

WISTOW

PARISH COUNCIL

Minutes of the meeting of The Wistow Parish Council

DATE	Tuesday 14 th May 2024		
TIME	19.30		
LOCATION	The Methodist Church, Wistow		
Present			
Name	Role	Name	Role
Dominic Tyler (DT)	Councillor	Robin Poskitt (RP)	Chair
Amie Kendal (AK)	Councillor	Michael Hewan (MH)	Councillor
Andy Copley (AC)	Councillor	Kevin Moore (KM)	Councillor
Absent			
Richard Harrison (RH)	Councillor		
In Attendance			
Samantha Edwards	Clerk		
Public Attendees	1		
AGENDA			
Number	Description		Action
01/0524	<p>Welcome & Apologies The meeting was opened by Chair, and everybody was welcomed to the meeting. There were apologies of absence from RH which were consented to.</p>		
02/0524	<p>Confidentiality and declaration of interests. There were no confidential items to highlight. The following declarations of interest were made: - KM declared an interest in the planning application for Maisy Moos.</p>		
03/0524	<p>Minutes of the last meeting The minutes of previous meeting held on 14th April 2024 had been previously circulated. These were approved unanimously 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.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> - Email Storage – There had been some discussion around the agreed actions for the email boxes following the previous meeting. Both AK and SE have been looking into GDPR data and retention records and a RRR policy will be circulated for the next meeting in June. It was agreed that junk and various emails such as old bulletins, planning lists and agendas can be deleted from all boxes as they are stored on the WPC Laptop. - Filing Cabinet still to be collected from MHo. <p>Clerk Vacancy The vacancy for the clerking position closed on 8th May and there have been no applications received. The position was offered to Samantha Edwards who has been covering the role since August 2023. SE agreed that she would be happy to take on the role on a permanent basis.</p>		<p>MH</p> <p>AK/SE</p>

	<p>Position of clerk to SE was proposed by RP and unanimously seconded by all councillors. Q: - When will the contract review be completed ? A: - This will be done within a week and a copy sent to all councillors for approval.</p> <p>ACTION: Website to be update under communication. RP to draft and send to MH</p>	<p>RP/DT</p> <p>RP/MH</p>
04/0524	<p>Public Issues</p> <p>Station Road / Village Drainage RP now has all the village maps and has drafted a document for social media. RP is also meeting with John Cattnach to dovetail these discussions into the plantation house development.</p> <p>Plantation House RP and DT to arrange meeting with the developers to look at the station road dyke and access to this via the development.</p> <p>Cobblers Cottage Agreed at the previous meeting that we would support the residents around the Holiday Let Cobblers Cottage. Since this meeting the property has been removed from advertising site and is no longer available to book however it is believed that existing bookings will be honoured until Dec 2024. RP will speak to John Cattnach to make contact with an enforcement officer to have them attend the property when it is next in use. Q: - Will that be if people are in there or just if they are being loud and making a noise? A: - It is against planning for the property to be rented out so if somebody is at the property the enforcement officer will be able to gain evidence to pursue the owners. Member of the public has also agreed to assist in collecting evidence when the property is in use and RP to speak to them directly regarding this.</p> <p>Working Groups Update:</p> <ul style="list-style-type: none"> - D-Day- Event is well under way and plans in place. Confident with RH leading this will be a successful community event. - Dog Group – Looking to move forward with a couple of ideas but only had 2 people respond so far. - Christmas Lights – Nothing to update. - Environmental Group – Led by RH, update at next meeting. <p>Seacroft Wheelers Have requested use of the playing field on Sunday 7th July for overflow car parking. Happy to allow use subject to the condition of the field and also there being a Steward / Marshall in attendance.</p> <p>ACTION: Add to next agenda as an item to address the carpark and potentially having the carpark marked out as it is becoming an issue when the hall is busy.</p> <p>YLCA Branch Meetings YLCA have emailed to request the names of two councillor representatives to attend the YLCA Branch meetings. These were agreed as RP and MH. Clerk to advise YLCA.</p>	<p>RP</p> <p>RH</p> <p>CLERK</p>
05/0524	<p>Planning Details of planning applications had been previously circulated for comments from the council.</p> <p>Maisy Moos Nursery Demolition of existing conservatory and replace with a single storey extension. Extension will cover the same floor area as the existing conservatory and sits outside the</p>	

	<p>back of the building so not seen from the road. Current conservatory is not fit for repair.</p> <p>Application approved with no conditions.</p> <p>Comments to be added to planning portal.</p>	SE
06/0524	<p>Policies</p> <p>Code of Conduct This is being worked on, it's a large document and will be brought to the next meeting in June due to RH being absent.</p> <p>Acceptable Use Examples of policies sent to RH.</p> <p>RRR Data retention to be circulated for the meeting in June.</p>	<p>RH</p> <p>RH</p> <p>ALL</p>
07/0524	<p>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:</p> <ul style="list-style-type: none"> - Flootation Device and Rope – Ordered awaiting delivery. - Village Flooding Consultation – Regular agenda item - Clerk Recruitment. - Letter of thanks for employment to Mho. - Examples of Acceptable use policy. - Informal Council Meeting advertising. - Public Contacts Hind, Joyce and Lane all contacted and updated. - Old Ouse Farm Planning consultation approved. - Data Controllers Subscription renewed. - Website Captcha added. - Email capacity clean-up of unneeded old items. - Dates agreed for proposed May meetings. 	
08/0524	<p>Updates from Working Groups and consideration of actions:</p> <p>Finance (DT/RH/ SE)</p> <ul style="list-style-type: none"> - Payment list circulated to councillors for April 2024. - Planned expenditure of the S106 money is yet to be agreed. This will be discussed in a closed meeting for councillors following submitted ideas. - RP to email contacts to ask for submission dates. Section 73 to be amended to support the Cemetery spend plan. <p>Members of the public were asked about ideas and thoughts around the spending of the recreational money from the plantation house development. As suggestions put forward from the councillors have been heard they are happy to support these as long as what is suggested and proposed is completed.</p> <p>Website (MH/AK)</p> <ul style="list-style-type: none"> - No updates, all currently up to date. <p>Q: - Are you aware of the new government standards coming out around websites? A: - We have seen something in the bulletins and a course has been offered but sure that's needed. Just need to keep on top of being compliant.</p> <p>Policies and Procedures (RH)</p> <ul style="list-style-type: none"> - Updates agreed in item 06/0524. <p>Playground & Playing Field (RH/AK)</p> <ul style="list-style-type: none"> - New equipment has been ordered by RH, 10–12-week delivery time. 	

	Cemetery (DT / RP) <ul style="list-style-type: none">- KM has completed some more work and its progressing.- Will be linking the section 73 and S106 money together.- Charles Clark due to spray in next week or so.	
09/0524	Urgent Items not on agenda: There were no additional items to add to the agenda to discuss.	
	Date of next meeting: The meeting closed at 20.30pm - 11 th June 2024 at 19.00pm	