



WILLINGHAM PARISH COUNCIL

Parish Council Office
Ploughman Hall
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Willingham
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24 February 2016

NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on
Wednesday 2 March 2016 at 7 30 pm, at The Octagon, St Marys and All Saints Church – Church Street, Willingham

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.

The Public and Press are invited to address the Council under Item 33/16

AGENDA

32/16 Apologies for absence

33/16 Declarations of interest

34/16 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 the commencement of the meeting. Maximum of five people to speak. Large Groups must decide on a spokesperson representative

35/16 To approve the minutes of the Parish Council meeting held on the 3rd February 2016

36/16 To deal with any matters arising from the meeting held on the 3rd February 2016 not covered elsewhere on this agenda.

37/16 To receive and consider any County Council reports and communications not covered elsewhere on the agenda.

38/16 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.

39/16 Chairman's report including:

- To receive correspondence from East Anglia Air Ambulance.
- To receive correspondence from SCDC regarding tax base adjustment
- To receive information regarding Care Network volunteering in Willingham

40/16 receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee – updates including:

- To receive an update on the new Councillor email addresses and the website

Planning Committee – updates including:

- planning minutes from meeting held on 22 February 2016

Green & Boundaries – Monthly report plus updates including:

- To receive an update on Meadow Road Site
- To receive an update on the community orchard felling
- To receive proposal from Lead Councillor regarding future Christmas tree/lighting
- To receive an update regarding dog bins on Station Road

Cemetery - monthly report plus updates including:

Leisure & Amenities - monthly report plus updates including:

- To receive correspondence from WAG/WYT regarding possible part time café on the QEII Field

Public Hall

- Update on Public Hall User Committee

Ploughman Hall

- Update on pumping station
- Update on Youth building external door
- Update on WYT progress

41/16 Accounts

Items paid by direct debit/standing order:

British Telecom	Phone	Est	£ 339.26
South Cambs DC	Piper Lifeline	Section 142	£ 69.23
Total Gas	Pavilion gas	L & A	£ 20.09
Total Gas	Village green electric	G & B	£ 45.79
GDF Suez	Ploughman Electric	Halls	£ 700.72
Intouch CRM	Licence & Hosting	Est	£ 35.99

Items paid by bank payments:

Salaries	February 2016	Salaries	£2017.29
HMRC	February 2016	PAYE	£ 577.90

Items to be paid by bank transfer:

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

Items to be paid by cheque:

Cromwell Fire	Alarm Serv Public Hall	Halls	£ 79.20
Cromwell Fire	Alarm Serv Pavilion	L & A	£ 79.20
Cromwell Fire	Alarm Serv Ploughman	Halls	£ 120.00
SLCC	Conference	Est	£ 401.20
Hewitsons	P Buckley Legal	Est	£ 141.00
Lawn Hopper	Scarification – Bowls	L & A	£ 300.00
Williams Grounds	Grass cutting etc	Cemetery	£ 2605.00
Edge IT	Support-cemetery	Cemetery	£ 216.00
Edge IT	Epitaph Classic	Cemetery	£ 174.00
Manart	Youth facility door	Halls	£ 416.00
CCC	Street lighting	G&B	£ 500.24
Konica Minolta	Copying	Est	£ 65.93

42/16 Police matters update including:

43/16 To receive and consider grant request from Over Day Centre

44/16 To receive and consider quotation received for works to West Fen Road

45/16 To consider proposal from Willingham Partnerships Ltd regarding adoption of open space at the new development at Brickhills


46/16 To receive an update on the 30mph speed restriction extension.

47/16 To discuss recent issues with postal deliveries

48/16 To receive any other reports from outside bodies not on the agenda

49/16 Items for future meetings.

50/16 Date of next meeting.



Mandy Powell
Parish Clerk

Halls Report for Willingham Parish Council, March 2016

Ploughman Hall.

1. The comparability of quotations having been satisfactorily established Manart were asked to replace the emergency exit door for the Youth Centre. This work has now been completed.
2. The pipe work in the pumping station, found on inspection to be severely corroded, has now been replaced by Binder Limited who submitted a revised quotation of £1575.87 (+ VAT).
3. A quotation to replace the lock cylinder for the Parish Office door and supply a set of six keys has been received from P. Loveridge for £95.00.
4. There now remains only one outstanding debtor owing hire fees for the Ploughman Hall.
5. A positive meeting with representatives of the Willingham Youth Trust, arranged for the 9th February 2016, was held. The notes of the meeting are attached.

Public Hall.

1. Notes of the meeting of the Public Hall Users Committee, held on 8th February 2016, are attached. A meeting with Parish Council representatives is requested to be held in April.

Ray Croucher
February 23rd 2016

Public Hall Users Committee

**Committee Meeting on Monday 8th February 2016
8pm at the Public Hall**

Agenda

Attending: Pat Daniels, Marina Deller, Louise Gamon, Kathi Hughes, Gary Claypole

Apologies: Rosemary Mumford and Cllr Ray Croucher

Minutes of meeting held on Tuesday 2nd June 2015: These were agreed.

Matters Arising: None outstanding

Election of Officers:

Chairman: MD nominated Gary Claypole and PD seconded. Agreed.

Secretary: MD nominated Kathi Hughes and PD seconded. Agreed.

Treasurer: MD nominated Louise Gamon and PD seconded. Agreed.

Storage of materials for the Parish Council: This item was postponed until the next meeting owing to the absence of a representative from the Parish Council

Fire Drill: These are done at least once per term by each section; MD to provide a copy to the secretary for the record.

Maintenance Issues: Two issues were discussed.

1. There is a downstairs window with a broken pane of glass that has been covered over. MD to notify the Parish Council so it can be repaired.
2. Concerns were raised over the heating system being inadequate, both in terms of effectively heating the space while it is in use and also in terms of keeping the building at a minimum temperature to stop damp ruining items stored there. To be discussed further at the next meeting.

AOB

The date of the next meeting is TBC.

Notes of a meeting between Willingham Parish Council and Willingham Youth Trust

Tuesday 9th February 2016

Present: Paul Joel (Chair of WYT)
Bonnie Twiss (Treasurer)
Ray Croucher (Vice chairman of WPC)
Mandy Powell (Clerk to WPC)

The meeting was called to meet the new Chairman and Treasurer of WYT and to provide an update on where the Youth Trust currently sits in terms of use and finances as well as their future plans

New Committee members and contact details

Various committee members have changed and the Trust members provided the meeting with a list of members and their various functions in order to make day to day liaising simpler. The Trust also provided a report (copy attached)

Frequency of hall use

The Trust members confirmed that bookings are increasing in the facility with several party bookings having taken place and a regular user booked on Tuesday mornings. The Council requested that moving forward the Trust notify them in advance of bookings in line with the lease. (a copy of the lease was given to the Trust members). This would make day to day liaising easier and avoid any issues of inappropriate/conflicting bookings etc.

The Youth Club currently runs on Monday's and Wednesday with the younger group on a Monday consisting of around 20 young people and Wednesday's older session currently being much smaller.

The Trust are hoping to introduce further structure into activities and felt they now have a strong management structure in place.

Maintenance Issues

The Trust have approached a cleaner and it is intended that they will provide cleaning services for approximately 3 hours a week. The Trust were also looking into the possibility of obtaining some paint to refresh the paintwork where needed (particularly the stairwell). The Clerk confirmed that the outside fire exit door is being replaced due to the recent deterioration of the veneer. The work would be arranged so that it did not clash with the Tuesday club.

Future Plans

The Trust members confirmed that WYT is currently in a state of flux as the current Youth Worker will be relocating and therefore leaving his post. The Trust have circulated adverts for the position and contacted neighbouring youth centres etc. to try and attract interest for the role. They still retain their trainee youth worker and if necessary would supervise the sessions with the trainee until a new youth worker is in post.

The Trust have got various plans in the pipeline for the future including the possibility of running an art club, coding club and part time café. Trust members confirmed that the Trust would liaise with the Council on any plans they decide they want to move forward with prior to putting them in place.

The Trust are looking at their current financial situation and possible support from the Council moving forward. The Clerk explained that the current funding from the Council (£5,000 per annum) is due to end March 2016 and the Trust were advised that any application submitted to the Council for funding support should be as specific and detailed as possible. The Clerk agreed to forward the grant policy and application form to the Trust

WYT Post

The Clerk had received some post addressed to the WYT Treasurer and reminded the Trust members that when approached the Council had decided they would prefer the Trust not to use the Ploughman Hall as the address for their mail but instead for them to use the addresses of their particular trust members. Trust members agreed to look into this to see the best way forward.

Other Business

Disco Booking 13th February 2016 – The Clerk reminded the Trust that the booking for the Disco still had outstanding documentation to be submitted, namely the temporary alcohol license and the risk assessment. It was agreed to forward the paperwork prior to the booking.

Date of Next meeting

Monday 19th September 2016 – 10.30am – Parish office.

Willingham Youth Trust

The Willingham youth trust has achieved a lot over the last 12 months with the support of twelve management committee members who work closely with the trustees and some of whom also became trustees at the Willingham youth trust AGM last November. It has been an eventful year with the gift element of the new website, the hiring and recruitment of two new youth workers who have been working hard since we said goodbye to our previous to long-standing youth workers. We have also done a lot of work in the promotion of the U Centre as a local facility for hiring. The trustees and the management committee, have worked hard to promote the venue for children's parties, discos, events and as a venue which will work well for local groups and activities to be held. The details of these activities are listed below.

We have sadly seen the loss of a number of trustees from the Willingham Youth Trust over the last 12 months and it has been a difficult time in saying goodbye to those who have worked so tirelessly to raise funds and to deliver on the development of the playing fields for local children in Willingham and surrounding areas. Details are given below for new trustees and new members of the management committee.

Sadly, we are expecting our lead a youth worker to soon be leaving us as his family is moving to Cornwall. We have adverts outlining the post in the Willingham news and on our website. We have also contacted previous youth workers to see if they may be interested in returning and spoken with our neighbouring youth centres to see if they may know of anybody interested in filling this post, or to see if they would promote the opening on our behalf.

- New Committee members and contact details –

Trustees

- Paul Joel (chair of trust), Tom Miller (Trustee), Terry Jones (Trustee), Prakash Nayee (Trustee), Emma Mason (Trust Secretary), Bonnie Twiss (Trust Treasurer)
- Linda Liversidge (Resigned as Chair), Graham Mumby (resigned as a trustee)

Management Committee

Paul Joel, Bonnie Twiss, Emma Mason, Prakash Nayee, Caroline Hyde, Caroline Stoneham, Alli Bode, Karen Chamberlain, Max Turvill, Richard Fuller, Amanda Kirk, Catherine Aitkins

- An idea of how frequently the hall is being used by the youth club and number of attendees

We currently have a weekly booking on a Tuesday morning from a baby group. They have been with us since last summer and love the space.

The youth club continues to run two nights a week, a Monday and a Wednesday.

We have booked the youth centre for 7 parties since we opened formally in September and have another booked in for the end of the month.

The Centre hosted a Christmas Disco for local children in December which was incredibly well attended, and has inspired us to go bigger with a Valentines Family Disco (run by the management committee hosted by Ploughmans Hall).

A local toddler group also hired the venue for their family photography fundraising event in October.

- WYT plans for the future with the facility

We are currently looking at the possibility of running the centre as a Café. We are liaising with a mobile café company currently to see if they are interested. This would initially focus on weekends, with the hope that we may be able to build up to a volunteer run café for 'Latch Key Kids' to utilise after school.

Other future plans include the delivery of a coding club for local children and an Art club., We have managed to procure most of the hardware for the coding project, there are still some elements missing. In addition to which we are looking for funds to secure a local enthusiast to plan and run the sessions. There are leads currently in the pipeline for interested parties.

We have ring fenced funds to deliver the art project, and are working on finding a local enthusiast to support and deliver this too. Again we have some leads we have been working on and are hopefully we can commencement this project before the end of year.

- Any maintenance/cleaning/general practical issues that may have arisen since opening.

All is well. The Centre could use a fresh coat of paint. We are looking to source the paint from charitable sources, and will be enquiringly about costs shortly. We have recently looked at taking on a cleaner we are hopefully that 2-3 hours a week can be funded from our hall bookings.

YOUTH CENTRE MANAGEMENT COMMITTEE									
<u>First Name</u>	<u>Surname</u>	<u>Address1</u>	<u>Address2</u>	<u>City</u>	<u>Post Code</u>	<u>e-mail</u>	<u>Mobile</u>	<u>Phone</u>	<u>Position</u>
Caroline	Hyde	12 Berrycroft	Willingham	Camb ridge	CB24 5X	cahyde@btinternet.com	07970-091445	261204	
Prakash	Nayee	18 Silver Street	Willingham	Camb ridge	CB245LF	pnayee@btinternet.com	07941-461921	261823	Trustee
Alli	Bode	63 Earith Road	Willingham	Camb ridge	CB24 5LS	allibode@hotmail.com	07880 792372	201857	Fin & F/raising
Mark	Turvill	2 Church Street	Willingham	Camb ridge	CB24 5HT	maxturvill@icloud.com	07975 928935	260052	Prem & Main
Bonnie	Twiss	48 Long Lane	Willingham	Camb ridge	CB24 5LB	bonnietwiss@me.com	07769 112716	201504	Fin & F/raising
Karen	Chamberlain	17 High Street	Willingham	Camb ridge	CB24 5ES	karen@thechamberlainfamily.co.uk	07929 953528	260008	Fin & F/raising
Emma	Mason	60 Newington	Willingham	Camb ridge	CB24 5JE	emmamason75@yahoo.co.uk	07855 857953	261746	Secretary /Governance
Catherine	Atkins	77 Balland Field	Willingham	Camb ridge	CB24 5JT	catherinejatkings@gmail.com	07748 791062	261354	Governance
Richard	Fuller					richard@squarefish.co.uk		200794	IT Web
Amanda	Kirk					Amandakirk02@gmail.com			Publishing and design

Clerk

From: Jim Watson <jimwatson1@hotmail.co.uk>
Sent: 23 February 2016 19:54
To: Clerk
Subject: report G&B FEBRUARY

Morning mandy

There is very little to report this month Full council are aware about the community orchard although maybe i should report that WAG have planted more flowers there and also there is a patch that has been planted with willow for in time basket making There is still the issue of the footpath widening and also the now very deep potholes in the entrance that i hope county council will address before the better weather gets here as it could be a health and safety issue.

Regarding Mr Papworth brought up regarding the lack of dog bins on station rd I Could only see one there was of cause more as i had them put up few years back now. another thing that's happened since the new street light were put in taking down the old street lights along with the bins. ? I have now spoken to atlas tree surgery regarding quoting for the orchard he tells me he is busy at the moment but to contact again later in the year. I am doing some research regarding the Christmas tree for the green this year. My self and ryse are looking into the boundary of meadow rd site and i am thinking maybe planting more hedgerow in the gaps around the field and along the front of the site and also maybe bollards across the entrance at least they might stay there ?

Regards
Jim