




WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on
Wednesday 7 September 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, H Berry, C Jones,
Ms W Hardman, R Purnell, S Mellows, B Kirkman and H Awal (*arrived 7.35pm*)

3 - Parishioners (*Left the meeting at 8.43pm*)
Thomas Baugh + 1 – PCSO's (*left at 7.41pm*)

<p>154/11 Apologies for absence</p>	<p>Action:</p>
<p>Apologies were received from Councillors, King, Manning, Foster, Barratt, Clarke and County Councillor Shona Johnstone.</p>	
<p>155/11 Declarations of interest</p>	
<p>Item 163/11 – Councillor Berry – Briar Security – Prejudicial interest Item 166/11 – Councillor Awal – WYT – personal interest Councillor Purnell declared a personal interest in WAG</p>	
<p>156/11 Public forum (<i>maximum 3 minutes per person, with an overall limit of 15 minutes</i>)</p>	
<p>The Chairman adjourned the meeting</p>	
<p>Mr Jeeps – Parishioner – asked if the remaining Apple Tree in the Cemetery could be cut down as it had recently caused a problem with wasps. He also asked if the paths in the Cemetery could be sided for Autumn/Winter. The Chairman responded that this would be addressed.</p>	<p>AC/Cle</p>
<p>Mr Jeeps mentioned that there were two fruit trees along Saxon Way and asked them to be removed. Clerk to consult with Wimpey Homes, the owners of that land. Mr Jeeps remarked that the Cemetery looked much tidier since the removal of the ivy and brambles, Councillor Pake responded that WAG had kindly undertaken this task.</p>	<p>Clerk</p>
<p>Another parishioner in attendance at the meeting reported that he had witnessed several times extremely dangerous/bad driving on the Newton junction. Clerk to raise with the PCSO.</p>	<p>Clerk</p>
<p>157/11 Minutes of the meeting of the full parish council held on the 3rd August 2011T</p>	
<p>The legislation governing payments, items (b) and (c) should read LGA 1894s(8)(1)(i)</p>	
<p>Subject to the above amendment, Councillor kirkman proposed the minutes be accepted as a true record. This was seconded by Councillor jacques and agreed with nine votes in favour and one abstentions due to not attending the previous meeting.</p>	
<p>158/11 Matters arising from the minutes of the meeting held on the 3rd August 2011 not covered elsewhere on the agenda.</p>	
<p>ITEM 129/11- Parish Paths – Report circulated to all, it was agreed to appoint Mr Graham Mumby as Parish Path Representative. ITEM 139/11 – OWLS Community Car Scheme – Letter of thanks received. ITEM 143/11 –Street Lighting and CCC response - ITEM 148 – WAG was liaising with Councillor Hardman on the tree planting.</p>	
<p>159/11 County Council Reports</p>	
<p>This item was deferred until after Item 175/11</p>	
<p>The Chairman read out the report from Councillor Johnstone with regard to the B1050 – a structural weight limit is being considered due to the current impact on current ‘jelly like’ state of the bank and subsequent load by an unstable road structure.</p>	
<p>160/11 District Council reports</p>	
<p>An open day at The District Council is to be held on Friday 7th October from 9.30am – 4.30pm.</p>	

<p>161/11 Chairman's report</p> <p>The Chairman reported that:-</p> <p>The Village Clock was misbehaving again, Dorcus Engineering would be called out to investigate under the annual maintenance agreement that the Parish Council had agreed to in the August meeting. Clerk to action call out.</p> <p>It was agreed that Councillor Cook would attend the next Parish Council Liaison meeting being hosted by SC District Council.</p> <p>There were numerous nuisance, overhanging branches in Saxon Way and other areas of the Village. A discussion took place. It was decided that the Clerk would send letters to offenders. It was also decided that Councillor Jacques would write an article for the Willingham News on 'pride in your village'.</p> <p>A letter of thanks for the Parish Councils support and donation from the Willingham Library was received and an invite to Councillors to attend a medal presentation on Thursday 15th September from 4pm – 5pm.</p>	<p><i>Actions</i></p> <p><i>Clerk</i></p> <p><i>AC</i></p> <p><i>Clerk DJ</i></p> <p><i>All Cllrs</i></p>
<p>162/11 Reports from the following Committees, reports from lead councillors, any delegated decisions taken, and any recommendations</p> <p>Planning Committee Planning Committee meeting held on 10 August 2011 – Minutes circulated. Councillor Jones to attend a seminar on localism on 22nd September and report at the October Meeting.</p> <p>Green & Boundaries –updates – The seat on the Green would be installed very soon, the Parish Council was waiting for the Contractor to complete the installation.</p> <p>It was discovered that the Ash Tree on the Village Green had a preservation order and therefore planning permission was needed before it could be trimmed. Clerk to action.</p> <p>Cemetery – updates –Hedges have been trimmed and there Councillor Pake had put on a new catch for the Cemetery gate. A big thanks to WAG for all their work in removing the ivy and sharp briars in the Cemetery.</p> <p>Councillor Mellows asked on behalf of the PCC if the branches of certain trees could be trimmed further , Councillor Pake would look at the Trees to see if this was possible.</p> <p>Halls – updates - Ridge Tiles on the Ploughman Hall- two quotes had been received. They were:- Cam Tiles – £3,630 with scaffolding Coulsons – £729 with cherry picker " £1,304 with scaffolding</p> <p>Councillor Cook proposed that the Quote from Coulsons to work with the cherry picker at £729 be accepted, this was seconded by Councillor Jones and agreed unanimously. Clerk to action.</p> <p>The rear fire door was loose and the broken catch was being fixed this week.</p> <p>Quotes were being sought for the external decorating of the Ploughman Hall.</p> <p>Car –park extension at Ploughman hall – clerk investigating consultant to draw up specification needed.</p> <p>Leisure and Amenities – updates – Councillor Hardman had recently attended a Pavilion Management Committee meeting.</p> <p>Two free oak trees had been donated from the District Council for the Jubilee Field and WAG to liaise with Councillor Hardman on the position of planting the trees.</p> <p>Quotes were being received for minor works in the Pavilion Kitchen.</p> <p>Councillor Hardman had recently looked at the Trees on the recreation ground and asked the Parish Council if they would consider a Tree inspection in the near future.</p> <p>The document detailing the Queen Elizabeth Fields incentive from Central Government had been circulated. Councillors Hardman and Jones proposed that the Recreation Ground, Jubilee Field and possibly the Green be considerate for future preservation under this scheme. The only cost to the Parish Council would be the legal fees of £150. A small working party would need to be set up to take the scheme further.</p> <p>A discussion took place. Councillor Purnell seconded the proposal and it was agreed unanimously. The small working party to be decided.</p>	<p>(</p> <p><i>Clerk</i></p> <p><i>GP</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>WAG/WH</i></p> <p><i>Clerk</i></p> <p><i>OCT MTG</i></p>
<p>163/11 Accounts</p>	<p><i>OCT MTG</i></p>

Q S/10/11

Paid Items:

Salaries	August Salaries	(a) Salaries	£2155.01
E-on	Electric Green	(b) G & B	£ 94.94
OWLS		(c)	£ 100.00
PC Home Call	Computer	(d) Establishments	£ 78.00
Camb Joinery	Deposit Village Sign	(e) G & B	£ 750.00
British Telecom	Telephone/Internet	(f) Establishment	£ 141.14
PC Business	Remote Support	(g) Establishment	£ 90.00
E-on	Electric Ploughman	(h) Halls	£ 374.49

To Pay:

Petty Cash	Office	(i) Establishment	£ 100.00
Cambridge Joinery	Village Sign	(j) G & B	£1050.00 see note 1
Oldham cleaning	Pavilion	(k)L & A	£ 150.00
	Ploughman Hall	(m)Halls	£ 310.00
Moore Stephens	External Audit	(n) Establishments	£ 660.00
Briar Security	Abortive Call out	(o) Establishments	£ 83.70 see note 2
Konica Minolta	Photocopier	(p) Establishments	£ 276.37
HMK Supplies	Pavilion toilet rolls	(q) L & A	£ 39.26
Andrew Buchanan	Goalpost Storage brack	(r) L & A	£ 90.00
SCDC	Piper Lifeline	(s) Section 142	£ 81.50
Konica Minolta	Photocopier	(t) Establishments	£ 67.21

Note 1

The Village sign has been the subject of an insurance claim, we have received £1125.00 from Allianz, this is £1500.00 less 25% excess.

Note 2

The abortive call out fee had been retracted and therefore no fee was payable.

Councillr Jones proposed acceptance of the Accounts, this was seconded by Councillor Pake and **agreed** unanimously.

164/11 External auditors report from Moore Stephens for annual return for year ending 31 March 2011

The notice of completion and certificate of the annual audit was published on the Village Notice Board. It is noted that there are no comments and recommendations, this was proposed for acceptance by Councillor Jones and seconded by Councillor Kirkman and **agreed** unanimously.

165/11 Police Update – New PCSO introduction (this item was taken before the Public Forum so that the PCSO's could then leave the Meeting).

PCSO Thomas Baugh introduced himself to the Council and gave a report on what had been happening in and around the Village. The recent incident involving a dog attack was reported and PCSO Baugh explained that the offending dog was no longer in the area. Councillor Kirkman would write a short report on the incident for the Willingham News.

BK

Neighbourhood Watch was an initiative that was hoped could be resurrected.

166/11 Youth update – WYT

Councillor Cook had recently attended a WYT meeting. He reported that WYT had received a large turn-over of youth leaders.

The Rev.Rowe would write a short article for the Willingham News to raise the profile of the Youth Club.

Rev.
Rowe


Councillor Awal reported that a second meeting had taken place for WYT and that the principal proposals set down by the Parish Council with regard to the future conversation of the Ploughman Hall for Youth premises had been accepted. Councillor Cook reported that the cost of these works, if carried out, including fixtures, decorating, flooring and all associated fess would be in the region of 56,000 with a contingency of 10% in addition. Councillor Awal spoke about possible future funding options that WYT had been looking at.

Councillor Kirkman proposed that an architect was sought to draw up plans for the conversation of the storage rooms at the Ploughman Hall, this was seconded by Councillor Berry and **agreed** with nine votes in favour and one abstention. Councillor Purnell reiterated that it was essential for WYT to produce a Business Plan. Councillor Awal confirmed that a plan would be presented at the October meeting.

IB/AC
Clerk
OCT
MTG
WYT

Councillor Jones reported that the current Pool table in the Pavilion would be available for the WYT should they want it.

Q 5/10/11

	<i>Action</i>
<p>167/11 Quotes for a new Photocopier/Printer/Scanner rental contract from November 2011</p> <p>Three quotes were sought, only two were received. Konica Minolta (current supplier) at £227.73 per quarter for a new Konica Minolta Bizhub C280 including average blk/w and colour copies. A three year contract.</p> <p>XSS solutions - £372.00 per quarter for a new Toshiba e-Studio 2540C including average blk/w and colour copies. A three year contract.</p> <p>Councillor Berry proposed acceptance of the quote from Konica Minolta at £227.73 for a three year contract. This was seconded by Councillor Mellows and agreed unanimously. Clerk to action.</p>	<i>Clerk</i>
<p>168/11 Parish Charter from SCDC and consider any comments before 9th September</p> <p>This was circulated to all Councillors for consideration. The Parish Council decided not to comment.</p>	
<p>169/11 Information regarding a free data base for Community Halls from Cambridgeshire ACRE</p> <p>Information circulated to all Councillors.</p> <p>Councillor Purnell proposed that the information be sent to ACRE to be put on the free data base. This was seconded by Councillor Berry and agreed with none votes in favour and one abstention.</p>	
<p>170/11 To receive an update on the library</p> <p>The Chairman read out the main contents of the Letter received on the 5th September from the County Council. It showed that the future of the Library was still uncertain. The County Council would report in October with further news.</p>	<i>CCC</i>
<p>171/11 To help communication on CATCH within the community</p> <p>It was decided to defer on this until more information was received.</p>	
<p>172/11 To consider priorities for funding for Local Requests from CCC – re:- parking restrictions near the Church</p> <p>Clerk to inform Catherine Howes from County Council to remove the previous priority request for parking restrictions near the Church.</p>	<i>Clerk</i>
<p>173/11 To receive a letter from the CCC with regards to Commemorative Tree and Hedge Planting –Diamond Jubilee</p> <p>The Chairman read out the letter and it was decided that this was something that WAG could be involved in. Clerk to pass the letter on to WAG.</p>	<i>Clerk WAG</i>
<p>174/11 To receive a letter from the Royal Horticultural Society – re:- Britain in Bloom Campaign</p> <p>Circulated.</p>	
<p>175/11 Update on the Parish Council Long Term Plan</p> <p>Councillor Purnell asked Councillors to contribute ideas to enable the plan to be updated. These would be considered at the October meeting.</p>	<i>OCT/M</i>
<p>176/11 Items for future meetings</p> <p>Reconsider reaccreditation for Quality Council. Recieve ideas to update Parish Council long term plan. Update on possible Youth conversion at the Ploughman Hall Working Party to be decided on the Queen Elizabeth Fields Incentive</p>	
<p>177/11 Date of next meeting</p> <p>The next meeting will be held on Wednesday 5th October 2011.</p>	
<p><i>The meeting ended at 9.11pm</i></p>	
<p>Legislation governing payments</p> <p>(a) LGA 1972 s112(2) (b) LG (Misc Provs) Act 1976 s19 (1) (c) LGA 1972 s137</p>	

- (d) LGA 1972 s111
- (e) LGA 1894 s(8)(1)(i)
- (f) LGA 1972 s111
- (g) LGA 1972 s111
- (h) LG (Misc Provs) Act 1976 s19 (1)
- (i) LGA 1972 s111
- (j) LGA 1894 s(8)(1)(i)
- (k) Ditto
- (l) Audit commission Act 1998 s7 (3)
- (m) LGA 1972 s111
- (o) Ditto
- (p) Open Spaces Act 1906 s10
- (q) LGA 1972 s137
- (r) LGA 1972 s111

Q Stolu

