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| **WANSFORD PARISH COUNCIL**  [***www.wansford***](http://www.wansford)***-pc.gov.uk***  ***Tim Pearson, Temporary Chair***  ***clerk@wansford-pc.gov.uk***  ***The Community Hall, Peterborough Road, Wansford, PE8 6JN*** |  |

**MINUTES OF A MEETING OF WANSFORD PARISH COUNCIL HELD ON MONDAY, 11 MARCH 2024 AT 7.30 P.M.**

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| **Item No** | **Cllr Pearson is acting as Temporary Chairman until Cllr Clarke returns.** |
| **24(03)1** | **Temporary Chairman’s Welcome:** Cllr Pearson welcomed Wansford Parish Councillors, one member of the public and Elinor Beesley who minuted the meeting. |
| **24(03)2** | **Attendance and Apologies for Absence**  Cllr Tim Pearson, Cllr Jane Taylor-Pitt, Cllr Graham Garner, Cllr Graham Stevens and Cllr Martyn Handley.  Elinor Beesley who took the minutes of the meeting and one member of the public.  Apologies for absence were received and accepted from: Cllr Richard Clarke (personal) and Cllr John Stannage (ill health). |
| **24(03)3** | **Declarations of Interest**  Councillors were reminded of their obligations under the Codes of Conduct to declare personal and pecuniary interest. No declarations of interest were made. |
| **24(03)4** | **Public Time**   1. One member of the public was present who asked if there had been any update regarding cars that are parked for long periods of time on Nene Road in places that are not designed for long term parking. |
| **24(03)4** | **Minutes** **of the meeting held on 8th January 2024.**  Members requested some minor amendments. The signing of the minutes was postponed until the meeting of 8th April 2024. |
| **24(03)6** | **Matters arising - updates of progress on the following items:**  23(03)11 A47 Dualling  There were not new updates to note.  23(06)12 WPC Strategy Document  It was agreed to postpone this item to the meeting of 8th April 2024.  23(08)16 Peterborough Mayor’s donation towards Wansford and Wittering Parishioners’  Transport to receive healthcare at Wansford and King’s Cliffe Surgeries.  There were no updates, and it was agreed that this item does not need to be included on future agendas until there is anything to note.  21(11)12 Community Hall  Cllr Stevens and Cllr Taylor-Pitt reported that they had tidied and cleaned the hall and a new mat and cleaning material had been purchased by Cllr Stevens, the cost of which will be reimbursed by the Community Hall.  Cllr Pearson reported that he had created a calendar for upcoming bookings, and it was agreed that an online calendar for bookings is needed. Action – Cllr Taylor-Pitt to create an online calendar and add current bookings.  It was noted that the Community Hall is a separate entity to WPC. It was noted that booking terms and conditions need to be drafted by the Community Hall Committee for adoption by the Community Hall Committee. Action – Cllr Taylor-Pitt to draft the document for approval by the Community Hall Committee.  Members discussed Committee membership and it was resolved to appoint Cllr Taylor-Pitt, Cllr Handley, Cllr Stevens and Cllr Pearson (Trustee) to the Committee. The need for a regular cleaner was discussed. Action – Cllr Taylor-Pitt, Cllr Handley, Cllr Stevens and Cllr Pearson to attend a meeting at 3.00pm on Monday 18th March 2024 at Wansford Community Hall.  Action – Committee members to discuss items for recommendation to Council at the meeting of 8th April 2024, including the need for a cleaner.  23(09)15 National Highways Designated/Social Fund.  Cllr Taylor-Pitt reported that she is still in communication with Cross Keys Homes and Galaford Try to try to secure funding for noise reduction including sound barrier and sound reducing. Action – Cllr Taylor-Pitt to continue seeking funding and update Council.  24(01)16 Purchase and installation of two defibrillators.  Cllr Stevens reported that he had register the defibrillators with the purchase company in order for the Council will receive a refund of 50% of the purchase cost. Action – Cllr Stevens to register the defibrillators with the Circuit once they are ready for use.  It was reported that one quote for the connection of the power supplies and two more are required.  Action – Cllr Stevens and Cllr Handley to obtain two addition quotations for consideration by Council at the meeting of 8th April 2024.  24(01)17 Need a Teams account for Highways Bridge Meeting March 13th.  It was reported that two key stakeholders have not yet responded to the invitation.  Action Cllr Taylor-Pitt to create a Teams account for the meeting.  Any other matters arising which Councillors may wish to raise:   1. Cllr Stevens suggested WPC organise a Spring clean. All members supported the suggestion, and it was agreed that the clean would include cleaning the bus shelter and adding a noticeboard, replacing the board inside the Village noticeboard and assembling and installing the bench on Old Leicester Road subject to permission from PCC Highways. Action – Clerk to ask PCC for permission. 2. Members discussed co-ordinating the Spring Clean with the Village Litter Pick. Action – Clerk to add to proposal including date for the event to April’s Agenda. It was noted that if WPC is the organiser of the Litter Pick, a risk assessment will be required. 3. It was reported that the light in the telephone box is not working. Action – Cllr Stevens to investigate what maintenance is required. |
| **24(03)7** | **Clerk and Responsible Financial Officer**  Members discussed progress with finding a new Clerk and how to cover the next few months if an appointment is not made in the near future. It was agreed that Elinor Beesley would minute the meeting of 8th April 2024 and advise on WPC’s AGAR responsibilities. Cllr Handley reported that a Clerk from a nearby parish had offered assistance. Action – Clerk to respond and find out what assistance could be offered. Action – Cllr Taylor-Pitt to contact local Clerks to find out if any are interested in the position. |
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| **24(03)8** | **Peterborough Local Plan**  Report from Cllr Taylor-Pitt on Parish Councils meeting with PCC:  It was noted that this item was reported on at the meeting of 12th February 2024 and the next Local Plan meeting will be held in Summer 2024. Cllr Taylor-Pitt reported that creating a Neighbourhood Plan would be an enormous amount of work for a small Parish and it may be better to collaborate with neighbouring parishes. It was agreed that Cllr Taylor-Pitt and Cllr Clarke would ask to meet with the other suggested parishes prior to the next PCC Local Plan meeting to discuss the possibility or creating a joint Neighbourhood Plan. Action – Cllr Taylor-Pitt to speak to the Parishes organise a meeting. |
| **24(3)9** | **Planning**  **24/00189/TRE,(T1,T2,T3, T4) Lime (Tilia Cordarta) raise lower canopy to 3-**  **4m and dead wood, (T5 and T6) Fell Ash and (T7) Fell Sycamore 9 Robinswood**  It was agreed that WPC would support the Trees Officers Recommendations but would ask PCC that if they are in mind to permit the application that they consider including the condition of planting a new tree for each felled tree.  **24/00051/ENFENC PCC enforcement investigation**  **Alleged unauthorised wall to front of property**  **8 Robinswood Wansford Peterborough**  Members noted this enforcement investigation. |
| **24(03)10** | **Accounts to Date 2023/2024**  It was **resolved** to approve the Receipts and Payments accounts for January-February 2024.  *To approve the Receipts and Payments accounts for February- March 2024*:  It was noted that the accounts for this period are not yet complete, and this item was postponed to the meeting of 8th April 2024.  Action – Cllr Handley to contact the previous internal auditor to find out availability for May 2024. |
| **24(03)11** | **Budget 2023/2024**  *To agree any changes to the budget if necessary:*  Members discussed if the budget can be changed. Elinor Beesley advised that the budgeted income and expenditure cannot be changed, but it can be reviewed to aid Council with planning. |
| **24(03)12** | **Finance**  To approve the following payments:   1. Payment for temporary Clerk services by Charlie Newman = £71.05 (retrospective) 2. WPC web site fee to Netwise = £600 3. Wansford community hall web site fee £75   It was noted that the above payments had been approved at the meeting of 12th February 2024.  Also: (d) Payment for temporary Clerk services by Elinor Beasley, £141.67.  (e) To discuss buying in some of Elinor’s time to help prepare for the end of year accounts  return and preparations for the general election. The Clerk reported that Elinor had circulated the timeline for the AGAR (Annual Governance and Accountability Return) and confirmed that the next Wansford Parish Council Elections are in 2026. WPC noted that no guidance is needed for General Election preparations. Elinor confirmed that if unable to minute meetings after the meeting of 8th April 2024 she would provide guidance on year-end accounting, AGAR preparations and statutory deadlines. |
| **24(03)13** | **Councillors Reports**   1. Cllr Stevens reported that guidance had been sought from PCC Planning Services on permitted developments and what constitutes civil and legal matters when conditions of permitted planning applications are not adhered to. It was agreed that when Council considers future planning applications that do not provide enough information ten Council would comment that further details are required in order for WPC to consider the application. 2. Cllr Stevens reported that he had contact the Environment Agency regarding the damaged piece of timber under the bridge and had been informed that it is not their responsibility.   Action – Cllr Stevens to research ownership/responsibility further.   1. Cllr Garner reported that access to The Wildlife Trust Wansford Nature Reserve is restricted by one padlocked gate and a ‘no unauthorised access’ sign on another gate. Action – Cllr Handley to write to The Wildlife Trust to ask for access to be reinstated. 2. Cllr Handley reported that planning application **Reference 24/00111/HHFUL:** 21 Peterborough Road Wansford Peterborough, Proposed rear glazed veranda, adjustments to rear elevation fenestration and replacement windows throughout has been permitted. |
| **24(03)14** | **Committee Reports**  Bus Campaign Group: Cllr Taylor-Pitt reported on the Peterborough – Castor – Ailsworth – Wansford – Wittering – Stamford proposed bus route. The commencement date has been postponed from April 2024 to July 2024 due to PCC not submitting the tenders on time. It is understood that bus route will initially be a trial rather than a confirmed route as previously understood. Action – Cllr Taylor-Pitt to confirm if this is the case and report to Council.  PCC should be advertising the route prior to the start date.  The Bus Campaign Group would like to commission an artist to produce artwork for leaflets and other advertising of the bus route which would require a contribution in the sum of £80.00 from each of the Parish Councils. It was noted that there is an allowance in the budget for this.  PCC would like the route to end in Wittering. The Bus Campaign Group is continuing to fight for the route to terminate in Stamford and to be run hourly.  The next meeting of the Bus Campaign Group will be on Friday 15h March 2024. |
| **24(03)15** | **Correspondence**  Received since last meeting on 12th February 2024:   1. PCC consultation on change to planning requirements, report by 9th April (email 28Feb)   It was agreed WPC wishes to comment on this Consultation particularly with regards to permitted developments.  Action – Clerk to add to April’s Agenda. |
| **24(03)16** | **Matters for future consideration**  To consider Agenda items for the next meeting not already covered above. |
| **24(03)17** | **Wansford Parish Council contributions to Living Villages**  March: Cllr Graham Garner  April : Cllr Tim Pearson (changed from Cllr Clarke)  May: Cllr Martyn Handley  It was noted that March, April and May refer to the report of those months to appear in the following month’s issue. Action – Clerk to clarify on future agenda. |
| **24(03)18** | **Date of next meeting**  The date and venue of the next meeting was confirmed as Monday, 8th April 2024 in the Community Hall, Peterborough Road, Wansford. It was agreed to change the start time for this meeting to 7.00pm. |

There being no further business the meeting closed at 9.32pm

**Signed:**

**Temporary Chair, Wansford Parish Council**