



WISTOW PARISH COUNCIL

MEETING: Ordinary Parish Council Meeting
DATE: Tuesday 14th July 2026
TIME: 19:30pm
VENUE: Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w
 ///passages.surpasses.skate)
MEMBERS PRESENT: 6 – Cllr Simms (Chairman), Cllr Gregory, Cllr Rice, Cllr Forster, Cllr Pizzie & Cllr Newton
STAFF PRESENT 1 – Jess Knights, Clerk & RFO

MINUTES

- 07/26.01 WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
 The meeting was officially declared open at 7:30pm by the Chairman, Cllr Simms.
RESOLVED: All approved and accepted Cllr Cook's apologies of absence for personal reasons.
- 07/26.02 TO RECEIVE DECLARATIONS OF INTEREST**
RESOLVED: No declaration of interests were received.
- 07/26.03 TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**
 a) **RESOLVED:** All approved the minutes of the Council Meeting held on 9th June 2026 as a true and accurate record. The minutes were officially signed by the Chairman.
 b) **RESOLVED:** The Chairman signed the official minutes of the 19th May 2026 meeting previously approved on 9th June 2026.
- 07/26.04 PUBLIC PARTICIPATION**
 Open: 7:36 pm
 Two members of the public and Two District Councillors were present.
RESOLVED: As there were no discussions, the public forum was closed at 7:37pm.
- 07/26.05 DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**
District Councillor McIlwain:
- Encouraged all Parish and Communities to review the Local Plan
 - Confirmed that a response on Local Government Reorganisation (LGR) is due by Thursday 16th July 2026.

Clerk: Jess Knights, PSLCC
Tel: 07401 733818

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

District Councillor Lowe:

- Please see Appendix 1.

07/26.06**BUSINESS TO BE TRANSACTED
COUNCIL OPERATIONS**

- a) **To review and resolve position on Clerk's Level 4 Community Governance Training.**
RESOLVED: All agreed to approve the full funding of the Clerk's professional development training as contained in the report with the Clerk supporting herself by studying in her own time and being responsible for all travel & study books.
- b) **To review and resolve position on Cllr Newton's Councillor Training with CAPALC on 24th October 2026 of £75.**
RESOLVED: All agreed to the approval of Cllr Newton's training as funds are still available in the Councillor Training budget.
- c) **To review and resolve position on WhatsApp group.**
RESOLVED: All agreed to close the WhatsApp group and all members to download the email app and allow instant notifications.
- d) **To review and resolve updated retention policy and schedule.**
RESOLVED: All agreed and approved the updated retention policy and schedule.
- e) **To review and resolve portfolio responsibilities for Cllr Newton.**
RESOLVED: All agreed for Cllr Newton to be allocated the portfolio of Internal Audit and Playing Field.
- f) **To review and approve revised code of conduct.**
RESOLVED: All agreed and approved the revised code of conduct.

07/26.07**FINANCIAL**

- a) **To review, approve and sign payment list. All invoices have been examined, verified and certified by the RFO.**
RESOLVED: All approved the payment list and invoices which were duly signed by the Chairman.
- b) **To review, approve and sign bank reconciliation, cash book, budget comparisons and note monthly internal risk audit. All financial reports have been certified by the RFO prior to submission.**
RESOLVED: All approved the documents and which were duly signed by the Chairman.
- c) **To review and resolve position on additional bank account for earmarked reserves**
RESOLVED: All approved to set up an additional bank account for earmarked reserves only.

07/26.08**AMENITIES & HIGHWAYS**

- a) **To review and resolve position on results from new equipment for Oaklands Playing field survey and next steps.**
RESOLVED: All agreed and approved to proceed with funding for option 5.

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- b) **To review position regarding the third defibrillator potentially located at the Village Hall.**
RESOLVED: All approved to defer this item to the next meeting once the Village Hall Committee (VHC) have discussed the same.
- c) **To review position regarding the post event review of Wistowfest26.**
RESOLVED: All noted that Wistowfest26 was a success and the Council expressed their thanks to the VHC for their time for putting on this community event.
- d) **To review and resolve appointment of Annual Playground Inspection.**
RESOLVED: All approved the appointment of Wicksteed Park of £150 plus VAT.
- e) **To review and resolve position on remaining 'at risk' headstones in the churchyard on Parsonage Street.**
RESOLVED: All approved for the remaining headstones to be laid flat.
- f) **To discuss position of the Church clock replacement and next steps.**
RESOLVED: All approved for the clerk to undertake further research on available funding and liaise with the Church accordingly to support them.
- g) **To consider and resolve position on cemetery maintenance.**
RESOLVED: All approved to proceed with the Annual Community Maintenance Day specifically for the churchyard maintenance.
- h) **Discuss options for Community Infrastructure Levy (CIL) funding 26/27.**
RESOLVED: All approved to review potential projects for CIL funding in Autumn.
- i) **To discuss Oaklands Playing Field monthly inspections.**
RESOLVED: All approved to remove the reminder on the safety culture app.
- j) **To review and resolve position on the Village Hall's grant application.**
RESOLVED: All approved to seek feedback from the community by way of survey in regards to the annual grant requested from the VHC. The specific monetary value is deferred to the next Council meeting following feedback received from the community.
- k) **To appoint 2 members of the Council to attend the LHI member panel day on 5th August 2026.**
RESOLVED: All approved to appoint Cllrs Cook and Simms.

DEMOCRATIC

- a) **To receive an update from members regarding the Local Government Review engagement session held on 1st July 2026 and consider next steps (slides enclosed).**
RESOLVED: All noted the verbal update provided by Cllr Rice and Clerk. All noted the outcomes is still awaited and that there is potential for rural parishes to cluster together.

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07/26.09**PLANNING**

To review and resolve the following planning application:

a) 6 Bance Court Wistow Huntingdon (ref 26/01201/HHFUL)

RESOLVED: All approved the above planning application as it complies with the material considerations.

07/26.10**CLERK'S REPORT**

To review and note the report containing activities affecting and pertaining to the Parish.

RESOLVED: All reviewed and noted the report.

07/26.11**MATTERS FOR FUTURE AGENDA ITEMS ONLY**

1. Oakland Avenue Footpaths.
2. Village Hall Committee Grant
3. Thirds Defibrillation to be positioned at the Village Hall.

07/26.12**DATE OF NEXT FULL COUNCIL MEETING**

Tuesday 8th September 2026 in the Village Hall, Wistow at 7.30pm.

CLOSED**21:21PM**

Clerk:
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07401 733818

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WISTOW PARISH COUNCIL

DATA PROTECTION POLICY

DOCUMENT CONTROL

Changes

Clarifying complaints,

Approved by

Full Council

Date

September 2026

Next Review

September 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 Data Protection Act 2018 (DPA) and Privacy and Electronic Communications Regulations (PECR) regulates the way in which certain 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 Data Protection Act 2018 (the Act), and other related government legislation which includes the 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

Within the Act “Personal Data” is deemed as data which relates 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

Sensitive Data personal data is deemed as consisting of information as to:

- racial or ethnic origin
- political opinions
- religious or other beliefs
- trade union membership
- physical or mental health or condition
- sexual orientation
- criminal proceedings or convictions



Principles of the Act

The Act sets out principles for data processing and requires Wistow Parish Council to comply with the rules of good information handling, known as the data protection principles. These principles state that data must be:

- fairly and lawfully processed
- processed only for specific purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with individual rights under the Act
- secure
- identified by or from that data
- information held in secure 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

This policy has been formally adopted by Wistow Parish Council and applies to its employee, elected members and those acting on the Councils behalf. The policy intends to protect the employee, 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. Any information held within the Council is kept in the strictest of confidence.



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 guidelines laid down in the Act.

Responsibilities

The Parish Council, acting as custodians of personal data, recognises its moral duty to ensure that all such data is handled properly and confidentially at all times, 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

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

The Data (Use and Access) Act 2025 introduces new requirements for how organisations should handle data protection complaints. Please see below the complaints process.

1. Acknowledge and process the complaint within 30 days
2. Verify Identity If Necessary
3. Investigate The Complaint
4. Record Outcomes
5. Provide Written Outcomes
6. Review Any Lessons Learned

If you are then dissatisfied about the outcome, you can then contact the ICO direct to make a complaint.



The Data Use and Access Act 2025 (DUAA)

The act 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 issues relating to information security, the Data Protection Act and other related legislation and ensuring that all staff complies with the legislation.

Members

Members are bound by this policy and must adhere to the guidelines.

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"Objection!"; Understanding the Planning System & Writing Effective Representations - PM

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Event

Information

Date

28/10/2026

6:00 pm - 8:00 pm

Location

Online - MS Teams

Cost

£45

Tickets

"Objection!"; Understanding the Planning System & Writing Effective Representations – PM

A clear, practical introduction to the English planning system designed specifically for parish and town councils. This course builds confidence in understanding how planning works, avoiding governance pitfalls, reading and assessing applications, and drafting strong, policy-linked representations that influence decisions. You'll learn how national, local and neighbourhood planning frameworks fit together, what makes a material consideration, and how to structure effective comments that carry

	Member Councils	£45.00
	Non-Member Councils	£90.00
BUY NOW		

real weight with your planning authority, including using digital tools to support.

Whether you are new to planning or want to strengthen your council's approach, this course provides the essential legislative context, good-governance principles, practical assessment frameworks and ready-to-use templates used across the sector, along with an overview of upcoming changes to national policy and legislation.

Delivered by Lewis Anderson PSLCC – an experienced Clerk, Councillor, Internal Auditor with experience working in planning across the local government sector.

Includes

How the Planning System Works: An overview of roles, powers and the policy hierarchy under key legislation.

Material Considerations & Reading Applications: Understand what is legally material, what is not, and how to read plans, statements and surveys confidently.

Writing Effective, Policy-Linked Comments: Turn local concerns into structured, evidence-based submissions that carry more weight with planning officers, with templates and worked examples (including using AI correctly).

Bias, Predetermination & Good Governance: Stay on the right side of the law with guidance on managing interests, social media, predisposition & predetermination, and running planning meetings properly.

Upcoming Policy & Legislative Changes: A practical look ahead at reforms including NPPF updates, biodiversity net gain, design codes, digital planning and Local Plan changes and what they mean for your council.

Cost

Members – £45

Non-Member – £90



WISTOW PARISH COUNCIL

Subject Insurance comparison
Agenda Item 09/26.06 c
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 2nd September 2026

Purpose

To review and compare insurance policies to ensure the Council are receiving the best value for money and risk protection.

General Policy Details

Feature	Zurich Municipal	Hiscox
Period of Insurance	01/09/2026 – 31/08/2027	Continuous from 01/10/2026 until cancelled
Annual Premium	£1,159.80	£1,325.02
Business	Parish/Local Council	Parish Council

Property Cover

a) Material Damage / Buildings

Feature	Zurich Municipal	Hiscox
Material Damage	Not Insured	Buildings: Not insured (sum insured £0)
Street Furniture	Not insured (impact damage only)	£55,177 (excess £250)
Playground Equipment	£99,502 (all risks)	£121,219 (excess £250)
Other Surfaces	£9,624	£9,624
Bus Shelter	£6,395	Not specified separately
Lamp Posts/Columns	£27,588	Not specified separately

Feature	Zurich Municipal	Hiscox
Other Items	Various (see schedule)	Gates/fences: £1,575; Defibrillators: £5,000
Excess	£100 per loss (all risks)	£250 per loss

b) Contents

Feature	Zurich Municipal	Hiscox
General Contents	£2,500 (at clerk's home)	£713 (general), £2,687 (sports), £5,000 (outdoor)
Defibrillator	£675	£5,000
Laptop/Mobile	£513	Included in general contents
Other	See schedule	Marquees: £10,000; Fundraising events: £5,000
Excess	£100 per loss	£250 per loss

Business Interruption

Feature	Zurich Municipal	Hiscox
Loss of Computer Data	£5,000 (12 months)	Reconstitution of electronic data: £5,000
Loss of Income	Not specified	£10,000 (12 months)
Additional Costs	Not specified	£10,000 (12 months)
Special Extensions	Deleted	Key person: £2,500; Denial of access: £100,000

Money

Feature	Zurich Municipal	Hiscox
Non-negotiable Money	£250,000	£250,000
Other Money	£2,000 (in transit, safe, etc.), £100 (at home)	£1,000 (various situations)
Excess	£50 per loss	£250 per loss

Liability

a) Public Liability

Feature	Zurich Municipal	Hiscox
Limit of Indemnity	£10,000,000	£10,000,000
Playground/Outdoor Gym	Included	Not specified separately
Excess	Not specified	£250 (property damage only)
Hirer's Liability	£2,000,000	£5,000,000 (aggregate)

b) Employers' Liability

Feature	Zurich Municipal	Hiscox
Limit of Indemnity	£10,000,000	£10,000,000
Geographical Limits	Not specified	Worldwide

c) Libel and Slander / Defamation

Feature	Zurich Municipal	Hiscox
Limit	£250,000	£500,000 (defamation & IP rights)
Excess	10% or £1,000 (lower)	Not specified

d) Fidelity Guarantee / Fraud & Dishonesty

Feature	Zurich Municipal	Hiscox
Limit	£50,000	£150,000 (aggregate)
Excess	£100 per claim	Not specified

Personal Accident

Feature	Zurich Municipal	Hiscox
Death	£25,000	£100,000
Permanent Disablement	£20,000	£100,000
Temporary Disablement	£100/week (104 weeks)	£500/week (104 weeks, 14-day excess)
Maximum per incident	£2,000,000	£1,000,000
Medical Expenses	Not specified	£10,000

Legal Expenses

Feature	Zurich Municipal	Hiscox (DAS)
Limit	£100,000	£100,000
Sections Covered	Employment, Legal Defence, Property, Tax, Contract	Similar (plus wider EU cover for some incidents)
Excess	Not specified	£200 (aspect enquiries only)

Other Notable Features

Feature	Zurich Municipal	Hiscox
Crisis Containment	Not specified	£25,000 (Hill & Knowlton)
Risk Academy	Not specified	Included (online risk management/training)
Travel Expenses	Not specified	£750 (with £75 excess)
Minimum Security	Not specified	Detailed requirements for doors/windows
Bonfire/Firework Events	Not specified	Strict conditions for cover

Exclusions and Endorsements

- **Cyber Cover:** Both policies have exclusions or limitations for cyber-related claims, but Hiscox provides more detailed definitions and some limited cover for loss of data from cyber incidents.
- **Event Cover:** Hiscox specifically requires risk assessments and compliance for firework/bonfire events.
- **Geographical Limits:** Hiscox provides wider geographical cover for some sections (including EU and worldwide for employers' liability).

Summary Table

Section	Zurich Municipal	Hiscox
Premium (annual)	£1,159.80	£1,325.02
Buildings	Not insured	Not insured
Street Furniture	Not insured (impact only)	£55,177
Playground Equip.	£99,502	£121,219
Contents	£2,500 (clerk's home)	£713 (general), £2,687 (sports), £5,000 (outdoor)
Public Liability	£10,000,000	£10,000,000

Section	Zurich Municipal	Hiscox
Employers' Liability	£10,000,000	£10,000,000
Hirer's Liability	£2,000,000	£5,000,000
Libel/Slander	£250,000	£500,000
Fidelity/Fraud	£50,000	£150,000
Personal Accident	£25,000 (death)	£100,000 (death)
Legal Expenses	£100,000	£100,000
Crisis Containment	Not specified	£25,000
Risk Academy	Not specified	Included

Key Differences

- Hiscox generally offers higher limits for personal accident, fraud, and defamation.
- Zurich covers more specific council assets (lamp posts, bus shelter, etc.) under all risks, but Hiscox provides higher playground equipment cover and more detailed additional covers.
- Hiscox includes additional services (Risk Academy, crisis containment, travel expenses) and stricter requirements for event cover.
- Zurich has lower excesses for most claims.
- Hiscox has broader geographical cover for some sections.

Financials

At present, the Council's insurance is £1,293.30 including IPT. The new quote received from Hiscox is £1,375.02 including IPT which is a difference of £81.72 per year.

The insurance quote provide by Zurich is £1,159.80 which is £215.22 cheaper than Hiscox if looking at monetary value only.

The budget agreed for insurance for the 26-27 financial year is £1,500 which means both Hiscox and Zurich are within the budget.

Clerk's recommendation

Whilst the Clerk fully appreciates that the insurance from Zurich is cheaper than Hiscox, there is significantly more protection available to the Council with Hiscox.

The clerk recommends that the Council **RESOLVE** to:

1. Approve insurance policy with Hiscox in the sum of £1,375.02.



WISTOW PARISH COUNCIL

Subject Research on Cyber Security Insurance
Agenda Item 09/26.06 d
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 1st September 2026

Purpose of Report

The purpose of this report is to explain the importance of Wistow Parish Council (WPC) having appropriate cyber security insurance in place and to seek the Council's approval as part of the Council's overall risk management arrangements.

Background

WPC increasingly relies on electronic systems for the management of Council business, including email, online banking, accounting software, document storage, websites and communication with residents and suppliers. This creates a risk that the Council could be affected by a cyber incident such as hacking, phishing, malware, ransomware, fraudulent payment instructions or unauthorised access to information.

Cyber incidents do not only affect large organisations, they affect smaller organisations, including Parish Councils which can be attractive targets because they hold financial information, personal data and access to online banking systems.

Why Cyber Security Insurance is Important

Cyber security insurance provides an additional layer of financial protection should the Council experience a cyber-related incident. Whilst appropriate security measures and staff awareness are essential, it is not possible to completely eliminate the risk of an attack.

Potential costs following a cyber incident could include:

- Recovery of compromised computer systems and data.
- IT and specialist cyber-security support.
- Investigation into how an incident occurred.
- Legal advice and assistance.
- Notification and management of a personal data breach where required.
- Costs associated with restoring or recreating lost data.
- Business interruption and additional costs of working.
- Financial losses resulting from certain types of cyber fraud, subject to the policy terms.
- Public relations and communications support where appropriate.
- Assistance in dealing with ransomware or other malicious attacks, where covered by the policy.

For a small Parish Council, even a relatively modest cyber incident could result in significant costs and disruption which may be difficult to meet from the Council's existing budget.

Risk Management

Insurance should not be regarded as a replacement for good cyber security practices. The Council should continue to maintain appropriate controls, including strong passwords, multi-factor authentication where available, regular software updates, secure backups, staff awareness and appropriate procedures for verifying payment requests and changes to bank details.

However, insurance provides an important financial safety net where preventative measures are unsuccessful.

The Council's insurance arrangements should therefore be reviewed regularly to ensure that cyber risks are appropriately identified and that the level of cover is proportionate to the Council's activities and potential exposure.

Conclusion and recommendation

Cyber security insurance provides the Council with an additional layer of protection against the potentially significant financial and operational consequences of a cyber incident. Given the Council's reliance on electronic systems and online banking, maintaining appropriate cover is considered a prudent part of the Council's overall risk management and financial protection arrangements.

Further reference is made to the report on the renewal of council insurance. The budget amount available for the Council's insurance is £1,500. If the Council approve the Clerk's recommendation on the insurance of Hiscox (£1,375.02) and the cyber security insurance this would be a total of £1,566.90. Given the importance of cyber security threats, the clerk recommends that the deficit of £56.90 be paid for out of general reserves and then budgeted for in the future budgets.

The Clerk recommends that the Council **RESOLVES** to:

1. Approve the Cyber Security Insurance of £191.88 per year.



WISTOW PARISH COUNCIL

Subject	Internal Auditor for 26-27
Agenda Item	09/26.06 e
Report Author	Jess Knights, CiLCA, PSLCC
Position	Clerk & Responsible Financial Officer
Date	28 th August 2026

Purpose of Report

The purpose of this report is to present the quotations received for the appointment of an independent Internal Auditor for the 2026/27 financial year and to enable the Council to consider and appoint an Internal Auditor.

The Council has used the same Internal Auditor for a number of years and the clerk recommends a change to the Internal Auditor to provide a fresh and independent review of the Council's financial controls and governance arrangements.

Quotations Received

Two quotations have been obtained:

	Quote 1	Quote 2
Fee	£300 fixed fee	£50 per hour
Estimated time	Fixed price	Approximately 5–6 hours
Estimated cost	£300	£250–£300
Audit method	Year-end on-site audit plus remote interim review	Remote audit
AGAR Internal Audit Report	Included	Not specifically confirmed
Summary audit report	Included	Not specifically confirmed
Policies/governance review	Included	Not specifically confirmed
Financial controls	Included	Not specifically confirmed
Travel	£0.55 per mile per visit, although costs may be shared with other local councils	Remote – no travel identified
Qualifications/experience stated	13+ years in Town & Parish Council sector; CiLCA and PIALC qualified; member of Internal Audit Forum	Experience/qualifications not specified in quotation

Quote 1 confirms that she meets the independence and competency requirements and holds professional indemnity insurance. Her proposed audit includes both financial and governance controls and a number of specific areas including bookkeeping, payment procedures, financial regulations, risk assessment, budgetary control, payroll, assets, bank reconciliations, spending powers, accounting statements, Transparency Code compliance, AGAR publication and public rights.

Quote 2 has quoted £50 per hour and estimated that the audit would take approximately five to six hours, giving an anticipated cost of £250–£300. She has confirmed that her audits are undertaken remotely and that, where an accounting system is used, read-only access is requested for transaction sampling.

Cost

On the information currently available, the quotations are broadly comparable.

- Quote 1: £300 fixed fee
- Quote 2: £250–£300 estimated, based on 5–6 hours at £50 per hour.

The principal advantage of Quote 1's quotation is that the Council knows the core audit cost in advance, subject to the mileage provision.

Quote 2's quotation could be cheaper if the audit takes five hours, but could reach £300 at six hours and potentially increase if the audit takes longer.

Scope of work

Quote 1 has provided considerably more detail about what is included within her audit. In particular, her quotation expressly includes:

- a full year-end on-site audit;
- a remote interim review;
- completion of the AGAR Internal Audit Report;
- a summary audit report for Council review and publication;
- review of financial and governance controls;
- review of key policies and governance documents;
- review of minutes;
- compliance with audit action plans; and
- analysis of reserves and balances.

Quote 2 has confirmed the remote audit arrangements but has not provided the same level of detail regarding the precise scope or additional deliverables within the quotation.

Independence and competence

Quote 1 has specifically addressed the competency and independence requirements, stating that she has over 13 years' experience in the Town and Parish Council sector, is CiLCA and PIALC qualified, is a member of the Internal Audit Forum and holds professional indemnity insurance.

No equivalent qualification or professional membership information is stated within Quote 2's quotation. This does not mean that she lacks the relevant qualifications or experience; simply that this information has not been provided in the quotation received.

Clerk's Recommendation

Having considered both quotations, the Clerk recommends that the Council **RESOLVES** to:

1. Appoint Quote 1 as the Council's Internal Auditor for the 2026/27 financial year, at a fixed fee of £300, plus any applicable mileage costs.

The recommendation is based on:

1. Fixed and predictable cost of £300 for the audit.
2. A clearly defined and comprehensive audit scope.

3. Inclusion of both an interim remote review and year-end on-site audit.
4. Confirmation that the AGAR Internal Audit Report is included.
5. Provision of a summary audit report for Council review and publication.
6. The auditor's stated 13+ years' experience within the Town and Parish Council sector.
7. Confirmation of relevant qualifications, professional membership and professional indemnity insurance.
8. The additional value of having a fresh and independent review following several years with the same Internal Auditor.

Quote 1 also advises that she already audits other Councils in the area, meaning that mileage costs may be shared where visits can be coordinated.

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 31/07/2026		
	Cash in Hand 01/04/2026		17,367.16
	ADD Receipts 01/04/2026 - 31/07/2026		16,352.38
	SUBTRACT Payments 01/04/2026 - 31/07/2026		33,719.54
	Cash in Hand 31/07/2026 (per Cash Book)		14,534.66
B			19,184.88
	Cash in hand per Bank Statements		
	Current Accounts 31/07/2026	1,021.36	
	Reserve Account 31/07/2026	18,163.52	
			19,184.88
B	Less unrepresented payments		
			19,184.88
	Plus unrepresented receipts		
	Adjusted Bank Balance		19,184.88
	A = B Checks out OK		

Summary of Receipts and Payments

All Cost Centres and Codes

Admin

Code	Title	Receipts			Payments			Net Position
		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	323.00	182.00	182.00 (36%)
15	Mobile Phone				275.62	32.00	243.62	243.62 (88%)
16	Office Supplies				240.00	55.50	184.50	184.50 (76%)
17	Handy Person				300.00		300.00	300.00 (100%)
18	Payroll Services				79.20		79.20	79.20 (100%)
19	Village Hall Hire				240.00	260.00	-20.00	-20.00 (-8%)
20	Insurance				1,500.00		1,500.00	1,500.00 (100%)
21	Grants				300.00		300.00	300.00 (100%)
22	Councillor Training		75.00	75.00	400.00	150.00	250.00	325.00 (81%)
23	Staff Training				300.00	400.00	-100.00	-100.00 (-33%)
43	Data Protection					52.00	-52.00	-52.00 (N/A)
SUB TOTAL			75.00	75.00	4,554.81	1,372.48	3,182.33	3,257.33 (71%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Rent	1,319.77		-1,319.77				-1,319.77 (-100%)
10	Maintenance				450.00		450.00	450.00 (100%)
11	Environment Agency Drainage C				15.38	15.41	-0.03	-0.03 (-0%)
SUB TOTAL		1,319.77		-1,319.77	465.38	15.41	449.97	-869.80 (-48%)

Assets

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

Audit

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

Summary of Receipts and Payments

All Cost Centres and Codes

Bank

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00	89.87	-110.13				-110.13 (-55%)
5	Lloyds Bank Card Charge				36.00	12.00	24.00	24.00 (66%)
6	Unity Bank Charge				72.00	28.00	44.00	44.00 (61%)
SUB TOTAL		200.00	89.87	-110.13	108.00	40.00	68.00	-42.13 (-13%)

Cemetery

		Receipts			Payments			Net Position
Code	Title	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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Grass Cutting	984.48	496.89	-487.59	6,570.00	2,555.00	4,015.00	3,527.41 (46%)
SUB TOTAL		984.48	496.89	-487.59	6,570.00	2,555.00	4,015.00	3,527.41 (46%)

Highways

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Street Lighting Electricity				1,560.00	464.06	1,095.94	1,095.94 (70%)
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	464.06	1,695.94	1,695.94 (78%)

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Precept	30,580.00	15,290.00	-15,290.00				-15,290.00 (-50%)
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	15,368.77	-15,611.23				-15,611.23 (-50%)

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	2,637.98	4,202.02	4,202.02 (61%)

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	871.78	2,128.22	2,128.22 (70%)
27	Boundary Maintenance				1,500.00		1,500.00	1,500.00 (100%)
40	New Equipment					3,544.21	-3,544.21	-3,544.21 (N/A)
SUB TOTAL					4,920.00	4,760.99	159.01	159.01 (3%)

Professional Memberships

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

Sundry

Code	Title	Receipts			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)
SUB TOTAL						985.00	-985.00	-985.00 (N/A)

Summary

NET TOTAL	33,484.25	16,030.53	-17,453.72	27,756.19	13,527.75	14,228.44	-3,225.28
V.A.T.		321.85			1,006.91		
GROSS TOTAL		16,352.38			14,534.66		

Wistow Parish Council (Huntingdonshire District)

Transactions for All Banks - Cash Book 2026-2027

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					17,367.16	
2	02/04/2026	Current Accounts	SO Payroll repayment		Standing Order over payment (salary)	Jessica Knights	8.72		8.72	17,375.88	30/04/2026
17	08/04/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-365.00		-365.00	17,010.88	30/04/2026
8	08/04/2026	Current Accounts	Annual Inspection		Operational Inspection	Online Playgrounds	-345.00	-69.00	-414.00	16,596.88	30/04/2026
9	08/04/2026	Current Accounts	Village Hall Hire		Village Hall Hire	Wistow Village Hall	-260.00		-260.00	16,336.88	30/04/2026
11	08/04/2026	Current Accounts	Street Lighting Electricity		Electricity - Lamposts	Total Energies	-107.46	-5.37	-112.83	16,224.05	30/04/2026
10	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
16	08/04/2026	Current Accounts	Expenses		Expenses	Staff	-6.30		-6.30	12,211.19	30/04/2026
1	09/04/2026	Current Accounts	VAT Refund		VAT126 Refund	HMRC		159.75	159.75	12,370.94	30/04/2026
13	10/04/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	12,339.74	30/04/2026
2	16/04/2026	Current Accounts	Play Equipment Maintenance		Climbing frame removal	CPW Property & Land	-380.00		-380.00	11,959.74	30/04/2026
3	29/04/2026	Current Accounts	Precept		Precept 50%	Huntingdonshire Distri	15,290.00		15,290.00	27,249.74	30/04/2026
7	30/04/2026	Current Accounts	Payroll		Salary, NIC, Pension	Staff	-588.11		-588.11	26,661.63	30/04/2026
15	30/04/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	26,654.63	30/04/2026
29	01/05/2026	Current Accounts	Lloyds Bank Card Charge		Debit Card	Lloyds Bank	-3.00		-3.00	26,651.63	31/05/2026
26	01/05/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	26,620.43	31/05/2026
29	01/05/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	26,612.43	31/05/2026
29	01/05/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	26,605.94	31/05/2026
4	08/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	25,875.94	31/05/2026
1	08/05/2026	Current Accounts	Scribe Accounts		Scribe Accounts Set up Fee 2026	Scribe	-219.00	-43.80	-262.80	25,613.14	31/05/2026
3	08/05/2026	Current Accounts	The Institute of Cemetery & Crer		Annual Membership	ICCM	-110.00		-110.00	25,503.14	31/05/2026
5	08/05/2026	Current Accounts	Water		Water - Parsonage Street	Source for Business	-39.08	-7.82	-46.90	25,456.24	31/05/2026
6	08/05/2026	Current Accounts	Street Lighting Electricity		Electricity - Lamposts	Total Energies	-106.97	-5.35	-112.32	25,343.92	31/05/2026
27	08/05/2026	Current Accounts	Cambridgeshire & Peteborough .		Membership 2026	CAPALC	-377.75		-377.75	24,966.17	31/05/2026
30	08/05/2026	Current Accounts	Grant overpayment refund		Double payment received	Ramsey Rotary	-685.00		-685.00	24,281.17	31/05/2026
4	26/05/2026	Current Accounts	Other income		Clothes Recycling	Huntingdonshire Distri	70.05		70.05	24,351.22	31/05/2026
23	26/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	23,621.22	31/05/2026
24	26/05/2026	Current Accounts	Environment Agency Drainage C		Drainage Charges	Environment Agency	-15.41		-15.41	23,605.81	31/05/2026
18	26/05/2026	Current Accounts	Councillor Training		CAPALC Training	CAPALC	-150.00		-150.00	23,455.81	31/05/2026
22	26/05/2026	Current Accounts	Street Lighting Electricity		Electricity - Lamposts	Total Energies	-91.49	-4.57	-96.06	23,359.75	31/05/2026
25	26/05/2026	Current Accounts	Play Equipment Maintenance		Climbing frame removal	Emma Jackson	-350.00		-350.00	23,009.75	31/05/2026
19	26/05/2026	Current Accounts	Internal Audit		Internal Audit	LGS	-170.00	-34.00	-204.00	22,805.75	31/05/2026
21	29/05/2026	Current Accounts	Expenses	VOID	Expenses	Staff				22,805.75	30/06/2026
31	31/05/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	22,798.75	31/05/2026
38	01/06/2026	Current Accounts	Payroll		Salary, NIC, Pension	Staff	-592.11		-592.11	22,206.64	30/06/2026
37	01/06/2026	Current Accounts	Website & IT		Debit Card	Lloyds Bank	-54.16	-10.83	-64.99	22,141.65	30/06/2026
37	01/06/2026	Current Accounts	Lloyds Bank Card Charge		Debit Card	Lloyds Bank	-3.00		-3.00	22,138.65	30/06/2026
36	01/06/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	22,107.45	30/06/2026
37	01/06/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	22,099.45	30/06/2026
37	01/06/2026	Current Accounts	Play Equipment Maintenance		Debit Card	Lloyds Bank	-12.26	-2.45	-14.71	22,084.74	30/06/2026

37	01/06/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-7.91	-1.58	-9.49	22,075.25	30/06/2026
37	01/06/2026	Current Accounts	New Equipment		Debit Card	Lloyds Bank	-205.41	-41.08	-246.49	21,828.76	30/06/2026
37	01/06/2026	Current Accounts	Data Protection		Debit Card	Lloyds Bank	-52.00		-52.00	21,776.76	30/06/2026
6	09/06/2026	Current Accounts	Councillor Training		Refund	Richard Cook	75.00		75.00	21,851.76	30/06/2026
28	12/06/2026	Current Accounts	Pension	VOID	Pension	Nest Pensions				21,851.76	30/06/2026
35	12/06/2026	Current Accounts	Play Equipment Maintenance		Playing field gate repair	Clive Williams	-100.00		-100.00	21,751.76	30/06/2026
5	30/06/2026	Reserve Account	Interest		Interest	Unity Bank	89.87		89.87	21,841.63	30/06/2026
40	30/06/2026	Current Accounts	Payroll		Salary, NIC, Pension	Staff	-628.76		-628.76	21,212.87	30/06/2026
41	30/06/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	21,205.87	30/06/2026
46	01/07/2026	Current Accounts	Lloyds Bank Card Charge		Debit Card	Lloyds Bank	-3.00		-3.00	21,202.87	31/07/2026
45	01/07/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	21,171.67	31/07/2026
46	01/07/2026	Current Accounts	Play Equipment Maintenance		Debit Card	Lloyds Bank	-29.52	-5.91	-35.43	21,136.24	31/07/2026
46	01/07/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	21,128.24	31/07/2026
46	01/07/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-11.15	-2.23	-13.38	21,114.86	31/07/2026
46	01/07/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-10.21	-2.04	-12.25	21,102.61	31/07/2026
46	01/07/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-15.41	-3.08	-18.49	21,084.12	31/07/2026
33	02/07/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	20,354.12	31/07/2026
7	08/07/2026	Reserve Account	Grass Cutting		Grass Cutting	Cambridgeshire Couni	496.89		496.89	20,851.01	31/07/2026
43	15/07/2026	Current Accounts	National Insurance	VOID	VOID	Staff				20,851.01	31/07/2026
44	15/07/2026	Current Accounts	Street Lighting Electricity		Electricity - Lamposts	Total Energies	-158.14	-7.91	-166.05	20,684.96	31/07/2026
8	17/07/2026	Current Accounts	VAT Refund		VAT126 Refund	HMRC		162.10	162.10	20,847.06	31/07/2026
49	21/07/2026	Current Accounts	Staff Training		Training	Society of Local Couni	-400.00		-400.00	20,447.06	31/07/2026
50	21/07/2026	Current Accounts	Asset		Tree Maintenance	Cambridge Trees Limi	-300.00	-60.00	-360.00	20,087.06	31/07/2026
47	31/07/2026	Current Accounts	Lloyds Bank Card Charge		Debit Card	Lloyds Bank	-3.00		-3.00	20,084.06	31/07/2026
48	31/07/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	20,077.06	31/07/2026
47	31/07/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	20,069.06	31/07/2026
47	31/07/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	20,062.57	31/07/2026
47	31/07/2026	Current Accounts	Website & IT		Debit Card	Lloyds Bank	-45.82	-9.17	-54.99	20,007.58	31/07/2026
42	31/07/2026	Current Accounts	Payroll		Salary, NIC, Pension	Staff	-822.7		-822.70	19,184.88	31/07/2026
							2,502.78	-685.06	1,817.72	19,184.88	

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 31/08/2026		
	Cash in Hand 01/04/2026		17,367.16
	ADD Receipts 01/04/2026 - 31/08/2026		16,352.38
	SUBTRACT Payments 01/04/2026 - 31/08/2026		33,719.54
	Cash in Hand 31/08/2026 (per Cash Book)		16,736.59
B			16,982.95
	Cash in hand per Bank Statements		
	Current Accounts 31/08/2026	1,119.43	
	Reserve Account 31/08/2026	15,863.52	
			16,982.95
B	Less unrepresented payments		
			16,982.95
	Plus unrepresented receipts		
	Adjusted Bank Balance		16,982.95
	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

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
62	Play Equipment Maintenance	09/09/2026		Current Accounts		Play Equipment Maintenance	Online Playgrounds	S	995.29	199.06	1,194.35
60	Street Lighting Electricity	09/09/2026		Current Accounts		Electricity - Lamposts	Total Energies	L	80.48	4.02	84.50
63	External Audit	09/09/2026		Current Accounts		External Audit	PKF Littlejohn LLP	S	210.00	42.00	252.00
61	Election Costs	09/09/2026		Current Accounts		Election Costs	Huntingdonshire District Cc	X	132.58		132.58
64	Payroll	09/09/2026		Current Accounts		Payroll	Staff	X			
59	Payroll	09/09/2026		Current Accounts		Expenses	Jessica Knights	Z	15.40		15.40
Total									1,433.75	245.08	1,678.83

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Summary of Receipts and Payments

All Cost Centres and Codes

Admin

Code	Title	Receipts			Payments			Net Position
		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	349.00	156.00	156.00 (30%)
15	Mobile Phone				275.62	32.00	243.62	243.62 (88%)
16	Office Supplies				240.00	55.50	184.50	184.50 (76%)
17	Handy Person				300.00		300.00	300.00 (100%)
18	Payroll Services				79.20		79.20	79.20 (100%)
19	Village Hall Hire				240.00	260.00	-20.00	-20.00 (-8%)
20	Insurance				1,500.00		1,500.00	1,500.00 (100%)
21	Grants				300.00		300.00	300.00 (100%)
22	Councillor Training		75.00	75.00	400.00	275.00	125.00	200.00 (50%)
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	1,598.48	2,956.33	3,031.33 (66%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Rent	1,319.77		-1,319.77				-1,319.77 (-100%)
10	Maintenance				450.00		450.00	450.00 (100%)
11	Environment Agency Drainage C				15.38	15.41	-0.03	-0.03 (-0%)
SUB TOTAL		1,319.77		-1,319.77	465.38	15.41	449.97	-869.80 (-48%)

Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Street Furniture					250.00	-250.00	-250.00 (N/A)
46	Surfacing							(N/A)
47	Office & General							(N/A)
SUB TOTAL						250.00	-250.00	-250.00 (N/A)

Audit

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

Summary of Receipts and Payments

All Cost Centres and Codes

Bank

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00	89.87	-110.13				-110.13 (-55%)
5	Lloyds Bank Card Charge				36.00	12.00	24.00	24.00 (66%)
6	Unity Bank Charge				72.00	35.00	37.00	37.00 (51%)
SUB TOTAL		200.00	89.87	-110.13	108.00	47.00	61.00	-49.13 (-15%)

Cemetery

		Receipts			Payments			Net Position
Code	Title	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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Grass Cutting	984.48	496.89	-487.59	6,570.00	4,015.00	2,555.00	2,067.41 (27%)
SUB TOTAL		984.48	496.89	-487.59	6,570.00	4,015.00	2,555.00	2,067.41 (27%)

Highways

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Street Lighting Electricity				1,560.00	464.06	1,095.94	1,095.94 (70%)
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	464.06	1,695.94	1,695.94 (78%)

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Precept	30,580.00	15,290.00	-15,290.00				-15,290.00 (-50%)
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	15,368.77	-15,611.23				-15,611.23 (-50%)

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	2,891.71	3,948.29	3,948.29 (57%)

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	871.78	2,128.22	2,128.22 (70%)
27	Boundary Maintenance				1,500.00		1,500.00	1,500.00 (100%)
40	New Equipment					3,544.21	-3,544.21	-3,544.21 (N/A)
SUB TOTAL					4,920.00	4,760.99	159.01	159.01 (3%)

Professional Memberships

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

Sundry

Code	Title	Receipts			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)
SUB TOTAL						985.00	-985.00	-985.00 (N/A)

Summary

NET TOTAL	33,484.25	16,030.53	-17,453.72	27,756.19	15,724.48	12,031.71	-5,422.01
V.A.T.		321.85			1,012.11		
GROSS TOTAL		16,352.38			16,736.59		



Wistow Parish Council

Subject Retrospective Approval of Repairs
Agenda Item 09/26.07 c
Report Author Jess Knights, PSLCC
Position Clerk & Responsible Financial Officer
Date 12th August 2026

Purpose

To seek the Council's retrospective approval for emergency repairs undertaken to equipment at the playing field and the bench on the green in accordance with the Clerk's scheme of delegated authority.

Background

The safety of the playing field equipment is paramount. Following an inspection, several defects were identified that required urgent attention to ensure the equipment remained safe for public use and to minimise the Council's liability.

The following repairs and replacement works were authorised as emergency works:

Item	Cost	Supplier
Replacement cradle swing in playing field	£142.99 plus VAT	Online Playgrounds
Repair to slide trip hazard in playing field	£336.70 plus VAT	Online Playgrounds
Replacement swing shackles in playing field	£209.60 plus VAT	Online Playgrounds
Preliminaries (Health & Safety, travel, disposal, etc.)	£306.00 plus VAT	Online Playgrounds
Total	£995.29 plus VAT	
Broken Bench (Manor Street)	£90 no VAT	Emma Jackson
Removal of tree branches in playing field	£160 no VAT	Emma Jackson
	£250 no VAT	
2 x Defib pads	£129.90 plus VAT	Steroplast Healthcare
	£129.90 plus VAT	

Financial Implications

There is **£2,157.74** remaining within the Playing Field Maintenance budget, and the full cost of these emergency works can be met from this budget provision.

The broken bench on manor street and the defib pads can be utilised from general reserves.

Legal/Financial Authority

The Clerk authorised these works under the scheme of delegation in relation to emergency powers available for urgent repairs and in accordance with Financial Regulation 5.5, which permits emergency expenditure where immediate action is necessary and requires retrospective reporting to Council.

Recommendation

The Council is requested to **RESOLVE** to:

1. Approve retrospectively the expenditure of £995.29 plus VAT for the emergency repairs to the playing field equipment, £250 for the remedial work for the bench (Manor Street) and over hanging tree (Oaklands), and £129.90 for the defib pads.



WISTOW PARISH COUNCIL

Subject	Annual Feedback Survey 2026 - Results
Agenda Item	09/26.08 c
Report Author	Jess Knights, CiLCA PSLCC
Position	Clerk & Responsible Financial Officer
Date	2 nd September 2026

Purpose of the Report

The purpose of this report is to present the results of Wistow Parish Council's 2026 Community Feedback Survey and identify the key issues, priorities and areas of community concern which may assist the Council in its 2027/28 budget setting and forward planning.

The survey received 24 responses. The results should be considered indicative of the views of those residents who responded rather than a statistically representative survey of the whole parish.

Profile of Respondents

The responses were predominantly from longer-term and older residents:

Category	Responses
Total responses	24
Aged 55–64	16 (67%)
Aged 65+	8 (33%)
Lived in Wistow over 10 years	17 (71%)
Lived in Wistow 1–5 years	7 (29%)

There were no responses from residents under the age of 55.

Clerk's observation:

Whilst the responses provide useful information, the Council should be mindful that the survey has not captured the views of younger residents, families with children or residents who may not routinely engage with the Council's existing communication channels. This may be an area to address in future community engagement.

Satisfaction with Existing Parish Services

Residents were asked to rate their satisfaction with six areas of Parish Council activity.

Service	Positive*	Neutral	Negative*	Overall observation
Parks & green spaces	71%	25%	4%	Strong
Street lighting	58%	4%	38%	Area of concern
Litter & waste management	79%	13%	8%	Strongest operational area

Service	Positive*	Neutral	Negative*	Overall observation
Community events	67%	33%	0%	Generally positive
Council communication	92%	4%	4%	Very strong
Street furniture	50%	46%	4%	Mixed/neutral

The survey indicates that residents are generally satisfied with the work of the Parish Council, particularly:

- Council communication;
- litter and waste management;
- parks and green spaces; and
- community events.

The principal area of dissatisfaction is street lighting, where 9 of the 24 respondents expressed some level of dissatisfaction.

Main Issues Identified

The qualitative responses demonstrate several recurring themes.

A. Traffic, speeding and traffic management

This was by far the most frequently raised concern.

Residents referred to:

- speeding through Wistow;
- traffic using Wistow as a "rat run";
- traffic on Bridge Street and Mill Road;
- HGV traffic;
- the B1040;
- traffic calming;
- speed restrictions;
- the reliability of the speed warning signs;
- parking creating hazards;
- vehicles parking on pavements; and
- the need for greater influence with County Council/highway authorities.

Several respondents specifically requested traffic calming measures around the bridge and village.

Clerk's observation:

Traffic management should be regarded as a principal strategic priority for the Council over the next 12 months. This supports the Council's existing work in pursuing highway improvements and speed reduction measures. The Council are currently waiting to hear if they have been successful with their LHI bid for traffic narrowing on Mill Road and for the reduction of the speed limit to 20mph through the village. A response is due to be expected around October 2026.

B. Street lighting

Street lighting generated the highest level of dissatisfaction in the quantitative section of the survey.

Specific locations mentioned included:

- Bridge Street;
- Manor Street;
- the junction by the village green; and
- general winter lighting.

Clerk's observation:

The Council could consider undertaking a review of reported lighting issues and liaising with the relevant authority regarding defective, inadequate or poorly located lighting.

C. Parking

Parking was raised as a specific concern, particularly:

- Oaklands Avenue;
- Parsonage Street;
- outside/near the church;
- parking opposite the church where the road narrows; and
- vehicles parking on pavements.

One respondent suggested undertaking a parking study to identify potential hazards and opportunities for additional off-road parking.

Clerk's observation:

Parking is largely outside the direct powers of the Parish Council, but the Council can act as a community representative and raise concerns with the relevant highway authority.

D. Footpaths, maintenance and drainage

Residents raised:

- damaged/broken footpaths;
- maintenance of public rights of way;
- the possibility of creating a circular walking route;
- road sweeping;
- blocked drains;
- vegetation/tree growth obstructing pavements;
- agricultural material affecting pavements and gutters; and
- flood prevention and maintenance of drainage infrastructure.

One respondent specifically suggested greater pressure on landowners and authorities regarding culverts and flood prevention.

Clerk's observation:

Continue reporting issues to the appropriate landowners, County Council and District Council and maintain a record of outstanding highway, drainage and footpath issues.

E. Village appearance and environmental improvements

Suggestions included:

- additional benches;
- improved seating;
- flower beds;
- hanging baskets;
- improving the village's appearance;
- tree management;
- nesting boxes for birds and bats; and
- greater community involvement in village improvements.

There is therefore some support for continuing the Council's work around village maintenance, biodiversity and community-led environmental improvements.

Clerk's observation: The Council are already actively implementing tree management, nesting boxes and village maintenance through the annual maintenance day. Areas of improvement could be additional seating in the village and hanging baskets/flower beds.

Community Facilities and Services

Residents identified the following facilities as being used regularly:

- the village pub;
- the park/play area;
- the Village Hall;
- public footpaths/walking routes;
- church;
- outdoor fitness equipment;
- bus services; and
- waste collection facilities.
-

A number of residents suggested additional facilities, particularly:

Community shop

A community shop/local shop selling basic provisions was suggested by more than one respondent. This is not currently a Parish Council service and would require significant investigation regarding viability, premises, funding and community ownership.

Clerk's observation Recommendation:

The Council may wish to investigate whether there is sufficient community interest to support a feasibility exercise, rather than committing funding at this stage. Furthermore, the Parish Council does not own any buildings to set up a village shop.

Village Hall

Please see separate report.

Communication

Communication was one of the strongest areas of the survey. 22 of the 24 respondents (92%) were either Very Satisfied or Somewhat Satisfied with Council communication. Social media was by far the most frequently used source of information:

Method	Responses
Social media	20 (83%)
Word of mouth	7 (29%)
Noticeboards	4 (17%)
Website	3 (13%)
Other	2 (8%)

Respondents could select more than one option. However, one important comment highlighted the risk that residents who are not confident with technology may miss Council information.

Clerk's observation:

The Council should continue its strong use of social media while maintaining alternative communication methods such as noticeboards, website information and community publications.

Proposed Priorities for the Next 12 Months

Based on the quantitative and qualitative responses, the Clerk considers the following priorities to emerge:

Priority 1 – Traffic and Speed Reduction

Continue to pursue:

- traffic calming;
- speed reduction;
- highway improvements;
- enforcement/support from County Council;
- HGV concerns; and

Priority 2 – Street Lighting

Review reported lighting problems, particularly around Bridge Street, Manor Street and the village green.

Priority 3 – Highways, Parking and Footpaths

Continue to raise:

- dangerous parking;
- pavement obstruction;
- footpath defects;
- road sweeping;
- drainage;
- culverts; and
- highway maintenance.

Priority 4 – Village Maintenance and Appearance

Continue investment in:

- green spaces;
- seating;
- benches;
- street furniture;
- planting;
- biodiversity;
- tree management; and
- community maintenance initiatives.

Budget Setting Implications

The survey provides useful evidence to assist the Council when setting its 2027/28 budget.

The responses indicate that residents are supportive of maintaining the services they currently value, particularly:

- the playing field and green spaces;
- litter and waste management;

However, the strongest demand for additional Council attention relates to traffic, highways, street lighting and parking, rather than a general request for increased Council expenditure.

The Council should therefore distinguish between:

Services which the Parish Council directly controls, where budget provision may be appropriate; and
Services controlled by Huntingdonshire District Council or Cambridgeshire County Council, where the Parish Council's role is primarily one of representation, lobbying and community advocacy.

Recommendations

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

1. Note the results of the 2026 Community Feedback Survey.
2. Recognises traffic management and speeding as a key priority for the next 12 months and continues pursuing appropriate highway improvements.
3. Reviews reported street lighting concerns and raises outstanding issues with the responsible authority.
4. Continues to raise highway, parking, footpath, drainage and flooding concerns with the relevant authorities.
5. Continues investment in the maintenance and improvement of the playing field and village green in accordance with available budget and identified need.
6. Considers opportunities to improve the appearance and biodiversity of the village.
7. Uses the survey findings as one source of evidence when undertaking the 2027/28 budget-setting process, alongside existing commitments, statutory responsibilities, asset management requirements and other community feedback.

What is your age group?	How long have you lived in the Parish of Wistow?	Parks and green spaces	Street lighting	Litter and waste management	Community events	Communication from the Council (news articles, website, social media)	Street Furniture	What services or facilities do you use most often in Wistow?	Are there any services or facilities you feel need improvement in Wistow?	Do you have any suggestions for how we can improve our service to the community?	What are the top 3 issues you believe the Parish Council should prioritise in the next 12 months?	Do you use the Village Hall?	How often do you use the Village Hall for events/groups?	Based on the information provided above, what increase in the precept (the element of Council Tax) would you support being granted to the Village Hall Committee?	Do you have any other comments to make on the potential annual grant to the Village Hall Committee?	How do you usually hear about Wistow Parish Council news or updates? Please select all that apply.
55-64	Over 10 years	Neither satisfied nor dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Pub, park, village hall	Park, seating around village, litter bins, flower pots	Be more visible and interactive	Park, seating and speed issues	Yes	Weekly	£5,000 - increase of £20.89 per year	an essential asset to the village and all efforts to maintain it should be supported	Social media;
55-64	Over 10 years	Very satisfied	Somewhat satisfied	Very satisfied	Somewhat satisfied	Somewhat satisfied	Somewhat satisfied	Pub, church			Speeding, identify and fight planning for development in the village, improve life experience of living in Wistow	No	Seasonal	£0 - no increase per year	additional tax to support the upkeep of the church than the village hall. I am against paying additional tax to do the job of the village hall committee who didn't seem to want to make any effort to raise money as per their mandate. The only way I could countenance ANY increase is if the village hall were made completely free to use for all village members. It's wrong that we should be asked to	Social media;
55-64	Over 10 years	Very satisfied	Very satisfied	Neither satisfied nor dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Park	General Green spaces need better maintenance with exception of park	No	General Maintenance Community items such as Christmas lights, getting the Community involved as other local parish councils	No	Seasonal	£0 - no increase per year	Should be a self funded asset	Social media;
55-64	1-5 years	Somewhat satisfied	Somewhat dissatisfied	Somewhat satisfied	Somewhat satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Waste collection and public footpaths	community shop. 2. Traffic volume and speed controls need work 3. Would like a link to public footpaths to create a large circular walk around the		Traffic controls through the village Protection of bus services Road sweeping and other actions to prevent blockage of drains	Yes	Yearly	£1,000 - increase of £4.18 per year	detail of the expenditure of the village hall and what the increase is specifically for it is difficult to approve a significant amount	Social media;
65+	Over 10 years	Somewhat satisfied	Somewhat satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Somewhat dissatisfied	Street furniture	Repair to street furniture on green	No	warning works - too often it doesn't for a long time Speeding	No	Never	£2,000 - increase of £8.36 per year	Offer half the amount they requested;	Social media;

											traffic on B1040 not just the traffic through the village.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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55-64	Over 10 years	Very satisfied	Somewhat satisfied	Very satisfied	Very satisfied	Very satisfied	Very satisfied	Pub. Letter box on the way to the pub. Public footpaths.	Press the authorities on anti flood measures and their upkeep.	spend, or encourage spending, on traffic	X	Yes	Seasonal	£4,000 - increase of £16.71 per year	X	Social media;Noticeboards;
55-64	1-5 years	Somewhat satisfied	Somewhat satisfied	Very satisfied	Somewhat satisfied	Very satisfied	Somewhat satisfied	Pub, village hall and sometimes the fitness apparatus			sort of traffic Calming as its getting quite bad, trouble is alot of them are people that live in the village too.	Yes	Monthly	£1,000 - increase of £4.18 per year		Noticeboards;Word of mouth;
65+	Over 10 years	Neither satisfied nor dissatisfied	Very dissatisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Village hall, pub and bus	Tree management	Parish Council weight for speed restrictions into the village and Mill road. Most other villages in the area have been successful in this.	Return to decent street lighting. Voice for speed calming. More community events	Yes	Seasonal	£0 - no increase per year		Social media;
55-64	Over 10 years	Somewhat satisfied	Somewhat dissatisfied	Very satisfied	Very satisfied	Somewhat satisfied	Somewhat satisfied	Church, Theee Horse Shoes; buses very occasionally	Lighting in Manor Street and Bridge Street; especially at the junction: village green	allow a flood barrier in Bridge Street and permission to close the road when flooded to prevent people driving through the flood water. Be more proactive pressing HDC to compel landowners to	Flood prevention, street lighting and a new St George's Flaf for the Church (the current one is badly faded)	Yes	Seasonal	£3,000 - increase of £12.54 per year		Social media;Noticeboards;Word of mouth;
55-64	1-5 years	Somewhat satisfied	Somewhat satisfied	Very satisfied	Somewhat satisfied	Somewhat satisfied	Very satisfied	Pub Village hall	Would be nice to have a park you can take dogs to	Wistow/village website with history information and		Yes	Monthly	£1,000 - increase of £4.18 per year		Website;Social media;
65+	Over 10 years	Somewhat dissatisfied	Very dissatisfied	Neither satisfied nor dissatisfied	Very satisfied	Somewhat dissatisfied	Neither satisfied nor dissatisfied					Yes	Seasonal	£5,000 - increase of £20.89 per year		Word of mouth;Noticeboards;
65+	Over 10 years	Very satisfied	Somewhat satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Very satisfied	Neither satisfied nor dissatisfied	None	look at a new Community Centre to replace existing Village Hall - this was looked at many years ago but there were a number of objections to the proposed location	The PC does an excellent job - keep up the good work	Speeding, HGV Traffic and Planning Applications	No	Never	£0 - no increase per year	building and location is not fit for purpose. A new location and updated building should be considered and funded by other sources - not the	Website;Social media;Word of mouth;
65+	Over 10 years	Very satisfied	Very satisfied	Very satisfied	Somewhat satisfied	Very satisfied	Very satisfied	Pub church and park	A track to surround the play park for jogging and youngsters to learn to cycle	I worry that people who are not tech savvy Will miss out on what the pc are doing and therefore have no input.	measures at the bridge in Bridge Street. Allocation of land (possibly in the allotments) for a cemetery. For the pc to have a stronger influence on district and county council rulings relating to the village. We should appeal those decisions the pc	Yes	Seasonal	£5,000 - increase of £20.89 per year	We should perhaps ask whether we actually need the hall as it is so little used. Much of the problem is with lack of parking and that would be difficult to rectify.	Social media;

55-64	1–5 years	Very satisfied	Somewhat satisfied	Very satisfied	Very satisfied	Very satisfied	Very satisfied	Pub, village hall, apparatus in park	traffic calming events locals drive too fast so no hope for people	Traffic calming	JUST Traffic calming	Yes	Weekly	£0 - no increase per year	Traffic calming	Social media;
65+	1–5 years	Very satisfied	Somewhat satisfied	Very satisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Somewhat satisfied	The play park	More flower beds / hanging baskets, greater use of the Village Hall	remit but one of the biggest 'threat' to the village is the speeding cars through Mill Road and Bridge Street as a rat run.	Making it even better by some tlc regards making it a top Village in Bloom, encouraging Village Hall use, speed calming	Yes	Seasonal	£3,000 - increase of £12.54 per year	encourage more use of it for e.g. keep fit classes, table tennis, social events, film nights etc to bring the village together	Social media;
55-64	Over 10 years	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very satisfied	Somewhat satisfied	Very satisfied	Neither satisfied nor dissatisfied					No	Never	£0 - no increase per year	annual support is to the village hall by the council so unable to answer 10 as not sure what amount would be relevant in relation to what they currently receive.	Social media;
55-64	Over 10 years	Somewhat satisfied	Somewhat dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	The pub	Street lighting in winter	Bring the free dog pooh bags back	Dog mess	No	Never	£1,000 - increase of £4.18 per year		Social media;Word of mouth;
55-64	Over 10 years	Neither satisfied nor dissatisfied	Very satisfied	Very satisfied	Very satisfied	Very satisfied	Very satisfied					Yes	Weekly	£5,000 - increase of £20.89 per year		Other (please specify);
55-64	Over 10 years	Somewhat satisfied	Somewhat dissatisfied	Somewhat satisfied	Somewhat satisfied	Somewhat satisfied	Somewhat satisfied	Pavements public house and park	Additional benches		Reducing the speed limit on the stretch up to Wistow Toll and onto the B1040 surrounding the junction in order to reduce the number of accidents.	No	Yearly	£5,000 - increase of £20.89 per year		Social media;Word of mouth;
65+	Over 10 years	Very satisfied	Very satisfied	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat satisfied			Organise more events	trees obstructing pavements. Stop vehicles parking on pavements. Compel farmers to clear straw from pavement and gutters at harvest time.	Yes	Seasonal	£0 - no increase per year	Village hall should organise fund raising events to make it self funding.	Social media;Word of mouth;

Responses Overview Closed

Responses

24

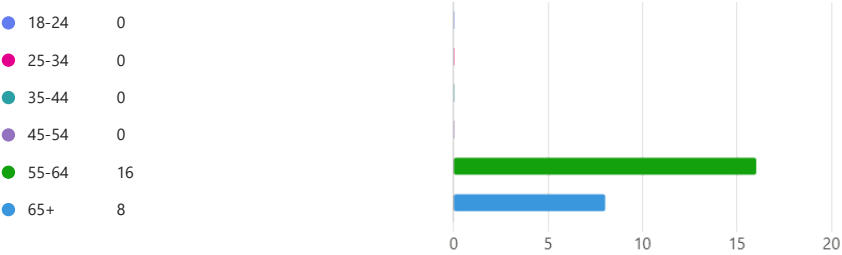
Average Time

11:32

Duration

419 Days

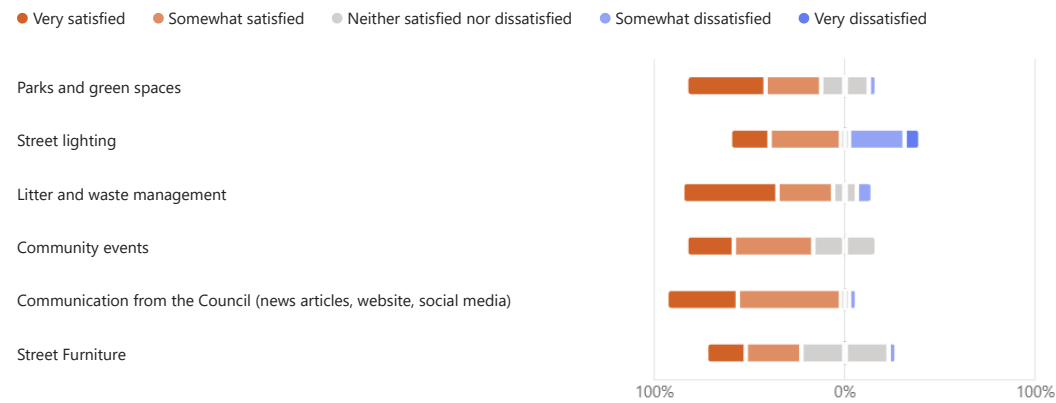
1. What is your age group?



2. How long have you lived in the Parish of Wistow?



3. How satisfied are you with the following services/facilities? (Rate from 1 = Very dissatisfied to 5 = Very satisfied)



4. What services or facilities do you use most often in Wistow?

20

Responses

Latest Responses

"Pavements public house and park"

...

5. Are there any services or facilities you feel need improvement in Wistow?

17
Responses

Latest Responses
"Additional benches"
...

6. Do you have any suggestions for how we can improve our service to the community?

17
Responses

Latest Responses
"Organise more events"
...

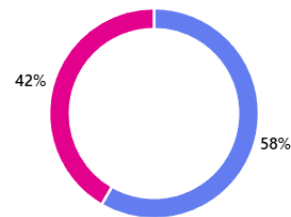
7. What are the top 3 issues you believe the Parish Council should prioritise in the next 12 months?

20
Responses

Latest Responses
"Regular cut back trees obstructing pavements. Stop vehicles parking on pavemen..."
"Reducing the speed limit on the stretch up to Wistow Toll and onto the B1040 sur..."
...

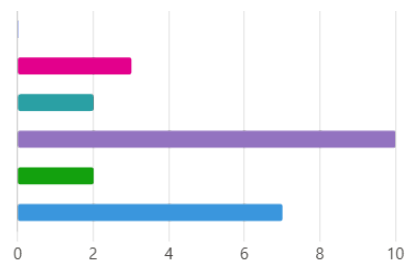
8. Do you use the Village Hall?

● Yes 14
● No 10



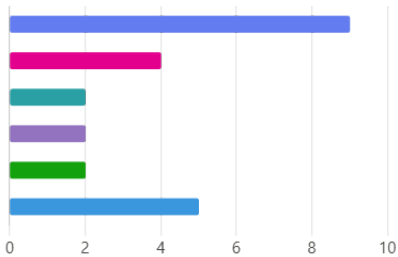
9. How often do you use the Village Hall for events/groups?

● Daily 0
● Weekly 3
● Monthly 2
● Seasonal 10
● Yearly 2
● Never 7



10. Based on the information provided above, what increase in the precept (the element of Council Tax) would you support being granted to the Village Hall Committee?

£0 - no increase per year	9
£1,000 - increase of £4.18 per year	4
£2,000 - increase of £8.36 per year	2
£3,000 - increase of £12.54 per year	2
£4,000 - increase of £16.71 per year	2
£5,000 - increase of £20.89 per year	5



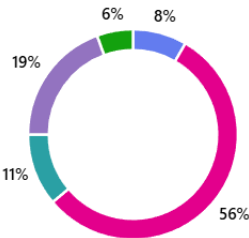
11. Do you have any other comments to make on the potential annual grant to the Village Hall Committee?

14
Responses

Latest Responses
"Village hall should organise fund raising events to make it self funding."
...

12. How do you usually hear about Wistow Parish Council news or updates? Please select all that apply.

Website	3
Social media	20
Noticeboards	4
Word of mouth	7
Other (please specify)	2



13. If you'd like to be contacted regarding your feedback, please leave your name, email or phone number

7
Responses



WISTOW PARISH COUNCIL

Subject Community Feedback Survey – Proposed Annual Grant to Wistow Village Hall Committee
Agenda Item 09/26.08 d
Report Author Jess Knights, CiLCA PSLCC
Position Clerk & Responsible Financial Officer
Date 2nd September 2026

Purpose of the Report

The purpose of this report is to provide the Council with a detailed analysis of the responses received to the 2026 Wistow Parish Council Community Feedback Survey in relation specifically to the potential annual grant contribution to the Village Hall Committee.

The survey sought residents' views on whether the Parish Council should increase the element of Council Tax raised through the Parish Council precept in order to provide additional financial support to the Village Hall.

The report is intended to assist the Council when considering the Council's 2027/28 budget and precept, and whether any additional contribution to the Village Hall represents an appropriate use of Parish Council funds.

A total of 24 responses were received. The survey results should be treated as an indication of the views of respondents rather than a formal referendum or statistically representative vote of the whole parish.

Village Hall Usage

Residents were first asked whether they use the Village Hall.

Of the 24 respondents:

- 14 residents (58%) said they use the Village Hall;
- 9 residents (42%) said they do not use the Village Hall.

The frequency of use among respondents was as follows:

Frequency of use	Number of respondents
Weekly	3
Monthly	2
Seasonal	8
Yearly	2
Never	9

The results demonstrate that the Village Hall is used by a proportion of the community, although regular weekly or monthly use is relatively limited.

There is also a significant distinction between occasional/seasonal use and regular use. The Hall is therefore clearly regarded by some residents as an important community asset, but the survey does not demonstrate universal or frequent use by the majority of respondents.

Level of Additional Precept Support

Residents were asked:

"What increase in the precept (the element of Council Tax) would you support being granted to the Village Hall Committee?"

The responses were:

Additional annual grant	Indicative increase in Council Tax	Responses	Percentage
£0	£0.00	9	37.5%
£1,000	£4.18	4	16.7%
£2,000	£8.36	2	8.3%
£3,000	£12.54	2	8.3%
£4,000	£16.71	2	8.3%
£5,000	£20.89	5	20.8%
Total		24	100%

Overall results

The responses show a divided view across the parish.

- 9 respondents (37.5%) supported no increase at all.
- 15 respondents (62.5%) supported some level of increase.
- 9 respondents (37.5%) supported an increase of £3,000 or more.
- 5 respondents (20.8%) supported the maximum suggested increase of £5,000.
- The most common individual response was £0.
- The second most common response was £5,000.

The average amount selected by respondents was approximately £1,958 per year, although the median response was £1,000.

The median is arguably particularly useful when considering the results because it demonstrates that, when the responses are placed in order, the middle respondent's preferred level of additional contribution was £1,000.

This suggests that whilst there is meaningful support for additional funding, the survey does not establish a clear majority in favour of a £5,000 annual increase.

Relationship Between Hall Use and Support for Additional Funding

The survey also provides an interesting comparison between residents who use the Hall and those who do not.

Of the 14 respondents who said they use the Hall:

- 3 supported £0;
- 3 supported £1,000;
- 1 supported £2,000;

- 2 supported £3,000;
- 1 supported £4,000; and
- 4 supported £5,000.

Of the 10 respondents who said they do not use the Hall:

- 6 supported £0;
- 1 supported £1,000;
- 1 supported £2,000;
- 0 supported £3,000;
- 1 supported £4,000; and
- 1 supported £5,000.

This indicates a clear difference. Among Hall users, 11 of 14 respondents (79%) supported some level of additional funding. Among non-users, only 4 of 10 respondents (40%) supported an increase.

This suggests that residents who use the Village Hall are considerably more likely to support additional financial assistance.

However, the responses also demonstrate that use of the Hall does not automatically translate into support for a substantial increase. Some Hall users still selected £0 or relatively modest increases.

Comments Received From Residents

The written comments provide important context which should be considered alongside the numerical results.

Comments included views that:

- the Village Hall is an "essential asset to the village";
- all efforts to maintain it should be supported;
- it is a valuable village asset; and
- additional support could encourage greater use for activities such as fitness classes, table tennis, social events and film nights.

These comments indicate that there is a section of the community which considers the Hall to be an important facility worth protecting and investing in.

However, other comments raised significant concerns about providing additional funding.

Concerns About Self-Funding

A recurring theme was that the Village Hall should make greater efforts to generate its own income.

Residents expressed views that the Hall:

- should be self-funded;
- should organise fundraising events;
- should not rely entirely on the Parish Council;
- should demonstrate its own efforts to raise funds; and
- should potentially become self-sustaining.

One respondent specifically commented that the Hall Committee should organise more fundraising events to make the Hall self-funding.

Another respondent stated that they were opposed to paying additional Council Tax to undertake work which they considered should be the responsibility of the Village Hall Committee.

Concern Regarding the Future of the Building

A number of responses went beyond the question of the annual grant and questioned whether the existing Village Hall is the appropriate facility for the village in the longer term.

One respondent suggested reconsidering the possibility of selling the existing Hall and looking at a new building with modern facilities and parking.

Another respondent stated that the existing building and location were not fit for purpose, suggesting that a new location and updated building should be considered and funded through other sources rather than the Parish Council precept.

A further response questioned whether the Hall is actually needed given the apparent level of use and identified the lack of parking as a significant problem.

Potential Conditions Attached to Additional Funding

One particularly significant response suggested that an increase in Council Tax would only be acceptable if the Village Hall were made completely free to use for village residents.

Whilst this is only one respondent's view, it highlights an important principle for the Council to consider. If Parish Council taxpayers are being asked to provide additional funding through the precept, Members may wish to consider whether the grant should:

- remain unrestricted;
- be linked to specific expenditure;
- be conditional upon fundraising;
- be used only for maintenance;
- be used to reduce hire charges;
- support specific community activities; or
- be provided as a one-off grant rather than an ongoing annual commitment.

There is a substantial difference between providing a general annual subsidy and providing a targeted grant for a clearly identified community purpose.

Potential Grant Models

Based on the survey responses, there are several options available to the Council.

Option 1 – No Increase

The Council could maintain the existing level of support and make no additional provision through the precept.

Advantages:

- No additional cost to Council Tax payers;
- reflects the views of the 9 respondents who selected £0;
- places responsibility on the Hall Committee to manage its existing resources;
- avoids creating an expectation of increasing annual subsidy.

Disadvantages:

- May place additional financial pressure on the Hall;
- could restrict maintenance or community activities;
- may not address concerns about the long-term sustainability of the facility.

Option 2 – £1,000 Additional Annual Grant

This was the median response and was selected by 4 respondents.

The survey indicates that a £1,000 increase would provide some additional assistance whilst remaining relatively modest.

Advantages:

- Closely reflects the median survey response;
- provides additional support without a significant increase in the precept;
- could be used to support specific maintenance or community activities;
- demonstrates Parish Council support while retaining pressure for the Hall to generate its own income.

Disadvantages:

- May not meet the Hall Committee's full financial requirement;
- may only provide a short-term solution.

Option 3 – £2,000–£4,000 Additional Annual Grant

There was some support for each of these levels.

This could provide a more substantial contribution while remaining below the maximum amount suggested in the survey. However, there is no particular level within this range which received overwhelming community support.

Option 4 – £5,000 Additional Annual Grant

Five respondents selected the £5,000 option.

The survey therefore demonstrates that there is a small section of the community willing to support a substantial increase.

However:

- only 5 of 24 respondents selected this option;
- 9 respondents supported no increase;
- 19 respondents did not select £5,000;
- several respondents requested greater financial information;
- some respondents believe the Hall should be self-funding; and
- concerns were raised about the suitability and future of the existing building.

Accordingly, the survey does not provide sufficient evidence on its own to conclude that a £5,000 recurring annual increase is the preferred community position.

Financial Considerations for the Parish Council

Any increase funded through the precept would be paid for by Council Tax payers in the parish.

The survey information indicates the following indicative annual household increases:

Additional Parish Council grant Indicative annual Council Tax increase for band D only

£1,000	£4.18
£2,000	£8.36
£3,000	£12.54
£4,000	£16.71
£5,000	£20.89

Although the individual amounts may appear relatively small, the Council should consider the principle of establishing an ongoing annual commitment. A recurring increase becomes part of the Council's future budget requirement and can reduce flexibility in future years.

Members should therefore distinguish between:

- a one-off grant to address an identified need, and
- a permanent increase in the annual grant, which creates an ongoing financial commitment for the Council.

Clerk's Assessment

The survey demonstrates that the Village Hall remains an important community facility to a significant proportion of respondents. There is clear support for some level of additional financial assistance, particularly amongst those who use the Hall. However, the results do not demonstrate an unequivocal mandate for a large increase in the Parish Council's annual contribution.

The Clerk recommends that the Council consider a one-year grant rather than immediately creating an ongoing financial commitment. The village hall can then apply each year.

This would allow the Council to:

- assess the benefit of the additional funding;
- review the Hall's financial position;
- consider whether fundraising has increased;
- assess whether community use has improved; and
- reconsider the grant as part of the following year's budget process.

This may provide greater financial control than committing to a permanent increase in the precept.

The Clerk recommends that the Council **RESOLVES** to:

1. Note the results of the Village Hall section of the 2026 Community Feedback Survey.
2. To grant the Village Hall Committee £1,000 for the year of 2027-2028 which is the median amount following the feedback survey.
3. That the grant be a one-off payment instead of a permanent annual amount.



WISTOW PARISH COUNCIL

Subject GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT 2026–2028
Agenda Item 09/26.08 f
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 2nd September 2026

Purpose of Report

To consider the quotations received for the Parish Council's Grass Cutting and Grounds Maintenance Contract for 2026–2028 and to make a recommendation regarding the most appropriate arrangements for the Council.

The Council invited quotations from contractors for the grass cutting and grounds maintenance of the areas identified within the tender documentation.

Two quotations have been received:

1. Quote 1
2. Quote 2

Both contractors are locally based and have previous experience of undertaking work for Parish Councils and other public/community organisations.

Summary of Quotations

	Quote 1	Quote 2
Years trading/self-employed	2 years	11 years
Based within 10 miles	Yes	Yes
Employees	1	1
Public Liability Insurance	£2.5m	£2m
Previous Parish Council/Local Authority experience	Yes	Yes
Waste Carriers' Licence	Yes	No
Health & Safety Policy	Yes	Yes
Own machinery and fuel	Confirmed	Confirmed
Removal/disposal of grass cuttings	Confirmed	Confirmed
VAT registered	No	No
Price per routine cut	£365	£345
Annual routine cutting – 19 cuts	£6,935	£6,555
Annual Churchyard boundary maintenance	£700	£315
Annual Playing Field boundary maintenance	£1,490	£425

	Quote 1	Quote 2
Additional/ad hoc cuts at contract rate	Yes	Yes

Financial comparison

If the entire contract, including the two annual boundary maintenance elements, were awarded to each contractor, the costs would be:

Quote 1

- Routine grass cutting: £6,935
- Churchyard boundary maintenance: £700
- Playing Field boundary maintenance: £1,490
- Total: £9,125 per annum

Quote 2

- Routine grass cutting: £6,555
- Churchyard boundary maintenance: £315
- Playing Field boundary maintenance: £425
- Total: £7,295 per annum

This represents a difference of £1,830 per annum in favour of Quote 2 if it were awarded the complete contract.

However, the Council is not required to consider the quotations solely on the basis of lowest price. In accordance with the Council's Financial Regulations, reg 5.14, the council shall not be obliged to accept the lowest or any tender, quote or estimate. The quality, experience, continuity, reliability, suitability of the contractor and wider value to the Parish should also be taken into consideration.

Quote 1

The contractor has become familiar with the Parish Council's requirements, the individual areas within the village and the standard of maintenance expected by the Council.

They have demonstrated a good level of work and have provided continuity of service to the Parish.

In addition to the contracted work, the contractor has undertaken a number of voluntary and complimentary works for the Parish Council and the wider village. The contractor also has an established connection with the village and is well known to parishioners.

This wider contribution should be recognised when the Council considers overall value for money.

While Quote 1 is higher than Quote 2, the difference in the routine annual grass-cutting element is relatively modest:

- Quote 1: £6,935
- Quote 2: £6,555
- Difference: £380 per annum

The Council would therefore be paying an additional £380 per year for the routine cutting contract to retain an established contractor with experience of maintaining the Parish's grounds and a demonstrated history of good-quality work.

In the Clerk's view, this is a relatively small premium when considered against continuity, established knowledge of the Parish and the contractor's wider contribution to the community.

Quote 2

Quote 2 has submitted a competitive quotation and has significantly more experience in grounds maintenance, having been self-employed for approximately 11 years.

The submission demonstrates experience working for:

- Warboys Parish Council;
- Warboys PCC;
- Great Paxton Parish Council;
- 12 local schools;
- Local authorities;
- Commercial and domestic premises;
- Cemeteries; and
- River moorings.

The contractor also holds PA1/PA6 qualifications. This experience is particularly relevant to the Parish Council's cemetery and playing field requirements.

The prices are also significantly lower for the annual boundary maintenance:

- Churchyard: £315, compared with £700 from Quote 1;
- Playing Field: £425, compared with £1,490 from Quote 1.

The combined saving for these two elements would therefore be:

£2,190 – £740 = £1,450 per annum.

This represents a substantial saving to the Parish Council.

Proposed Split of Works

Having considered both submissions, the Clerk considers that the Parish Council could obtain the best overall value by not awarding all elements of the work to a single contractor.

It is recommended that:

The main 19-cut annual grass-cutting contract is retained with Quote 1 at £365 per cut / £6,935 per annum.

This would provide continuity of service and retain a contractor who has already demonstrated a good standard of work and knowledge of the Parish.

The annual boundary maintenance of the Churchyard and Playing Field is awarded to Quote 2.

Quoted costs:

- Churchyard: £315
- Playing Field: £425
- Total: £740 per annum

This would make use of Quote 2's specific experience in cemetery and grounds maintenance while obtaining a significant saving for the Parish Council.

Financial Implications

Under the proposed arrangement:

- Quote 1 – routine grass cutting: £6,935
- Quote 2 – annual Churchyard and Playing Field maintenance: £740

Proposed annual expenditure: £7,675.

Clerk's Recommendation

The Clerk recommends that the Parish Council retains Quote 1 as the contractor for the main 19-cut annual grass-cutting contract for 2026–2028, at the quoted price of £365 per cut / £6,935 per annum. The Clerk further recommends that Quote 2 is appointed to undertake the annual Churchyard and Playing Field boundary maintenance, at a combined cost of £740 per annum.

It is further recommended that Quote 2 be considered for appropriate ad hoc cemetery, playing field and grounds maintenance works where its experience and quotation provide value for money.

This approach provides the Council with a balance of continuity, quality, local community value, specialist experience and financial value, rather than selecting a contractor solely on the basis of the lowest overall quotation.

Proposed Resolution

The Clerk recommends that the Council **RESOLVES** to:

1. Appoint Quote 1 for the routine 19-cut annual grass-cutting contract for 2026–2028 at £365 per cut (£6,935 per annum);
2. Appoint Quote 2 for the annual Churchyard boundary maintenance at £315 and Playing Field boundary maintenance at £425 (£740 per annum).

How many years has your business been trading / how long have you been self employed for?	How many employees work within your business?	Is your business based within 10 miles of Wistow, Cambridgeshire?	Please describe your experience of providing grass cutting and grounds maintenance services. This can include details of any qualifications you/your team may have.	Have you previously undertaken work for Parish Councils, Town Councils or Local Authorities?	If yes, please provide details.	Do you hold Public Liability Insurance? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk. Please note that this is a mandatory requirement.	If yes, please state the level of Public Liability Insurance cover.	Do you hold a valid Waste Carriers' Licence? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk. Please note that this is a mandatory requirement.	If yes, please confirm.	Do you have a Health & Safety Policy? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk.	Please confirm you agree to supply and maintain your own machinery and fuel at your own expense?	Please confirm you agree to remove and legally dispose of all grass cuttings where specified in the contract.	Please confirm you agree not to subcontract the work without prior written permission from Wistow Parish Council.	Please confirm your VAT status.	Please confirm your price per cut for all the pink and green areas identified on the map. Please note that this should exclude the annual boundary trim for the churchyard and playing field as this...	Please confirm your total annual price? This should be your price per cut x 19 cuts per year. If you are VAT registered, please provide your price excluding VAT.	Please provide the Annual Boundary Maintenance cost for the Churchyard to be completed in September each year? This includes inside and outside the boundary.	Please provide the Annual Boundary Maintenance cost for the Playing field to be completed in September each year? This is for the front of the field hedge which needs maintenance on...
2	1	Yes	I have worked with Wistow Parish Council for two years, taking care of the Villages Grass and grounds maintenance needs.	Yes	Wistow Parish Council	Yes	2,500,000	Yes		Yes	Yes - I agree	Yes - I agree	Yes - I agree	I am not VAT Registered	£365	£6935	£700	£1490
11	1	Yes	PA1/PA6 Commercial and domestic premises Local authorities Parish council Cemeteries River moorings maintenance	Yes	Warboys PCC Warboys PC Great Paxton PC 12 local schools	Yes	2000000	No	N/A	Yes	Yes - I agree	Yes - I agree	Yes - I agree	I am not VAT Registered	£345	£6555	£315	£425

Responses Overview Active

Responses

2



Average Time

28:18



Duration

27 Days



1. Business Name. If you are self employed, please put your name.

2

Responses

2. Contact Name

2

Responses

3. Address - business or personal to include postcode

2

Responses

4. Telephone Number

2

Responses

5. Email address

2

Responses

6. How many years has your business been trading / how long have you been self employed for?

2

Responses

Latest Responses

"11"

"2"

We have two questions for you.

×

We'd love your feedback on opening results in Excel.

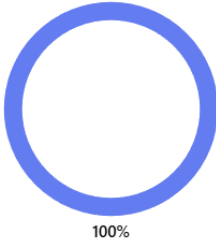
7. How many employees work within your business?

2
Responses

Latest Responses
"1"
"1"

8. Is your business based within 10 miles of Wistow, Cambridgeshire?

Yes 2
No 0



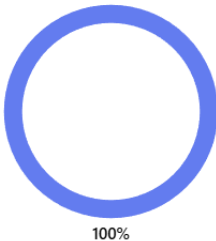
9. Please describe your experience of providing grass cutting and grounds maintenance services. This can include details of any qualifications you/your team may have.

2
Responses

Latest Responses
"PA1/PA6 Commercial and domestic premises Local authorities Parish council Cem..."
"I have worked with Wistow Parish Council for two years, taking care of the Village..."

10. Have you previously undertaken work for Parish Councils, Town Councils or Local Authorities?

Yes 2
No 0



11. If yes, please provide details.

2
Responses

Latest Responses
"Warboys PCC Warboys PC Great Paxton PC 12 local schools"
"Wistow Parish Council"

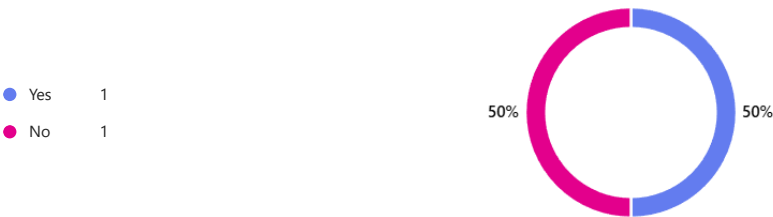
12. Do you hold Public Liability Insurance? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk. Please note that this is a mandatory requirement.



13. If yes, please state the level of Public Liability Insurance cover.



14. Do you hold a valid Waste Carriers' Licence? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk. Please note that this is a mandatory requirement.



15. If yes, please confirm your waste carriers' license number?

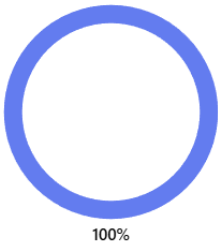


16. Do you have a Health & Safety Policy? If yes, please send a copy to the Parish Clerk at parishclerk@wistowcambsparishcouncil.gov.uk.



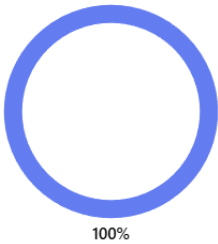
17. Please confirm you agree to supply and maintain your own machinery and fuel at your own expense?

- Yes - I agree 2
- No - I disagree 0



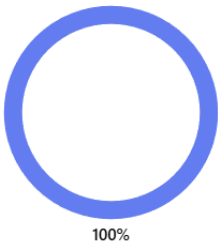
18. Please confirm you agree to remove and legally dispose of all grass cuttings where specified in the contract.

- Yes - I agree 2
- No - I disagree 0



19. Please confirm you agree not to subcontract the work without prior written permission from Wistow Parish Council.

- Yes - I agree 2
- No - I disagree 0



20. Please confirm your VAT status.

- I am VAT Registered 0
- I am not VAT Registered 2



21. Please confirm your price per cut for all the pink and green areas identified on the map. Please note that this should exclude the annual boundary trim for the churchyard and playing field as this is dealt with at questions 23 & 24 . If you are VAT registered please provide your price excluding VAT.

2
Responses

Latest Responses
"£345"
"£365"

22. Please confirm your total annual price? This should be your price per cut x 19 cuts per year. If you are VAT registered, please provide your price excluding VAT.

2
Responses

Latest Responses
"£6555"
"£6935"

23. Please provide the Annual Boundary Maintenance cost for the Churchyard to be completed in September each year? This includes inside and outside the boundary.

2
Responses

Latest Responses
"£315"
"£700"

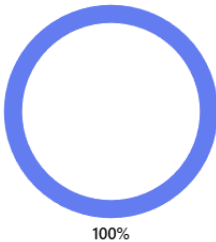
24. Please provide the Annual Boundary Maintenance cost for the Playing field to be completed in September each year? This is for the front of the of the playing field hedge which needs maintenance on the front, the inside and the top only.

2
Responses

Latest Responses
"£425"
"£1490"

25. If requested by the Parish Council, would you be able to undertake additional ad hoc grass cuts at the same contract rates?

● Yes 2
● No 0



To "parishclerk"<parishclerk@wistowcambsparishcouncil.gov.uk>

Hi.

Yes I could have it done by the end of the month for you if the council are happy with the price of £425.

Regards

Kind regards,



Jess Knights, PSLCC

Clerk & Responsible Financial Officer

Wistow Parish Council

☎ 07401 733813

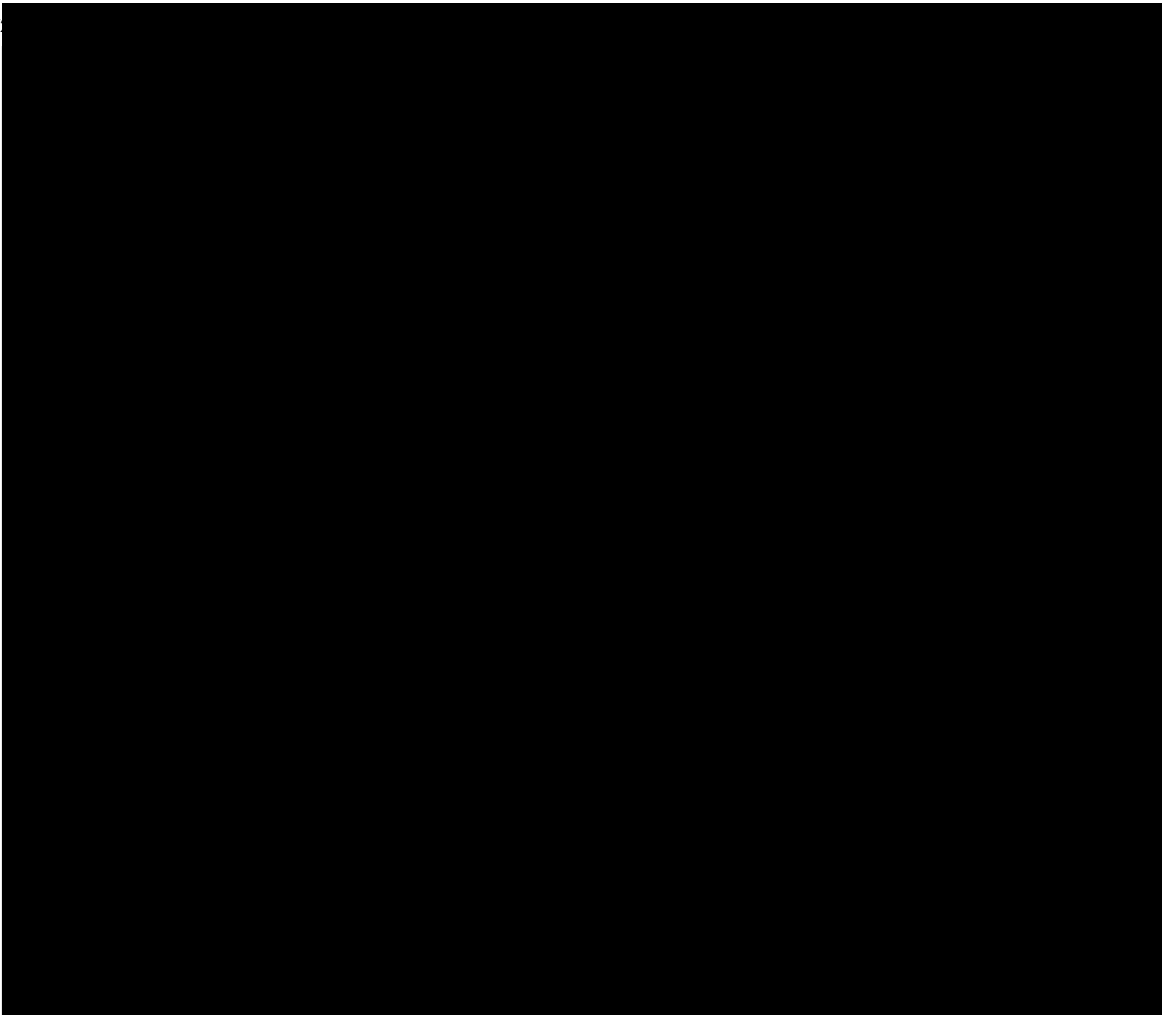
✉ parishclerk@wistowcambsparishcouncil.gov.uk

🌐 www.wistowcambsparishcouncil.gov.uk

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transparency, integrity, and care.*

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Hedge**parishclerk** <parishclerk@wistowcambsparishcouncil.gov.uk >

To "Parish Clerk"<parishclerk@wistowcambsparishcouncil.gov.uk>

Hi Jess,

PSB quotes for hedge cut.

Both sides and top £1,400

Removal of all cuttings to be taken to AWO £90

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

01480 388424
www.huntingdonshire.gov.uk

Jess Knights

Our Ref : 26/01476/HHFUL

18th August 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – APPLICATION REF. 26/01476/HHFUL
Construction of an open air swimming pool to rear garden
Manor House Manor Street Wistow Huntingdon PE28 2QB

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 9th September 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: 26/01476/HHFUL Case Officer Emily O'Sullivan

Proposal: Construction of an open air swimming pool to rear garden

Location: Manor House Manor 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)

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

01480 388424
www.huntingdonshire.gov.uk

Jess Knights

Our Ref : 26/01490/TREE

19th August 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – TREE APPLICATION REF. 26/01490/TREE

**Remove 2x Sycamores in front garden to prevent future damage to property and drainage.
Intend to plant new trees in back garden.**

Ash (rear of property) - Crown and lateral reduction by 2m as overgrown. Applicant believes tree not been pruned since 2014.

Vine House Church Street Wistow Huntingdon PE28 2QE

We have received the above application to carry out work on a Tree Preservation Order Tree(s).

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.

I should be pleased to receive your Council's views as soon as possible or in any case by 10th September 2026.

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/>
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If you wish to discuss this matter further, please contact developmentcontrol@huntingdonshire.gov.uk.

Yours faithfully
Clara Kerr
Chief Planning Officer
Development Services
Pathfinder House
St. Mary's Street
Huntingdon

Cambridgeshire PE 29 3TN

Tree Application Number: 26/01490/TREE Case Officer Sarah Cuming

Proposal: Remove 2x Sycamores in front garden to prevent future damage to property and drainage. Intend to plant new trees in back garden.

Ash (rear of property) - Crown and lateral reduction by 2m as overgrown. Applicant believes tree not been pruned since 2014.

Location: Vine House Church Street Wistow

Observations of Wistow Town/Parish Council.

Please ✓ box as appropriate

☐

Recommend **approval** because

☐

Recommend **refusal** because...

☐

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)

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

01480 388424
www.huntingdonshire.gov.uk

Jess Knights

Our Ref : 26/01477/LBC

18th August 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – APPLICATION REF. 26/01477/LBC
Construction of an open air swimming pool to rear garden
Manor House Manor Street Wistow Huntingdon PE28 2QB

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 9th September 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
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01480 388424
www.huntingdonshire.gov.uk

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

Application Number: 26/01477/LBC Case Officer Emily O'Sullivan

Proposal: Construction of an open air swimming pool to rear garden

Location: Manor House Manor 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)



WISTOW PARISH COUNCIL

Subject Consultation on Mayors of Strategic Authorities new planning powers
Agenda Item 09/26.09 f
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date 1st September 2026

Purpose

The Government is giving Mayors of Strategic Authorities new planning powers, broadly similar to those already held by the Mayor of London. The main proposal is that a Mayor could intervene in large or strategically important planning applications.

The Mayor could:

1. Be consulted on the application.
2. Direct the local planning authority to refuse the application.
3. Call the application in, meaning the Mayor effectively becomes the planning authority for that application and makes the decision.

It could give parish councils another layer of influence on major developments. If a major development was proposed which affected Wistow and was called in by the Mayor, representations from Parish and Town Councils would still have to be passed to the Mayor.

The consultation specifically states that when a Mayor calls an application in, representations from the community and Town and Parish Councils will be sent to the Mayor for consideration.

It could help deal with developments that have impacts beyond one parish

For example, imagine a large housing development which:

- affects several villages;
- increases traffic through Wistow;
- puts pressure on local schools;
- affects highways;
- requires major infrastructure;
- impacts drainage/flooding;
- affects healthcare provision;
- or creates significant pressure on recreation and community facilities.

Those are problems which can be difficult for an individual parish council to address because the impacts cross parish and district boundaries.

A strategic Mayor potentially has a much better ability to look at the whole area rather than just the individual planning application.

The proposal does not appear to remove the need for parish councils to have their views considered. If a PSI application is called in, there would still be a process involving either:

- a public hearing, or
- written representations.

Parish and Town Councils would have the opportunity to make representations.

Mayoral Development Orders

A Mayoral Development Order (MDO) could allow a Mayor to grant planning permission for specified development without an individual planning application being submitted.

The consultation proposes that Mayors would have to consult relevant local authorities and parish councils where their interests could be affected.

Clerk's Advice regarding response

Parish councils must retain a meaningful role.

The Government should make it clear that parish councils are not merely a statutory consultee whose views can be easily disregarded. For major developments affecting a parish, there should be a clear requirement for the Mayor to demonstrate that parish council representations have been considered.

Knowledge is extremely important.

A Mayor covering a large strategic area will not necessarily understand:

- local roads;
- village traffic problems;
- flooding;
- footpaths;
- village character;
- community facilities;
- local infrastructure constraints;
- or the cumulative impact of development.

Parish councils often have this knowledge and should be recognised within the process.

There needs to be transparency around why an application is called in.

A Mayor should have to clearly explain:

- why the application is considered strategically important;
- why intervention is necessary;
- what strategic objectives it is intended to achieve; and
- how local representations have been considered.

The system shouldn't become a mechanism for overriding local opposition simply to meet housing targets.

The consultation explicitly says the powers are intended to support housing delivery and economic growth. However, there needs to be a proper balance between housing delivery and sustainable development.

Clerk's Recommendation:

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

1. Submit the above response to the consultation.



Subject Clerk's Operational Report
Agenda Item 09/26.10
Report Author Jess Knights, CiLCA, PSLCC
Position Clerk & Responsible Financial Officer
Date September 2026

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

- **Church Clock Funding:** Researched potential fundraising and grant funding opportunities and provided the information to the church to assist with raising funds towards the replacement of the church clock.
- **At-Risk Headstones:** The remaining headstones identified as being at risk have now been laid down flat to address the immediate health and safety concerns.
- **Oaklands Playing Field – New Play Equipment:** A grant funding application has been submitted towards the purchase and installation of new multi-play equipment for Oaklands Playing Field.
- **Grass Maintenance Contract:** A two-year grass maintenance tender has been prepared and the Invitation to Tender has now concluded
- **Annual Community Feedback Survey:** The annual feedback survey has gone live, providing the community with an opportunity to share their views and help the Council identify priorities for the coming financial year. This survey has now concluded
- **Annual Governance and Accountability Return (AGAR):** The AGAR process has been completed, including the required governance and accounting statements and associated audit requirements.
- **Village Green Bench:** The bench on the village green has been repaired and has been painted which completes the maintenance works.
- **Playing Field – Overhanging Branches:** Overhanging branches above the outdoor gym equipment on Oaklands Playing Field have been removed to improve safety for users of the equipment.
- **Local Highways Improvement (LHI) Bid:** Written submissions and supporting information were provided to the LHI panel to support the Parish Council's bid for road narrowing measures within the village.
- **Playing Field Repairs:** New swing and shackles have been installed, and resurfacing works to the safety matting around the slide have been completed.
- **Clerk's Pay:** The 2026 pay scales have been increased by 3.3% and apply from 1st April 2026.
- **Flag:** Requested that the Church complete a grant form for the purchase of a St George Flag.
- **Districtwide Dog Control - Public Spaces Protection Order (PSPO):** There is a current consultation live.
- **Cambridgeshire Rights of Way Improvement Survey:** There is a current consultation live.

Meetings/Training Attended

- Martyn's Law Webinar – 20th July 2026
- Freedom of Information – 27th July 2026



- LHI Panel Day – 5th August 2026
- Clerk's Drop in session – 12th August 2026
- SLCC Branch Meeting – 4th September 2026