



WILLINGHAM PARISH COUNCIL

Parish Council Office
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29 October 2014

NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on
Tuesday 4 November 2014 at 7.30pm, in The Octagon, St Mary 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 227/14

AGENDA

- 225/14 Apologies for absence
- 226/14 Declarations of interest
- 227/14 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak and who are on the Electoral Register, must make their name known to the Clerk prior to commencement of the meeting. Maximum of five people to speak. Large Groups must decide on a spokesperson representative.
- 228/14 To approve the minutes of the Meeting of the Parish Council Meeting held on 1 October 2014
- 229/14 To deal with any matters arising from the minutes of the Meeting held on 1 October not covered elsewhere on this Agenda
- 230/14 To receive and consider any County Council reports and communications not covered elsewhere on this agenda
- 231/14 To receive and consider any District Council reports and communications not covered elsewhere on this agenda
- 232/14 Chairman's report
- 233/14 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee

- To Receive any updates

Planning Committee

- To receive minutes of meeting held on the 21 October 2014
- To receive any further updates

Green & Boundaries

- To receive and consider request from WAG for wild flower planting on the Green
- To receive any further updates

Cemetery

- To receive an update on the cemetery wall repair
- To receive any further updates

Halls

Public Hall

- To receive and consider new Lease agreement
- To receive and consider quote for minor repair works to the hall
- To receive any further updates

Ploughman Hall

- To consider quotes for hedge trimming along West Fen Road
- To receive any further updates

Leisure and Amenities

- To discuss and consider next steps with QEII Field play equipment project and funding
- To receive and consider quote for repair of pavilion tap
- To receive an update on the recreation ground floodlights
- To receive an update on defibrillators and consider any quotes
- Update on the Lode
- To receive any further updates

234/14 Accounts

Paid items:

| | | | |
|----------------------|----------|--------------------------|---------|
| Salaries | Salaries | October | 2487.01 |
| HMRC | Salaries | October PAYE | 662.10 |
| Total Gas | L & A | Gas pavilion | 20.43 |
| Royal British Legion | Est | Wreath | 25.00 |
| Camb Water | Cemetery | Water Cemetery | 26.65 |
| Camb Water | Pavilion | Water Pavilion/Ploughman | 175.85 |
| Camb Water | L & A | Recreation ground water | 29.40 |
| Camb Water | Halls | Public hall water | 159.37 |

Items to pay:

| | | | |
|---------------------|--------------|------------------------|-----------|
| Sage | Est | Payroll Support | 150.00 |
| Sage | Est | Upgrade Acts & support | 645.60 |
| CBS Office | Est | Stationery | 47.29 |
| Suds and Bubbles | L & A/Halls | Cleaning Pav/Ploughman | 625.00 |
| Cromwell Fire | Halls | Smoke det Plough/pav | 1098.00 |
| Aztek services | Halls | Ploughman CCTV | 188.40 |
| Visual Creations | Halls | Youth Project | 45.00 |
| Coulson Builders | L&A | Pavilion roof repairs | 495.60 |
| Buchan | Cemetery/Est | Grass cutting | 1286.14 |
| CBE Ltd | Various | PAT Testing | 107.70 |
| MJ Painting | Halls | Public Hall Decorating | 1296.00 |
| Willingham Youth | Donations | Donation | 2523.79 |
| Intouch CRM Licence | Est | License | 35.99 |
| CCC | G&B | Street lighting Costs: | 468.70 |
| CCC - | Est | Cost of map repair | 1,000.00 |
| Edgar Farrell | Halls | Youth project | 28,535.00 |

235/14 Youth Update including:

- Update on Youth Conversion including considering cost of etched glass panels in the internal window recess.
- Update on WYT Lease agreement

236/14 WAG Update

237/14 Police Update

238/14 To receive an update regarding Meadow Road

239/14 To receive an update on B1050 traffic consultant

240/14 To receive an update on Phoenix School Visit

241/14 To receive and consider request for funding support from Willingham News

242/14 To receive and consider updated emergency plan

243/14 To receive and agree 2015 meeting dates.


244/14 To consider request for road closure for 2015 Yesteryear Road Run

245/14 To consider revised standing orders

246/14 Items for future meetings.

247/14 Date of next meeting.

PLEASE NOTE THAT A FOLDER OF CORRESPONDENCE AND REPORTS FOR COUNCILLORS' INFORMATION WILL BE ON THE TABLE.


Mandy Powell
Parish Clerk

Leisure & Amenities – Nov 2014 Report

Pavilion

- Damaged and missing roof tiles have been replaced
- We have received a quotation to fix the tap in the ladies toilet, gaining quotes from various plumbers has been difficult and tap is in urgent need to repair as it has been out of use for a couple of months – The cost of a replacement cartridge and fitting is £191.12 including VAT, we are advised by ACA Heating & Plumbing Ltd that this is all that is required but in the event that the tap needs to be replaced the cost for a new Armitage shanks Avon21 basin tap and fitting is £357.05 including Vat. I wish to propose that we ask ACA Heating & Plumbing Ltd to undertake the necessary work as soon as possible which has been estimated as 3 days.
- Defibrillator – As previously mentioned I have been investigating costs associated with the purchase of a defibrillator to be placed in the pavilion. Attached to my report is 2 quotes from a company AADefib that specialises in supply of defibrillators to organisations, they appear to make their margins by providing cabinets for the defibrillators which they recommend. AADefib do not provide any training so this will need to be provided by an additional organisation. They do recommend that the date stamped Defibrillator Pads (Electrodes) and 'ChargeStick' should be replaced every 2 years OR after every use, this costs £75.00 + VAT + P&P for 2 sets of pads and ChargeStick or £60.00 + VAT + P&P for one set of pads + ChargeStick. The Defibrillator has an 8 year warranty.

I have also looked at the St Johns Ambulance website as they also provide defibrillators, training and replacement parts. Attached is information relating to their Options 1 and 3 defibrillator and training package for up to 8 people to be fully trained in how to use the defibrillator.

Option 1 offers

- Zoll AED Plus Fully Automatic External Defibrillator
- Includes wall bracket, carry case and responder kit
- Plus one person trained FREE on a scheduled four-hour AED course.

The cost of this option is £1,190 +VAT

Option 3 offers

- Zoll AED Plus Fully Automatic External Defibrillator
- Includes wall bracket, carry case and responder kit
- Plus up to eight people trained on a comprehensive 4 hour AED course.

The cost of this option from St John's Ambulance is £1,695 + VAT

The associated cost of replacement pads are £20.00 + VAT.

I would like to propose that we purchase a defibrillator from St Johns Ambulance based upon **Option 1** and invite the various organisations who use to pavilion and recreation ground to attend a local St John's Ambulance AED course which is advertised at £100 + VAT per person so they have qualified members who can operate the defibrillator.

Recreation Ground

- Following an afternoon of rain a couple of weeks ago the recreational ground was quickly flooded again – I have tried to walk the length of the Lode, it is impossible in places, I was unable to see anything that could have caused blockages and at all times the flow of the water was consistent.
- Floodlights – Last month one of the floodlights broke away from its bracket and was suspended by its wires. This was quickly removed and the floodlights have been fenced off and made unusable. Based upon advice from the electrical contractor we have agreed to replace the floodlights with smaller lighter units which are also cost efficient LED lighting; this work will be completed Monday 3rd November.

QE11 Field

- No Dogs sign has been pulled up again! I will look to placing this on the gate

Regular Users

Cricket Club

- Nothing to report

Bowls Club

- AGM in October was cancelled and has been arranged for Sunday 2nd November

Willingham Wolves

- Nothing to report

Hockey Club

- Nothing to report

Phoenix School

- Nothing to report

Jamie
Lead Cllr L&A

Halls Report for Willingham Parish Council, October 2014

The following activity with respect to Halls can be reported:

1. Ploughman Hall: good progress is now being made on the youth facility conversion. To supplement the conversion quotations have been requested for cutting back of the hedge bordering West Fen Road. At the time of preparing this report only one quotation has been received (attached): Buchans quoting £470.00 to lower the hedge fronting West Fen Road to the current fence line.
2. It had been hoped to report on discussions about the leasing arrangement with Willingham Youth Trust for the youth conversion at this Parish Council meeting. There is currently no progress on this to report.
3. The lease for the Public Hall, to be held by the Public Hall Users' Committee, is attached. Formal 'signing off' of this agreement is now *recommended*. A quotation for some minor repairs to the Hall fabric (attached) has been received: Nick Flower is quoting £233.00 to complete these. Acceptance of this quotation is *recommended*. Manart Ltd have rectified a minor fault identified in the repair of one of the windows and have also taken some remedial action to stop rainwater entering the building through a poorly fitting window frame.

Ray Croucher
October 27th 2014
