



## WILLINGHAM PARISH COUNCIL

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28 May 2014

NOTICE IS HEREBY GIVEN of the annual meeting of Willingham Parish Council to be held on  
Wednesday 4<sup>th</sup> June 2014 at 7 30 pm, at The Octagon, St Marys and All Saints Church – Church Street

### ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.

The Public and Press are invited to address the Council under Item 120/14

#### AGENDA

115/14 Election of Council Chairman

116/14 Signature of declaration of acceptance of office by new Chairman

117/14 Election of Vice Chairman of the Council

118/14 Apologies for absence

119/14 Declarations of interest

120/14 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

121/14 To elect Lead Councillors for the following financial year

122/14 To elect a Planning Committee for the following financial year

123/14 To receive the Chairman's Annual Report

124/14 To approve the Minutes of Parish Council Meeting held on Wednesday 7<sup>th</sup> May 2014

125/14 To deal with any matters arising from the minutes of the meeting held on 7<sup>th</sup> May 2014 not covered elsewhere on this agenda

126/14 To receive from the following Committees; annual reports from lead councillors, note any delegated decisions taken, and make any recommendations

#### Planning Committee

Planning meeting held on 12 May 2014

#### Green & Boundaries –

Updates including:

Annual Report

Dog and litter bins

#### Cemetery -

Updates including:

Annual Report

#### Leisure & Amenities

Updates including:

- Annual Report

- To receive and consider conditions for community chest grant awarded for the "natural balance trail" on the QEII Field.

**Halls -**

Updates including:

- Annual Report

**Public Hall**

- To consider quotes for external window decoration
- Update on Public Hall Lease

**Ploughman Hall**

- To consider request from Farrell Construction for an advance payment for the supply of the windows and doors for the new youth building.

**127/14 – Co-option of Councillor**

**128/14 Accounts**

**Paid Items:**

Salaries	May 2014	Salaries	£1980.70
HMRC	May 2014	Salaries	£ 426.16
British Telecom	Phone	Est	£ 258.79
Total Gas & Power	Gas	L & A	£ 30.35

**To be paid:**

CBS Office	Stationery	Est	£ 22.25
Buchans	Grass cutting	Various	£1846.86
Intouch CRM	Licence	Est	£ 35.99
Initial Hygiene	Hygiene	L&A/Halls	£ 362.40
Manart Ltd	Windows Public Hall	Halls	£1014.00
Camb City Council	Street Lighting	Est	£ 262.68
Playsafety	Annual Inspection	L & A	£ 156.00
Suds & Bubbles	Cleaning Ploughman	Halls	£ 425.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00
PRS	Licence	Halls	£ 558.48
Petty Cash	RFO	Stamps	£ 62.64

**129/14** To receive and consider the annual Cambridgeshire County Council report and communications not covered elsewhere on this agenda

**130/14** To receive and consider the annual District Council report and communications not covered elsewhere on this agenda

**131/14** To consider adoption of General Power of Competence

**132/14** To agree two Parish Council representatives to become nominated Trustees for Willingham Combined Charity

**133/14 Police matters**

To receive and consider any reports

**134/14** Youth update

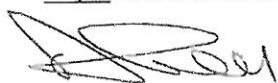
**135/13** Update on Meadow Road

**136/14** To consider CiLCA training for the Admin Assistant

**137/14** To receive any other reports from outside bodies not on this agenda

**138/14** Items for future meetings.

**139/14** Date of next meeting.



Mandy Powell  
Parish Clerk

## **WILLINGHAM PARISH COUNCIL**

### **Chairman's Report for year ending March 2014**

Due to her family relocating our clerk Dawn Spouge departed in October 2013, fortunately the decision had been made some years earlier to encourage our admin assistant to become CILCA qualified, The result was that Mandy Powell was promoted to the position of clerk immediately on Dawn's departure. We subsequently advertised the admin assistant's position. We received a very high calibre of applicants and Halina Szulakowska was the successful candidate. The departure of a Parish clerk can be one of the most difficult situations ever faced by a Parish Council, yet ours passed with no adverse effect at all. This is entirely due to the efforts of both our previous clerk and her successor and we are most grateful. We continue to employ Sarah Rutherford as our RFO and Mark Mumford as our litter picker. Cleaning services are now provided by an outside contractor and caretaker duties at the Ploughman Hall covered by members of the Council free of charge.

The office continues to be open each weekday morning from 10.00 – 13.00.

I would wish to remind members of the public that all parishioners who are on the voting register, plus any residents under the age of 18 have an opportunity to address the Council at the commencement of our monthly meeting. These are usually held on the first Wednesday of the month at 7.30pm in the Octagon. It would be nice to see a few different faces.

The Majority of our Cllrs continue to regularly attend our meetings and actively participate, unfortunately however a small number do not and this places additional workload on the remainder. I cannot see any purpose in being a member of a Council, missing half of the meetings and taking little part in the remainder.

Our turnover of Cllrs has been much reduced, we have welcomed the return of Cllr Alan Slater and received the resignation of Stephane Lambotte.

May sees the election of an entirely new council, As only thirteen names have been put forward we will be seeking to co-opt two members.

Geoff Pake has decided not to seek re-election, thanks are extended for his efforts over the past years.

We continue to provide and maintain the Ploughman Hall, the Public Hall, the Recreation Ground, Children's play area, Cemetery, village green and Pavilion, financially support two youth clubs and the village magazine, comment on every planning application involving our village, and generally lobby both District and County Councils on the villages behalf.

The Council has engaged Edgar Farrell Construction to convert the store rooms at the Ploughman hall into a dedicated Youth facility to be operated by the Willingham Youth Trust, the work will commence in the next few weeks ready to open in September. We had hoped to complete this work earlier, but a number of obstacles were experienced along the way.

Working in conjunction with WAG a planning application for a total revamp of the Jubilee Field play equipment has now been lodged with SCDC. We have submitted a funding request to one organisation and will approach another as soon as planning permission has been obtained.

Our Cllrs continue to give their time without any remuneration, both for meetings in the village and elsewhere. Additionally lead Cllrs spend many hours administering their areas of special responsibility, often putting in many extra hours of effort to carry out work that would otherwise cost the council large sums of money. As mentioned earlier Cllrs have now taken on the task of custodian duties at the Ploughman Hall saving a little extra money.

Once again we have made a small increase to our precept, due to changes in Government funding this results in the sum received from Council tax reducing this year

In the past few days the Council has managed to reach agreement with the County Council regarding the future of the derelict travellers site in Meadow Road. Long standing residents will well remember the disruption caused when this was open, the police helicopter hovering overhead at all times of the day and night was a regular feature culminating in the site being burnt out by its occupants. For the past 15 years we have known that this site had planning permission and could feasibly be re opened. Whilst I regret that the initial cost to the parish is £50,000 to secure a 125 year lease plus subsequent costs for its restoration, we can now move forward with this matter behind us.

At first glance the Council appears to be sitting on a large sum of money, in the next few months however we will spend £50k on the purchase of Meadow Road and £43k (cost after SCDC grant & WYT contribution) on the Youth project. We also have in excess of £30k allocated to play equipment which we hope to proceed with shortly.

Much of this money has come to the council in the way of S106 payments. Unfortunately these payments will cease during 2015 being replaced by Community Infrastructure Levy. In brief we will no longer receive contributions from Social housing and contributions from market priced housing will be substantially less. SCDC recognise the effect this will have on Parish finances and are delaying implementation as long as possible, unfortunately they can't do so indefinitely.

We continue to fund other youth work via the provision of the Public Hall to the Scout Group, and use of the recreation ground and pavilion for Willingham Wolves and the junior cricket club.

The saga of the B1050 continues, once again repair proposals drawn up by officers from County Highways and their highly paid consultants have proved to be impractical/non

cost effective. It amazes me that time and time again members of WPC have freely informed them that their ideas are plain daft and later been proved correct only after CCC have spent much time and money on their own studies. The last scheme would have cost over £2m and resulted in a narrow road that still ran unguarded along a flood bank. A new road built in the adjacent field would be approx twice the cost of the repair, be to the recommended width and far safer. Meanwhile the road has been closed twice for repairs and presently is in dire need of more attention.

Cllr Manning has stood down as our County Cllr after one year resulting in a bye election, we thank him for his efforts and look forward to the election of a successor.

Lastly, It's time for thanks, firstly to Phil as vice chairman for his support and guidance over the past year, to the lead Cllrs without whom I would be bothered even more by the clerk, to Mandy for stepping into the breach on Dawn's departure, providing office support, correcting my spelling and grammar, being a friendly voice at the other end of the phone and ignoring my tantrums. And finally to my family and staff who have to endure the disruptions to both the working day and leisure time caused by Council business. I signed up for this, they didn't but bear the consequences and cover my absences.

Andrew Cook  
**Chairman**

## CEMETERY for 2013-2014

The grass and hedges have been maintained by Buchan Landscaping in the first year of their 3 year contract. There was a problem when the season started as some gravestones had grass cuttings on them, strewn there by the mowing equipment. Buchan were advised of this and they put the problem down to the fact that grass had continued to grow through the very mild winter leaving a greater than normal thickness of sward. The problem was rectified by having some additional cuts and, on a recent inspection, the gravestones were found to be generally clear of cuttings.

Complaints have been received about the presence of bird droppings on the War Memorial. It is hoped that the recent persistent rains will have cleared these but if not pressure washing will be necessary.

The gates in Church Lane have been returned from the repairers and re-hung with modified bearing on the right-hand side gate, which now opens easily. The entrance has been cemented.

Regular Health and Safety audits have been carried out. Some decaying trees have been removed and overhanging branches in Stile Lane cut back so as not to impede passers-by.

The search for a new cemetery site have continued frustratingly as all available spaces have too high a water table to meet current requirements.

Geoffrey Pake,  
Lead Councillor

## **Green and Boundaries: Annual report, 2013-14**

Councillor Kirkman remained in post as Green and Boundaries Lead Councillor. Councillor Awal continued as Deputy Lead Councillor.

### ***The Green***

In December, as usual, we surrounded the Green with Christmas lights (thanks to the help of Councillor Pake).

The village pump covering has been repaired and repainted.

### ***The old recreation Ground***

The old recreation ground on Earith Road has been transformed. Thanks to WAG (Willingham Action Group) it has been planted with many trees, and people have the opportunity to 'sponsor' a tree – a possibility which has proved popular. WAG and a team of volunteers have done a splendid job to achieve this transformation. The ground is already a very good public facility.

### ***Anita Papworth bench***

We have arranged for the Anita Papworth bench in front of the school to be repaired and repainted.

### ***Litter***

We continue to employ a litter picker, to clear the central area of the village.

*Bill Kirkman*

### Annual Halls Report 2013-2014.

I have been Lead Councillor for Halls since January 2014, initially working with the support and guidance of the Council Chairman.

The last six months have been very busy and the key areas of current and future activity are summarised below:

#### The Ploughman Hall:

1. After a careful review of tenders a contract to convert an underused section of the Hall into a bespoke youth facility was awarded to a local builder, Edgar Farrell. This work is timetabled to start at the end of May and to be completed in good time for a late Summer handover to the Willingham Youth Trust.
2. This work will offer the opportunity to review the quality of the current Hall furniture, with a view to replacing those items no longer fit for purpose.
3. On completion of the building work it is also hoped to be able to undertake some landscaping works around the Hall car park. This work will be undertaken in collaboration with the expertise of members of the Willingham Action Group.
4. It is expected that minor internal works will be necessary following the completion of the youth facility. These will include cleaning and re-sealing the floor.
5. Last year's report referred to the problem of the Hall roof lights being broken by vandals. Security grills have now been fitted over all the roof lights and the broken glass unit replaced.
6. Hire of the Hall remains robust. In the coming 12 months a review of the hiring rates will take place.

#### The Public Hall:

1. The current Public Hall Users Committee has asked to continue to hold the lease for the Hall. Discussions are in progress with the Committee with respect to this lease extension, which will run from December 2014.
2. There have been two major items of expenditure. Firstly, the window frames to the front and rear facades and the side door have been renovated prior to re-decoration. This has been necessary because parts of the frames were rotten and, in one case, not secured adequately to the surrounding brickwork. Secondly, at the request of the Users Committee, an internal ground floor wall is being removed. This will facilitate the continued development of Scout Group activity, the current primary users of the Hall.

For both Halls I now complete a monthly Health and Safety review, which enables issues requiring attention to be identified and actioned.

Ray Croucher  
22<sup>nd</sup> May 2014



# Leisure & Amenities – Annual Report

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The drainage work on the recreation ground was finalised in April last year, this work has made a significant difference to the quality of the football pitches.

Both Willingham Wolves and Willingham Cricket Clubs continue to be the main users of the recreational ground at the weekends.

We continue to get isolated problems with vandalism, highlighted by the incidents that we had last summer with the cricket covers. Disappointingly the same cricket covers were again vandalised last month only days after they were stored in a compound. CCTV is installed around the pavilion and any information we have is always passed to the Police.

The alarm system at the pavilion was connected to an auto dialler, enabling quick response to alert key holders of any potential break ins; thus far not required! The pavilion remains in good condition and is respected by all users.

We have had to remove two pieces of play equipment from the under 5's area as they were broken beyond repair. The proposed new play equipment project is in full swing, with funding now being sought and hopefully received this time next year we will have an exciting play area for all to use.

We continue were necessary to improve the Recreational Ground, Pavilion and QE11 field, If anyone does has any suggestions then I will always be happy to hear them.

I also wish to thank Cllr Slater for his work and support as deputy lead councillor.

This concludes my report for Leisure and Amenities

Regards

Jamie Smith

Lead Councillor L&A