



# WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Full Parish Council Meeting held on  
2 May 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, R Foster, (*arrived at 7.35pm*), H Awal, J Watson,  
I Barratt, C Jones, R Purnell, R Manning, D Clerk, S Mellows, W Kirkman  
and Ms W Hardman

RFO -- Mrs Sarah Rutherford

3 - Parishioners (*left at..08.50pm.*)

## 7/12 Election of Council Chairman

Councillor Manning proposed that Councillor Cook be elected as Chairman. This was seconded by Councillor Kirkman and **agreed** with thirteen votes in favour and one abstention. Councillor Manning gave thanks on behalf of the Council to Councillor Cook for his hard work in the last year and for his willingness to step up again as Chairman of the Parish Council for this next coming year.

## 8/12 Signature of declaration of acceptance of office by new Chairman

Councillor Cook signed the declaration of acceptance of office.

## 79/12 Election of Vice Chairman of the Council

Councillor Kirkman proposed that Councillor King be elected as Vice Chairman. Seconded by Councillor Clarke and **agreed** with fourteen votes in favour and one abstention.

## 80/12 Apologies for absence

Apologies were received from Councillor Awal and County Councillor Mrs Shona Johnstone.

## 81/12 Declarations of interest

Councillor Clarke declared a personal interest as a member of Willingham Pavilion Committee.

## 82/12 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

The meeting was adjourned.

Mr Jeeps voiced his extreme disappointment in the Parish Council for not organising anything for the Queens Jubilee. He felt that in the past, such celebrations had been marked by the Parish Council and felt that the Parish Council could have perhaps provided memorabilia to the young people in the Village.

A discussion took place and some Councillors voiced their opinions on why the Parish Council had been reluctant, mainly due to anticipated lack of voluntary participation and organisation.

Mr Mike Tidball, member of the public and WAG reported that WAG would be holding an Olympic Party and that some other small voluntary groups in the Village were marking the Jubilee by organising events. He said that WAG would co-ordinate these events and advertise them.

Mr Jeeps also enquired when the speed camera on Station road would be working, Councillor Cook replied that the County Council were aware of its need of replacement.

The meeting was re-convened.

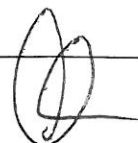
## 83/12 To receive presentation of Parish Council accounts

The Parish Council Accounts were tabled – the RFO invited any questions.

The Chairman read out Section 2 – the annual governance statement, to the Council, questions 1 – 9. All **agreed** with these statements and the Chairman signed and dated them.

Councillor Mellows proposed that the accounts be accepted, this was seconded by Councillor Foster and **agreed** unanimously.

**Actions**

 17/6/12

**84/12 To elect Lead Councillors for the following financial year**

Councillor King proposed that all Lead Councillors stayed in post for the forth coming year, this was seconded by Councillor Cook and **agreed** unanimously. Councillor King expressed his gratitude.

**Halls –**

Councillor Clarke proposed Councillor Purnell as deputy Lead Councillor, this was seconded by Councillor Hardman and **agreed** unanimously.

**Leisure & Amenities –**

Councillor Hardman proposed Councillor Clarke as deputy Lead Councillor, this was seconded by Councillor Purnell and **agreed** unanimously.

**Cemetery –**

Councillor King proposed Councillor Watson as deputy Lead Councillor, this was seconded by Councillor Hardman and **agreed** unanimously.

**Green & Boundaries –**

It was agreed that a deputy Lead Councillor be appointed at the June meeting when the existing deputy, Councillor Awal would be present.

**85/12 To elect a Planning Committee for the following financial year**

Councillor Cook proposed that the following Councillors make up the Planning Committee:-

Councillors, King, Cook, Barratt, Pake, Jacques, Watson and Purnell. The Committee would decide at their first meeting on Chairman and Vice-Chairman.

This was seconded by Councillor Kirkman and **agreed** unanimously.

**86/12 To receive the Chairman's Annual Report**

Circulated.

**87/12 To approve the Minutes of Parish Council Meeting held on Wednesday 2 April 2012**

Councillor proposed that these be accepted as a true record, seconded by Councillor and **agreed** unanimously.

**88/12 To deal with any matters arising from the minutes of the meeting held on 2 April 2011 not covered elsewhere on this agenda**

Item 66/12 - Meadow Road – Councillor Pake reported that horses had disappeared from the sides of the road, only to re-appear with the same problems occurring, some weeks later. Councillor Manning suggested the Parish Council write to Cambs County Council to ask how long the word 'temporary' entailed!?

Clerk

**89/12 Reports from the following Committees, annual reports from lead councillors, delegated decisions taken, and recommendations**

**Planning Committee**

Planning Committee meeting held on 16 April 2012 – Minutes circulated

Councillor Cook reported that the 'Cambridgeshire News' had asked if the Parish Council had wished to make a statement on the travellers in Meadow Road, no statement was made. Councillor King, would be attending a meeting at the District Council on the travellers in Meadow Road in the forthcoming week. Councillor King also stated that he had no issue with statements made to the press.

**Green & Boundaries – Annual Report – circulated**

Map on the Green – Councillor Kirkman reported that this was virtually completed and hoped to have it installed within the next couple of weeks.

**Cemetery - Annual Report – circulated**

Identified new land for a new Cemetery – Councillor Pake explained that upon enquiry with the owner, the land water level was too high.

It had been reported that there was a large bee's nest in the Churchyard and the Reverend had asked the Parish Council if they could look at this. It was suggested that they seek advice from the bee keeping club in the Village.

**Halls - Annual Report - circulated**

Public Hall – a key holder list with contact details had been requested from Mrs Marina Deller – Scout Leader. Mrs Deller had also reported that a child had slipped in the Public Hall, an accident sheet filled out, no harm had ensued. Clerk to ask for copy of the accident sheet.

Clerk

A Public Hall user meeting was to take place in two weeks time.

Ploughman Hall – an information notice had been served to the Environment Agency with regards to the car-park improvements. A tender document would be sent out by the architect once the Environment Agency had given their input on levels needed for the tarmac surface.

A noise complaint had been received from a parishioner together with suggestions to keep noise to a minimum. These would be considered by the Parish Council and it was suggested that keeping doors shut when music is playing would help solve this problem.

June Mtg

**Leisure & Amenities** – Annual Report – circulated

Pavilion Kitchen improvements – work began on Monday 30<sup>th</sup> April – it should be finished the following week. Floors would then be deep cleaned by the contract cleaner as previously agreed.

Funding for additional play/recreation/fitness improvements – ongoing, parents and public were coming forward to help create a business case for additional funding.

To receive and consider a policy regarding hire of the Pavilion to the wider community – a request from the Phoenix school for use of the Pavilion and Recreation ground had been discussed at the April meeting, Councillor Hardman had been asked to consider the administration of this request. A discussion took place. The Clerk asked the Chairman if she could speak on behalf of the office with regard to the administration issue. The Clerk detailed clearly that the Council were aware of increasing demands on the Office staff work-load within the existing time and resources currently agreed. The office felt that although of course the hire of the Pavilion would provide much needed income- it would also provide a larger work-load which currently would not be possible to sustain within the given time of office hours. The Clerk asked that the Council consider either increasing the hours or resource to deal with this additional administration, especially if it continued to increase as it had done in the last year or so.

The RFO also stated that the Council would need to consider the VAT issue if hiring to outside bodies on a commercial basis.

Much discussion took place, it was recognised that there was an issue with regard to the office administration for hire of the Pavilion and Recreation ground and that it could not be dealt with within this meeting; however the need to reply to the Phoenix School who had requested use during the current summer term was needed. Councillor Jones proposed that the Parish Council allow the use to the Phoenix school only for nine weeks at a cost of £10 an hour. Seconded by Councillor Purnell and **agreed** with ten votes in favour and four abstentions. A policy regarding general hire of the Pavilion and its administration to be discussed at the June meeting. Councillor Hardman to produce a policy document for consideration at the June meeting.

WH/  
June Mtg

Councillor Hardman asked the office to request that Fergusons use weed killer around the edges of the Recreation ground and Mobilee field to prevent re-growth, but to leave the lode as a wild-life haven. Clerk to action.

Clerk

To receive an annual report from Willingham Sports Pavilion Management Committee – circulated

**90/12 Accounts**

**Paid Items:**

<b>Salaries</b>	<b>Salaries</b>	<b>April 11</b>	<b>1960.93 (a)</b>
HMRC	Salaries	PAYE	458.30 (b)

**Items to be paid:**

Oldham Cleaning	L & A	Cleaning Pavilion	132.00 (c)
Oldham Cleaning Halls		Clean & Cust Duties	320.00 (d)
PC Business Call	Est	Remote Support	90.00 (e)
Connection Bus	Section 142	Bus Jan - March	918.00 (f)
HMK	L & A	Toilet rolls	18.43 (g)
Cromwell Fire	Halls	Fire ext Ploughman	67.07 (h)
Cromwell Fire	Halls	Fire ext Public Hall	62.88 (i)
Cromwell Fire	L & A	Fire ext Pavilion	66.97 (j)
Coulson Building	Halls	Public Hall Doors	662.40 (k)
CAPALC	Est	Affiliation fee	698.47 (l)

The above accounts were proposed for approval by Councillor Jones, seconded by Councillor Barratt and **agreed** with thirteen votes in favour and one abstention.

**91/12 Annual Cambridgeshire County Council report**

Circulated – Councillor Johnstone not present at the meeting.

Councillor Mellows requested the office report to Cambs County Council the deterioration of the surface of Wilford Furlong/Haden

Way. Also to report a hole in the pavement outside the old Church Hall – Church Street.

Clerk

**92/12 Annual District Council report**

Circulated – Councillor Manning reported that a steering group made up of various representatives has been set up to look at the A14 improvements. 23 suggestions had been reduced to 4 on how improvements could be made. This would be looked at a they would meet on 9 July to decide on a recommended way forward. Money would be forthcoming from central government. A full report would be given in July.

RM

**93/12 Police matters**

Report circulated

**94/12 Youth update**

Councillor Cook reported that public/community attendance at a Willingham Youth Trust meeting held the previous week had been poor despite WYT sending out details of the meeting.

Councillor Purnell reported that a funding group to exchange information had been set up - A discussion on funding took place.

Planning permission for the youth building at the Ploughman Hall had been given, the architect would be sending out tenders to four contractors with a date of return.

**95/12 B1050 update**

There had been no update information, the Clerk to chase Councillor Johnstone.

Clerk

**96/12 To receive and consider a proposal for Neighbour Watch in Willingham**

Proposal circulated – Councillor Kirkman had attended the meeting to discuss re-introducing Neighbour Watch in Willingham and proposed acceptance of the proposal put forward, seconded by Councillor Purnell and **agreed** unanimously.

Mr Mike Tidball had agreed to take the role of co-ordinator.

**97/12 Quote from Pete Cornish for removal of soil from the Cemetery to the Jubilee field**

Circulated prior to the meeting - *This item was discussed and agreed during Item 89/12*

The quote for removing the soil heap - £500

The quote for spreading soil in the Jubilee field - £100 – Councillor Hardman requested that it was not to be spread in the Jubilee field but put in a pile in the back corner of the field.

Councillor Pake proposed acceptance, seconded by Councillor Foster and **agreed** unanimously.

**98/12 Items for future meetings.**

Pavilion Hire

Noise levels in the Ploughman Hall

Emergency Fire details on the Ploughman Hall booking form.

**99/12 Date of next meeting.** – Wednesday 16<sup>th</sup> May is the Annual Parish Meeting and Wednesday 13<sup>th</sup> June is the next meeting of the Parish Council

The meeting ended at 9.10pm

**Legislation Governing Payments**

Ref. To letters (a) – (l)

(a) – LGA 1972 s112(2)

(b) – LGA 1972s111

(c) – LGA 1972s111

(d) – LGA 1972s111

(e) – Ditto

(f) – LGA 1972 s137

(g) – LGA 1972s111

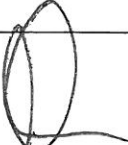
(h) – LGA 1894 s(8)(1)(i)

(i) – Ditto

(j) – Ditto

(k) – Ditto

(l) – LGA 1972 s143

 13/6/12