

**Minutes of the meeting of The Wistow Parish Council**

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| **DATE** | | **Tuesday 10th October 2023** | | | | |
| **TIME** | | **19.00** | | | | |
| **LOCATION** | | **The Methodist Church, Wistow** | | | | |
| **Present** | | |  | | | |
| **Name** | | | **Role** | **Name** | **Role** | |
| Richard Harrison (RH) | | | Councillor | Dominic Tyler (DT) | Chair | |
| Aimee Kendal (AK) | | | Councillor | Charles Richardson (CR) | Councillor | |
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| **Absent** | | |  |  |  | |
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| **In Attendance** | | |  |  |  | |
| Samantha Edwards | | | Clerk |  |  | |
| Public Attendees | | | 4 |  |  | |
| **AGENDA** |  | | | | | |
| **Number** | **Description** | | | | | **Action** |
| **01/1023** | **Welcome & Apologies**  The meeting was opened by Chairman. Everybody was welcomed to the meeting.  There were no apologies of absence. | | | | |  |
| **02/1023** | **Confidentiality and declaration of interests.**  There were no confidential items to highlight. The following declarations of interest were made:   * RH declared an interest in the two planning applications. | | | | |  |
| **03/1023** | **Minutes of the last meeting**  The minutes of previous meeting held on 12th September 2023 had been previously circulated. These were approved and ratified as a true and correct record of the meeting. Minutes had been published in draft form and would now be updated.  **Matters Arising:**   * Clerk had made contact with NYC regarding bin collections. Agreed that the councillors would empty the bins on a rota and agree weekly via the group chat facility. * New bin needs to be ordered for field lane due to damaged bin lid. | | | | |  |
| **04/1023** | **Councillor Recruitment**  Advert for councillor vacancies had now expired. There had been two expressions of interest received. Paperwork and applications were sent however only one candidate completed and returned.  Michael Hewan was welcomed onto the council under the co-opted option and introductions were made. No Objections. The appointment was proposed by CR and seconded by DT.  Robin Poskitt had also approached the chairman to ask if he could join the council whilst he is overseeing the cemetery work. As there are two further vacancies there were no objections to this request. Robin Poskitt was welcomed onto the council under the co-opted option and introductions were made. The appointment was proposed by RH and seconded by AK  Website to be updated to reflect new councillors.  Leaves one further vacancy. Re-advertise the vacancy. New advert and papers to be raised and circulated to all governors. Dates agreed to go live on 17th October and have a closing date of 30th November.  ***Q: - Where will the advert go?***  ***A: - Website, social media, noticeboard and democratic services.*** | | | | |  |
| **05/1023** | **Public Issues**  **Plantation House**  There will be some provision of community funds provided. Funding will be provided towards planting to offset the environmental impact and as there is no room on the site, the payment can be accepted to use on planting elsewhere in the village. This will be in the region of approximately £8500 and to make sure the money stays local, need to have a project put together to support the spending.  ***Q: - When is the deadline for this?***  ***A: - Unsure but I can ask the question.***  Suggestions to use for planting around the cemetery area.  RP and DT to arrange a meeting to discuss this further.  **Mowing of grass**  Request to look at the frequency of the mowing of the green.  ***Q: - How often is it done now?***  ***A: - We have a contract with a company called ARK who do the playing field and the green. It used to be once a month.***  ***Q: - When are we in contract until?***  ***A: - We signed a 3-year contract but can obtain the exact end date.***  ***Q: - When we ring for additional cuts is there a charge for that?***  ***A: - Yes, and this was agreed at the time of agreeing the contract.***  There is also a small triangle of grass adjacent to the green which gets trimmed, however lots of grass is left and this needs cutting more regularly. Suggestion that the council could contribute towards a small battery lawn mower for the gardening group to use in between cuts.  ***Q: - If we contributed towards a lawn mower, would you then take over looking after this area?***  ***A: - Yes ultimately.***  ***Q: - They are very expensive, have you thought about a petrol lawnmower?***  ***A: - There is no access to this area, so it has to be lifted over and so these are too heavy.***  ***Q: - Would the lawnmower be used on any other areas in the village?***  ***A: - Its unlikely to be used elsewhere.***  Contact current company regarding contract and frequency and get this area included into the contract and look at additional cut costs. In the meantime, clerk to pass details of DT over so that he can assist with any additional cuts while this is being looked into.  **Dog waste Bin**  RH was walking in Bishopwood recently and they don’t provide any dog waste facilities in main carpark, so bags were just piled up on the floor. Agreed to contact Forestry England and request for them to put in a waste bin and maintain it.  **Hedgehog Highway Project**  Contacted regarding the Hedgehog project but councillors would like to know a little more and also where the payment is utilised and that it is a not-for-profit organisation. Council felt that it was something they would like to be involved in but would like to look at a similar scheme they have organised and involve the community such as the school and local nurseries.  RH will look into a similar project and feedback ideas.  **CCTV**  Discussed a few meetings ago about additional CCTV cameras at Jubilee Hall. Committee for the Hall has agreed that this is okay. On hold until the Village Hall is back open after recent events. | | | | |  |
| **06/1023** | **Planning**  RH declared a declaration of interest in both applications.  **Laburnham Farm – Caravan Storage**  No Objections. Comments for noting that it is not to be used an overnight facility with people staying in the caravans. It is for storage only.  **Moon Farm - Annexe**  No Comments or objections.  **Comments to be added to planning portal.** | | | | |  |
| **07/01023** | **Policies**  **Risk Management**  Policy circulated with suggested amendments. Further amendments suggested as follows:   * Clarification on where paper records are stored. * Electronic record. Confirm that its is a PC laptop, regular hard drive back up, consideration of cloud storage. * Confirmation that the laptop is used for business use only. * Passwords book needs to be put together.   Needs to be amended and come back to the Parish Council at the next meeting for full approval. | | | | |  |
| **08/1023** | **Ongoing Items**  Items listed in appendix attached. Items updated with comments and actions.  The following items had all been completed and removed from the list:   * 08.08 Skatepark Signage. Action Completed. * 08.15 Grants policy added to website. Action Completed. * 08.19 Cycle group information. Action Completed. * 09.04 Councillor recruitment. Action Completed. * 09.05 Defribrilator. Action Completed. * 09.06 Planning Applications. Action Completed. * 09.09 Expenses reimbursement. Action Completed. * 09.09 Meter Reading submitted. Action Completed. | | | | |  |
| **09/1023** | **Updates from Working Groups and consideration of actions:**  **Finance (DT/RH/ SE)**   * Payment list circulated to councillors for September 2023 * Second instalment of the precept paid.   **Website (MH/AK)**   * New Councillors to be added. * MH and AK will now do all website updates.   **Policies and Procedures (RH/CR)**   * No updates   **Playground & Playing Field (RH/AK)**   * Work on the playground to be confirmed for November 2023.   **Cemetery (DT / RP)**  RP has met with Neil Harrison (Architect) and working on section 73. Once complete a copy will be sent to all councillors.  ***Q: - Should we go ahead with cutting the rest of the trees back and carry on with the other half of the cemetery?***  ***A: - We would need to see some quotes for the work doing and the cost involved.***  ***A: - Had a quote for £4830 altogether for the tree felling in the bottom half.***  No works agreed. Need to complete a spend projection for the rest of the year so we can see how much is left over in the main bank account to ring fence towards the project. This will be done at the next meeting. | | | | |  |
| **11/1023** | **Urgent Items not on agenda:**  No additional items. | | | | |  |
|  | **Date of next meeting:**  The meeting closed at 20.30pm   * 14th November 2023 7pm * 12th December 2023 7pm * 9th January 2023 7pm | | | | |  |