

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

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| **DATE** | **Tuesday 9th July 2024** |
| **TIME** | **19.00** |
| **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 | Richard Harrison (RH) | Councillor |
| Kevin Moore (KM) | Councillor |  |  |
| **Absent** |  |  |   |
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| **In Attendance** |  |  |  |
| Samantha Edwards |  Clerk |  |  |
| Public Attendees  | 1 |  |  |
| **AGENDA** |  |
| **Number** | **Description** | **Action** |
| **01/0724** | **Welcome & Apologies**The meeting was opened by Chair, and everybody was welcomed to the meeting.There were no apologies of absence. |  |
| **02/0724** | **Confidentiality and declaration of interests.** There were no confidential items to highlight. There were no declarations of interest were made. |  |
| **03/0724** | **Minutes of the last meeting**The minutes of previous meeting held on 11th June 2024 had been previously circulated. These were proposed and accepted unanimously. The minutes were 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:**There were no matters arising. | **MH** |
| **04/0724** | **Public Issues****Station Road / Village Drainage** The village drainage problem is bigger than anticipated with a number of problems out towards Cawood and down station road and appears that drains at Cawood end are blocked which we are trying to get to the bottom off.RP still has some people to go and visit regarding concerns raised.**Plantation House** Emails and messages sent continue to be chased and there has been no response yet. NYC have gone very quiet which may be down to the general election.**Cobblers Cottage**Not heard anything following written letters sent to local MP. There is activity at the property, but this appears to be maintenance, and the property has gone up for sale. There have been no concerns regarding noise raised recently from neighbours. Still ongoing.**Working Groups Update:*** Events – Agreed to do a Christmas Event for a couple of hours so currently looking at dates. Maybe look to do something the same weekend as the school Christmas tree trail. And combine everything into one weekend.
* Dog Group – No updates to report.
* Christmas Lights – Nothing to update. There is a contact in the village and meeting to be arranged with DT/SE
* Environmental Group – No updates to report.

***Q: - What is the purpose of the dog group?******A: - Everything, any issue around owning a dog.******Q: - Will they take on the bin issues? The dog bins are regularly overflowing and need to be emptied more regularly?******A: - We need to encourage people to report overflowing bins on the NYC site.******Q: - Could we maybe pop something like a sticker on the bin with details of who to contact if its full?******A: - That’s a great idea, we should get something sorted.*****ACTION: AK to look into stickers or QR Codes****Football Event** Football club would like to do a litter pick around the village and have approached the council with a request for some support. Proposed date is 27th July, and they have requested the following:* Hi-Vis Jackets £25
* Gloves £8
* 10 picker sticks £80.

***Q: - Could we buy the equipment and keep it somewhere so it can be lent out to other people?******A: - That would be a good idea.******Q: - Would we put some restrictions in if they are using our equipment, such as only doing roads with a specific speed limit?******A: - We can out that in a document or just point out that H&S is their responsibility.******A: - I am sure they will their own RA.*****Councillors all in agreement to support the purchase of these items and point out to the football club that the items will be loaned to them when required.****ACTION: RP to sort out purchasing the items and then getting them a refund.****ACTION: Put out a social media message regarding the date and if people wish to join them.****Downes:**Received a request to look at some soldier signs or plaques in the village as other villages do especially with Remembrance Day coming up.Council was in agreement that they would be happy to support this and will look at pricing up some options and obtaining a list of names, so we know how many to purchase.**ACTION: DT to lead on this.****Mason**Request on behalf of smartstart to have a skip on the carpark so that work can start on clearing out and renovating the garden area.***Q: - Is there any reason the skip can’t be put on the grass nearer to the garden area?******A: - It can if we clear out the vegetation around the gates so these can be opened.***Councillors were in agreement to approve the skip.**ACTION: RP and RH to look at clearing the gate area so that the skip can be placed directly next to the garden area to save trailing rubbish round to the car park.****Jessop**Overgrown hedge issues on station road. RP has written a statement to go out to people who are responsible for the hedges for the website and village magazine. It is not the responsibility of the WPC to maintain peoples hedges however we can highlight that we are aware they need doing and maybe have direct conversations with people.***Q: - Do we have a map of the village where we can highlight who is responsible for each area?******A: - There will be a map however there will be a GDPR issue around issuing peoples details.******A: - Could we not just highlight it as NYC/WPC/Private landowner.******Q: - So, will the process be they contact the WPC, and we then contact NYC to get it sorted?******A: - We would hope that the statement would push people into sorting out their own areas however we can contact landowners and speak to them if it becomes******an issue.*****ACTION: Statement to be published regarding maintenance of hedges.****Brown**Selby Road footpath. RH has spoken to the farmer. WPC are willing to cut it back and pop it all into the field as a temporary measure. Towards the end of the year the farmer will cut it back to the new fence and hedge boundary.All councillors were happy with this solution.**Long Lane**RH has spoken to the resident that lives there and he has now cut the hedge back. It has been trimmed but has not been cut right down. |  |
| **05/0724** | **Village Maintenance**KM will go around the village with the asset register and look at everything we are responsible for and provide a condition report on each item. This will enable us to plan into the budget what the priority is each year going forward. Overtime this means a few bits will be maintained every year.**Q: - With the benches, is the plan to repair and maintain existing ones or replace with composite benches?****A: - This is what we need to be on top of, some may be repairable some may need replacing then we need to cast them in and build this into the budget.****S106 Funding****Jubilee Hall Car Park**DT has met with contractor and has 2 more to book in and obtain quotes.**ACTION: Get 3 quotes to have this redesigned for maximum use.****Benches**MH has obtained quotes from various companies. Looked at some wheelchair benches as well. Various options as follows:* 3-Seater Bench £400 up to £1000.
* Hexagonal Bench £2000
* Cheapest came in from Spruce at £175 but may not last long.
* Recycled Plastic wheelchair bench £600.
* Recycled Plastic bench £265.

Need to decide how many we want and if we want wood or plastic and then we can allocate money from the S106 to purchase these.***Q: - Do we want to put something on website asking people where they would like them placing?******A: - This maybe* better on Facebook.** **ACTION: AK /RP to do a Facebook poll.****Smartstart Garden Area**Smartstart have been awarded a grant to bring this area back to a gardening space and this is in the progress of being done and will continue to be maintained by Smartstart.**Bike Rack at Village Hall****ACTION: Removed and renovated during the holidays.****Canopy Area at Playing Field** Update at September meeting.**Match Funding** This will start progressing as quotes are received for projects.**Fitness / Exercise Equipment**DT has met with 2 companies and still has 1 to meet. Waiting for quotes to be sent through. Contacted Sports England to enquire about a grant.***Q: - Where will it go?******A: - it will probably be best to go alongside the park and skate park.******Q: - Will it need a flooring area?******A: - Quotes come with all that included – floor, fence, gates etc.*****Noticeboards**The notice board in the churchyard is the one that belongs to the WPC. The church notice board is in the porch. The WPC allow the church to use the left-hand side of their board as it was more visible to people walking past. The notice board on The Green, is a public notice board that was purchased using S 106 funds.***Q: - Do we need to get more notice boards?******A: - They are expensive and cost around £2000 each.******Q: - Do they need to be moved to more central places?******A: - The people do use the one on The Green, but more and more people tend to just go on Facebook nowadays.***All WPC notices will now be placed on the noticeboard at the churchyard and community notices will be placed on the one at The Green**ACTION: AK to do a social media post to remind the community of where they can find information.** |  |
| **06/0724** | **Planning**  Details of planning applications had been previously circulated for comments from the council.**Hollytree Cottage**Porch to be added to the front of the property to match other property.Application approved with no conditions.**ACTION: Comments to be added to planning portal / submitted by attached from as well directly to planning.** |  |
| **07/0724** | **Policies** **Code of Conduct**Circulated prior to the meeting. There were no comments or amendments, so policy passed for approval.**ACTION: policy to be added to the website and a front sheet added.**  |  |
| **08/0724** | **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:* Clerks Contract
* Picnic Benches quotes – Ongoing S106 discussion.
* Selby Road pathway.
* Poor Lands Charity – RH to speak to them directly.
* Tress on Green – Not to progress at this stage,
* Volunteer Day – completed.
* Car Park Markings - Ongoing S106 discussion
* Policy Front Cover – Completed.
* Finance Sheet Update – Completed.

**Speed Awareness**DT circulated letter he had received from North Yorkshire Police regarding village speed awareness contact and was seeking permission from the WPC to pursue. Campaign involves having training by the police for volunteers, using speed guns. logging the information and submitting to NYC who then issue fines. Things to look into are:* How often we do it.
* What roads we target.
* Do we put it out to villagers to see who would volunteer to be involved and undertake the training.

All councillors in approval. DT to contact NYC to get more details and then arrange with AK to do a social media post for volunteers to be trained.**Village Parking**Ongoing discussion around the school area and this will always be a problem in a small village. DT will enquire if anything can be done when he contacts NYC.**CCTV**Have looked into the GDPR around CCTV and as the cameras are protecting assets and looking after children using the equipment there is t much the council needs to do bar:* Data can only be kept for a minimum amount of time (currently 2 weeks).
* Nobody is to see the recordings unless it is requested to be reviewed following an incident.
* Policy documents to support the usage of cameras.

Need to get the requested notices in place and then will look to upgrade the cameras and the system. Look to upgrade the existing box and number of cameras, potential cost of around £500-£1000.**ACTION: RP to get Quotes to upgrade system, notice to say CCTV is recording, Policy Document and Password Management Policy.** |  |
| **09/0724** | **Updates from Working Groups and consideration of actions:****Finance (DT/RH/ SE)*** Meeting to be agreed for November to agree precept to submit for an early deadline as requested.

**Website (MH/AK)*** Getting more spam emails. Continue to report to NetWise who will add them to a blacklist.
* NetWise continue to make sure we are compliant and agreeing to new legislation.
* Clerk to add minutes to website. Log in and password to be obtained.
* External groups to be added to website.

**Social Media / Facebook*** Keep WPC facebook page and continue to push traffic through it*.*

**Policies and Procedures (RH)*** CCTV Policy to draft.

**Playground & Playing Field (RH/AK)*** New equipment should be installed in the next 2-3 weeks.

**Cemetery (DT / RP)*** New plan has been completed and section 73 will be filed in the next week. Normally costs £293 however there is a 50% discount if done as a council submission.
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| **10/0724** | **Private Session:**Confidential Discussion around the following items:* Clerks Contract Amendments.
* August Meeting not to go ahead as agreed.
* Solar Farm at Scalm Park
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|  | **Date of next meeting:**The meeting closed at 21.10pm* 9th July 2024 at 19.00pm
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