

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

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| **DATE** | **Tuesday 14th November 2023**  |
| **TIME** | **19.00** |
| **LOCATION** | **The Methodist Church, Wistow** |
| **Present** |  |
| **Name** | **Role** | **Name** | **Role** |
| Richard Harrison (RH) | Councillor | Robin Poskitt (RP) | Councillor  |
| Aimee Kendal (AK) | Councillor | Michael Hewan (MH) | Councillor |
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| **Absent** |  |  |   |
| Dominic Tyler (DT) | Chair |  |  |
| Charles Richardson (CR) | Councillor |  |  |
| **In Attendance** |  |  |  |
| Samantha Edwards |  Clerk |  |  |
| Public Attendees  | 1 |  |  |
| **AGENDA** |  |
| **Number** | **Description** | **Action** |
| **01/1123** | **Welcome & Apologies**The meeting was opened by Clerk, and everybody was welcomed to the meeting.There were apologies of absence from DT which were consented to, and the clerk asked for nominations for chair in his absence.RP was nominated by MH, and this was seconded by RH.Councillors were informed of the resignation of Charles Richardson. Councillors wanted their thanks noted to CR for his contribution, frankness and integrity. |  |
| **02/1123** | **Confidentiality and declaration of interests.** There were no confidential items to highlight. The following declarations of interest were made:* RH declared an interest in one of the planning applications.
* MH declared an interest as a member of the gardening group.
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| **03/1123** | **Minutes of the last meeting**The minutes of previous meeting held on 10th October 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 to approved.**Matters Arising:*** All matters arising had been addressed in the action sheet.
 | **MH** |
| **04/1123** | **Councillor Recruitment**Advert for councillor vacancy was live across social media, website and democratic services. Advert now needs to be amended to 2 vacancies. The following actions were agreed:* MH to amend website to 2 vacancies.
* AK to look at pinning social media post.
* Closing to date to stay as 30th November in case 2 good candidates apply.
 | **MH / AK** |
| **05/1123** | **Public Issues****Snicket Overgrowth** Request to look at snicket and clearing of bushes and overgrowth. It was identified that this pathway is the responsibility of NYC and not the Parish Council. RP will get in touch with NYC and then make contact with the member of the public. This has been addressed previously so it isn’t something NYC are not aware of.Actions:* Contact NYC.
* Contact NT.

**Dog Bin**Request on Dog Bin on field lane. Already in progress and quotes have gone to councillors for the various options and costs. Actions:* Clerk to order new bin.

**Dogs on playing field.**Loves seeing the field being used by the football group and often goes to watch but do spectators have to bring dogs. Garden backs onto the field and left against the fence were bags of dog waste. Nobody who is local takes their dog onto the field. There are signs up, but these are small and there has been a mixed message with no dogs on the field but then hosting a dog show on the field. No need for dogs on the field when we live in such a rural area.It was proposed that field users are contacted such as football and walking group and it is explained that there are no dogs allowed.Actions: * Write to all users to explain that no dogs are allowed.
* Check Signage is fit for purpose.

**Spam Emails** Clerk highlighted she keeps receiving contact emails from different people with the same email with no comments on. MH to look into. | **RP****CLERK****RP****MH** |
| **06/1123** | **Planning** Details of planning applications had been previously circulated for comments from the council.**Rose Cottage** No Comments or objections.**Garth Close** No Comments or objections**Comments to be added to planning portal.**  |  |
| **07/1123** | **Policies** **Risk Management** CR had updated policy with amendments suggested at the October meeting. Policy was adopted and to be added to Website.**Online Banking**RH had circulated the draft policy for comments. Councillors discussed the current spending limits in place. Policy states £200 however this was amended in November 2022 to £500 so needs to be changed. Agreed that there needs to be two separate limits for both authorised and unauthorised payments. Following amendments were agreed:* Daily limit to be increased to £1000.
* Anything under £500 clerk is authorised by the Parish Council to pay upon receipt of invoice and add to payments list.
* Anything between £500-£1000 clerk to alert councillors that payment needs to be made. Once councillors have approved via email clerk can make payment using the online banking facility.
* Anything over £1000 to be paid by cheque and agreed at each monthly meeting.
* Cheque signatures are currently AK/RH/MH/MHO – remain as this until clerk returns from sick leave and all vacancies are filled.
* Wording of RFO to be amended to clerk in just one paragraph highlighted.

 Needs to be amended and come back to the Parish Council at the next meeting for full approval. | **MH** |
| **08/1123** | **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:* Risk Management policy to be added to website. Action Completed.
* Letter of thanks for path clearing. Action Completed.
* Pond fencing quote agreed. Action Completed.
* Clerking KPIs agreed. Action Completed.
* Bin Costs agreed for order. Action Completed.
* Planning Applications updated. Action Completed.
* Councillor recruitment x 5 actions. Action Completed.
* Bin at Bishopwood. Action completed.

RP to contact Toby Johnson Ltd to see when he can start on the fencing around the pond and come back with a timescale.RH to draft a news item on the Bishopwood bin for website and Facebook news page. | **RP****RH** |
| **09/1023** | **Updates from Working Groups and consideration of actions:****Finance (DT/RH/ SE)*** Payment list circulated to councillors for October 2023
* EON Tariff - Clerk to request quotes to benchmark.
* Precept for 24-25 due. Clerk to request extension to deadline in case its needed.
* 22/23 Vat reimbursement. Papers are all with MHO – defer.
* Agreed Budget for 23/24 to be added to accounts spreadsheet. To be sent by AK to clerk.

**Website (MH/AK)*** New item banner added to website.
* Speak to Facebook admin about having a featured banner for the WPC on the information page.
* Spam protection increased from level 3-5 which may impact some genuine emails trying to get through.

**Policies and Procedures (RH)*** Updates agreed in item 07/1123

**Playground & Playing Field (RH/AK)*** Work on the playground to be confirmed for 20th November 2023. Will be utilising the facilities at Jubilee Hall to save money.
* Village hall to continue to signpost users for the field to the WPC.

**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. Hopefully this will be submitted next month. Have also spoken with Charles Calrk regarding the spraying and will pick this back up next week. |  |
| **11/1123** | **Urgent Items not on agenda:**Clarification from the gardening group that they are looking to have an interim cut down on a regular basis and have confirmed that they can get a lawnmower through the gap. RP has a flymo lawnmower that he is willing to donate;  Gardening Group to be made aware of this kind offer. Action MH.FOI request information passed for checking Councillors were kept updated around clerks leave of absence and made aware that the circumstances are making it difficult to obtain information and therefore delaying some work from being completed. YLCA contacted. | **RP / MH****Clerk / RP** |
|  | **Date of next meeting:**The meeting closed at 20.40pm* 12th December 2023 7pm
* 9th January 2023 7pm
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