



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on
6 July 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, R Foster, H Berry (arrived at 7.37pm)
I Barratt, R Purnell, S Mellows, R Manning and D Clarke

Two - Parishioner
Five - members of CATCH

<i>Prior to the start of the meeting we were anticipating a short presentation from CATCH, this has been postponed until the July meeting.</i>	Actions
<p><i>The Chairman introduced Catch to the Council, three key members of catch introduced themselves. Catch founded six years ago, GP's having a more prominent role in clinical pathway design and budgets and last Government white paper confirmed this was the change in the NHS. GP's co-ordinate lead roles and CATCH as a group working with the community on best health care and best money practice. These groups are national, but different names and different roles to play depending on whether location is more rural or urban. CATCH covers Cottenham, Over, Willingham and Swavsey and includes a patient engagement group.</i></p> <p><i>They are not a statutory body and name and size may change in the near future until final decisions have been made by Government.</i></p> <p><i>The Council stated that they had not heard of them previously, questions and answers ensued. The Council agreed to help publicise their existence to the community and asked for a point of contact. CATCH do have a website and Councillors would look at that and discuss further in September meeting on ways to help with communication within community.</i></p> <p><i>The Chairman thanked them for attending.</i></p> <p>The Meeting of the Parish Council commenced at 7.58pm. (Item 82/11 taken here)</p> <p>104/11 Apologies for absence</p> <p>Apologies were received from Councillors, Hardman, Jones, Awal, Kirkman and County Councillor S Johnstone.</p> <p>105/11 Declarations of interest</p> <p>Councillor Manning as District Councillor.</p> <p>Item 119/11 – Councillor Pake – prejudicial interest as treasurer of Willingham News</p> <p>Councillor Purnell declared a personal interest in WAG</p> <p>106/11 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)</p> <p><i>Mr Jeeps – asked about the earth pile in the corner of the Cemetery – The Chairman replied that it would be moved to the Jubilee field in the early Autumn to infill uneven ground.</i></p> <p><i>Mr Jeeps – asked about the broken Cemetery Gates and was told that Councillor Pake would be looking at these and fixing them and the Chestnut trees in the Cemetery would also be looked at and trimmed.</i></p> <p>The Chairman expressed his sympathy on behalf of the Parish Council at the recent death of Mrs Jeeps.</p> <p><i>Peter Hines – Organiser on the OWLS (community car scheme) explained how and why it was set up, working together with Care Network and Over/Longstanton and Swavsey. It was a voluntary car service for medical and social journeys for the vulnerable who do not have access to a car and cannot make a public transport journey. They pay volunteer drivers 30p per mile for their journeys, the driver is also subsidised by the County Council. All journeys are subject to the availability of drivers and at the discretion of the co-ordinator. Currently a local co-ordinator has not been found, OWLS are using a co-ordinator from another similar scheme from Somersham. However, it was hoped that a more local one would be found in the near future. Currently, Mr Hines was the only voluntary driver in Willingham, again it was hoped more would come forward in time. Mr Hines asked the Parish Council for support, both financially and in advertising the scheme.</i></p> <p>The Chairman thanked Mr Hines and expressed on behalf of the Council that this was just the sort of local scheme that the Parish Council would help. However, a decision this evening on a monetary amount could not be made as the Council would</p>	<p></p> <p>SEPT/ Mtg</p> <p></p> <p>AC</p> <p>GP/Clerk</p>

Q 3/8/11

need to discuss it further as an Agenda Item and therefore it would be referred to the August meeting. A Poster advertising the scheme had been put up on the community Notice Board and pamphlets were available at the Parish office.

Mr Hines left the meeting.

107/11 Minutes of the meeting of the full parish council held on the 1st June 2011

The Minutes should read Minutes of the full parish council meeting held 1st June and not Minutes of the Annual Meeting of the Full Parish Council held on the 1st June.

Subject to the above amendment Councillor King proposed the minutes be accepted as a true record. This was seconded by Councillor Berry and **agreed** with nine votes in favour and two abstentions.

107/11 Matters arising from the minutes of the meeting held on the 1st June 2011 not covered elsewhere on the agenda.

Item 87/11 - Councillor Purnell tabled a document with regard to suggestions for improving the attendance of the general public to the Annual Parish Meeting. The matter will be discussed at the August meeting.

ITEM 90/11 – The Sunken hydrant on Over Road had now been repaired and others that need attention had also been repaired.

South Cambs District Council had given permission for the Storage Container on the Recreation Ground.

109/11 County Council Reports

None.

Councillor Berry asked that the problem of surface water drainage at the front and rear Car-Park of Willingham School be addressed by the County Council. Clerk to write in the first instance to the School Governors with regard to clarification and pass the information on to Councillor Johnstone for investigation.

Thanks to be forwarded to Councillor Johnstone for the flagging up the problem of the railings in front of the Co-op and their subsequent improvement.

110/11 District Council reports

Councillor Manning as District Councillor tabled a report which read:-

South Cambs District Council had achieved Customer Service Excellence across all the departments. A splendid achievement by the staff and it was believed that only 5 other councils had managed it. The Councils policy and performance manager, Paul Knight, won the national Local Government Association competition with his ideas for improving the way residents could access information. He had been handed a cheque for £10,000 by Eric Pickles at the LGA Conference last week. Part of the money would go on a trip to Cambridge in the USA. to study their approach. The rest, together with sponsorship promised by companies, would set up a pilot project at SCDC.

The Cabinet were working on an update to their Aims, Approaches and Actions for the next year. The plan was to have the new updated version mapped out and costed to go to Council in October and then to the budget setting meeting in February. The target for recycling would put SCDC in the top 5 in the country, Their tax collection rate was equal to the best and two hundred councils charged more council Tax, only eight charged less.

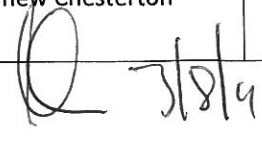
A letter had again been written to Eric Pickles in Central Government with regard to the traveller problem in South Cambridgeshire with personal representation as well as responding to the consultation document. Concerns remained about the impact the current proposals could have.

A new A14 Study Group had been formed by the Dept of Transport and met for the first time on Tuesday 4th July, to look into affordable alternatives and all present agreed that there must be some quick suggestions needed. It was pointed out that Northstowe and the Huntingdon Viaduct needed immediate attention. It is obvious that the previous scheme is unaffordable but alternatives are needed urgently. The site of Northstowe was linked to the 2001 CHUMMS study which was based on the upgrade of the A14, plus the Guided Bus and a new Chesterton Station.

**Actions
AUG/
Mtg**

**AUG/
Mtg**

**Clerk
SJ**



	Actions
<p>111/11 Chairman's report</p>	
<p>The Chairman reported that:-</p>	
<p>There had been another change in PCSO for Willingham and Over, PCSO Thomas Baugh would now be covering this area, he is originally from St Neots. He is currently on holiday. The Parish Office has sent an email to him inviting him to introduce himself in the office and details of all future Full Parish Council meetings and times.</p>	<p>AUG/ Mtg</p>
<p>A request has been made from a Parishioner with regard to dog fouling signs on the gate at each end of the Public Footpath between Rampton Road and Mill Road. However, there was a long running dispute over rights of way on part of this route and it was proposed that the Clerk write to the parishioner expressing concern over the problem but pointing out the that Parish Council have no jurisdiction over footpaths.</p>	<p>Clerk</p>
<p>Invitation to attend the Parish Paths event with Cambs County Council. WAG had expressed an interest in attending, the Clerk to contact Mr Tidball and inform him that the Parish Council were happy to put forward two members names from WAG.</p>	<p>WAG/ Clerk</p>
<p>Civil Parking Enforcement – It was explained that the Police no-longer want to in-force car-parking restrictions and this area could now be taken over by Parish and Town Councils. However, the document forwarded by the County Council was a Countywide issue and it was felt that South Cambs did not have any car-parks and therefore this initiative did not really impact on them. It would have no impact individually on Council Tax.</p>	
<p>Councillor Purnell had in March attended a meeting on HGV impact on local roads, however, a further meeting had taken place, but Willingham had not been notified and therefore not attended. Clerk to investigate.</p>	<p>Clerk</p>
<p>91/11 To receive updates from following committees and reports from lead councillors:</p>	
<p>Planning meeting 13 June – minutes previously circulated</p>	
<p>Update on DPD Examination of Minerals and Waste Plan attended by Councillor Purnell. Report to be tabled at August meeting.</p>	<p>RP</p>
<p>Green and boundaries</p>	
<p>The Chairman read out on behalf of Councillor Kirkman an update on Green & Boundaries.</p>	
<p>Seat on the Green – this was currently under discussion, as a recent attempt to place the seat was disrupted with several nearby residents complaining that it was too near their homes and would attract unwanted congregations of people and litter. It was decided to wait until until Councillor Kirkman returned from holiday and was consulted on the matter.</p>	<p>AUG/ Mtg</p>
<p>The risk assessment from G & B revealed that a slat was missing from the seat in Station Road and needed re-staining. The seat near the school in Thodays Close, also needed re-staining. These maintenance issues were being addressed by the Parish Council within the next few weeks.</p>	
<p>Councillor Manning had agreed to “lift the skirts” of the large tree overhanging the north west corner of the access road to the Green.</p>	
<p>Councillor Purnell asked the Clerk if she would enquire with Bar Hill Parish Council the ownership of their new Bus Stops.</p>	<p>Clerk</p>
<p>Councillor King had received a phone call from Mrs Auger with regard to the ‘let’ of the Old Recreation Ground on the Earith Road. Clerk to write to Mrs Auger with regard to this.</p>	<p>Clerk</p>
<p>Cemetery</p>	
<p>Following recent updated training by the Clerk and the Admin Assistant, it was considered prudent to update and tighten wording within the Cemetery terms and conditions with regard to how many people could obtain the burial right of a grave space and that the memorial right would be included within the same term.</p>	<p>GP/AC/ Clerk</p>
<p>Halls</p>	
<p>Energy Audit on the Ploughman Hall – A document explaining what this entailed and the cost from Cambridgeshire ACRE was tabled. The cost £285 + travel costs. Much discussion took place. Councillor Foster proposed that Cambridgeshire ACRE undertake this audit and produce a detailed report, this was seconded by Councillor Purnell and agreed with seven votes in favour, three against and one abstention. Clerk to action.</p>	<p>Clerk</p>
<p>Timescale for the Youth Artwork on the Ploughman Hall – A discussion took place and the general consensus was to let the boards stay on for as long as their useful life. Once they started to deteriorate they must be removed or if any work carried out at the Hall necessitated their removal. Clerk to inform Julie Bristow and Connections Bus Project.</p>	<p>Clerk</p>
<p>Implementation of a policy regarding disposal of rubbish at the Ploughman Hall – A discussion took place and it was decided</p>	<p><i>Q 31/8/19</i></p>

that despite the Parish Council recently having to pay the bill to SCDC of £45 for the recent incident, a policy was not necessary. Instead, it would be made clear to all parties at both the Ploughman Hall and the Pavilion that any excess rubbish that did not fit in the eurobin, would either have to be removed by those responsible or they should pay the fine to the District Council. Councillor Hardman to liaise with the user groups involved and report back to the Parish Council.

Actions

WH

Scouts using the Accident Book provided at the Public Hall – The Clerk had consulted with both the Parish Council Insurers and Cambridgeshire ACRE who deal with Parish Halls, it was made clear that the Scouts were obliged to use the Accident Book and report back to the Parish Council any incidents. This would be dealt with by the Public Hall User Committee and they would inform both the Scouts and Stagecraft.

PHUG

Leisure and Amenities

A report from Councillor Hardman had been tabled.

113/11 Accounts

Paid Items:

Salaries	June	Salaries (a)	2996.92
PC Home Call	Anti virus	Establishments (b)	18.00
SCDC	Piper Lifeline	Section 142 (c)	592.88
SCDC	Special Collection	Establishments (d)	45.00
PC Home-Call	IT Support	Establishments (e)	90.00

Items to be paid:

Ray Asplin	Painting Lamp posts	Establishments (f)	239.00
Over & Will Drainage	Drainage rate	Establishments (g)	28.75
Old West Drainage	Drainage rate	Establishments (h)	43.89
Roger Hyde Floor	Scrub Ploughman	Halls (i)	250.00
B & S Chains	Swing Parts	L & A (j)	265.35
SLCC	Burial CPD	Establishments (k)	96.00
PRS Music	Licence	Halls (l)	119.16
Willingham Tabernacle	Meetings	Establishments (m)	165.00
Anthony Gallagher	Security	Establishments (n)	205.99
Wickstead Playscapes	Play equip repair	L & A (o)	52.20
D Fouracre	Pavilion Boiler serv	L & A (p)	114.00
HMK Supplies	Buffet Pads	Halls (q)	25.18
Universal Fencing	Supply & fix fence	L & A (r)	801.41
Coulson	Replace velux	L & A (s)	1609.20
CPALC	Membership	Establishments (t)	674.85
Dorcas	Clock repair	Establishments (u)	312.00
CBS Office Supplies	Stationery	Establishments (v)	99.71
Petty Cash	Various	Establishments (w)	115.93

Councillor King proposed acceptance of the above accounts, this was seconded by Councillor Manning and agreed unanimously.

114/11 Three quotes for Health and Safety Audits and risk assessment reports on Public and Ploughman Hall and the Pavilion from :-

- Cambridgeshire Acre - £250 + travel and VAT, Health & Safety Works Ltd - £650 + VAT
- Health & Safety Solutions Ltd – approx £750 + VAT

A discussion took place, Councillor Foster proposed Cambridgeshire ACRE, this was seconded by Councillor Berry and agreed unanimously. Clerk to write to Cambridgeshire ACRE and also to the other two companies who had put forward quotes.

Clerk

115/11 A quote from Dorcas Engineering Limited – regarding a service contract on the Village Clock – £600 per annum.

Quote circulated. Clarification was needed if this quote included all call outs. Also Clerk to enquire what the charge would be for a routine service visit. To be referred to the August meeting.

**Clerk
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Mtg**

	<i>Actions</i>
<p>116/11 To consider the candidates put forward for the Standards Committee from SC District Council and nominate one of those persons.</p> <p>Document circulated with names of candidates and short descriptions.</p> <p>Councillor Purnell proposed the Parish Council abstain from voting. This was seconded by Councillor Cook and agreed with nine votes in favour and two abstentions.</p>	
<p>117/11 Management of Records Policy for the Parish Council</p> <p>Document circulated.</p> <p>Councillor Foster proposed the document be used by Willingham Parish Council this was seconded by Councillor Barratt and agreed unanimously.</p>	<i>Clerk</i>
<p>118/11 To consider Chris Jones – Planning Chairman – attending a NALC Conference on 22 Sept on planning changes</p> <p>Councillor Manning proposed that Councillor Jones attend, this was seconded by Councillor King and agreed unanimously. Clerk to book place at conference.</p>	<i>Clerk</i>
<p>119/11 Letter from Willingham News and consider a donation towards the magazine</p> <p>Councillor Pake declared an interest.</p> <p>Councillor Cook proposed a grant donation of £3500, in line with the donation made last year, this was seconded by Councillor Mellows and agreed with ten votes in favour and one abstention.</p>	<i>RFO</i>
<p>120/11 Update on the library</p> <p>Councillor King gave an update from the meeting that he attended on 5 July 2011. This was attended by County Councillor Johnstone, a member of Over parish council and Friends of Willingham Library (FOWL). The position had not changed materially from that presented at the public meeting in April. The county council had to find savings of two hundred thousand pounds from the library budget and is seeking proposals from thirteen of the smaller libraries in the county. Willingham parish council was working closely with FOWL and Over parish council to put together a package of voluntary help with some precept cash that will enable the Willingham library to remain open in the current building. Proposals had to be finalised for submission to the library service in August.</p>	<i>AUG/ Mtg</i>
<p>121/11 Speed Limit Policy from Cambridgeshire County Council and consider implementing in areas in Willingham</p> <p>Document circulated. Councillor Berry proposed that it was not viably workable for Willingham and therefore no need to take it further. This was seconded by Councillor Foster and agreed with eight votes in favour and three against.</p>	
<p>122/11 letter from Cambridgeshire County Council regarding the new Street Lighting Project</p> <p>Scanned and Circulated.</p> <p>A discussion took place, it was felt that there was insufficient information and therefore a decision could not be made. Clerk to write to ask for more information. Referred to August meeting.</p>	<i>Clerk AUG/ Mtg</i>
<p>123/11 Letter from the District Council with regards to Village Hero Awards</p> <p>Scanned and circulated.</p> <p>The Parish Council decided that there would be no nomination as a Council Community, however for the individual Hero Award Councillor Purnell proposed Mr Mike Tidball from WAG. This was seconded by Councillor Foster and agreed unanimously. Councillor Purnell to send resume of Mr Tidball within next two weeks to the office.</p>	<i>RP Clerk</i>

Q 3/8/14

124/11 Youth update

Figures for attendance on the Connections Bus and Bus Project user Survey results circulated.

The Chairman reported that Councillor Barratt had met with various contractors with regards to costings for the proposed conversion of storage space to a Youth facility at the Ploughman Hall. It was reiterated that match funding would be needed to ensure that this project could go ahead. There had been no further communication from WYT on this.

125/11 Items for future meetings

OWLS – car share scheme grant request
Annual Parish Meeting document (Councillor Purnell)
Minerals and Waste report – planning
Bench on the Green update – G&B
Village Clock – Dorcus Engineering service quote
Library update
Youth
Willingham News submissions

126/11 Date of next meeting

The meeting ended at 10.05pm

Legislation governing payments

- (a) LGA 1972 s112(2)
- (b) LGA 1972 s111
- (c) LGA 1972 s137
- (d) LGA 1972 s214
- (e) LGA 1972 s111
- (f) LGA 1984 s(8)(1)(i)
- (g) Water Resources Act 1991 ss134-138
- (h) Ditto
- (i) LGA 1984 s(8)(1)(i)
- (j) Open Spaces Act 1906 s10
- (k) LGA 1972 s111
- (l) LGA 1972 s143
- (m) LGA 1972 s134(4)
- (o) Open Spaces Act 1906 s10
- (p) LGA 1894s8(1)(i)
- (q) LGA 1984 s(8)(1)(i)
- (r) Open Spaces Act 1906 s10
- (s) LGA 1984 s(8)(1)(i)
- (t) LGA 1972 s143
- (u) LGA 1984 s(8)(1)(i)
- (v) LGA 1972 s111
- (w) Ditto

Actions

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WYT

07/8/11