



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on
6 April 2011 at 7 30 pm in the Octagon, St Mary and All Saints Church, Church Street

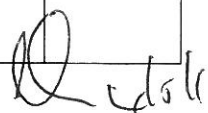
Present Councillors A Cook (Chairman), P King, G Pake, D Jacques, S Mellows,
W Kirkman, R Foster, H Awal, H Berry, I Barratt, C Jones, R Purnell (*arrived 8.02pm*),
and Ms W Hardman

County Councillor – S Johnstone (*left the meeting at 8.06pm*)

District Councillor – R Manning (*arrived 7.40pm, left the meeting at 8.06pm*)

3 - Parishioners (including Mr Lawrence Green from SCDC) (*all parishioners left the meeting by 9.02pm*)

37/11 Apologies for absence	Actions
Apologies were received from Councillor Tsmondo.	
<i>Councillor Purnell gave notice he would arrive late to the meeting.</i>	
38/11 Declarations of interest	
None.	
39/11 Public forum	
<i>The meeting was adjourned.</i>	
Mr Lawrence Green – Officer from SCDC – Emergency Parish Plans – introduced himself and explained that he was visiting all the Parish Councils in the District to promote production of Emergency Parish Plan as a community response to any major incident. Councillor King stated that Willingham had sent such a plan to South Cambs District Council last September asking for their input, however, no reply had been received. Mr Lawrence had not seen the plan from Willingham. Clerk to find out where the original plan had been sent to and to resend to Mr Lawrence and copy in District Councillor Manning.	Clerk
Mrs Linda King attended to urge Councillors to attend a meeting at Willingham School on Tuesday 12 April at 7.30pm with regard to the threat of closure to Willingham Library.	
Mr David Rooney explained that he attended this meeting with regard to informing the Parish Council of Mr Chris Ginn, the president of Over Royal British Legion who had agreed to be the Heroes Contact for Willingham, Swavesey and Over. He explained that it mean't that when a person was discharged from their military unit and became an ex-serviceman, their unit would put them in touch with the local Heroes Contact and encourage them to join their local RBL Branch. The Heroes contact would be able to offer them a sympathetic ear and advise on where to go for help and support should they need it. Mr Rooney was seeking agreement from the Parish Council on advertising as much information as possible in the area on the contact. Councillors King and Kirkman both stated that it was a worthwhile cause and that information would be put in the Willingham News, on the Village Notice Board and on the PC website.	Clerk
<i>The meeting was re-convened.</i>	
40/11 Minutes of the Parish Council Meeting held on Wednesday 2 March 2011	
Subject to the amendment to Item 22/11 – should read Matters arising from the Minutes of the 2 February 2011 not Minutes of 1 December 2010.	
Councillor Tsmondo had not been present at the meeting.	
Item 32/11 – paragraph seven should read Jon Edney and not John Edney as secretary of Hall Users Committee.	
Councillor King proposed the minutes be accepted as a true record. This was seconded by Councillor Kirkman and agreed with eleven votes in favour and two abstentions due to not being present at the last meeting.	

41/11 Matters Arising from the Minutes of the 2 March 2011 not covered elsewhere on this Agenda	Actions
<p>Item 20/11 – The chairman read out the reply from Stagecoach with regard to the cutting of the service from Cambridge and St Ives so early on in the evening. A reply to this latest correspondence is still awaited.</p>	
<p>Item 22/11 – Clerk to Chase High Street Fire Hydrant as County Council has not completed the job.</p>	Clerk
<p>Item 23/11 – Caravan on Causeway is being removed, but not actually gone, to date.</p>	
<p>42/11 County Council reports and communications not covered elsewhere on this agenda</p>	
<p>County Councillor – Mrs Shona Johnstone reported:-</p>	
<p>Evening bus service – a meeting was to take place on Thursday 7 April to discuss this issue.</p>	
<p>A Co-ordinator was still needed for the Community Car Scheme.</p>	
<p>A meeting to discuss the future of Libraries in the County is to take place in May. No alternative uses to the Library in Willingham had yet been discussed.</p>	
<p>Guided Busway – Bam Nutt^o still dragging their heels on minor issues that need to be resolved before the County Council take over liability of the Busway.</p>	
<p>The chairman thanked Councillor Johnstone.</p>	
<p>43/11 District Council reports and communications not covered elsewhere on this Agenda</p>	
<p>Report from Councillor Manning tabled.</p>	
<p>Councillor Manning reported:-</p>	
<p>A meeting had taken place with Eric Pickles in London with regard to a question and answer session about the changes to the planning guidance regarding Gypsy and Traveller applications. The reply was that it is tied up in the Localism Bill which has been delayed yet again. However this time Mr Pickles said that the 2006 PPS which has caused so many problems will be revoked within weeks, which will make it far easier to refuse unsuitable applications or renewals.</p>	
<p>At South Cambs, work has slowed down on the Gypsy and Traveller DPD because they do not want to identify sites that may not be needed. There is to be a meeting with the Leader of Basildon Council next week to make sure that they are keeping in close contact and working together. There are regular meetings between the officers of each council and with the Police because of the Dale Farm situation.</p>	
<p>A meeting had taken place, together with Cllr Mark Howell, SCDC Housing Portfolio holder, and Grant Schapps the Housing Minister at the House of Commons last week. South Cambs were concerned about the £205.5 million debt that will have to take on because the Government has reserved the right to come back for more. An assurance was sought that this would not happen, however, the question was refused with the reply being that you cannot rule anything out! There were about 20 other Cllrs from around the country and some were quite enthusiastic because they will be better off as they already have big debts which will be reduced. Only the debt free ones like SCDC will suffer. There was no good news.</p>	
<p>There was a good attendance for the SCDC and Parish Council liaison meeting, The Parish Council Chairman made sure that the Parish Council was heard.</p>	
<p>On Northstowe things are happening, there has been a new formal agreement signed between Gallaghers and the HCA. A new Master Plan is due in September and work has begun on demolishing some of the buildings. At the present time the HCA are still planning to keep some, although the Parish and District Councils do not agree with this. English Heritage has said that none are worthy of listing which is good news for the future of both the new town and the district because of the huge cost of preserving them.</p>	
<p>The Localism Bill has already been mentioned but if passed in its present form it will have a big impact on Parish Councils. The suggestion from the Parish Council that SCDC might run some training courses for parish Councillors in Planning and other aspects had been well received. Cabinet will be looking at this as soon as more details are forthcoming.</p>	
<p>At three meetings last week the importance of the retaining business rates to Councils was stressed by the Government Ministers but whether it will apply to Parish Councils as well has not yet been decided. There was</p>	

much emphasis on how much the New Homes Bonus will bring to fast growing districts like South Cambs. However Councillors from areas in decline complained that they rely on government grants for 80% of their income and are now worried about the "rich south" getting too much. East Anglia, and Cambridgeshire in particular, pay far more into the Treasury than they get back; therefore it would seem fair.

Actions

44/11 Chairman's Report

The Chairman reported that Councillor Borland had handed in his resignation due to work commitments. The Chairman asked the Deputy Lead Councillor for Leisure and Amenities to step into Councillor Borlands place until the annual meeting of the Parish Council in May. Councillor Hardman agreed.

WH

Councillor Tsmondo had also expressed in an email that she would be handing in her resignation in the next few days. Clerk to inform the Monitoring Officer at South Cambs District Council.

Clerk

MP's Briefing Document – this was thought to be a useful document with latest news from Central Government and County Councillor Johnstone would forward this information to the Parish Council on a monthly basis.

SJ

The future of Standards – Localism Bill - The Standards Committee under the forthcoming Localism Bill would be scrapped. Changes would happen. South Cambs District Council were looking to provide a standards procedure for all Parish and Town Councils in the County to follow, however this would incur a cost to each individual Council. At this stage the District Council were only seeking to know who would be interested. A discussion took place; the Clerk stated that it would make sense for every Council to be following the same procedure .

June Mtg

The Chairman reminded all Lead Councillors that their Reports for the AMPC were to be sent to the office by 18 April 2011

Tree works along Shelfords Road - All the Willow Trees along the B1050 to Earith had been removed to alleviate further problems with the collapse of the road. However, in future the County Council were planning to underpin the road from the river side.

Re-cycling Banks at the Co-op - the can banks had been removed on Monday 4 April and glass banks from 26 April. The Co-op had kindly agreed to allow a media bank to be introduced at the site which will provide residents with the opportunity to recycle books, cd's, dvd's, cassettes and video tapes.

The textile bank at the site will be changed as the contractor is due to change but this will not affect residents. The paper bank will be replaced by a South Cambs paper recycling container which will be serviced in-house allowing more flexibility and control over emptying frequencies.

Risk Assessment to Council Assets – In the past a professional company had carried out a comprehensive risk assessment in key areas, such as the Halls, this had provided a core list from which the Parish Council could carry out a regular check. However, much had changed since the original assessment, for example, the Pavilion. The Chairman asked the Council if they thought it a good idea to conduct a comprehensive survey again to enable the current Lead Councillors to then draw up a regular check list as well as to highlight any areas. The Councillors **agreed** that this would be a productive procedure. Clerk to obtain quotes for the assessment.

Clerk

Damaged Crash Barrier at Ploughman Hall – The Connections Bus Project which had caused the damage, were not prepared to pay the full cost of the damage because the new Barrier was deemed not 'like for like'. The new barrier was more robust to prevent such an accident in future. The Council thought that considering the support that the Parish Council gave the Connections Bus, the argument was petty. However, they decided to concede the difference for the remainder of the balance which was £148.17.

The property on the junction of Over Road and High Street – South Cambs District Council had responded to a letter sent from the Parish Council with regard to clearing up the site. The letter stated that if the owner did not clear up the site within a certain period of time an improvement notice would be served to him.

45/11 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations

Planning Committee

Planning Committee meetings held on 24 February and 15 March 2011
Minutes circulated.

Green & Boundaries – Street Lighting – It was decided that Lead Councillor Kirkman, could make the decision and recommendation to the County Council as to which Contractor was favoured by the parish Council based on the information provided

BK
[Handwritten signature]

Flat Bridge - No response had yet been received from Mr Wright with regard to the meeting offered by the Parish Council regarding improvements to Flat Bridge.

Actions

New Seat on Village Green - A letter had gone to all residents regarding the seat and it would be installed along the access road within a couple of months.

Cemetery - Cemetery Fees - A discussion took place on the current fees and how much they should be increased. The Chairman asked that proposed figures for increasing the fees be produced at the next meeting in May.

May Mtg
GP

Halls - Public Hall - The user group had nominated Marina Deller as the representative from their group in the Halls working party. Two users had accepted responsibility as Trustees for the Charity of the Public Hall and would be sending in their year-end accounts to the Charity Commission. Councillor Foster reported that the user group had discussed their future in the running of the Hall in its current capacity and perhaps further discussion would be sought with the Parish Council.

The Public hall working party had not yet met.

Ploughman Hall - The Cleaner had resigned in the last week. The Pavilion cleaner was at present cleaning the Ploughman Hall each Thursday until a possible permanent solution could be found.

The chairman asked the Council if they should consider employing a Custodian to look after the Hall at weekends and some evenings and undertake some cleaning duties. The amount currently spent on a contractor unlocking and locking the Hall could perhaps be reduced. The Council thought the idea was worth exploring and Councillor Foster would provide a job description which will be advertised.

RF/Clerk

The Chairman reported that during a recent inspection by Cromwell Fire, it had been noted that there was no Fire Alarm in the Office. A quote had therefore been provided at £180 to install one. (Councillor Berry declared an interest). Councillor Foster proposed that the quote from Cromwell Fire be accepted. This was seconded by Councillor King and agreed with twelve votes in favour and one abstention.

Clerk

It was also decided at that the PA system and the recently discovered Karaoke machine would be pat tested.

GP

Leisure and Amenities - problem of Glass on Cricket and Football pitches - The Chairman reported that the Litter Picker had been asked in recent letter regarding his duties to clear these areas twice a week.

46/11 Accounts

Paid Items:

Salaries	March 11	Salaries (a)	2696.93
SCDC	Rates Cemetery	Cemetery (b)	508.78
SCDC	Rates Pavilion	L & A (c)	1753.65
SCDC	Rates Ploughman	Halls (d)	2901.10
C Water	Water Rec	G & B (e)	13.30
C Water	Water Cemetery	Cemetery (f)	15.67
C Water	Water Pavilion	L & A (g)	255.93
B Gas	Gas Pavilion	L & A (h)	169.02
SCDC	Refuse - Cemetery	Cemetery (i)	298.74
SCDC	Refuse - Hall	Halls (j)	534.42
SCDC	Piper Lifeline	Section 142 (k)	542.88

Items to be paid:

Manart	Paving - pavilion	L & A (l)	357.13
D Fouracre	Ploughman toilets	Halls (m)	162.00
Barriers Direct	Ploughman Hall	Halls (n)	222.98
CBS	Stationery	Est (o)	25.28
Anthony Gallagher	Security Feb March	Est (p)	460.60
SLCC	Membership	Est (q)	103.00
SLCC	VAT Course	Est (r)	144.00
Coulson	Pavilion Roof	L & A (s)	90.00
Stocksigns Ltd	Signs	Est (t)	117.82
GM Pake	Xmas Lights	Est (u)	58.75
Cash	Office	Est (v)	52.42
Connections Bus	Youth	Section 142 (w)	984.00

<p>Councillor Foster proposed acceptance of the above accounts, this was seconded by Councillor Jones and agreed with twelve votes in favour and one abstention.</p>	<p><i>Actions</i></p>
<p>47/11 Correspondence regarding 'Heroes Contact'</p>	
<p>Councillor Kirkman proposed that Willingham Parish Council would advertise the scheme as widely as possible as discussed earlier. Councillor Foster seconded, this was agreed with twelve votes in favour and one abstention. Clerk to contact the representative .</p>	<p><i>Clerk</i></p>
<p>48/11 Youth</p>	
<p>The Chairman read out the latest attendance report from the Connections Bus. He also informed the Council that the art project which was jointly being done by Connections Bus and the Willingham Traveller Project group was currently in progress.</p>	
<p>49/11 Willingham Parish Council's long term strategic plan</p>	
<p>The outlined strategic plan had previously been circulated. These encompassed recommendations for the Council to act upon and outlined achievements already accomplished. Councillor Purnell proposed acceptance of the recommendations to adopt the strategy, this was seconded by Councillor Jones and agreed unanimously. All Lead Councillors to report areas that needed attending to. Councillor King thanked Councillor Purnell for his work on this to date.</p>	<p><i>WH BK RF GP</i></p>
<p>50/11 Admin Assistants CiLCA Training and re-consider the training provider.</p>	
<p>The Chairman explained that once Mandy Powell had commenced the CiLCA training at the CPALC offices, an invoice had been received for £700, double the cost advertised, with an email to say this was because Willingham PC were not affiliated members of CPALC. This resulted in Mandy being withdrawn immediately from the training, due to cost. The cost of the one session and the Working with Your Council Folder to be accepted at £190. The cost of Mandy to train on a 1-1 basis with Jacquie Wilson from Canalbs, including all back up, would be £456 plus 40p a mile for travel to the office. Councillor Mellows proposed that the above should be accepted, this was seconded by Councillor Hardman and agreed unanimously.</p>	<p><i>Admin Ass.</i></p>
<p>Admin Assistant to become a member of SLCC.</p>	
<p>The Chairman explained that this would be useful in light of future training and an aid to the CiLCA training. The cost would be £107 per year. This was proposed for acceptance by Councillor Foster, seconded by Councillor Pake and agreed unanimously.</p>	<p><i>Admin Ass.</i></p>
<p>Clerk and Admin Assistant to attend Transfer of Burial Rights training on 15th June – cost £40 per member of SLCC</p>	
<p>The Chairman explained the complex legislation of transfer of burial right, Councillor Foster proposed that the Clerk and Admin Assistant attend, seconded by Councillor Cook and agreed unanimously.</p>	<p><i>Clerk Admin Ass.</i></p>
<p>51/11 Use of the Parish Office for third party meetings</p>	
<p>The Chairman explained that requests had been received for use of the Parish Office at no charge. A discussion took place. Councillor Berry proposed that the Parish Office could be used for meetings of local charities that benefited the community providing at least one Parish Councillor was present and would be the person to unlock and lock up. This was seconded by Councillor King and agreed unanimously. Clerk to inform the parties concerned.</p>	<p><i>Clerk</i></p>
<p>52/11 Update on the Village BT Phone Box</p>	
<p>Councillor Jones reported that BT would repair the broken Phone Box, but they had informed the Council that last year only one call was made from the phone box. They enquired if the Parish Council would consider ownership at a later date. Councillor Jones to ask BT if power could be used from the phone box to power the ground lights at the Bus Shelter.</p>	<p><i>CJ</i></p>
<p>53/11 Report on the HGV Meeting attended by Councillor Purnell</p>	
<p>Report from Councillor Purnell circulated.</p>	
<p>It had been noted that one lorry every two minutes runs through Willingham. An agreement had been reached with Hauliers that would result in less use. The County Council would be working with Parish Councils and</p>	<p><i>[Handwritten signature]</i></p>

	<i>Actions</i>
<p>Hauliers to combat the problem and it should be monitored by Parish Councils whose presence was required at future meetings.</p>	
<p>54/11 Items for future meetings</p>	
<p>Cemetery Fees Future of Standards/Localism Bill New Cemetery Public Hall Working Party</p>	
<p>55/11 Next meeting is the Annual Meeting of the Parish Council on Wednesday 4 May 2011</p>	
<p>The meeting ended at 9.35 pm.</p>	
<p>Legislation Governing Payments</p>	
<p><i>Ref. To letters (a) – (w)</i></p>	
<p>(a) – LGA 1972 s112(2)</p>	
<p>(b) – LGA 1972s214</p>	
<p>(c) –LGA 1972 s133</p>	
<p>(d) –Ditto</p>	
<p>(e) –LG (Misc Provs) Act 1976s19(1)</p>	
<p>(f) –Ditto</p>	
<p>(g) –Ditto</p>	
<p>(h) –Ditto</p>	
<p>(i) – LGA 1972s214</p>	
<p>(j) – Ditto</p>	
<p>(k) –LGA 1973 s137</p>	
<p>(l) –LGA 1894s8(1)(i)</p>	
<p>(m) _Ditto</p>	
<p>(n) _Ditto</p>	
<p>(o) _LGA 1972s111</p>	
<p>(p) _LGA 1972s133</p>	
<p>(q) _ LGA 1972s111</p>	
<p>(r) _ Ditto</p>	
<p>(s) _ LGA 1894s8(1)(i)</p>	
<p>(t) – Ditto</p>	
<p>(u) – Open Spaces Act 1906s10</p>	
<p>(v) - LGA 1972s111</p>	
<p>(w) _ LGA 1973 s137</p>	

Deeds