

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

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| **DATE** | **Tuesday 12th September 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** |  |  |   |
| Dominic Tyler (DT) | Chair |  |  |
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| **In Attendance** |  |  |  |
| Samantha Edwards |  Clerk |  |  |
| Public Attendees  | 2 |  |  |
| **AGENDA** |  |
| **Number** | **Description** | **Action** |
| **01/0923** | **Welcome & Apologies**The meeting was opened by Chairman. Everybody was welcomed to the meeting.There were no apologies f absence.Letter of resignation from Councillor Pownall was formally accepted. Parish Council would like to take the opportunity to thank Miss Pownall for all that she has done during her role on the council. |  |
| **02/0923** | **Confidentiality and declaration of interests.** There were no new declarations of interest and no confidential items to highlight. |  |
| **03/0923** | **Minutes of the last meeting**The minutes of previous meeting held on 8th August 2023 had been previously circulated. These were approved and ratified as a true and correct record of the meeting. Minutes can now be published. **Matters Arising:*** Clerk had made contact with NYC regarding bin collections. No response so will continue to chase.
* New bin had been ordered for field lane due to damaged bin lid. Needs to be chased up with NYC.
* Check dog waste litter bins are being emptied.
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| **04/0923** | **Councillor Recruitment**Advert for councillor vacancies had now been published.There had been one expression of interest received.Website to be amended to reflect 3 vacancies. |  |
| **05/0923** | **Public Issues****Publishing of Draft minutes:**Councillors in agreement that minutes can be published in draft format once they have been approved by the Chairman. Minutes to be watermarked as draft.KPIs to be put in place for turnaround times of minutes, agendas, items to be actioned.**Donations Policy**Previously agreed. Copy to be sent to clerk to forward on and also add to website.**Defribrilator**Latest Check had been completed and cabinet is hard to access due to shrubbery. Area will be cut back and cleared as an immediate action. |  |
| **06/0923** | **Planning**RH declared a declaration of interest in Rose Cottage as it is a neighbouring property.**Lordship Lane – Second Storey Extension**No Comments or objections.**Rose Cottage – Single Storey Dwelling**No Comments or objections.**Oaklands Barn – Roof**No Comments or objections**Comments to be added to planning portal.**  |  |
| **07/0923** | **Policies** * Risk Management

Policy circulated and amendments suggested. Needs to be amended and come back to the Parish Council at the next meeting for full approval. |  |
| **08/0923** | **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:* Item 05 – Work confirmation with tree surveyors. Action completed.
* 08.12- Recruitment advert. Action completed.
* 08.12 Recruitment advert on social media notice board. Action completed.
* 08.14 Interview questions circulated. Action completed.
* 08.17 HMRC Payment. Action completed.
* 08.18 Expenses reimbursement. Action completed.
* 08.21 Gardening donation. Action completed.
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| **09/0923** | **Updates from Working Groups and consideration of actions:****Finance (DT/RH/ SE)*** Payment list circulated to councillors for August 2023.
* MH has requested users have individual log ins for the bank and do not use her admin log in. Users to be added by clerk for viewing bank transactions only.
* Bank password to be changed to a generic password whilst there isa cover clerk in place.
* RH requested reimbursement of his expenses from Kings Coronation event of £150.
* RH passed AGAR forms over to clerk. Received an email to say they would not have to be externally audited and could be self-certified as sit below the threshold. Papers to be loaded to website.
* Meter reading for green required.

**Website (EP/AK)*** AK will spend some time looking at how the website can be improved.
* Clerk now has access to website to upload documents on a generic log in.

**Policies and Procedures (RH/CR)*** No updates

**Playground & Playing Field (RH/AK)*** Bins are currently being emptied by councillors,
* RH has done an inspection on park and all in order.

**Cemetery (DT / RP)*** One quote obtained for the fence but struggling to get any others submitted. Councillors agreed to use this contractor. Quote to be amended as it included embedded of posts into concrete which is no longer required. RP to make contact and obtain new quote.
* RP has met with Gareth Stent (NYC), who was originally involved in the cemetery planning. Need to complete and submit a section 73 to amend the layout. This will be done by RP. All governors in agreement to proceed with this.
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| **10/0923** | **Urgent Items not on agenda:*** Flotation device on pond needs replacing and also ropes are frayed so not fir for purpose. Quote to be obtained to replace.
* Locks on Gate at playing field. Quote to be obtained.
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|  | **Date of next meeting:**The meeting closed at 19.50pm* 10th October 2023 7pm
* 14th November 2023 7pm
* 12th December 2023 7pm
* 9th January 2023 7pm
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