



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 13 June 2012 at 7 30 pm in the Octagon, St Mary and All Saints Church, Church Street

Present **Councillors** A Cook (Chairman), G Pake, D Jacques, C Jones, R Manning, (arrived 8.53pm), R Foster, D Clarke, R Purnell, J Watson, H Awal and I Barratt

Two **Parishioners** attended the Parish Council meeting

County Councillor Johnstone (left at 8.10pm.)

The meeting started at 7.35pm.

100/12 Apologies for absence

Apologies were received from Councillors Kirkman and King. Councillor Manning had notified the Chairman that he would be arriving late to the meeting.

The Chairman announced the resignation received from Councillor Hardman with immediate effect.

101/12 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.

102/12 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)

The meeting was adjourned.

Mrs Linda King wanted to indicate that the recent letter from Stagecoach announcing new bus timetables was far from satisfactory, it appeared that there would be no buses running through Willingham at the rush hour time of 7.30am – 9.30am. She requested that this matter was raised with Stagecoach. Councillor Purnell responded that he thought the County Council should put pressure on Stagecoach. County Councillor Johnstone replied that although sympathetic to the situation, 80% of buses are run commercially and that the County has no involvement in commercial operations. She reported that money would be going into Cambridge future transport and would be considered next year. A questionnaire would be circulated next month to gauge public opinion and it had been considered for Willingham and surrounding areas whether other options would be viable, such as use of the Over Day Centre mini-bus.

A further discussion took place.

Mr Mike Tidball stated that he was the co-ordinator for the newly set up Willingham Neighbourhood Watch scheme and that a request would be sent to the Parish Council for their July meeting asking for a donation to cover the set up costs of advertising the scheme.

Gratitude was expressed at the return of the Speed Camera being operational in Willingham.

The meeting was re-convened.

103/12 Minutes of the annual meeting of the Full Parish Council held on 2 May 2012

Item 96 should read Neighbourhood Watch and not Neighbour Watch. Subject to this amendment, Councillor Purnell proposed the minutes be accepted as a true record, this was seconded by Councillor Pake and **agreed** with eight votes in favour and two abstentions.

104/12 Matters arising from the minutes of the annual meeting held on 2 May 2012 not covered elsewhere on this Agenda

None

105/12 Minutes of the annual parish meeting held on 16 May 2012

Councillor Foster proposed the minutes be accepted as a true record, this was seconded by Councillor Watson and **agreed** unanimously.

106/12 Matters arising from the minutes of the annual parish meeting held on 16 May 2012 not covered elsewhere on this Agenda

Councillor Purnell felt the meeting had been successful with parishioners attending and participating. He wanted to thank the sub-committee for organising better publicity and the Lead Councillors for their presentations.

107/12 County Council Reports

Councillor Shona Johnstone reported as County Councillor:-

Actions

Councillor Johnstone asked the Council if they would like training in Traveller awareness or if they felt there was something else that the County Officer could do? It was felt that it would be useful for the County Officer who dealt with Traveller situations to attend and listen to the Council's views at their July meeting.

July
Mtg

Cabinet met on 22nd May to consider their response to the Northstowe application. Councillor Johnstone raised the issue of the B1050 and the need for joint up thinking on this, it was also put forward that construction traffic on this route was not advisable. These points were taken on board.

108/12 District Council reports

Councillor Manning reported as District Councillor;

As a result of attendance at a Housing portfolio meeting, it was noted that additional traveller pitches needed to be found. This assumed that it included all temporary pitches currently in place were to be granted. There would be no intention of increasing Traveller pitches in Willingham, but in the area remit of SCDC there would be a need to look at which sites to support, resist or refuse. Important to note that not all of them can be refused.

Councillor Manning gave an update on the Buckley site, north side of Meadow Road. There was a court case injunction against Mr Buckley which was dismissed, the court case had been re-submitted and there is an appeal lodged against it.

There had been no further news on the Standards Board and clarification on pecuniary interests.

109/12 Chairman's report

WAG had been successful in receiving a Grant for Tree planting in Willingham, subject to conditions set out. Thanks went to Graham Mumby and the Fawcetts and all those who worked on and sent in the application.

The Government Audit Commission has appointed new External Auditors for all small bodies in Cambridgeshire. From 1st September 2012, Moore Stephens will no longer be external auditor for Willingham PC, it will be Littlejohn LLP.

The Swavesey Ward Police Panel priorities, received from Cambridgeshire Constabulary were read out, these covered the Willingham area.

110/12 Reports from the following Committees, reports from lead councillors, any delegated decisions taken, and any recommendations

Planning Committee – Minutes circulated.

- Planning Committee meeting held on 23 May 2012

-

SCDC response to Northstow application had been circulated to all.

Green & Boundaries –

- Councillor Cook proposed acceptance of quote of £120 from Pete Cornish with regard to installing a hard surface beneath the seat at Thodays Close. Seconded by Councillor Manning and **agreed** unanimously.
- The Map on the Green is to be made more robust to last the test of time, therefore there is slight delay in installation.

Clerk

Cemetery –

- There had been an offer of land for the New Cemetery. Councillors Cook and Pake will investigate this further and report back at the next Parish Council meeting.
- Councillor Pake will look at an overhanging Cemetery tree reported in Church Lane.

AC

GP

GP

Halls –

- Public Hall – H & S audit working party – Councillor Foster met with the Hall Users Committee and had a look at the outstanding issues raised in the ACRE report. Councillor Foster felt it would be more helpful if ACRE could forward the excel sheet with the points so that this can be used and built upon. Clerk to request from ACRE.

Clerk

Ploughman Hall –

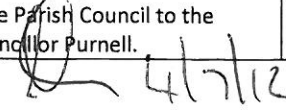
- A discussion took place on possibility of installing automatic shut off taps at a cost of £500 because of recent issues where taps have been left running. It was felt that it would be better to leave them as they were for the time being and perhaps tweek the flow.

AC/RF

- New signage - The County Council had been consulted on the possibility of signage indicating the whereabouts of the Ploughman Hall. The County Council had stated that they would not fund it, it would be fairly expensive. It was therefore felt that it was an unnecessary cost and that the original 'Village Hall' sign, hidden in the hedge could be moved.

AC/RF

- Car-park extension – a discussion took place on flood levels and exchanges between Councillor Purnell, the Environment Agency and the architect. Councillor Manning asked if a formal letter could be sent from the Parish Council to the District Council to involve them and consequently the local MP. Letter to be drafted by Councillor Purnell.



- External painting – due to recent wet weather, this has been delayed and is now scheduled for August 2012.
- Outside tap – has been installed and an external metal box/cover fitted.
- Noise levels - Terms and conditions of hire to be considered by Councillor Foster to include conditions to reduce noise. Rates of hire will also be considered at the same time as it was felt that some changes were needed.
- Emergency Fire details on booking form – details to be added to the Terms and conditions sent out to hirers, these should include details on emergency exits and point of assembly in case of fire. Point of assembly to be decided by Councillors Clarke and Foster.
- Donation and planting of ornamental tree – A resident would like to donate a Catalpa tree to be planted on the grounds of the Ploughman Hall. It was decided to accept this donation and the Clerk to write to the resident. Councillors Cook and Foster to decide position of Tree and dig hole required.

RP

RF

RF/DC
Office

Clerk
AC/RM

Leisure and Amenities –

- Pavilion user agreement – this had been sent out to the current users of the Pavilion and Recreation Ground.
- Pavilion and Recreational Storage – Councillor Clarke reported that a concrete base for this had now been laid, the cost of a storage container ranged from £1465 - £2175, some with locks, others not. Councillor Clarke proposed purchase of a container from G & D, which in his opinion would suit requirements, the cost would be £1845 including delivery. In addition to the purchase of a container a further £200 would be needed for materials to lay a concrete front to the entrance. Labour would be done by volunteers. Also in addition, purchase of a metal cabinet at a cost of £158 + VAT for internal storage in the Pavilion. All the above was seconded by Councillor Jones and **agreed** with ten votes in favour and one abstention.
- Pavilion – quotes for internal painting – Two quotes had been received, Mr Pond =£375 and MB Flack=£337. Paint would be purchased by the Parish Council. Councillor Clarke proposed acceptance of the quote from MB Flack. Seconded by Councillor Barratt and **agreed** unanimously.
- Pavilion front door – In May, the glass on the front door was smashed, the culprit identified, restorative justice, a letter of apology, together with a cash payment of £250 (insurance excess amount), was paid to the office. Unfortunately in June, damage has been done again, this time no culprit has yet been identified.

DC

It was agreed that the CCTV Camera would be moved from lode side to cover the front door by Briar Security at a cost not to exceed £190 + VAT.

A discussion took place on what type of replacement would be needed for the front door. It was generally felt that the same type of glass panel would not be appropriate as it had been smashed three times in six months. Coulsons had been contacted in the mean-time to board up the front door temporarily until a decision is made on the type of replacement.

July
Mtg

111/12 Accounts

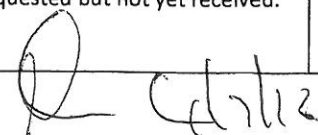
Paid Items

Salaries	May 2012	Salaries (a)	£2858.23
E-on	Electric – Green	G & B (b)	£ 100.90
E-on	Electric – Public Hall	Halls (c)	£ 173.96
E-on	Electric – Pavilion	L & A (d)	£ 105.92
British Telecom	Phone	Est (e)	£ 156.34
St Ives Town Council	Training	Est (f)	£ 72.00

To be paid:

Intouch CRM	Licence & Hosting	Est (g)	£107.97
Playsafety	Inspection Toddlers	L & A (h)	£ 75.60
SLCC	Training GPC	Est (i)	£ 96.00
Camb Water	Water Old Recreation	L&A (j)	£ 33.51
Oldham Cleaning	Pav Cleaning	L & A (k)	£ 84.00
Oldham Cleaning	Ploughman Hall	Halls (l)	£236.00
CBS	Stationery	Est (m)	£213.98
PC Business Call	Computer	Est (n)	£ 90.00
Camb County Council	HGV Signs	Est (o)	£379.04*

* We have not yet received the invoice for this, we only have the reminder, an invoice has been requested but not yet received. Will make payment when it has been received.



The Chairman reported that approximately ten items had been missed on items to be paid, these would need to be paid before the July meeting and would then be placed in Paid Items on the July Agenda/Minutes for approval.

Councillor Jones proposed acceptance of the above accounts, seconded by Councillor Pake and **agreed** unanimously.

112/12 Update of the Financial Regulations - It was decided that a workable document would need to be presented at the next meeting for approval.

July
Mtg

113/12 Renewal of a PC nominated Trustee for Willingham Combined Charity
It was agreed that Councillor Watson would be the nominated Trustee.

JW

114/12 Youth update - The Chairman reported that tenders had gone out to prospective contractors for work on the Youth conversion at the Ploughman Hall. The return date for the tenders has been extended.

July
Mtg

115/12 Renewal of domain and hosting package from PC Homecall – Councillor Jones proposed acceptance for renewal, seconded by Councillor Barratt and **agreed** unanimously.

Clerk

Councillor Jones will look at the need for two domains, one by PC Homecall and one by the Website hosts, Intouch CRM. He would then consider the possibility of reducing this to one common domain for next year.

CJ

116/12 Renewal of SLCC membership for Office administrative assistant – Councillor Cook proposed renewal of membership for the Administrative Assistance at a cost of £110, seconded by Councillor Foster and **agreed** unanimously.

Clerk

117/12 Commemorating the Diamond Jubilee – It was felt by the Council that commemorative mugs were outdated. The Council decided on no further action.

118/12 To consider adopting a policy for using email as the written word – a discussion took place. It was agreed that the Councillors should have their own council email address and then consider adopting the policy in future. Councillor Jones to investigate possible set up of own Council email addresses for Councillors and staff and report back to the Council.

Future
Mtg
CJ

119/12 Letter from Cambridgeshire County Council regarding a Street Lighting briefing and nominate a representative to attend the briefing.

Councillor Cook agreed to attend the briefing and report back to the Council.

July
Mtg
AC

120/12 To consider adopting the new code of conduct – The new code of conduct has not yet been released for consideration, Councillor Manning proposed that Willingham PC continue with the present system until notified of the new system and a decision can be made. Seconded by Councillor Foster and **agreed** unanimously.

July
Mtg

121/12 Request for donation from CCC Library Services in support of the Summer Reading Challenge
Councillor Jones proposed £500 to be donated, seconded by Councillor Clarke and **agreed** unanimously.

Clerk

122/12 Items for future meetings

Appoint New Lead Councillor for Leisure and Amenities, New Code of Conduct, Finance Regulations update, New Cemetery, Car-Park extension, Youth conversion, Pavilion front Door, update on Street Lighting, update on own email addresses, Officer from CCC to attend with regard to Traveller issues.

123/12 Date of next meeting – Wednesday, 4th July 2012.

The meeting ended at 10.03pm.

Legislation Governing Payments

Ref. To letters (a) – (o)

- (a) – LGA 1972 s112(2)
- (b) – LG (Misc Provs) Act 1976 s19(1)
- (c) – Ditto
- (d) – Ditto
- (e) – LGA 1972s111
- (f) – Ditto
- (g) – Ditto
- (h) – LGA 1894 s(8)(1)(i)
- (i) – LGA 1972s111
- (j) – LG (Misc Provs) Act 1976 s19(1)
- (k) – LGA 1972s111
- (l) – Ditto
- (m) – Ditto
- (n) – Ditto
- (o) – Ditto