



WILLINGHAM PARISH COUNCIL

Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridge CB24 5LP

Tel: 01954 261027
Email: email@willinghampc.org.uk

29 April 2015

NOTICE IS HEREBY GIVEN of the annual meeting of Willingham Parish Council to be held on
Wednesday 6th May 2015 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 92/15

AGENDA

87/15 Election of Council Chairman

88/15 Signature of declaration of acceptance of office by new Chairman

89/15 Election of Vice Chairman of the Council

90/15 Apologies for absence

91/15 Declarations of interest

92/15 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

93/15 To elect Lead Councillors and Deputy Lead Councillors for the following financial year

94/15 To elect a Planning Committee for the following financial year

95/15 To receive the Chairman's Annual Report

96/15 To approve the Minutes of Parish Council Meeting held on Wednesday 8th April 2015

97/15 To deal with any matters arising from the minutes of the meeting held on 8th April not covered elsewhere on this agenda

98/15 To receive from the following Committees; annual reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee

- Update on ongoing complaint
- Personnel update

Planning Committee – updates including Planning meetings held on 14th and 27th April

Green & Boundaries –

Updates including:

- Annual Report
- Meadow road site – including quote received for new gate and site usage
- Update on cleaning of Wing bus shelter

Cemetery –

Updates including:

- Annual Report
- Soil left in cemetery

Leisure & Amenities

Updates including:

- Annual Report
- To receive and consider quote for weed spray/top dressing of recreation ground.

- To consider annual rents for recreation ground/pavilion users
- To consider quotes for the QEII Field Play area:
 - (a) 2 regulation compliant disabled access gates to toddler play area
 - (b) the laying of a path from the entrance to the field to the new toddler play area.

Halls -

- Annual Report
- Updates including:

Public Hall

Ploughman Hall

- To receive and consider quote for additional security light to ploughman hall
- To receive and consider quote for the replacement of missing roof tiles

99/15 Accounts

- To receive and consider annual accounts

Payments May 2015

Paid Items:

Salaries	Salaries	April 15	2431.05
HMRC	Salaries	PAYE	662.50
SLCC	Membership	Est	167.00
Initial Sanitation	Ploughman Serv	Halls	378.62
CAPALC	Membership Ren	Est	573.73
Total Gas	Gas Pavilion	L & A	15.57
Total Gas	Electric Green	G & B	12.47
Total Gas	Electric Public Hall	Halls	91.49
GDF Suez	Electric Ploughman	Halls	370.57
Intouch CRM	Licence	Est	35.99

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:

Visual Creations	WYT Meetings	Halls	90.00
Lawn Hopper	Spring Treatment	L & A	120.00
Lawn Hopper	Scarification	L & A	125.00
Libby White	Attend Meeting	Est	59.70
CBS	Stationery	Est	46.42

100/15 To receive and consider the annual Cambridgeshire County Council report and communications not covered elsewhere on this agenda

101/15 To receive and consider the annual District Council report and communications not covered elsewhere on this agenda

102/15 Police matters - To receive and consider any reports including an update on village speedwatch

103/15 Youth update

104/15 WAG

105/15 Update on bus route 110

106/15 Update on Willingham News

107/15 To receive any other reports from outside bodies not on the agenda

108/15 Items for future meetings.

109/15 Date of next meeting.



Mandy Powell
Parish Clerk

Cemetery Report 2015

During September of last year, the council was alerted to the availability of a plot of land at the southern end of the village, that might be suitable for a new cemetery, and commissioned a surface water test, but the test indicated that the land would not be suitable for a cemetery, and therefore the enquiry was discontinued. The council will continue to search for suitable cemetery land.

Work was carried out in October to the cemetery wall at the lower end of church lane, to stabilise cracks in the wall.

Following complaints from various families who had grass cuttings left on grave memorial stones of their relatives, the council requested tenders for a new grass cutting contract, to include mowing around the new graves area, in preference to strimming, as had been done under the previous contract.

Tenders were received in January, and the contract was awarded to Henry Williams Grounds Maintenance. Their first cut went well with very few clippings left behind.

Halls Report for Willingham Parish Council, April 2015

Ploughman Hall.

The following can be reported:

1. Our preferred contractor for the placing of bollards around two areas of the car park has indicated that it may be six to eight weeks before he is able undertake this work.
2. Aztec Services have supplied a quotation (attached) for an additional security light to be fitted in the area adjacent to the Youth Club entrance. Acceptance of this quotation is recommended.
3. Manart have supplied a quotation (attached) for the supply and replacement of broken and missing roof tiles. Acceptance of this quotation is recommended.

Public Hall.

1. There has been no work undertaken in the Public Hall.

Ray Croucher
April 23rd 2015



FAO Mandy
Willingham Parish Council
The Parish Office
Ploughman Hall
West Fen Road
Willingham
Cambs
CB24 5LP

17/04/2015

10001

Dear Mandy

Further to our recent meeting, we have pleasure in submitting the following quotation for work at the above premises.

To carry out installation of an additional infra red movement detector with double LED flood lights to the corner of the building.

This can be completed for £438.00

To fit a protective cage over the flood light would be an additional £92.00

This quotation is based upon the cost of materials and labour at the date of tendering and remains a fixed price for the period of one month from submission.

All prices shown are exclusive of Value Added Tax which would be charged at the appropriate rate on the date of invoicing.

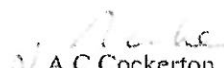
OUR PRICE PROMISE

We will always endeavour to match any equivalent quotation with the same standard of installation and equipment

We trust the above meets with your approval and hope to be of further service with this project.

Assuring you of our best attention, we remain

Yours sincerely


A C Cockerton
For and on behalf of
AZTEK Services Limited
Email:alan@aztekservices.co.uk

Leisure & Amenities – May2015 Report

Pavilion

- Nothing to report

Recreation Ground

- I have received a quote from Buchan's who is contracted to cut and maintain the recreation ground. This quote is for the reseeding, fertilising and weed killer to the recreation ground. This work is due to the excessive use due to flooding that restricted the use on the lower field. I will also be including these elements when we come to putting out tenders once the contract with Buchan's finishes next year. Therefore I would wish to propose that we accept the quote from Buchan's so that this essential work can be undertaken as soon as possible. As Buchan's are our main contractor for the recreation ground I have only sought them to undertake this work.

QE11 Field

- Construction work commences 18th May!

Regular Users

Cricket Club

- I wish to propose that we keep the fee's for the use of the pavilion to £140 for this year. I am mindful that last season the cricket club suffered financially due to games being cancelled because of the flooding issues on the recreation ground. We have assisted financially with maintenance work on the cricket square to ensure that this is ready for the new season

Bowls Club

- The bowls club has around 24 members, they have in the past benefited from donations from the Parish Council and South Cambs DC. As water and electricity is provided to the bowls club I wish to propose that an annual fee of £50

Willingham Wolves

- I am told that the Willingham Wolves Festival is happening on the weekend of the 6th and 7th June. I have requested that a Risk Assessment is submitted to the clerk by 30th April. Car parking will be an issue with the QE11 field being redeveloped.
- The fee that we apply to the football club is £250, I wish to propose that this remains the same for the coming year. I have heard that the Willingham Wolves Mens team have disbanded so we may not be invoicing this in the event that a new team is formed.

Hockey Club

- I wish to propose that the fee of £80 for the use of the recreation ground remains for this year

Phoenix School

- Awaiting details of dates used so that we can send a final invoice.

SHORT QUOTATION



70 Frog End: Shepreth: Nr Royston: Herts: SG8 6RF
Tel: 01763 260887
E-Mail: s.buchan304@btinternet.com
VAT No: 856 3360 14

Client Details:

Willingham Parish Council

Contact Name: Jamie

Date: 04/04/2015

Reference Number: SQ- 1520- Football/Rec

DESCRIPTION OF WORKS

Site: Recreation Ground (A,B,C upper extension only)

A: Apply spring/summer fertiliser to the football pitches on the recreation ground extension in April.

B: Seed approximately 1/3rd of the original quotation SQ 1501 to extensively worn areas..

C: Apply Autumn balanced fertiliser in September/October

D: Apply weed treatment following the application of spring/summer fertiliser (priced for the entire recreation ground).

Schedule Of Costs:

Schedule of Costs

V.A.T @20%

Total Cost

A	B	C	D
604.00	420.00	604.00	380.00
120.80	84.00	120.80	76.00
724.80	504.00	724.80	456.00



All prices are valid for acceptance for sixty days from date of written quotation. Any additional works other than quoted will be priced separately and invoiced on completion. By accepting this quotation you are deemed to have accepted the terms and conditions of Buchans Landscapes a copy of which can be supplied on request.

ellesmere

Ellesmere House, 128 Derby Road, Draycott.

Derbyshire DE72 3NX

Telephone: 01332 875 106 Fax: 01332 987 908

F.A.O Mandy, Willingham Parish Council.

Please see below the quotation you requested for the proposed access to the path to the toddler area for easy disabled and pushchair access. 100 m x 1.2 m total 120 m²

120 m ground works to include 100mm depth MOT type 1 compacted stone with membrane @ £21.00 p/m²

£2520.00

220 lin/m timber edging including ground pegs

£1210.00

120 m² level and compaction of self binding gravel
@ £15.40 p/m²

£1848.00

TOTAL £5578.00 + VAT @ £50.70 p/m²

We hope this quotation meets with your approval. Please note that Vat current at the time of invoicing will be added to all prices quoted.
As discussed the works can be if required can be completed the week before the commencement of the Proludic contract so as not to cause delay for the required completion date.

Yours faithfully

Beverley Hardy

Directors: C Hardy, B Hardy Registered Company No 3650060(ENG) (AND)

Registered Address: Wilthorpe lodge, Bostocks Lane, Sandiacre, Notts. NG10 5NE



www.ellesmereplaygrounds.co.uk

Prepared for: The Willingham Action Group
Our Reference: 1504.9389
Date: 28 April 2015

Quotation for Supply and Installation for QEII Field, Willingham

Qty	Code	Product Name	Unit Price	Install	Total Line Price
Furniture and Fencing					
2	N1105	Prosafe Combination Gate 1.2M High Powdercoated Yellow	1050	250	2600
Total:					£2,600
Delivery Charge:					£ 250
Total Quote Amount:					£2,850

Prelims haven't been included on this quotation. These works are to be done at the same time as quotation 1501.8664

This quote is valid until 27/07/2015
Please note all prices quoted are excluding VAT

WILLINGHAM PARISH COUNCIL

Budgetary control statement

At 31st March 2015

Committee/item	Opening Balance 01.04.14	Precept	Balance	Income to 31.03.15	Expenditure date 31.03.15	Balance 31.03.15
Green and Boundaries Committee	1118	500	1618	124	2050	-308
Leisure/Amenities Committee	7402	11650	19052	2960	12946	9066
Halls Committee	11342	25000	36342	58151	91894	2599
Cemetery Committee	7168	5200	12368	4124	5437	11054
Salaries	2814	39000	41814		33002	8812
Establishments - Establishments	12437	10000	22437	292	17318	5411
- Insurance	503	5300	5803		5119	684
Section 142 - Parish Magazine	0	3500	3500			3500
Section 137 - Donations	6228	5000	11228		8100	3128
- Lifeline	1735	3000	4735		2867	1868
TOTALS						
RESERVES						
Section 106 - SCDC Bourneys Manor	23428		23428	-23428		-0
Section 106 - Cattle Mill	4197		4197		4197	0
Section 106 - 176 Station Road	3710		3710	-526	3184	-0
Section 106 - Berrycroft	3617		3617	-513		3104
Section 106 - Haden Way	2686		2686	-381		2305
Section 106 - Green Street	26279		26279	-3727	22552	0
Section 106 - Rockmill End	28139		28139			28139
Section 106 - Rockmill End				12362		12362
New Cemetery	82000		82000		21788	60212
General	20889	3850	24739			24739
TOTAL RESERVES	245691	112000	357691	49438	230453	176676

General Account	2404	Debtors	3323
Business Call Account	146452	Prepayments	0
Parish Property Account	25693	Accruals	900
Petty Cash	301	Creditors	3388
		VAT	2792
	<u>174849</u>		<u>174849</u>

WILLINGHAM PARISH COUNCIL - Year Ending 31st March 2015

	Budget Expenses for 2015	Income 31.03.15	Total	Expenses 31.03.15	Balance As at 31.03.15
Finance & General Purposes					
Insurance	5803		5803	5119	684
Parish Magazine	3500		3500		3500
Salaries	41814		41814	33002	8812
Piper Lifeline	4735		4735	2867	1868
Donations	11228		11228	8100	3128
Grass cutting	4880		4880	5677	-797
Establishments	17557		17557	11641	5916
Income	0	292	292		292
F & GP Total	89517	292	89809	66406	23403
Cemetery					
Grass cutting	5246		5246	3804	1442
Water & Rates	907		907	615	292
Legal Fees	2000		2000		2000
Eurocontainer emptying	416		416	404	12
Maintenance	899		899	615	274
Income	2910	4124	7034		7034
Cemetery Total	12367	4124	16491	6437	11054
Green & Boundaries					
Street Lighting	500		500	688	-188
Electricity	456		456	682	-226
Christmas Lights	300		300		300
Sundry Expenses	363		363	681	-318
Income	0	124	124		124
Green & Boundaries Total	1619	124	1743	2050	-308
Leisure & Amenities					
Gas & Electricity	2449		2449	2192	257
General and Water Rates	2084		2084	2251	-167
New Play Equipment & Repair (Q&A)	3944	1500	5444	274	5170
Play equipment inspection	264		264		264
Pavilion Boiler service	150		150	190	-40
Ground Hedge planting	1763		1763		1763
Tree inspection & works	1500		1500		1500
Maintenance of L & A Grounds	893		893	1444	-552
Cleaning	4000		4000	2400	1600
Maintenance Repair & improvem-	2006		2006	2800	-794
Income	0	1460	1460	1395	65
Leisure & Amenities Sub Total	19052	2960	22012	12946	9066
Hall					
Youth Conversion	15000	48575	63575	73799	-10224
Water rates	577		577	509	68
Electricity	6065		6065	3445	2620
Ploughman Hall Rates	3205		3205	3156	49
Fire Extinguishers	529		529	534	-5
Ploughman Hall Decoration	1352		1352	1080	272
Chair upholstery/replacement	2000		2000		2000
Hedge cutting	500		500		500
PRS licence	495		495	465	30
Refuse	833		833		833
Cleaning	7050		7050	5416	1634
Advertising	40		40	305	-265
Maintenance	5404		5404	3160	2244
Sundry	292		292	26	266
Income	-7000	9577	2577		2577
Hall Total	36342	58152	94494	91893	2601
S106 Monies					
Cattle Mill	4197		4197	4197	0
176 Station Road	3710	-526	3184	3184	0
Rock Mill End	28139		28139		28139
Berrycroft	3617	-513	3104		3104
Haden Way	2686	-381	2305		2305
Green street	26279	-3727	22552	22552	0
SCDC - Bourneys Manor	23428	-23428	0		0
Rock Mill End		12362	12362		12362
RESERVES					
New Cemetery	82000		82000	21788	60212
General reserves	24738		24738		24738
	106829	0	106738	21788	84950
TOTALS	357691	37971	394768	200521	176676

WILLINGHAM PARISH COUNCIL

STATEMENT OF ACCOUNT - 31st March 2015

INCOME

Precept	£112,000.00	
Green & Boundaries	£123.97	
Leisure & Amenities	£2,960.00	
Halls	£29,576.75	
Cemetery	£4,124.00	
Establishments	£170.08	
Section 106	£12,362.00	
Interest Received	£122.04	
		<u>£161,438.84</u>

EXPENDITURE

Green & Boundaries	£2,050.37	
Leisure & Amenities	£12,946.19	
Halls	£91,893.64	
Cemetery	£5,437.01	
Establishments	£17,318.01	
Salaries	£33,001.71	
Insurance	£5,118.98	
<u>Section 106</u>		
Meadow Road	£51,721.00	
<u>Section 137</u>		
Piper Lifeline	£2,866.78	
Donations	£8,099.79	
		<u>£230,453.48</u>

INCOME OVER EXPENDITURE	<u><u>-£69,014.64</u></u>
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