



WILLINGHAM PARISH COUNCIL

Minutes of the Annual meeting of Willingham Parish Council held on Wednesday
1st May 2019 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: J Anderson, Carlton (Chair), Cook, Croft, Croucher, L King, P King, Law, Manning, Mansfield,
Tassell
District Councillor: Handley
Parishioners: None
RFO: S Rutherford

Clerk: Mandy Powell

71/19 Election of Council Chairman and to receive their declaration of acceptance of office

Councillor P King opened the meeting and confirmed he was stepping down as Chair. Councillor J Anderson proposed that Councillor Carlton become Chair, seconded by Councillor Croft and **agreed** unanimously. Councillor Carlton accepted the post and signed his acceptance of office.

The Council offered a unanimous vote of thanks to Councillor King for all his hard work during his time as Chair.

72/19 Election of Council Vice Chairman and to receive their declaration of acceptance of office

Councillor J Anderson proposed that Councillor Law become Vice Chair, seconded by Councillor Croucher and **agreed** unanimously. Councillor Law accepted the post and signed his acceptance of office.

73/19 Apologies for absence

Apologies were received from Councillors:

Harris - personal commitment

S Anderson – work commitment

District Councillor Percival – personal commitment

County Councillor Wotherspoon – personal commitment

74/19 Declarations of interest

None

75/19 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative

None

76/19 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months

All Lead Councillors and Deputy Lead Councillors wished to remain in post. Councillor P King proposed that the positions remain as they were (see below), seconded by Councillor J Anderson and **agreed** unanimously

HALLS

Lead: R Croucher - Deputy: R Tassell

L&A

Lead: L King - Deputy: S Croft

Cemetery

Lead: B Mansfield - Deputy: J Anderson

Green and Boundaries

Lead: R Manning - Deputy: A Cook

77/19 To elect a planning committee

Councillor P King stepped down from the committee and Councillor Croft agreed to join. The committee would consist of Councillors: Carlton, Law, Harris, Croft, Manning, J Anderson, Croucher.

78/19 To elect Council representatives including:

- Police co-ordinator

As Councillor S Anderson (current co-ordinator) was not present it was agreed to defer this item until the June meeting.

Willingham News Contributors

All current contributors agreed they would like to continue (Councillors: Harris, P King, D Carlton, D Law B Mansfield)

Actions

June

Handwritten signature and date:
D CARLTON
5/6/19

British School Trust representatives

These were currently Councillors Croucher and Carlton. Councillor Cook confirmed that these roles were fixed for a three year term so there was no need to re-elect.

Willingham Combined Charity Trustees

Councillors Harris and Law were both happy to continue in this role.

Emergency Plan Committee

It was agreed that the following Councillors would remain on the emergency plan committee and in addition Councillor Carlton would join. The Committee would consist of:

Ray Croucher
Phil King
Derek Law
Rhys Tassell
Linda King
David Carlton

79/19 To review and agree terms of reference for committees and Lead Councillor roles

Councillor Manning proposed that the terms of reference for the MUGA sub-committee, planning committee, F&GP Committee and Lead Councillors be approved, seconded by Councillor Croucher and **agreed** unanimously.

Clerk

80/19 To receive and agree internal auditors report 2018/2019

Previously circulated and tabled. Councillor P King thanked the Council office staff for an excellent report and proposed the auditors report be accepted, seconded by Councillor J Anderson and **agreed** unanimously.

Clerk

81/19 To receive, agree and sign the annual governance statement for 2018/2019

Previously circulated

The Chairman read out the statement and put the required questions to the Council. It was agreed unanimously that all necessary measures had been put in place and all questions were answered 'yes' unanimously. The Chairman and Clerk then signed the statement on behalf of the Council.

RFO

82/19 To receive, consider and sign Parish Council Annual Accounts statement for 2018/2019

Previously circulated. The RFO summarised the annual accounts and accounts statement. Councillor Croucher proposed the accounts and the accounts statement be accepted, seconded by Councillor J Anderson and **agreed** unanimously. The Chairman signed the annual accounts statement.

RFO

83/19 To appoint internal auditor for 2019/2020

Councillor Cook proposed that the Council continue to use MiJan Ltd, seconded by Councillor Law and **agreed** unanimously.

Clerk

84/19 To review and consider continued eligibility for adopting the General Power of Competence

The Council resolved that it met the criteria for eligibility for the General Power of Competence and Councillor Croucher proposed that the Council continue to adopt the power, seconded by Councillor J Anderson and **agreed** unanimously.

Clerk

85/19 To approve the minutes of the Parish Council meeting held on the 3rd April 2019

Councillor J Anderson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and **agreed** with nine votes in favour and two abstentions due to not being at the meeting

86/19 To deal with any matters arising from the minutes of the meeting on the 3rd April not covered elsewhere on the agenda.

None

87/19 To receive and consider any County Council reports and communications not covered elsewhere on this agenda

Councillor Wotherspoon was not present but he had confirmed he was chasing up the 30mph limit to find out why the works had not been completed.

Wotherspoon

88/19 To receive and consider any District Council reports and communications not covered elsewhere on this agenda

Report tabled. Councillor Handley reported the following:

Black Pit Drove – improved security measures were being looked at for the site.

Grant funding – a new funding stream for zero carbon community grants would be available from the 20th May.

Councillor Handley would forward the information to the Clerk.

Handley

Handwritten notes:
D. C. 2019
5/6/19

<p>89/19 Chairman's report including: - To receive correspondence regarding traffic on West Fen Road and consider any actions. Correspondence had been received from a parishioner raising concerns about the speed of traffic on West Fen Road and requesting that traffic calming be put in place. (This has been included in the A14 Legacy grant funding application).</p>	
<p><u>To receive correspondence from Lucy Frazer MP regarding the strategic bus review and consider any response</u> It was agreed to defer this to the planning committee for consideration and response.</p>	Planning
<p>90/19 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations</p>	
<p>F&GP Committee – updates including: Nothing to report</p>	
<p>Planning Committee – updates including: - Annual report – previously circulated - Minutes of the meeting held on the 25th April – previously circulated. No questions raised.</p>	
<p>HALLS – Updates including: Annual report – previously circulated – no questions raised. <u>To consider quotation received for works to lighting at Ploughman Hall and investigation costs into the Ploughman Hall heating system.</u> A quotation had been received for external lights and heating system (£140 plus VAT) from the contractor who had recently carried out the work in the Ploughman hall and Councillor Croucher proposed this be accepted, seconded by Councillor J Anderson and agreed unanimously.</p>	Clerk
<p>Cemetery – updates including - Annual report – previously circulated. Councillor Mansfield reported: Graves - A couple of graves had fallen into disrepair and she was currently looking into the ownership prior to taking action to resolve the issues. Cemetery gates – This was ongoing and was deferred until the June meeting. Fouling in the cemetery – An issue had been reported and was being investigated. Clock – Unfortunately further repairs were needed and the contractors were due back out within the next few days</p>	Mansfield June Mansfield
<p>Green & Boundaries – updates including: - Annual report – previously circulated Councillor Manning reported that the soil movement works were due to be carried out in the next week or so.</p>	Manning
<p><u>To receive an update and consider any actions regarding the loss of the dog walking field (taken under L&A)</u> Following requests for the use of the recreation ground by dog walkers to be relooked at, a discussion took place regarding this area and the circumference of the QEII Field. Councillor Carlton proposed that as neither area was considered suitable for dog walkers, it be noted that the Council were unable to provide an additional facility at the present time. This was seconded by Councillor J Anderson and agreed with ten votes in favour and one objection.</p>	
<p><u>To receive an update regarding fly grazing on Meadow Road and consider any actions</u> The Clerk reported that CCC enforcement officers were issuing warning notices this week for horses tethered on the bridle ways.</p>	
<p>Leisure & Amenities - updates including: Annual report - previously circulated Councillor L King reported that the large tree stump had been set alight and quotes were being obtained to remove it as quickly as possible. Councillor Manning proposed that £500 be approved for the work, seconded by Councillor Tassell and agreed unanimously.</p>	L King/ Clerk
<p><u>To receive and consider request from Fen Gallop for the erection of an advertising banner at the Recreation Ground</u> It was agreed that Councillor L King and the Chair would liaise with the group and make a decision with regards to the banner.</p>	L King/ Carlton
<p>MUGA The MUGA was ongoing and the RFO reported that the internal auditor had advised that should they go ahead with the MUGA then they would need to investigate the potential need to be VAT registered. The RFO would speak to a specialist consultancy and report back.</p>	RFO

*sent
D. CARLTON
5/6/19*

91/19 Monthly accounts for payment**Paid Items:**

Salaries	Salaries	April 19	2593.47
HMRC	Salaries	PAYE	582.49
NEST Pension	Salaries	Pension	112.57
ALCC	Membership	Est	40.00
SLCC	Membership	Est	106.00
ALCC	Membership	Est	40.00
SLCC	Membership	Est	249.00
British Gas	Electric Ploughman	Halls	46.83
Anglian Water	Sewerage Public Hall	Halls	214.96
Positive Energy	Electric Public Hall	Halls	114.62
Positive Energy	Electric Pavilion	L & A	182.53
GeoXphere Ltd	Parish Online	Est	90.00
PrimeXeon	Domain Renewal	Est	24.00
Camb Water	Earith Road	L&A	14.50
Camb Water	Pavilion/Hall	L & A	444.09
Camb Water	Public Hall	Halls	28.28
Initial	San Bin – Ploughman	Halls	449.20
M.I. Tickner Dec	Ploughman Dec	Halls	900.00
M.I. Tickner Dec	Ploughman Dec	Halls	240.00
Buchans	Grass Cutting – Village	Est	540.10

Items to be paid by Fastpay:

Suds & Bubbles	Cleaning Ploughman	Halls	425.00
Suds & Bubbles	Cleaning Pavilion	L & A	200.00

Items to be paid:

Cromwell Fire	LED Public Hall	Halls	144.00
A R Aspinall	Paint	Est	8.83
T Beckett Guttering	Ploughman	Halls	1929.60
CBE Ltd	Pavilion Lights	L & A	69.60
Konica Minolta	Photocopier	Est	122.83

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Konica Minolta	Photocopier	Est	70.37
ROSPA	Annual play inspect	L & A	240.00
Dentons Carpet Pl	Hall Foyer	Halls	966.00
Lawn Hopper	Cricket Pitch treatment	L&A	42.00

Councillor Cook proposed the accounts be accepted as a true record of the meeting, seconded by Councillor Croucher and **agreed** unanimously

RFO

92/19 To receive and consider Parish Council Annual Report for publication

This had been previously circulated and it was agreed to publish the report as presented.

Clerk

93/19 Police update

Report tabled – no questions raised.

94/19 To receive and consider CAPALC annual renewal

Councillor Croucher proposed the Council accept the renewal, seconded by Councillor L King and **agreed** with ten votes in favour and one objection.

Clerk

95/19 To receive an update on HCVs and traffic issues and consider any actions

Report tabled – no questions raised.

96/19 To consider grant application proposals for A14 legacy fund

Report tabled. It was agreed unanimously to make a grant application listing the priorities within the report.

L King/Clerk

97/19 To receive an update regarding parking issues and consider any actions

It was agreed to defer any further action on this item until the District and County Council had decided how they wished to move forward.

98/19 Items for future meeting

Police Liaison role
Cemetery Gates

99/19 Date of next meeting

15th May 2019 – Annual Parish meeting, 5th June 2019 – Full Council meeting

Meeting closed at: 21:12

*See
Dental 2019
5/6/19*