerk.

The training offers of both organisations will be communicated at regular intervals to employees and members mainly through bulletins.

The Councils main training providers include:

- CAPALC
- SLCC
- De Montfort University
- Institute of Cemetery and Crematorium Management
- National Association of Local Councils

Commitments will be made for workshops or courses to be undertaken as required. This may involve getting suitably qualified personnel to run events in our locality and/or getting individual or groups of employees/members to attend regionally scheduled events.

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

-
- Attendance at conferences, seminars, and short courses
- Online training
- In-house learning resources (books, journals etc.)
- In house training
- Time for self-directed research and learning

Resources & Budget

The council will allocate an annual training budget to cover provision of training activities, attendance at conferences and training publications for members & staff.

The Clerk has delegated authority to place orders for training/training materials so long as these orders would not mean exceeding the remaining "Training" budget. Any amount over that which is budgeted will be referred to the Full Council.



Review

This policy is to be reviewed annually by the Clerk and will be considered at a meeting of the council before being re-adopted.



WISTOW PARISH COUNCIL

Reserves Policy

DOCUMENT CONTROL

Changes

Approved by

Date

Next Review

Creation

Full Council

October 2026

October 2027



Purpose

This policy sets out how Wistow Parish Council holds and manages reserves to support financial stability, manage risk, and meet known future commitments.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The recommendations in the Practitioners' Guide from the Smaller Authorities Proper Practices Panel that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

Principles

The Council will maintain prudent reserves to:

- provide a working balance for day-to-day cash flow;
- protect against unforeseen expenditure or income shortfalls;
- fund planned and approved future projects or asset replacement;
- support effective risk management.

Types of reserves

General reserves

The general reserve is held for unexpected or urgent expenditure and short-term cash flow needs. It is not intended for planned spending.

Earmarked reserves

Earmarked reserves are amounts set aside for specific purposes approved by full council. They may include, for example:

- asset replacement or major repairs;
- ongoing projects not completed within the financial year;
- known future liabilities or one-off commitments.

Setting the level of reserves

The level of reserves will be reviewed annually during budget preparation and set by full council. In deciding the appropriate level, the Council will consider:

- annual income and expenditure;
- risks identified in the risk register;
- planned capital or maintenance works;
- expected timing of income and expenditure;
- any dependency on grants or other uncertain funding.

Use of reserves

- Reserves will only be used for the purpose for which they were established.
- Any transfer into or out of an earmarked reserve must be approved by full council or the relevant committee, in accordance with the Financial Regulations.



- Unspent funds for completed projects will not normally be carried forward.

Review

The Council will review reserves at least annually as part of the budget and precept-setting process. The review will be informed by the budget, three-year forecast, asset management needs, and risk assessment.

Reporting

The RFO will report the reserves position to full council as part of the budget papers and, where appropriate, through in-year financial monitoring.



WISTOW PARISH COUNCIL

Social Media and Communications Policy

DOCUMENT CONTROL

Changes

Creation

Approved by

Full Council

Date

October 2026

Next Review

October 2027



Purpose

Wistow Parish Council has a duty to represent the interests of the whole community and in doing so needs to establish clear communication systems. This document sets out the council's policy with regard to communication with members of the public.

The use of digital and social media and electronic communication enables Wistow Parish Council to interact in a way that improves the communications, both within the Council, and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities only within our Parish and promote our community positively.

Communications from the Council will meet the following criteria. It will:

- be civil, tasteful and relevant;
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content knowingly copied from elsewhere which we do not have permission to share;
- not contain any personal information, other than necessary basic contact details;
- be moderated by the Clerk to the Council or either the Chair/Vice Chair of the Council;
- not be used for the dissemination of any political advertising.

All communications

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, the following guidelines should be observed by the Council and the public:

- be considerate and respectful of others – vulgarity, threats or abuse of language will not be tolerated;
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Councillors or staff, will not be permitted;
- share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due;
- stay on topic;
- refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The Facebook page is not monitored 24/7 and the Council will not reply individually to all messages or comments received.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and the Council's staff will not be obliged to monitor or respond to requests for information



through these channels. Instead, please make direct contact with the Council's Clerk and/or members of the Council by emailing:

parishclerk@wistowcambsparishcouncil.gov.uk

If you wish to contact a Councillor, it is in the following email format

Cllr.surname@wistowcambsparishcouncil.gov.uk

The Council retains the right to remove comments or content that include:

- obscene or racist content;
- personal attacks, insults, or threatening language;
- potentially libellous statements;
- plagiarised material; any material in violation of any laws, including copyright;
- private, personal information published without consent;
- information or links unrelated to the content of the forum;
- commercial promotions or spam;
- alleged breaches of the Council's policy or the law.

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of the Council's policy, or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available.

Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Communication Methods

The Parish Council generally meets on the second Tuesday of each month excluding August and December. The Parish Council will normally meet in the Wistow Village Hall. Meetings will usually commence at 7.30pm. The agenda will always be available online and on noticeboards at least 3 clear days in advance of the meeting. There will always be a public participation agenda item where parishioners may address the council. The council will note information, but no decision may be made under this agenda item. In accordance with Standing Orders, a question shall not require a response at the meeting. The Chairman may direct that a written or oral response be given.

Parish Council Website & Noticeboard

Wistow Parish Council's website is www.wistowcambsparishcouncil.gov.uk.

Wistow Parish Council's noticeboard is located inside the bus shelter on Parsonage Street.

Where necessary, the Council may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response (subject to data approval first).



The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities only. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the website. The Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

The following items may be included on the website and noticeboards:

- meeting dates;
- meeting agenda and minutes;
- financial information as required under the Transparency Code and the Practitioners' Guide;
- policies and procedures;
- member information;
- links to the following external websites - Principal Council
- information on village clubs societies and organisations and events;
- news articles.

The following items will NOT be included:

- articles affiliated to, or promoting any political organisation;
- commercial advertisements;
- publicity for any non-charitable fund-raising event.

Parish Council Email

The Clerk to the Council has their own Council email address which is parishclerk@wistowcambsparishcouncil.gov.uk.

The Clerk works part time flexible hours and all emails will be responded to within 5 working days. An 'out of office' message will be used when appropriate.

The Clerk is responsible for dealing with all emails received and passing on any relevant communications to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are also provided with council-owned email addresses and are at liberty to communicate directly with residents. Please note that any emails sent to Councillors or the Clerk become official and will be subject to the Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Councillors and staff are reminded that personal information should not be forwarded on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.



Text Messages and WhatsApp

The Clerk is provided with a Council-owned mobile telephone.

Councillors and the Clerk may use SMS as a way to communicate should the request require a quicker response. All are reminded that this policy also applies to such messages.

The Council has a one-way WhatsApp group set up for notifications to the bank signatories which is managed by the Clerk only.

Texts and the WhatsApp group should not be used for:

- day-to-day discussion of, and views on, Council policies and their implementation;
- as evidence of agreement / disagreement;
- an alternative to voting
- an agreement of a specific course of action or financial commitment by the Council;
- providing feedback to other Councillors;
- proposing agenda items, sharing papers, notification in advance of apologies.

Engagement Strategies

- Surveys and Questionnaires: Use to gather opinions on local issues and services.
- Public Meetings: Host regular monthly meetings for residents to voice concerns and ask questions.
- Workshops and Focus Groups: Facilitate discussions on specific topics or projects.
- Newsletters: Distribute regular updates on council activities, initiatives, and upcoming events via our news section of the website.
- Social Media: Utilise platforms to share information and interact with the community.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the



confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Councillors should also be careful only to 'cc' essential recipients on emails for instance to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Councillors who post on social media must observe the Code of Conduct. Councillors are personally responsible for the social media content they create, publish and share. Being a Councillor does not prevent a member of the public from pursuing legal action following the publication of an untrue statement and Councillors may be held personally liable.

Any Councillor posting, referring to themselves as a Councillor – even if it is in a personal capacity – may be considered as acting in an official capacity.

When posting to social media, it should be remembered that:

- the Councillor is an elected representative of the Council;
- any post can affect the reputation of the Council;
- it is the Council which is the corporate decision-making body – no Councillor can independently make decisions for the Council over social media;
- some issues and communications are best left to the Council's official social media accounts;
- having a single voice or message can be critical in some situations;
- the Council cannot be involved in party political issues;
- it is not necessary to respond or make comment on everything on social media – in fact sometimes it is better not to;
- posts must not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.



Subject National Emergency Briefing
Agenda Item 10/26.06 h
Report Author Jess Knights, PSLCC
Position Clerk & Responsible Financial Officer
Date 25/09/26

Purpose of Report

To provide Councillors with information about the National Emergency Briefing and the associated People's Emergency Briefing film, and to consider whether the Parish Council wishes to take any action locally.

Background

The National Emergency Briefing (NEB) was held at Westminster Central Hall on 27 November 2025. It brought together experts to present evidence concerning the climate and nature crisis to an invited audience of more than 1,200 people, including politicians and representatives from business, culture, faith, sport and the media.

The briefing considered the potential implications of climate and nature change across a number of areas.

The People's Emergency Briefing Film

Following the Westminster event, the organisers produced a public film entitled The People's Emergency Briefing.

The film is approximately 50 minutes long and combines material from the original Westminster briefing with additional footage and public reactions. It is designed to make the information presented at the national event accessible to community audiences.

The organisers are encouraging community groups, councils, businesses and other organisations to hold local screenings, followed by a facilitated discussion about the implications for individual communities. Local councils are specifically identified as organisations that can host screenings.

The Clerk attended the briefing on 23rd September 2026 at St Thomas a Becket Church, Ramsey and found the film eye opening.

Relevance to Parish Councils

Although climate and nature policy is principally a matter for national and principal local government, a number of the issues raised by the briefing have a direct impact on Wistow.

Important Consideration – Nature of the Initiative

The Council should be aware that the National Emergency Briefing is not a Government-produced emergency briefing.

It is an independently organised initiative which is seeking, amongst other things, to encourage the UK Government to provide a televised national emergency briefing on climate and nature risks. The organisers are also campaigning for wider public engagement with the issue.

Local Council Involvement

A number of parish and town councils have already facilitated or promoted screenings.

The organisers provide a Local Councils Resource Pack, screening guidance and materials for councils considering hosting an event.

Potential Options for Wistow Parish Council

Councillors may wish to consider the following options:

Option A – No action

The Council could simply note the information and take no further action.

Option B – Promote an independently organised screening

If a local community group or organisation arranged a screening, the Parish Council could publicise the event through its usual communication channels, subject to considering whether the proposed promotion is appropriate.

Option C – Host a community screening

The Parish Council could consider organising a screening, potentially in conjunction with the Village Hall.

Impact Assessment

Financial: Hosting of the screening is free of charge. There would however be a Village Hall hire charge of £12 per hour.

Wistow Parish Council also 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 Parish Council **RESOLVES** to:

1. Host a screening of the National Emergencies' Briefing film to the community.

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	14/10/2026 - 14/10/2026				Confidential			500.83		500.83
78	Society of Local Council Clerks	14/10/2026		Current Account		Annual Membership	Society of Local Council Cle	Z	160.00		160.00
76	Councillor Training	14/10/2026		Current Account		Training	CAPALC	Z	90.00		90.00
75	Boundary Maintenance	14/10/2026		Current Account		Hedge Maintenance	Michael Mead	Z	425.00		425.00
72	Street Lighting Electricity	14/10/2026		Current Account		Electricity - Lamposts	Total Energies	L	90.08	4.50	94.58
Total									1,265.91	4.50	1,270.41

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)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		17,367.16
	ADD Receipts 01/04/2026 - 30/09/2026		32,452.76
	SUBTRACT Payments 01/04/2026 - 30/09/2026		49,819.92
			22,295.06
	Cash in Hand 30/09/2026 (per Cash Book)		27,524.86
B	Cash in hand per Bank Statements		
	Current Account 30/09/2026	15,580.96	
	General Reserves Account 30/09/2026	10,943.37	
	Earmarked Reserves Account 30/10/2026	1,000.53	
			27,524.86
	Less unrepresented payments		
			27,524.86
	Plus unrepresented receipts		
	Adjusted Bank Balance		27,524.86
	A = B Checks out OK		

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 (salary)	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 Council	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 & Crer	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	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 Council	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 C	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 Council	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 Council	-132.58		-132.58	13,391.48	30/09/2026
30/09/2026	Earmarked Reserves / Interest	Interest	Interest	Unity Bank	0.53		0.53	13,392.01	30/09/2026
30/09/2026	General Reserves / Interest	Interest	Interest	Unity Bank	79.85		79.85	13,471.86	30/09/2026
30/09/2026	Current Account	Precept	Precept 50%	Huntingdonshire District Council	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
			CLOSING BALANCE					27,524.86	
					11,133.12	-975.42	10,157.70		

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	40.00	235.62	235.62 (85%)
16	Office Supplies				240.00	99.98	140.02	140.02 (58%)
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	3,359.86	1,194.95	1,269.95 (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%)

Summary of Receipts and Payments

All Cost Centres and Codes

Bank

Code	Title	Receipts			Payments			Net Position
		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	15.00	21.00	21.00 (58%)
6	Unity Bank Charge				72.00	42.00	30.00	30.00 (41%)
SUB TOTAL		200.00	170.25	-29.75	108.00	57.00	51.00	21.25 (6%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Water				110.00	39.08	70.92	70.92 (64%)
32	Risk Assessment Report				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,110.00	39.08	1,070.92	1,070.92 (96%)

Grass Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Grass Cutting	984.48	1,226.89	242.41	6,570.00	4,745.00	1,825.00	2,067.41 (27%)
SUB TOTAL		984.48	1,226.89	242.41	6,570.00	4,745.00	1,825.00	2,067.41 (27%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Street Lighting Electricity				1,560.00	634.71	925.29	925.29 (59%)
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	634.71	1,525.29	1,525.29 (70%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Precept	30,580.00	30,580.00					(0%)
8	VAT Refund	400.00		-400.00				-400.00 (-100%)
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	30,658.77	-321.23				-321.23 (-1%)

Summary of Receipts and Payments

All Cost Centres and Codes

Payroll

Payroll		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					6,840.00	4,732.13	2,107.87	2,107.87 (30%)

Playing field - Oaklands

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- 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			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Society of Local Council Clerks				165.00	160.00	5.00	5.00 (3%)
34	Cambridgeshire & Peterborough				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	647.75	2.25	2.25 (0%)

Sundry

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- 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	32,130.91	-1,353.34	27,756.19	22,289.70	5,466.49	4,113.15
V.A.T.		321.85			1,306.97		
GROSS TOTAL		32,452.76			23,596.67		

Wistow Parish Council (Huntingdonshire District)
Draft Budget Worksheet 27-28 - v1

																Variance between budget and spent	2027-2028 Proposed budget	Comments							
Cost Codes	Description	2025-2026 Budget		2026-2027 Budget	Apr 26 - Sep 26 Actual	Oct 26 - Mar 27 Forecasting								2026-2027 Total											
Admin																									
																		27-28 Proposed Budget	Comments						
PAYMENTS		25-26 Budget	26-27 Budget		Actual	Oct	Nov	Dec	Jan	Feb	Mar		TOTAL	Variance		Budget	Comments								
13	Website, IT and emails	£	414.99	£	414.99	£	99.98		£	350.00	£	-	£	-	£	-	£	449.98	-£	34.99	£	450.00	Variane due to increase to the avast subscription		
14	Scribe Accounts	£	-	£	505.00	£	349.00	£	26.00	£	26.00	£	26.00	£	26.00	£	26.00	£	505.00	£	-	£	505.00	Fixed fee.	
15	Mobile Phone	£	-	£	275.62	£	32.00	£	8.00	£	8.00	£	8.00	£	8.00	£	8.00	£	80.00	£	195.62	£	108.00	£8 per month rolling contract. Increased to £9 per month for inflation. There is a plus variance due to being able to source a cheaper phone and plan.	
16	Office Supplies	£	400.00	£	240.00	£	55.50	£	40.00	£	-	£	40.00	£	-	£	40.00	£	175.50	£	64.50	£	840.00	Amount of £240 has remained the same plus new laptop of £600. The current laptop is nearly 15 years old and will help speed up the process and is a vital asset to ensure the operations of the Council.	
17	Handy Person	£	200.00	£	300.00	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	300.00	£	200.00	Volunteer numbers are falling so the Parish Council will need to pay for adhoc handy person services. £300 to be place into Ear Marked Reserves (EMR)	
18	Payroll Services	£	66.00	£	79.20	£	-	£	-	£	-	£	79.20	£	-	£	-	£	79.20	£	-	£	81.60	Potential increase in line with inflation of around 3%	
19	Village Hall Hire	£	240.00	£	240.00	£	260.00	£	-	£	-	£	-	£	-	£	-	£	260.00	-£	20.00	£	350.00	Deficit during 26-27 due to an extra ordinary meeting. The hire is £12 per hour. Budgeted for an extra 12 hours per year, which is an extra 6 council meetings per year or to allow for extra community events.	
20	Insurance	£	1,500.00	£	1,500.00	£	1,566.90		£	-	£	-	£	-	£	-	£	-	£	1,566.90	-£	66.90	£	1,613.91	Deficit during 26-27 due to the PC insuring again Cyber Security for the first time. PL, EL & Cyber increase of 3% inflation
21	Grants	£	100.00	£	300.00	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	300.00	£	1,000.00	£300 EMR. PC have agreed to provide the Village Hall a grant of £1,000 following community feedback.	
22	Councillor Training	£	400.00	£	400.00	£	275.00	£	-	£	-	£	-	£	-	£	-	£	275.00	£	125.00	£	600.00	Training is incredibly important to ensure the Council remains compliant. The Council has a HR committee and it is recommended that Councillors attend HR Training is £150 per person x 2 (£300)	
23	Staff Training	£	350.00	£	300.00	£	475.00	£	-	£	-	£	-	£	-	£	-	£	475.00	-£	175.00	£	4,200.00	Clerk's Level 4 Degree in Community Governance (£4,000) previously agreed. Clerk has applied for a bursary of £2000, waiting to hear in November 26. There is an additional total of £300 for the CAPALC annual conference of £75 and £125 for other training.	
43	Data Protection	£	-	£	-	£	52.00	£	-	£	-	£	-	£	-	£	-	£	52.00	-£	52.00	£	52.00	To remain the same.	

48	Election Costs	£	-	£ 1,500.00	£ 132.58	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 132.58	£ 1,367.42	£ 33.15	£1367.42 EMR. Election costs are £1,500 if contested. £132.58 deficit over 4 years is £33.15 per year.
36	Internal Audit	£	126.00	£ 126.00	£ 170.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 170.00	-£ 44.00	£ 300.00	New supplier being used. This includes mid year audit and end of year audit. Fixed fee.
37	External Audit	£	252.00	£ 252.00	£ 210.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 210.00	£ 42.00	£ 210.00	Fixed fee, under contract.
SUB TOTAL			£ 6,432.81	£ 3,677.96	£ 74.00	£ 384.00	£ 74.00	£ 113.20	£ 74.00	£ 34.00	£ 4,431.16	£ 2,001.65	£ 10,543.66				

Allotments

PAYMENTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
10	Maintenance Environment Agency Drainage Charge	£ 450.00	£ 450.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 450.00	£ -	£450 EMR. No further budget is required for 27-28.
11		£ 20.00	£ 15.38	£ 15.41	£ -	£ -	£ -	£ -	£ -	£ -	£ 15.41	-£ 0.03	£ 15.87	3% increase with inflation.
SUB TOTAL		£ 470.00	£ 465.38	£ 15.41	£ -	£ -	£ -	£ -	£ -	£ -	£ 15.41	£ 449.97	£ 15.87	

RECEIPTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
9	Rent	£ 1,319.00	£ 1,319.77	£ -		£ 1,319.77	£ -	£ -	£ -	£ -	£ 1,319.77	£ -	£ 1,359.36	Potential increase of 3% in line with inflation.
SUB TOTAL		£ 1,319.00	£ 1,319.77	£ -	£ -	£ 1,319.77	£ -	£ -	£ -	£ -	£ 1,319.77	£ -	£ 1,359.36	

Bank

PAYMENTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
5	Lloyds Bank Card Charge	£ 36.00	£ 36.00	£ 12.00	£ 3.00	£ 3.00	£ 3.00	£ 3.00	£ 3.00	£ 3.00	£ 30.00	£ 6.00	£ 30.90	increase of 3% with inflation
6	Unity Bank Charge	£ 72.00	£ 72.00	£ 35.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 71.00	£ 1.00	£ 73.13	increase of 3% with inflation
SUB TOTAL		£ 108.00	£ 108.00	£ 47.00	£ 9.00	£ 9.00	£ 9.00	£ 9.00	£ 9.00	£ 9.00	£ 101.00	£ 7.00	£ 104.03	

RECEIPTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
4	Interest	£ 300.00	£ 200.00	£ 89.87	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ 189.87	-£ 10.13	£ 200.00	Same amount. This is a variable item.
SUB TOTAL		£ 300.00	£ 200.00	£ 89.87	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ 189.87	-£ 10.13	£ 200.00	

Cemetery

PAYMENTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
31	Water	£ 225.00	£ 110.00	£ 39.08	£ -	£ -	£ -	£ -	£ -	£ 55.00	£ 94.08	£ 15.92	£ 113.30	same as 26-27 budget, plus 3% inflation
32	Risk Assessment Report Boundary Maintenance	£ -	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	£ 1,000.00	£ -	Not spent during 26-27. £1000 EMR.
		£ -											£ 315.00	Fixed fee for 2 years with supplier
SUB TOTAL		£ 225.00	£ 1,110.00	£ 39.08	£ -	£ -	£ -	£ -	£ -	£ 55.00	£ 94.08	£ 1,015.92	£ 428.30	

ss Maintenance

PAYMENTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
12	Grass Cutting	£ 6,300.00	£ 6,570.00	£ 4,745.00	£ 730.00	£ 365.00	£ 365.00	£ 365.00	£ 365.00	£ 365.00	£ 7,300.00	-£ 730.00	£ 6,935.00	Contract in place from 2026-2028

SUB TOTAL		£	6,300.00	£	6,570.00	£	4,745.00	£	730.00	£	365.00	£	365.00	£	365.00	£	365.00	£	7,300.00	-£	730.00	£	6,935.00						
RECEIPTS		25-26 Budget		26-27 Budget		Actual		Oct		Nov		Dec		Jan		Feb		Mar		TOTAL		Variance		Proposed Budget Comments					
12	Grass Cutting	£	974.00	£	984.48	£	496.89	£	-	£	-	£	-	£	500.00	£	-	£	-	£	-	£	996.89	£	12.41	£	996.89	£500 contribution from the Church and £496.89 from CCC	
SUB TOTAL		£	974.00	£	984.48	£	496.89	£	-	£	-	£	-	£	500.00	£	-	£	-	£	-	£	996.89	£	12.41	£	996.89		

Highways

PAYMENTS			25-26 Budget	26-27 Budget		Actual	Oct	Nov	Dec	Jan	Feb	Mar		TOTAL	Variance	Proposed Budget Comments		
28	Street Lighting Electricity	£	1,560.00	£ 1,560.00	£	544.63	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£	1,144.63	£	415.37	£ 1,178.96	3% inflation on total of £1,144.63
30	Asset Replacement Fund	£	-	£ 400.00	£	-	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	400.00	£ 400.00	The majority of assets held by the PC are up to 15 years old. The Council needs to start placing funds into earmarked reserves each year to renew assets for their potential replacement. The benches will require replacing first and the Council should look to install a new, centralised noticeboard following community feedback. £400 EMR. Council needs £1500 in total over 3 years so leaves £1100 over 3 years.
	Tree Maintenance	£	-	£ -													£ 500.00	Total of £1,000 for remedial works to take place over next 2 years.
	LHI Bid	£	-	£ -													£ 500.00	£2,000 contribution, £500 each year. To be placed into EMR
	Street Furniture Maintenance	£	520.00														£ 500.00	To maintain current assets
	Defibrillator Consumables	£	-	£ -													£ 200.00	
SUB TOTAL		£	2,080.00	£ 1,960.00	£	544.63	£ 100.00	£ 100.00	£100.00	£ 100.00	£ 100.00	£ 100.00	£	1,144.63	£	815.37	£ 3,278.96	

Income

RECEIPTS			25-26 Budget	26-27 Budget		Actual	Oct	Nov	Dec	Jan	Feb	Mar		TOTAL	Variance		Proposed Budget	Comments
8	VAT Refund	£	400.00	£ 400.00	£	-	£ 300.00	£	-	£ -	£ -	£ -	£	300.00	-£	100.00	£ 400.00	Variable
42	Other income	£	70.05	£ -	£	70.05	£ -	£ -	£ -	£ -	£ -	£ -	£	70.05	£	70.05	£ 70.05	HDC Textile. Same amount
SUB TOTAL		£	470.05	£ 400.00	£	70.05	£ 300.00	£ -	£ -	£ -	£ -	£ -	£	370.05	-£	29.95	£ 470.05	

Payroll

													Proposed		Comments	
PAYMENTS	25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Budget				
																Deficit was due to extra hours for elections, additional meetings, governance updates and scale point increase following CiLCA qualification. Additional amount allows for statutory increase estimated at 3% to clerk's hourly pay. 3% increase to NIC and Pension. Expenses for travel to noticeboards/events.
															</	

g field - Oaklands

PAYMENTS			25-26 Budget	26-27 Budget		Actual	Oct	Nov	Dec	Jan	Feb	Mar		TOTAL	Variance		Proposed Budget	Comments		
24	Annual Inspection	£	150.00	£	270.00	£	345.00	£	-	£	-	£	-	£	345.00	-£	75.00	£	175.00	Previously had a midyear operational inspection. Budgeted for annual ROSPA inspection only.
25	Rent	£	150.00	£	150.00	£	-	£	-	£	-	£	-	£	150.00	£	-	£	150.00	Fixed fee
26	Play Equipment Maintenance	£	600.00	£	3,000.00	£	1,867.07	£	300.00	£	300.00	£	300.00	£	3,667.07	-£	667.07	£	5,615.13	3% increase on total (£3777.73) plus £1,837.40 for cableway service, see saw investigation and new entrance fence and gate following annual report.
27	Boundary Maintenance	£	1,400.00	£	1,500.00	£	-	£	425.00	£	-	£	-	£	425.00	£	1,075.00	£	425.00	Fixed fee for 2 years by supplier
																				No planned replacement equipment given current age of equipment.
40	Repacement of Equipment	£	-	£	-	£	3,544.21	£	-	£	-	£	-	£	3,544.21	-£	3,544.21	£	-	Replacements/new equipment will be provided for through grants.
	SUB TOTAL	£	2,300.00	£	4,920.00	£	5,756.28	£	725.00	£	300.00	£	300.00	£	8,131.28	-£	3,211.28	£	6,365.13	

ional Memberships

PAYMENTS		25-26 Budget	26-27 Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
33	Society of Local Council Clerks Cambridgeshire & Peteborough	£ 144.00	£ 165.00	£ 176.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 176.00	-£ 11.00	£ 181.28	3% increase and deficit was due to clerk qualifying as a principal
34	ALC The Institute of Cemetery & Crematorium Man	£ 360.00	£ 385.00	£ 377.75	£ -	£ -	£ -	£ -	£ -	£ -	£ 377.75	£ 7.25	£ 389.08	3% increase with inflation
35		£ -	£ 100.00	£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 110.00	-£ 10.00	£ 113.30	3% increase with inflaton
SUB TOTAL		£ 504.00	£ 650.00	£ 663.75	£ -	£ -	£ -	£ -	£ -	£ -	£ 663.75	-£ 13.75	£ 683.66	

Budget 26-27	£	29,056.19
Total (actual and forecasting)		
26 - 27	£	31,112.61
Difference 26 - 27	£	2,056.42
Proposed Expenditure 27-28	£	37,886.59
Proposed Income 27 - 28	£	3,026.30
Difference 27 - 28	£	34,860.29
General reserves	£	22,000.00
		9.5 months net operating costs.

Wistow Parish Council Precept Calculator

V1

Year	Total Precept Increase	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F	Annual @ Band G	Annual @ Band H	Monthly @ Band A	Monthly @ Band B	Monthly @ Band C	Monthly @ Band D	Monthly @ Band E	Monthly @ Band F	Monthly @ Band G	Monthly @ Band H
2026/27	£30,580	239.3	£85.19	£99.39	£113.59	£127.79	£156.19	£184.58	£212.98	£255.58	£7.10	£8.28	£9.47	£10.65	£13.02	£15.38	£17.75	£21.30

Year	Total Precept Increase	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F	Annual @ Band G	Annual @ Band H	Monthly @ Band A	Monthly @ Band B	Monthly @ Band C	Monthly @ Band D	Monthly @ Band E	Monthly @ Band F	Monthly @ Band G	Monthly @ Band H
2027/28	£34,860	239.3	£97.12	£113.30	£129.49	£145.67	£178.05	£210.42	£242.79	£291.35	£8.09	£9.44	£10.79	£12.14	£14.84	£17.53	£20.23	£24.28
			14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%	14%
			£11.92	£13.91	£15.90	£17.89	£21.86	£25.83	£29.81	£35.77	£0.99	£1.16	£1.32	£1.49	£1.82	£2.15	£2.48	£2.98

Band D	Amount
Yearly	£17.89
Monthly	£1.49
Weekly	£0.34

Note: The Council tax base is an example based on 26-27 figures as the base amount is not released until December 26 from the s151 officer.



Subject Purchase of Poppy Wreath
Agenda Item 10/26.08
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 2nd October 2026

Remembrance Sunday will take place on Sunday 8 November 2026. The Parish Council has traditionally recognised Remembrance Sunday as an opportunity to remember and honour those who have served and continue to serve their lives in conflicts, and to show the Parish Council's respect and support for the Armed Forces community.

It is proposed that the Parish Council purchase a poppy wreath to be laid in the church on behalf of the Parish Council. The wreath would provide a visible expression of the Council's respect and remembrance and allow the Parish Council to formally participate in the village's Remembrance Sunday observance.

The cost of the wreath is £23.00, plus £3.00 postage, giving a total cost of £26.00.

Financial

There is currently no specific budget provision for the purchase of a Remembrance wreath. However, there is sufficient provision within the Handyperson Services budget to meet this expenditure by budget virement. The expenditure is small and would allow the Council to continue to mark Remembrance Sunday appropriately without the need for additional funding.

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 Parish Council **RESOLVES** to:

1. Budget virement £26 from handyperson services to community events.
2. To approve the purchase of a poppy wreath at a total cost of £26.00, with the expenditure being reallocated from the Handyperson Services budget.



Subject Annual Allotment Rent Increase – CPI Review
Agenda Item 10/26.08 b
Report Author Jess Knights, CilCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 7th 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.

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. This represents a relatively modest increase and provides a transparent and consistent basis for reviewing the charges. The Council also placed all allotment holders on notice in November 2025 that there may be an increase to the rent in November 2026.

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

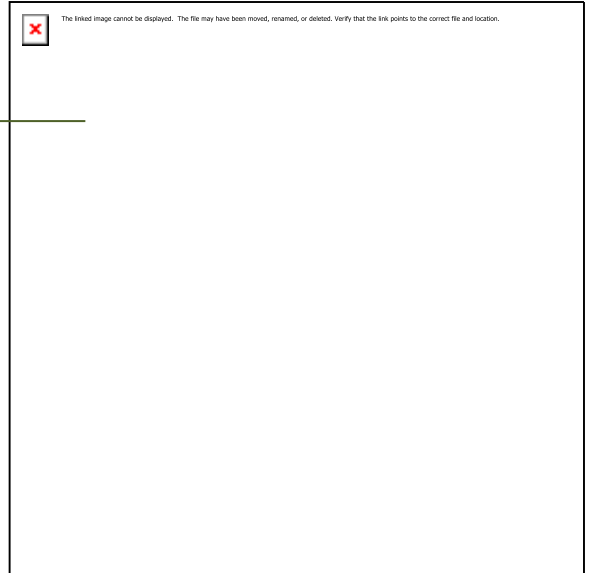
Wistow Parish Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area:

- 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%, in line with the current CPI rate.



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

01480 388424
www.huntingdonshire.gov.uk

Jess Knights

Our Ref : 26/01741/HHFUL

24th September 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – APPLICATION REF. 26/01741/HHFUL
Proposed two rear dormers to first floor
Barn Mead Church Street Wistow Huntingdon PE28 2QE

Enclosed is the form relating to the above application.

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

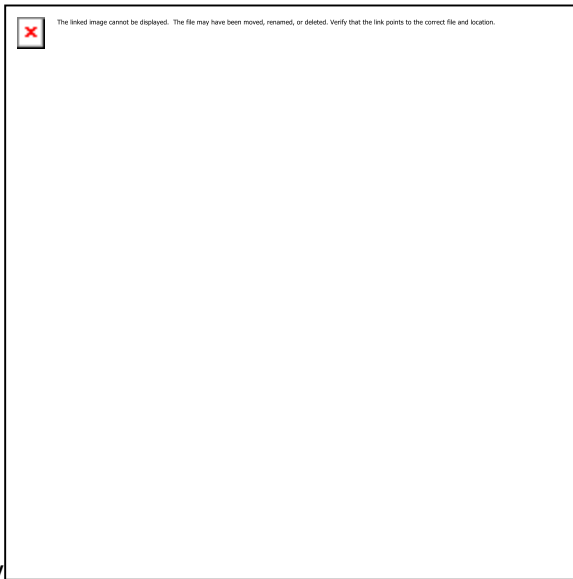
Residential neighbours abutting the site will be notified of its submission and invited to make comments. I will suggest to them that they may wish to let you have a copy of their comments but would remind you that it is inappropriate to delay your recommendation for this.

I should be pleased to receive your Council's views as soon as possible or in any case by 15th October 2026.

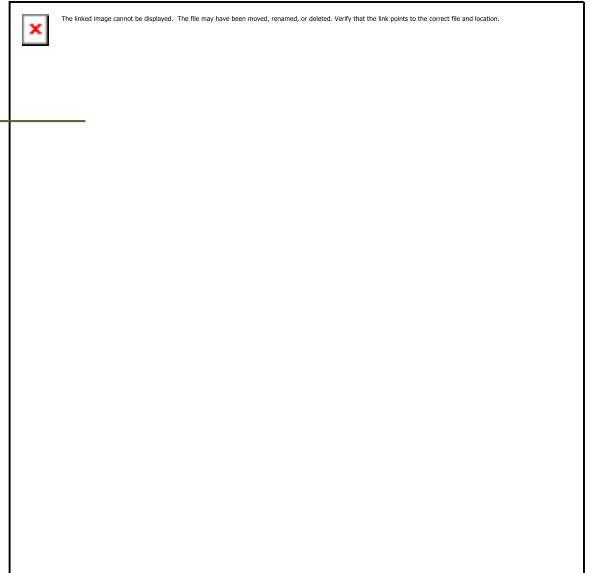
Cont.....

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

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



Yours faithfully
Clara Kerr
Chief Planning Officer



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

01480 388424
www.huntingdonshire.gov.uk

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

Application Number: 26/01741/HHFUL Case Officer Emily O'Sullivan

Proposal: Proposed two rear dormers to first floor

Location: Barn Mead Church Street Wistow

Observations of Wistow Town/Parish Council.

Please ✓ box as appropriate

☐

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

☐

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

☐

No observations either in favour or against the proposal

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

Date :

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

Please send response to email address below:-

Development.control@huntingdonshire.gov.uk

(Development Management)



Subject Clerk's Operational Report
Agenda Item 10/26.10
Report Author Jess Knights, PSLCC
Position Clerk & Responsible Financial Officer
Date 2nd October 2026

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

LHI Bid – Our bid for the 20mph and road narrowing funding was unsuccessful due to other parishes being higher priority.

Annual Maintenance Day – This event has had to be cancelled due to volunteer numbers. A suggestion was received to create a list of volunteer jobs for volunteers to do adhoc at a time that suits them. This was a fantastic idea but unfortunately due to insurance and risk, this cannot take place.

Ready Steady Slow Cook – This event has had to be cancelled due to lack of delegates and the funding will be allocated elsewhere.

Oakland's Avenue Playing Field – The entrance hedge has now had it's annual trim following the bird nest season.

Mayor's Planning Powers – Detailed submissions prepared and submitted.

Public Toilets – Survey complete on the use and provision of public toilets.

Earmarked Reserves Account – The Parish Council's Earmarked Reserves account is now set up and being utilised.

Policies – Various new and updated policies created to help improve governance and transparency.

Vat 126 - VAT refund submitted of £379.50.

Meetings/Training Attended

18.09.26 – CAPALC's Annual Conference

23.09.26 - Attended the National Emergency Briefing screening.

23.09.26 – Scribe Budgeting Training

29.09.26 – Local Plan Webinar

05.10.26 – Planning Training