



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 7 March 2012 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, C Jones, R Manning (*arrived 8.19pm*), Ms W Hardman, D Clarke (*arrived 7.50pm*), R Purnell, R Foster (*arrived 7.45pm*)
W Kirkman, S Mellows, H Awal and I Barratt

4 - **Parishioners** attended the Parish Council meeting

County Councillor Johnstone (*left at 8.06pm*)

RFO - (*left at 8.18pm*)

DRAFT

37/12 Apologies for absence

Apologies for arriving late to the meeting were received from Councillor Foster, Councillor Manning and Councillor Clarke.

38/12 Declarations of interest

Councillor Purnell declared a personal interest in WAG,
Councillor Clarke declared a personal interest as a member of Willingham Pavilion Committee.
Councillor Awal declared a prejudicial interest in WYT.

39/12 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

Mr Tidball – representing WAG – are planning a Jubilee celebration on Sunday 3 June, which would involve the closure of Church Street for a Street party and will incorporate use of the Green. On Monday 4 June, there will be further celebrations culminating in a ball in the evening. WAG will be seeking a grant to help subsidise this from the Parish Council in the near future.

WAG

Mr Mumby – representing WAG in environmental issues – Further discussion and consultation to occur with regard to Tree planting in the Village. Grant application will be submitted this month, CD of application will be lodged at the Council office.

WAG

Mr Jeeps enquired when the Village sign would be reinstated – The Chairman explained what had happened to date and that the sign was anticipated to be in-situ very soon.

Mr Jeeps enquired about the excess earth piled in the Cemetery and if there was any further outstanding Tree work to be done. It was decided that Councillor Pake would meet with Mr Jeeps to discuss any issues he felt needed to be raised. Mr Jeeps also requested that the Parish Council consider a new double gate with a hand gate insert in the Cemetery. The Council would discuss this at the April meeting.

**GP
April
Mtg**

The Chairman gave an update on the situation with the dilapidated house on the corner of Over Road.

Mr Jeeps also enquired whether the Parish Council could remonstrate with regards to absence of a bank in the Village, but it was explained to him that nothing could be done, although Councillor King did point out that the Post Office did offer various banking services.

40/12 Co-option of Councillor

There was one vacancy to fill and only one applicant. The vacancy was filled with a majority vote. The Chairman welcomed Jim Watson to the Parish Council and asked him to sit in and observe the remainder of the meeting. At the end of the meeting Councillor Watson signed the declaration of office and the Clerk witnessed this and gave him the various documents necessary to being on the Council.

41/12 Minutes of the meeting of the full parish council held on the 1 February 2012

Minutes should read 1 February 2012 and not 2011. Under the notes taken on the Public meeting and those representing the County Council, John Onslow is not a County Councillor, therefore, this has been omitted.

Subject to the amendments above, Councillor Jones proposed the minutes be accepted as a true record, this was seconded by Councillor King and **agreed** unanimously.

	Actions
<p>42/12 Matters arising from the minutes of the meeting held on the 4 January 2012 not covered elsewhere on the agenda.</p> <p>The Chairman announced that there would be a meeting with himself and several other Councillors, with County Council Highways in regard of the B1050 on March 21st in the Parish Office. He would report on this at the April meeting.</p> <p>Item 25/12 – APM – please email Councillor Purnell with any further suggestions on the APM.</p> <p>Item 29/12 – Halls – The application for Solar Panels for the Ploughman Hall from Leaf was not successful.</p> <p>Item 34/12 – Buses – Clerk to meet with other local Clerks on Monday 12 March to suggest a way forward on solutions for bus services in Willingham.</p>	<p>AC</p> <p>RP</p> <p>Clerk</p>
<p>43/12 County Council Reports</p> <p>Councillor Shona Johnstone reported as County Councillor;</p> <p>Had attended a meeting with Peter Heinz who runs a community transport scheme and also had considered the idea of piloting a mini bus, will be liaising with the Clerk after the meeting on 12 March and also Mandy Smith, the County Councillor for Swavesey and Over. Update to be given at the April meeting.</p> <p>There are to be Northstowe drop in sessions in Longstanton and Oakington next week where planning officers will be on hand to answer questions.</p> <p>A bursary has been awarded to help localism in local communities, this will benefit Northstowe and surrounding areas.</p> <p>Councillor Johnstone was congratulated on the bursary.</p> <p><i>Items 47/12 and 48/12 were taken next to allow the RFO to leave the meeting due to other commitments.</i></p>	<p>Clerk</p> <p>SJ</p> <p>April Mtg</p>
<p>44/12 District Council reports</p> <p>Councillor Manning reported as District Councillor;</p> <p>Northstowe letters have been sent to every household – plans are in the Parish Office for public to view.</p> <p>The importance of voting for a new Police Commissioner in the elections to be held in November should be highly stressed. This should also be put in the Willingham News to make the public aware.</p> <p>The District Council are aware that they need to make savings of £415,000.</p>	<p>BK</p>
<p>45/12 Chairman's report</p> <p>Anglian water had been called out on 1 March due to Sewage over-flowing above ground on the Recreation Ground near the Pavilion and pouring into the Lode. This has been dealt with, but it had brought to light the fact that the Council have two pumping stations, one on the Recreation ground for the Pavilion and one in the Ploughman Hall car-park, both of which have not been looked at since installation. Clerk to call installers and arrange a visit and report and repairs if necessary.</p> <p>Notice was read out regarding the Fun Run on Sunday 13 May 2012.</p> <p>Royal British Legion will be dedicating a new Standard to celebrate their 90th Anniversary and the Chairman has been invited with a guest. Chairman will be happy to attend. Clerk to write to them.</p> <p>Notice was read out with regards to tickets being available for the South Cambridgeshire Arts Awards on Wednesday 28 March, the nomination from WPC was Ladybird Borland.</p> <p>Changes to Library open hours was read out and noted.</p>	<p>Clerk</p> <p>Clerk</p>
<p>46/12 Reports from the following Committees, reports from lead councillors, any delegated decisions taken, and any recommendations</p> <p>Planning Committee – Meeting held on 13 February – Minutes circulated, Meeting held on 5 March – Minutes tabled.</p> <p>Section 106 Agreement for Development of Rockmill End/Spong Drove - £30,305.40 to be awarded for public open space contribution. Councillor Manning proposed that the Chairman and Vice-Chairman accept and sign the deed, this was seconded by Councillor Jones and agreed unanimously. Councillor Hardman to produce a summary of what the money would be used for and this is to accompany the deed document.</p>	<p>WH</p>

		<i>Actions</i>
Green & Boundaries – To receive any updates		
- Map on the Green - the Parish Council have received £870 from the SCDC Community Chest grants. The Order to be confirmed by Councillor Kirkman to the contractor making and installing the Map, which will be A1 in size and laminated. It would be a good addition to the Green and a small ceremony will be held to unveil it.		<i>BK</i>
Cemetery – To receive any updates – Councillor Pake had identified several pieces of land for the new Cemetery, he will give all information to the Clerk who will then write to the owners.		<i>GP Clerk</i>
Councillor Clarke mentioned the large crack in the Cemetery wall, he will look at this with the Chairman and discuss a solution.		<i>DC/AC</i>
Halls – To receive any updates –		
- Public Hall User Committee – meeting had taken place, the Public Hall section of the ACRE H & S Report had been given to them. They had asked for the locks to be changed. Constitution arrangements to be circulated and discussed.		<i>RF</i>
- Public Hall Locks – notice of installation of new locks noted.		
- H & S audit working party – Deferred until working party has met to discuss.		<i>H&S Working Party</i>
- Deep cleaning of the Ploughman Hall – Councillor Foster proposed the quote of £520 as suggested for all areas, some bi-annually, to be accepted, seconded by Councillor Jones and agreed unanimously. Clerk to inform the Contract Cleaner.		<i>Clerk</i>
- Regular User terms and Conditions – minor changes to be made with regard to charges being incurred due to mess and damage by users . Clerk to alter and circulate.		<i>Clerk</i>
- Tree Planting – Councillor Hardman has this in hand.		<i>WH</i>
Leisure and Amenities – To receive any updates		
- Pavilion Management Committee – Councillors Hardman and Clarke attend as Council Reps and these are usually held on a quarterly basis. Councillor Hardman expressed that she thought they were a good vehicle of communication.		
- Pavilion User Agreement – Final copy to be given to the User group at the April meeting. Councillor Clarke will then pass back to the Council at the Full Parish Council April meeting.		<i>DC</i>
- Fields – The top Recreation field is to be cut on a weekly basis for eight weeks, notice had been given and Fergusons informed. The details of the Registration documents for the lower field on the Recreation Ground are needed. Clerk to liaise with Councillor Jones.		<i>Clerk CJ</i>
- Pavilion Kitchen improvements- Quotes were tabled – Coulsons £3,391.67 and Wayman £4,419.50. Councillor Jones explained the slight difference between the both. Councillor Foster proposed, subject to asking Coulsons to include a PVA coating to the walls in addition to their original quote, their quote be accepted, seconded by Councillor Purnell and agreed with thirteen votes in favour and one abstention. Clerk to inform Coulsons and write to Wayman.		<i>Clerk</i>
- Quotes/Plans for Play equipment and outdoor facilities – the plans for future proposals were displayed on the walls for all to see. Councillor Hardman explained that the school would be doing a project to show what the children would like in the Village. Questionnaires would be given out to Parents and a questionnaire could be put on the Parish Council website, or people could express their opinion on a blog. Information, together with links would be put on the website. Teenagers and the Elderly were to be engaged on their opinion, so that all age groups could have an input. Councillor Hardman invited idea's from the Councillors.		<i>Clerk WH</i>
- Deep clean of the Pavilion (floor areas) - £540, some were bi-annually. Councillor Hardman proposed acceptance of the quote, seconded by Councillor Jones and agreed unanimously. Councillor Hardman wanted to discuss with the user group at the April meeting which would be the best months for the clean and then report back to the office.		<i>WH Clerk</i>
47/12 Accounts		
<u>Paid Items</u>		
Salaries	February	Salaries £2529.15
CILCA	Training	Est £ 40.00
NALC	Quality Council	Est £ 250.00
Fire Ind Ass	Fire seminar	Est £ 24.00
SCDC	Planning	Youth Building £ 85.00
E on	Public Hall Electricity	Halls £ 127.89
E on	Village Green Electricity	G & B £ 48.50

E on	Pavilion Electricity	L & A	£ 123.48	Actions
<u>To be paid</u>				
A R Aspinall	Maint – Pavilion	L & A	£ 48.74	
PC Home Call	Computer	Est	£ 126.00	
Oldham Cleaning	Cleaning Pavilion	L & A	£ 96.00	
Oldham Cleaning	Ploughman	Halls	£ 250.00	
A J Wookey	Maint – Pavilion	L & A	£ 40.00	
Coulson Building	Pavilion Roof	L & A (See note)	£ 431.57	
Coulson Building	Repair Roof Ploughman	Halls	£ 120.00	
SLCC	Clerk Course	Est	£ 114.00	
CBS Office Sol	Stationery	Est	£ 207.73	
Petty Cash	Office	Est	£ 77.08	
Visual Creations	Ploughman Hall	Halls/Youth Building	£1920.00	
<p>The accounts were proposed as accepted by Councillor Kirkman, seconded by Councillor King and agreed unanimously.</p>				
<p>48/12 To receive an update from the RFO and discuss Internet Banking, use of credit card for payments and Investment of Parish Council funds</p>				
<p>The RFO and the Chairman explained the current situation. The Forms had been obtained for internet banking and required the usual signatories, a request for a debit or credit card for on-line payments would be requested at the same time. The RFO would investigate which one would be better and safer to use. Councillor Foster asked if the Internal Auditor could advise on best practice for controlled use. Councillor Purnell proposed approval of the above, seconded by Councillor Jones and agreed unanimously.</p>				
<p>The RFO advised that if the Parish Council entered into projects with outside bodies, such as WAG etc; the Council could only claim back the VAT on invoices addressed to them. Contracts would need to be looked at prior to their starting, as funding may only have been appropriated to the outside body. The Parish Council could not reclaim VAT for a third party.</p>				
<p>49/12 To discuss the Old Recreation Ground and receive an update on the established ownership</p>				
<p><i>Councillor Manning left the room due to his connection as a Fruit grower with regards to the Village Tree planting.</i></p>				
<p>Update circulated with the Agenda.</p>				
<p>Community Orchard information had been provided. The Parish Council felt that the scheme has their support, but whether the Parish Council had permission to fully grant approval was subject to further investigations of historical documents.</p>				
<p>The proposal document of the Community Orchard was available at the office for anyone wishing to look at it. It was fully comprehensive.</p>				
<p>There was some discussion on the need to consult with residents with regard to Tree planting throughout the Village, which Mr Mumby confirmed was still yet to happen. He had however confirmed that he had spoken with officers at the County and District level, although there was no supporting documentary evidence of this. The Parish Council would like to see the above occur, subject to this, Councillor Purnell proposed acceptance, seconded by Councillor Jones and agreed with ten votes in favour and three against.</p>				
<p><i>Councillor Manning returned to the room.</i></p>				
<p>50/12 Youth update</p>				
<p>Planning documentation had been submitted on Monday 27 February with regard to the Youth conversion (and the Ploughman Hall Car-park). The Architect is to prepare tender documentation. The Chairman would be meeting with the Architect on the 8 March. Councillor Jones voiced approval to the Chairman on how the plans were progressing.</p>				
<p>51/12 To receive update on additional funding for projects</p>				
<p>A summary had been circulated.</p>				
<p>Councillor Purnell wished to thank some Councillors on their hard work with regards to working towards improvements in the Village. He outlined details of the circulated document and a discussion took place.</p>				
<p>Councillors Hardman and Purnell felt that various voluntary groups that worked closely with the Parish Council, could pool resources to share experiences and information with regard to funding sources. Councillor Purnell proposed a loose working party be set up to utilise this need, seconded by Councillor Hardman and agreed unanimously.</p>				
<p>52/12 To receive the responses from residents in Thodays Close on parking problems/solutions in connection with the School</p>				

WAG

RP
WH

Responses circulated and tabled – Clerk to send issues outlined in responses to the School, Police and County Council.	<i>Actions Clerk</i>
53/12 To receive an update on the funding for Minor Highways improvements from Cambridgeshire County Council	
Councillor Johnstone was working on the application regarding the improvements at Thodays Close, together with the School. The West Fen Road Car-park application was aided by information supplied by Councillor Clarke. A decision is awaited.	<i>SJ DC</i>
54/12 To receive and discuss letter passed by WAG from a parishioner regarding Tree planting on the Lode	
The letter was read out by the Chairman, the Clerk to pass back to WAG.	<i>Clerk</i>
55/12 To receive an invite of two representatives to attend the District Council's Cabinet liaison meeting on 29 March 2012	
The Chairman would attend.	<i>AC</i>
56/12 To receive and consider an application for financial assistance from the Cambridgeshire Police Shrievalty Trust	
Councillor Manning considered this a fair scheme. Councillor Foster proposed granting them £375, seconded by Councillor Manning and agreed with thirteen votes in favour and one abstention.	<i>Clerk</i>
57/12 To receive a request from Councillor Jones to consider applying to the Land Registry for those lands owned by the Parish Council, which are not currently registered and consider transcribing documents in Parish Council possession	
The Clerk informed the Council that there was currently documented that three areas, thought to be owned by the Parish Council, which were not registered with the Land Registry, these were: - The Pound, The Old Recreation Ground and the Landing Ground.	
A discussion took place.	
The Chairman voiced that he felt the situation with the Old Recreation should be firstly resolved. Once that had been achieved, this could be progressed.	
58/12 To receive a letter from FIT – (Fields in Trust), to consider becoming a member	
The Chairman read out the letter, Councillor Manning proposed not to accept their invite to become a member. Seconded by Councillor Cook and agreed unanimously.	
59/12 Items for future meetings	
Pavilion User Agreement Update on Community feedback for projects planned Update on B1050 Update on Bus services Update on Cemetery gates	
The meeting finished at 10.15	
60/12 Date of next meeting – Wednesday 4 April and is to take place at the Ploughman Hall.	

