



**WISTOW PARISH COUNCIL**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, ..... having been elected to the office of Vice Chairman of WISTOW PARISH COUNCIL declare that I take office upon myself and will perform my duties duly and faithfully according to the best of my judgement and ability.

Signed ..... Date.....

This declaration was made and signed before me:

Signed ..... Date.....

**Jess Knights, PSLCC**

**Clerk & Responsible Financial Officer at Wistow Parish Council**



## **WISTOW PARISH COUNCIL**

### **Councillor Privacy Notice**

#### **When you sign your Declaration of Acceptance of Office and take your seat on Wistow Parish Council**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. The Council will provide you with a dedicated email address for conducting Council business. Your role as a councillor requires the publication of your name and certain contact details. This information will be published by the Council.

You may provide additional contact details which are not for publication. If you do so, the Council will hold that information with your express consent and the information will not be shared with any third party.

#### **The legal basis for the Council's Right to Process Your Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security**

Wistow Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Wistow Parish Council at any time.

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the clerk to request this.

**Information Deletion**

If you wish Wistow Parish Council to delete the information about you please contact the clerk to request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the clerk to object.

**Rights Related to Automated Decision Making and Profiling**

Wistow Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the clerk at Wistow Parish Council and/or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Wistow Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Wistow Parish Council do not use profiling, we do not sell or pass your data to third parties. Wistow Parish Council do not use your data for purposes other than those specified. Wistow Parish Council make sure your data is stored securely. Wistow Parish Council delete all information deemed to be no longer necessary. Wistow Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data.

## Declaration of Acceptance of Office

I .....

having been elected to the office of Councillor of WISTOW PARISH COUNCIL declare that I will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I further declare that I will perform my duties in accordance with the LGA Code of Conduct 2020 which was implemented by Wistow Parish Council.

Signed ..... Date.....

This declaration was made and signed before me:

Signed ..... Date.....

**Jessica Knights, PSLCC**

**Clerk and Responsible Financial Officer to Wistow Parish Council**

## Acceptance of Electronic Summons

To the Clerk, Wistow Parish Council,

I, .....  
Give my consent to the summons to attend meetings to be transmitted in electronic form to my email address:

E-mail address: .....

This consent will continue until I give notice to you withdrawing my consent.

I will follow the General Data Protection Regulations when using this email address and devices.

I will protect the data I hold with up-to-date anti-virus security

I will ensure that the device automatically locks if inactive for a period of time

I will understand and take appropriate action when connecting my devices to IT systems

Security of Wi-Fi networks, such as those found in hotels and cafes, Councillors should be aware that some devices may automatically connect to open Wi-Fi networks as they are found by the device

I will take appropriate measures to protect against unauthorised or unlawful access, for example if the device is lost or stolen.

I will make sure that I control access to the data or device using a password or PIN or encrypting the data.

Councillors must be made aware that the loss or theft of the device is not the only means by which unauthorised or unlawful access may occur. For example, a device may be shared amongst family members in a way that is inappropriate if personal data for which you are using for the Council is stored on it. If a user's device breaks and is returned to the manufacturer under a warranty, Councillors must ensure the protection of the personal data for which you are responsible

I understand that the Councils corporate information is still subject to the Freedom of information Act, even if held on a personally owned device.

I understand that in the event of a security breach, I must be able to demonstrate to Council that I have secured, controlled or deleted all personal data on any devices I use.

Signed ..... Date.....

This declaration was made and signed before me:

Signed:  
Clerk of Wistow Parish Council

Dated:

### **Explanatory note**

The Local Government Act 1972 sch 12 para 10(2) requires the proper officer of the Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member's usual place of residence or:

“where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address”



## WISTOW PARISH COUNCIL

Clerk: Jessica Knights

E-mail: [parishclerk@wistowcambsparishcouncil.gov.uk](mailto:parishclerk@wistowcambsparishcouncil.gov.uk)

Tel: 07401 733818

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

### MINUTES

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

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

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

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

**05/26.04**  
**AMPC**

**WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

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

**05/26.05**  
**AMPC**

**TO RECEIVE DECLARATIONS OF INTEREST**

**RESOLVED:** No declarations were received.

**05/26.06**  
**AMPC**

**TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING**

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

**05/26.07**  
**AMPC**

**PUBLIC PARTICIPATION**

Open: 7:18pm

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

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

**05/26.08**  
**AMPC**

**DISTRICT COUNCILLORS AND COUNTY COUNCILLOR REPORTS**

The Council congratulated District Councillor Doug McIlwain on his appointment.

District Cllr Lowe:

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

**05/26.09**  
**AMPC**

**BUSINESS TO BE TRANSACTED**

**REVIEW OF POLICIES, PROCEDURES AND REGULATIONS**

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

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

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

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

**c. To reconfirm adoption of the general powers of competence in accordance with the Localism Act 2001, s1 and to confirm eligibility criteria in accordance with Parish Councils (General Power of Competence Prescribed Conditions Order 2012**

**SI 2012/965).**

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

**d. To review delegation arrangements and scheme of delegation.**

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

**05/26.10  
AMPC**

**REVIEW OF COMMITTEES AND THEIR REPRESENTATIVES**

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

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

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

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

**05/26.11  
AMPC**

**COUNCIL**

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

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

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

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

<b>Month</b>	<b>Meeting Date</b>
June 2026	9 <sup>th</sup> June
July 2026	14 <sup>th</sup> July
August 2026	No meeting
September 2026	8 <sup>th</sup> September
October 2026	13 <sup>th</sup> October
November 2026	10 <sup>th</sup> November
December 2026	No meeting
January 2027	12 <sup>th</sup> January
February 2027	9 <sup>th</sup> February
March 2027	9 <sup>th</sup> March
April 2027	13 <sup>th</sup> April
May 2027	11 <sup>th</sup> May

**05/26.12**  
**AMPC**

**FINANCIAL**

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

**05/26.13**  
**AMPC**

**INTERNAL AUDIT 2025-26**

- a. **To receive and approve the independent Internal Audit report for the financial year ending 31st March 2026 and to consider any improvements required and remedial actions to be taken.**  
**RESOLVED:** All accepted the Internal Audit Report and noted any remedial action.
- b. **To consider and appoint an Internal Auditor for the financial year 26-27 and to review the independence of the Internal Auditor.**  
**RESOLVED:** All agreed to appoint LGS Services Ltd following review of their independence and competence.
- c. **To review the effectiveness of the Council's system of internal control.**  
**RESOLVED:** All agreed the checklist requirements completed by the clerk in accordance with the Practitioner's Guide and agreed that the internal controls are effective. The checklist was duly signed by the Clerk and Chairman.

**05/26.14**  
**AMPC**

**AUDIT AND ACCOUNTS 2025-26**

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

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

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

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

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

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

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

**05/26.15  
AMPC**

**AMENITIES**

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

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

**05/26.16  
AMPC**

**PLANNING**

To review and decide on planning applications:

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

**RESOLVED:** All approved the application.

**05/26.17  
AMPC**

**CLERK’S REPORT**

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

**05/26.18  
AMPC**

**CORRESPONDENCE AND COMMUNICATIONS RECEIVED**

No additional correspondence was received.

**05/26.19  
AMPC**

**MATTERS FOR FUTURE AGENDA ITEMS ONLY**

No items were received or raised.

**05/26.20  
AMPC**

**DATE OF NEXT FULL COUNCIL MEETING**

Tuesday 9<sup>th</sup> June 2026 in the Village Hall at 7.30pm.



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

**Wistow Parish Council**

**Subject: Increase to HMRC mileage rate & Expenses Policy**

**Agenda item: 06/26.07 (b)**

**Current Position**

Wistow Parish Council (WPC) currently pay 45p per mile for travel expenses for Councillors and staff on approved Council business. On 21<sup>st</sup> May 2026, it was announced that the HMRC mileage rate has increased by 10p to 55p per mile, backdated to 1<sup>st</sup> of April 2026. At present, WPC do not have an expenses policy.

**Recommendations**

The increase is not automatic as this is not stipulated in employment contracts that mileage is paid at the prevailing HMRC rate. Councils will need to adopt the new rate through the usual policy adoption process before paying at these rates, which can be backdated to the 1st April 2026. The Clerk has prepared an expenses policy to ensure greater governance and recommends that the policy and the increase to the mileage is approved.

Prepared by: Clerk

Date: 1<sup>st</sup> June 2026



# WISTOW PARISH COUNCIL EXPENSES POLICY

## Document Control

Changes	Approved by	Approval Date	Next review date
		June 2026	June 2027

Adopted: June 2026



## **1. Introduction**

This Policy sets out the arrangements for reimbursing reasonable and necessary expenses incurred by councillors, employees, and authorised volunteers undertaking approved business on behalf of Wistow Parish Council ("the Council").

The Council is committed to ensuring that public funds are used appropriately, transparently, and in accordance with relevant legislation, financial regulations, and good governance practices.

## **2. Purpose**

The purpose of this Policy is to:

- Ensure individuals are not personally disadvantaged when undertaking authorised Council business.
- Provide a clear and consistent process for claiming expenses.
- Promote accountability and value for money.
- Protect public funds through appropriate controls and record-keeping.

## **3. Scope**

This Policy applies to:

- Elected councillors.
- Employees of the Council.
- Authorised volunteers acting on behalf of the Council where reimbursement has been approved.

## **4. General Principles**

### **4.1 Authorisation**

Expenses may only be reimbursed where they have been:

- Incurred wholly, necessarily, and exclusively on Council business; and
- Authorised in advance where required by this Policy or the Council's Financial Regulations.

### **4.2 Value for Money**

Individuals must seek the most economical and practical option available, taking account of:

- Cost.



- Time.
- Accessibility.
- Environmental considerations.

#### **4.3 Evidence**

All claims must be supported by:

- Original receipts; or
- Electronic receipts; or
- Other satisfactory documentary evidence where a receipt is unavailable.

#### **4.4 Time Limit**

Claims should normally be submitted within **two months** of the expense being incurred.

Claims submitted after this period may be refused unless exceptional circumstances apply.

### **5. Eligible Expenses**

#### **5.1 Travel Expenses**

Reasonable travel costs incurred on approved Council business may be reimbursed.

#### **Private Motor Vehicles**

Mileage will be reimbursed at the prevailing HMRC Approved Mileage Allowance Payment (AMAP) rate, currently:

- Cars and vans: 55 pence per mile.
- Motorcycles: 24 pence per mile.
- Bicycles: 20 pence per mile.

The Council will reimburse at the current HMRC rate applicable at the time of travel.

Mileage claims must include:

- Date of journey.
- Purpose of journey.
- Start and finish locations.
- Total mileage.



## **Public Transport**

Standard-class rail, bus, coach or underground fares may be reimbursed where incurred on Council business.

Advance booking should be used whenever practical to obtain the best value.

## **Parking and Tolls**

Reasonable parking charges, bridge tolls, and road tolls may be reimbursed where necessarily incurred.

Parking fines and other penalties will not be reimbursed.

## **5.2 Training, Conferences and Seminars**

The Council supports training and professional development.

The following may be reimbursed where attendance has been authorised:

- Course fees.
- Conference registration fees.
- Examination fees approved by the Council.
- Associated travel costs.
- Reasonable subsistence costs.

## **5.3 Subsistence Expenses**

Reasonable meal expenses may be reimbursed where:

- Attendance at approved training, conferences, or meetings requires an individual to be away from home for a substantial period; or
- An overnight stay is required.

The Council will reimburse actual expenditure supported by receipts.

Alcoholic beverages will not be reimbursed.

## **5.4 Overnight Accommodation**

Where overnight accommodation is necessary for approved Council business:

- Accommodation should be booked at a reasonable cost.



- Standard accommodation should normally be used.
- Claims must be supported by receipts.

## **6. Non-Reimbursable Expenses**

The following expenses will not normally be reimbursed:

- Personal expenditure.
- Alcoholic drinks.
- Entertainment expenses not approved by the Council.
- Traffic, parking, or other fines.
- Costs incurred by family members or guests.
- Expenses lacking appropriate supporting evidence.
- Expenditure incurred without necessary approval.
- First-class travel unless expressly authorised in advance.

## **7. Claim Procedure**

### **Step 1 – Complete a Claim Form**

The claimant must complete the Council's Expenses Claim Form.

### **Step 2 – Attach Evidence**

Supporting receipts and documentation must be attached.

### **Step 3 – Submit the Claim**

Claims should be submitted to the Clerk within two months of the expense being incurred.

### **Step 4 – Verification**

The Clerk will verify:

- Eligibility.
- Accuracy.
- Compliance with this Policy.
- Availability of supporting evidence.



### **Step 5 – Approval and Payment**

Approved claims will be processed through the Council's normal payment procedures and recorded in the accounting system.

### **8. Authorisation Levels**

#### **Claimant Authorised By**

Employee Clerk

Clerk Chair of Council (or Vice-Chair if the Chair is unavailable)

Councillor Clerk and Chair

Chair Clerk and Vice-Chair

No person may approve their own claim.

### **9. Record Keeping and Transparency**

The Council will:

- Maintain records of all expense claims.
- Retain documentation in accordance with its document retention policy.
- Make records available for internal and external audit.
- Publish information where required by legislation or transparency obligations.

### **10. Equality and Accessibility**

The Council is committed to ensuring that no individual is disadvantaged when undertaking approved Council duties.

Reasonable adjustments and additional costs arising from disability or other protected characteristics may be reimbursed where appropriate and lawful.

### **11. Review**

This Policy shall be reviewed at least every years, or sooner if:

- Legislation changes.
- Financial Regulations are amended.

Adopted: June 2026



- The Council determines that revision is necessary.



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

**Wistow Parish Council**

**Subject: Councillor's home addresses**

**Agenda item: 06/26.07 (c)**

**Current Position**

At present, all Councillors must complete a Declaration of Pecuniary Interests (DPI) within 28 days of signing their declaration of acceptance of office. This document requires Councillors to provide their full postal addresses.

**Updated Legislation**

From 29 June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 ('2026 Act') removes the requirement for a local government member's home address to be published in the council registers of interest. The newly added section 32A of the Localism Act 2011 requires that councils do not publish details of a member's home address in public registers of interest unless an individual member explicitly requests it.

To aid transparency, public registers of interest will still state that an interest exists but that the address is withheld under the new section 32A. The exact address details will still need to be declared, remain available internally to councils, and will continue to prevent conflicts of interest.

Further, the register of member contact details maintained under section 100G of the Local Government Act 1972 must no longer include home addresses when made available for public inspection.

**Recommendations**

All registers remain in place until 29<sup>th</sup> June 2026. The Council is to note the new legislation and each individual Councillor to confirm if they wish to explicitly provide their home address.

Prepared by: Clerk

Date: 1<sup>st</sup> June 2026

**Wistow Parish Council (Huntingdonshire District)**

02 June 2026 (2026 - 2027)

**PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	30/06/2026 - 30/06/2026				Confidential					
35	Play Equipment Maintenance	02/06/2026		Current Accounts		Playing field gate repair	Clive Williams	Z	100.00		100.00
33	Grass Cutting	30/06/2026		Current Accounts		Grass Cutting	Emma Jackson	Z	730.00		730.00
								<b>Total</b>	<b>830.00</b>		<b>830.00</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

## Wistow Parish Council (Huntingdonshire District)

### Transactions for All Banks (From 01/04/2026 to 31/05/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					<b>STARTING BALANCE</b>					<b>17,367.16</b>	
2	02/04/2026	Current Accounts	SO Payroll repaym		Standing Order over payment (salary)	Jessica Knights	8.72		8.72	17,375.88	30/04/2026
12	08/04/2026	Current Accounts	National Insurance		Payroll	HMRC	-50.85		-50.85	17,325.03	30/04/2026
17	08/04/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-365.00		-365.00	16,960.03	30/04/2026
8	08/04/2026	Current Accounts	Annual Inspection		Operational Inspection	Online Playgrounds	-345.00	-69.00	-414.00	16,546.03	30/04/2026
9	08/04/2026	Current Accounts	Village Hall Hire		Village Hall Hire	Wistow Village Hall	-260.00		-260.00	16,286.03	30/04/2026
11	08/04/2026	Current Accounts	Street Lighting Elec		Electricity - Lamposts	Total Energies	-107.46	-5.37	-112.83	16,173.20	30/04/2026
10	08/04/2026	Current Accounts	New Equipment		Gym Equipment	Finding Fitness	-3,338.80	-667.76	-4,006.56	12,166.64	30/04/2026
16	08/04/2026	Current Accounts	Expenses		Expenses	Staff	-6.30		-6.30	12,160.34	30/04/2026
1	09/04/2026	Current Accounts	VAT Refund		VAT126 Refund	HMRC	159.75		159.75	12,320.09	30/04/2026
13	10/04/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	12,288.89	30/04/2026
14	13/04/2026	Current Accounts	Pension		Pension	Nest Pensions	-37.26		-37.26	12,251.63	30/04/2026
2	16/04/2026	Current Accounts	Play Equipment Ma		Climbing frame removal	CPW Property & Land	-380.00		-380.00	11,871.63	30/04/2026
3	29/04/2026	Current Accounts	Precept		Precept 50%	Huntingdonshire Distri	15,290.00		15,290.00	27,161.63	30/04/2026
7	30/04/2026	Current Accounts	Salary		Payroll	Staff	-500.00		-500.00	26,661.63	30/04/2026
15	30/04/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	26,654.63	30/04/2026
29	01/05/2026	Current Accounts	Lloyds Bank Card (		Debit Card	Lloyds Bank	-3.00		-3.00	26,651.63	31/05/2026
26	01/05/2026	Current Accounts	Scribe Accounts		Scribe	Scribe	-26.00	-5.20	-31.20	26,620.43	31/05/2026
29	01/05/2026	Current Accounts	Mobile Phone		Debit Card	Lloyds Bank	-8.00		-8.00	26,612.43	31/05/2026
29	01/05/2026	Current Accounts	Office Supplies		Debit Card	Lloyds Bank	-5.41	-1.08	-6.49	26,605.94	31/05/2026
20	08/05/2026	Current Accounts	Salary		Payroll	Staff	-51.30		-51.30	26,554.64	31/05/2026
1	08/05/2026	Current Accounts	Scribe Accounts		Scribe Accounts Set up Fee 2026	Scribe	-219.00	-43.80	-262.80	26,291.84	31/05/2026
4	08/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	25,561.84	31/05/2026
3	08/05/2026	Current Accounts	The Institute of Cer		Annual Membership	ICCM	-110.00		-110.00	25,451.84	31/05/2026
5	08/05/2026	Current Accounts	Water		Water - Parsonage Street	Source for Business	-39.08	-7.82	-46.90	25,404.94	31/05/2026
6	08/05/2026	Current Accounts	Street Lighting Elec		Electricity - Lamposts	Total Energies	-106.97	-5.35	-112.32	25,292.62	31/05/2026
27	08/05/2026	Current Accounts	Cambridgeshire & I		Membership 2026	CAPALC	-377.75		-377.75	24,914.87	31/05/2026
30	08/05/2026	Current Accounts	Grant overpayment		Double payment received	Ramsey Rotary	-685.00		-685.00	24,229.87	31/05/2026
32	12/05/2026	Current Accounts	Pension		Pension	Nest Pensions	-40.81		-40.81	24,189.06	31/05/2026
4	26/05/2026	Current Accounts	Other income		Clothes Recycling	Huntingdonshire Distri	70.05		70.05	24,259.11	31/05/2026
23	26/05/2026	Current Accounts	Grass Cutting		Grass Cutting	Emma Jackson	-730.00		-730.00	23,529.11	31/05/2026
24	26/05/2026	Current Accounts	Environment Agenc		Drainage Charges	Environment Agency	-15.41		-15.41	23,513.70	31/05/2026
18	26/05/2026	Current Accounts	Councillor Training		CAPALC Training	CAPALC	-150.00		-150.00	23,363.70	31/05/2026
19	26/05/2026	Current Accounts	Internal Audit		Internal Audit	LGS	-170.00	-34.00	-204.00	23,159.70	31/05/2026

## Wistow Parish Council (Huntingdonshire District)

### Transactions for All Banks (From 01/04/2026 to 31/05/2026)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date	
22	26/05/2026	Current Accounts	Street Lighting Elec		Electricity - Lamposts	Total Energies	-91.49	-4.57	-96.06	23,063.64	31/05/2026	
25	26/05/2026	Current Accounts	Play Equipment M&		Climbing frame removal	Emma Jackson	-350.00		-350.00	22,713.64	31/05/2026	
21	29/05/2026	Current Accounts	Expenses	VOID	Expenses	Staff				22,713.64		
31	31/05/2026	Current Accounts	Unity Bank Charge		Service Charge	Unity Bank	-7.00		-7.00	22,706.64	31/05/2026	
<b>CLOSING BALANCE - 31/05/2026</b>										<b>22,706.64</b>		
							<b>6,188.63</b>	<b>-849.15</b>	<b>5,339.48</b>			



## 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		414.99	414.99 (100%)
14	Scribe Accounts				505.00	271.00	234.00	234.00 (46%)
15	Mobile Phone				275.62	8.00	267.62	267.62 (97%)
16	Office Supplies				240.00	5.41	234.59	234.59 (97%)
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				400.00	150.00	250.00	250.00 (62%)
23	Staff Training				300.00		300.00	300.00 (100%)
<b>SUB TOTAL</b>					<b>4,554.81</b>	<b>694.41</b>	<b>3,860.40</b>	<b>3,860.40 (84%)</b>

## 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%)
<b>SUB TOTAL</b>		<b>1,319.77</b>		<b>-1,319.77</b>	<b>465.38</b>	<b>15.41</b>	<b>449.97</b>	<b>-869.80 (-48%)</b>

## 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%)
<b>SUB TOTAL</b>					<b>378.00</b>	<b>170.00</b>	<b>208.00</b>	<b>208.00 (55%)</b>

## Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Interest	200.00		-200.00				-200.00 (-100%)
5	Lloyds Bank Card Charge				36.00	3.00	33.00	33.00 (91%)
6	Unity Bank Charge				72.00	14.00	58.00	58.00 (80%)
<b>SUB TOTAL</b>		<b>200.00</b>		<b>-200.00</b>	<b>108.00</b>	<b>17.00</b>	<b>91.00</b>	<b>-109.00 (-35%)</b>

## Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Water				110.00	39.08	70.92	70.92 (64%)

Summary of Receipts and Payments

All Cost Centres and Codes

32 Risk Assessment Report				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>				<b>1,110.00</b>	<b>39.08</b>	<b>1,070.92</b>	<b>1,070.92 (96%)</b>

Grass Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Grass Cutting	984.48		-984.48	6,570.00	1,825.00	4,745.00	3,760.52 (49%)
<b>SUB TOTAL</b>	<b>984.48</b>		<b>-984.48</b>	<b>6,570.00</b>	<b>1,825.00</b>	<b>4,745.00</b>	<b>3,760.52 (49%)</b>

Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Street Lighting Electricity				1,560.00	305.92	1,254.08	1,254.08 (80%)
29 Street Lighting Maintenance				200.00		200.00	200.00 (100%)
30 Equipment				400.00		400.00	400.00 (100%)
<b>SUB TOTAL</b>				<b>2,160.00</b>	<b>305.92</b>	<b>1,854.08</b>	<b>1,854.08 (85%)</b>

Income

Code Title	Receipts			Payments			Net Position
	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	159.75	-240.25				-240.25 (-60%)
39 SO Payroll repayment		8.72	8.72				8.72 (N/A)
42 Other income		70.05	70.05				70.05 (N/A)
<b>SUB TOTAL</b>	<b>30,980.00</b>	<b>15,528.52</b>	<b>-15,451.48</b>				<b>-15,451.48 (-49%)</b>

Payroll

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
<b>SUB TOTAL</b>				<b>6,840.00</b>	<b>727.33</b>	<b>6,112.67</b>	<b>6,112.67 (89%)</b>

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	730.00	2,270.00	2,270.00 (75%)
27 Boundary Maintenance				1,500.00		1,500.00	1,500.00 (100%)
40 New Equipment					3,338.80	-3,338.80	-3,338.80 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

<b>SUB TOTAL</b>				<b>4,920.00</b>	<b>4,413.80</b>	<b>506.20</b>	<b>506.20 (10%)</b>
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**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%)
<b>SUB TOTAL</b>					<b>650.00</b>	<b>487.75</b>	<b>162.25</b>	<b>162.25 (24%)</b>

**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)
<b>SUB TOTAL</b>						<b>685.00</b>	<b>-685.00</b>	<b>-685.00 (N/A)</b>

**Summary**

<b>NET TOTAL</b>	<b>33,484.25</b>	<b>15,528.52</b>	<b>-17,955.73</b>	<b>27,756.19</b>	<b>9,380.70</b>	<b>18,375.49</b>	<b>419.76</b>
<b>V.A.T.</b>					<b>849.15</b>		
<b>GROSS TOTAL</b>		<b>15,528.52</b>			<b>10,229.85</b>		

# Vehicle speed logging for vehicles passing Chepstow House, Mill Road, Wistow

Dr Howard Manwaring

## **Abstract**

Below are the results of logging the speed of vehicles that passed my house, both incoming and outgoing over the ten day period 21<sup>st</sup> May – 31<sup>st</sup> May 2026.

The results show nearly 60% of vehicles were over the 30 mph limit. The highest recorded outgoing vehicle was travelling at 78.1 mph and the highest incoming at 74.9 mph. There were 22 vehicles travelling faster than 60 mph and 184 travelling faster than 50 mph.

My house is well within the 30mph area of the village, opposite the turning to Harris Lane and just at the point where there ceases to be any footpath. The data tend to reinforce what I had suspected from observation. Namely that more vehicles exceed the speed limit when exiting the village than entering and those that do travel much faster than those entering the village.

I hope this document may be of some use in persuading the council to adopt a 20mph speed limit in the village or maybe it could be used to encourage more police speed traps in the village.

## **Results format**

I have presented the data as two tables, one for incoming vehicles and one for outgoing. In each table the time of day is partitioned into 1 hr slots and the vehicle speed into 5 mph groups. The numbers in the table show the total number of vehicles travelling during each time slot and at that speed grouping.

## **Technical data**

I built the logging system using a LM2415, 2.4GHz Doppler radar speed sensor module, interfaced to a microprocessor. Software running on the microprocessor passed the raw speed data from the sensor, via a radio link and an API, to a MySQL database hosted on a remote server. The microprocessor software, API and database were written by me. (My career was as a lecturer in software engineering)

This radar module is almost certainly the same one as used in our speed sign. It is accurate to  $\pm 1$ km/h and outputs the speed as a plain ASCII string, requiring no further processing. The logging software I wrote allows for the cosine error due to the sensor not being in the centre of the carriageway. The logging was calibrated at 30 mph in both directions.

The speed data was filtered to remove speeds below 20mph (to exclude pedestrians, bicycles, horses and pigeons). The highest of multiple speed records occurring within 1 second of each other was taken in order to eliminate multiple reflections. A 0.6s sensor dead time was programmed to occur after an initial reflection ceased so that closely following cars would be detected as separate vehicles. The radar module itself takes care of cars passing in different directions at the same time.

Whilst this would not be accepted for prosecutions, I believe it gives an accurate picture of the speeds of vehicles passing my house.

**Vehicle speed logging for vehicles passing Chepstow House, Mill Road, Wistow**

**Dr Howard Manwaring**

**Incoming**

hourly period	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph	56-60 mph	61-65 mph	66-70 mph	over 70 mph
00:00 - 01:00	7	11	14	8	6	2					
01:00 - 02:00	1	6	8	3	1	2	1				
02:00 - 03:00	3	6	2	3	3						
03:00 - 04:00	2	1	6		1	1					
04:00 - 05:00	5	5	2	4			1				
05:00 - 06:00	13	10	7		2						
06:00 - 07:00	7	17	19	12	1	1		1			
07:00 - 08:00	24	60	56	28	12	3	1	1			
08:00 - 09:00	43	107	78	31	15	3	1				
09:00 - 10:00	56	125	86	26	8	3					
10:00 - 11:00	69	152	90	27	15	1					
11:00 - 12:00	75	163	118	30	5	3	1		1		
12:00 - 13:00	99	191	132	48	24	2	2	1			
13:00 - 14:00	67	199	118	27	18	1	1			1	
14:00 - 15:00	77	206	133	39	11	5					
15:00 - 16:00	75	179	99	42	16	7	1				
16:00 - 17:00	72	212	167	64	21	7	5				
17:00 - 18:00	85	294	204	85	27	6	4	2			
18:00 - 19:00	60	204	135	55	23	3	2				
19:00 - 20:00	58	140	110	44	13	5	2				
20:00 - 21:00	35	112	65	32	8	1	2	1			
21:00 - 22:00	26	84	50	19	6	2	1				
22:00 - 23:00	21	48	42	18	9	5					1
23:00 - 23:59	6	24	16	16	4	2					

Totals	986	2556	1757	661	249	65	25	6	1	1	1
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**Vehicle speed logging for vehicles passing Chepstow House, Mill Road, Wistow**

**Dr Howard Manwaring**

**Outgoing**

hourly period	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph	56-60 mph	61-65 mph	66-70 mph	over 70 mph
00:00 - 01:00	12	4	3	3			2				
01:00 - 02:00	12	5	7	4	3						
02:00 - 03:00	12	5		5	3						
03:00 - 04:00	14	5	2	4	1		2				
04:00 - 05:00	21	5	9	5	2	4	1				
05:00 - 06:00	24	14	51	49	30	6	3		1		
06:00 - 07:00	21	53	120	114	72	27	5	1	1		
07:00 - 08:00	22	96	240	195	84	38	8	3	1		
08:00 - 09:00	43	155	271	175	77	16	4	5			
09:00 - 10:00	39	118	203	105	51	8	6	3	1		
10:00 - 11:00	38	127	179	109	34	12	5	1	3		
11:00 - 12:00	48	125	170	101	41	11	1	3			
12:00 - 13:00	29	85	156	117	33	15	10	2		1	
13:00 - 14:00	30	102	148	84	38	11	7	1	1	1	
14:00 - 15:00	29	72	127	66	43	13	7		1		
15:00 - 16:00	20	80	141	88	31	7	7	1		2	
16:00 - 17:00	29	63	108	94	34	13	5	1			1
17:00 - 18:00	30	72	144	110	26	11	4	2			
18:00 - 19:00	33	65	104	60	31	15	6	2			
19:00 - 20:00	23	45	86	51	26	3	5		1		1
20:00 - 21:00	23	48	49	42	15	9	3	2	1		1
21:00 - 22:00	10	35	38	23	18	4	3			1	
22:00 - 23:00	19	30	39	15	9	3	1				
23:00 - 23:59	17	5	18	7	5	3		2			
<b>Totals</b>	<b>598</b>	<b>1414</b>	<b>2413</b>	<b>1626</b>	<b>707</b>	<b>229</b>	<b>95</b>	<b>29</b>	<b>11</b>	<b>5</b>	<b>3</b>



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

## **Clerk's Report – June 2026**

### **Agenda Item: 06/26.11**

#### **Updates**

- Large bug hotels have been delivered and will be installed in the playing field soon.
- The stumps from the playing field have now been removed.
- All documents have been sent to the external auditor, PKF Littlejohn LLP.
- The website has been updated to reflect the change of Council meeting dates and updated policies.
- Submission has been sent regarding project Keystone regarding the relationship between the National Association of Local Council (NALC) and County Associations of Local Council (CALC).
- A data audit has recently been undertaken and WPC are fully compliant.