



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 4th July 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 Manning, R Foster (arrived 7.34pm), D Clarke (left the meeting at 9pm), R Purnell, J Watson, S Mellows (arrived 7.35pm), W Kirkman and I Barratt

4 - Parishioners attended the Parish Council meeting

Prior to the meeting being opened. There will be a question and answer session between the County Councillor Officer dealing with Traveller Issues and Willingham Parish Council.	Actions
<p>Mr George Hay, Enforcement Officer - Highways and Mrs Kate Day, Traveller Liaison Officer, from Cambridgeshire County Council attended to listen to the Councillors points of view on Traveller issues. They introduced themselves to the room. Mr Hay relayed that should there be any illegal encampments on Parish Lane, he would be at hand and could be contacted regardless of time or day to give assistance on issues relating to this.</p> <p>He addressed Traveller horses roaming the land, not being curtailed. He stated that the Police would not deal with them, that the Police and County should work together, under S 421 Animals Act and remove them within 48 hours. Currently County place a notice for removal, which cost £150 per time, the horses stay until the stated time. They are removed, but return again within a short time and the process has to begin again.</p> <p>The Fencing in Meadow Lane – although currently still in place, the owners have agreed to remove it, this needed to be enforced and the issue resolved.</p> <p>A discussion took place on the above and issues with Travellers on the Causeway – whether this was dealt with as a criminal offence or eviction from County, all with a financial cost to the public.</p> <p>Councillor King felt very strongly that cases should and could be brought to court as criminal offences and both Councillor Manning and Councillor King expressed views on the matter.</p> <p>Mr Hay and Mrs Day then left the meeting.</p>	
<p>124/12 Apologies for absence Apologies were received from Councillors Jones and Awal and County Councillor Johnstone.</p>	
<p>125/12 Declarations of interest Councillor Purnell declared a personal interest in WAG, Councillor Clarke declared a personal interest as a member of Willingham Pavilion Committee and Item 140, NW. Councillor Pake declared a prejudicial interest in Item 133/12 – accounts for payment.</p>	
<p>126/12 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) The meeting was adjourned.</p>	
<p>Mr Jeeps reported to the Council that he had seen a notice stating that due to waterworks, Over Rd would be closed for three days from 1st August 2012. Grass in Haden way would need to be cut before works commenced.</p>	
<p>Mr Jeeps complained that roads were flooding in recent wet weather due to inadequate cleaning of drains, leaving them blocked with debris. West Meadows Close had flooded – Clerk to report this to Highways, County Council.</p>	Clerk
<p>Mr Jeeps asked about Jubilee plaques, both the recent Diamond Jubilee and the George V Jubilee. The Chairman stated that he had in hand the Diamond Jubilee plaque, however he would need to consult the Council with regards to paying for a plaque in retrospect for George V.</p>	Aug/Mtg
<p>The meeting was re-convened.</p>	
<p>127/12 Minutes of the meeting of the Full Parish Council held on 13 June 2012</p>	
<p>Councillor Watson proposed the minutes be accepted as a true record, this was seconded by Councillor Clarke and agreed with nine votes in favour and three abstentions.</p>	
<p>128/12 Matters arising from the minutes of the annual meeting held on 13 June 2012 not covered elsewhere on this Agenda</p>	
<p>Item 100/12 – Councillor Purnell felt that the Council should write to Mrs Hardman to thank her for her hard work during her time on the Parish Council. Clerk to write.</p>	Clerk

110/12 – Halls – Car park extension – A meeting had been held earlier in the day with regards to this.

129/12 County Council Reports

Councillor Shona Johnstone was not at the meeting, however did want to pass on information with regards to the street lighting which is discussed later on this agenda.

None

130/12 District Council reports

Councillor Manning reported as District Councillor;

Announcement on improvements to the A14 would be deferred until September 2012 due to Ministers diaries and work overload.

A consultation on South Cambridgeshire local plan will be coming out shortly, the Parish need to carefully consider it and give their views. District Councillors would be allowed at the Consultation.

131/12 Chairman's report

Change of PCSO – PCSO Tom Baugh who had been covering Willingham and Over had now moved to Papworth. PCSC Claire Whitman will now be the PCSC in Willingham and Over. Claire had previously worked in Willingham and knew the area and problems well.

Letter received from Parishioner with regards to the Parish Council request for residents of Pound Lane to report any unsavoury activity on the Recreation ground and the Sports Pavilion. Letter from resident was read out by the Chairman and suggested that the Parish Council consider installing security lighting and trim trees to encourage them to be more aware. This was discussed and it was felt that security lighting would not make much difference considering the cost it would incur.

Overgrown hedge on the Over side of Haden Way was reported to the County Council and they were going to investigate it and hopefully resolve the problem.

Request from the Phoenix school with regard to the general public using the Recreation field when an organised activity is taking place and asking that they be more considerate. Parish Council has identified group concerned and will try to resolve the problem.

A letter regarding a new transport strategy consultation, running from June 15th – September 28th, had been received from the County Council. A website address had been given for those who would like more information.

131/12 Reports from the following Committees, reports from lead councillors, any delegated decisions taken, and any recommendations

Planning Committee – meeting held on 27th June – Minutes circulated.

Finance & General Purpose Committee –Recommendations made at the meeting held on Wednesday 6th June 2012
Minutes circulated.

The Minutes of the above were proposed as a true record by Councillor Clerk, seconded by Councillor Barratt and **agreed** with nine votes in favour and three abstentions.

Green & Boundaries – The map is being worked on to strengthen it. A welcoming ceremony will be arranged after it is Installed.

Cemetery – Report on findings of land offered for sale for a New Cemetery in Willingham - The Chairman and Councillor Pake met with the owner and had a look at the land on offer. It was suitable and thought to be dry land, however, there was some concern with the visibility splay and they would like to explore further the possibility of identifying the owner of the land next to the site with a view to possibly purchasing some or all of that as well. Updates would follow in due course.

AC
GP

Halls – Updates

Public Hall – None

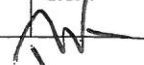
Ploughman Hall –

- Car-park extension – currently discussions between the Council, the Environment Agency and the Architect were taking place to ascertain whether the work, as set out by the Architect could go ahead.
- Consider updated draft of Ploughman Hall booking form and fees - deferred to the August meeting.
- Consider agreed assembly point for Fire precautions – agreed as proposed by Councillor Clarke – Pavilion side of West Fen Road, opposite the path leading from the Ploughman Hall by the Parish Office, seconded by Councillor Purnell and **agreed** unanimously.

RP/RF

AUG/MTG

Clerk



Leisure and Amenities – To appoint a new Lead Councillor

Councillor Pake proposed Councillor Watson as Lead Councillor. Seconded by Councillor Clarke and **agreed** unanimously.

Updates by Deputy Lead Councillor Clark on:-

- Adopting QE2 status as set out by Fields in Trust - There was some debate on this, it was felt that careful consideration would be necessary before agreeing to put the fields in Trust. It was felt that the matter should be deferred until the August meeting when Councillor Jones may be available to explain in more detail.
- Pavilion Hire Policy and hire terms for Mr Dean Greygoose – The document outlining the proposal by Councillor Clarke to hire out the Pavilion to outside bodies had been circulated prior to the meeting. It outlined that the Parish Council would deal with all the bookings. There was some discussion on clarifying free use and charged use. It was decided that charged use would be for any commercial use of both the Recreation fields and/or the Pavilion. Prices were agreed per hour. It was agreed to include the meeting room within the overall hire and not as a separate hire as it was needed for access between the changing rooms and the Kitchen. Subject to all these amendments, Councillor Clarke proposed that the policy was adopted by the Council, seconded by Councillor Purnell and **agreed** with ten votes in favour and two abstentions.

AUG/MTG
CJ

Clerk

It was agreed to send out a copy of the terms and conditions to Mr Grey Goose together with hire charges, stating that payment for commercial use of the recreation field/Pavilion would be payable from 5th July 2012.

Clerk

- Metal Container – due to the wet weather conditions, the purchase and installation had been put on hold until the conditions were drier.
- Pavilion – receive letters rescinding item 110/12 on internal painting quotes and reconsider quotes - seven letters asking for the decision regarding proposal of MB Flack as appointed contractor had been received before the meeting. This was due to the Clerk not being aware at the June meeting that other quotes had been received by the admin assistant, but not passed on. Due to this error all four quotes from MB Flack, Jason Kirby, Coulson building Group and David Pond were reconsidered. Councillor Clarke proposed acceptance of the quote from Jason Kirby for Internal Painting of the meeting room at the Pavilion, including his supply of materials, seconded by Councillor Manning and **agreed** unanimously. Clerk to write to Jason Kirby to accept quote and arrange scheduled time for the work.
- Pavilion front door – Quotes were received from Coulsons, Tradelink direct and Hutchinsons, on various types of doors, or replacement glass, the quotes were for Laminated Glass, Toughned Glass, and solid timber panel. Councillor Foster proposed acceptance of the quote from Hutchinson windows - Toughened safety glass on inside and 6.4m laminated on outside £186 inc vat this also included supply and fitting. Seconded by Councillor Clarke and **agreed** unanimously. Clerk to write to Hutchinson windows and arrange scheduled time for the work.
- Letter of complaint from Willingham Cricket Club – the letter was read out by the Chairman which was a complaint regarding football training sessions affecting the ground played on by the Cricket team. This problem had been resolved prior to the meeting by Councillor Clarke.
- Pavilion – the CCTV Camera on the Lode side, is to be moved to the front of the Pavilion on Friday July 6th.

Clerk

Clerk

Councillor Clarke made his apologies and left the meeting early due to prior commitments.

133/12 Accounts

Councillor Pake left the room.

Paid Items:

The following items were paid at the last meeting but had been omitted from the payment schedule:

Cardinal Concrete	From Sports Council money		144.00
CBS Office	Stationery	Establishments	58.10
Playsafety Ltd	Inspection West Fen	L & A	124.80
Old West Drainage	Drainage	Establishments	46.20
Cromwell Fire	Office Extinguishers	Establishments	75.34
Edge designs	Software licence	Cemetery	180.00
Edge designs	Re-number graves	Cemetery	72.00

Direct Debits:

SCDC	Piper Lifeline	Section 142	610.48
British Gas	Pavilion Gas	L & A	123.90

BACS Payments:

Salaries	June	Salaries	1960.27
S Oldham	Pavilion Deep clean	L & A	230.00
	Plough cust & clean	Halls	270.00
	Pavillion cleaning	L & A	120.00
	Plough deep clean	Halls	385.00
PRS	Licence	Halls	533.52

Items to be paid:

Over & Will Drainage	Drainage rate	Establishments	28.75
SLCC	Dep Clerk Mem	Establishments	97.00
D Fouracre	Ploughman tap	Halls	144.00
Camb County	Council Library	Donation	500.00
P Cornish	Remove soil	Cemetery	600.00
Konica Minolta	Photocopier	Establishments	263.24
A Buchanan	Steel box for tap	Halls	65.00
P Stickler	Map	G & B	425.00
GM Pake	Electrical works/Ploughman	Halls	1361.70
PC Homecall	Computer	Establishments	90.00

The above accounts were proposed by Councillor King, seconded by Councillor Purnell and **agreed** unanimously.

Councillor Pake returned to the meeting.

134/12 Email from CAPALC on guidance of Parish Council signatories and decide if additional signatories are required

It was decided that it was good practice for no Council employees to be signatory on any cheques. The RFO should therefore be removed as a signatory and additional signatories were required, Councillor Manning proposed Councillor Pake and Councillor Barratt as additional signatories, seconded by Councillor Clarke and **agreed** unanimously.

RFO
GP/IB

135/12 To discuss and update the Financial Regulations and Standing Orders

Councillor Mellows proposed that the limit of £1000 should be removed on bacs payments, seconded by Councillor Kirkman and **agreed** ten votes in favour and one abstention. The Clerk and the Chairman to decide the final wording on the paragraphs needing adjustment on both the Financial Regulations and Standing Orders and circulate with the changes the new documents when finalised.

RFO
Clerk/AC

136/12 To re-discuss renewal of a PC nominated Trustee for Willingham Combined Charity

After the June meeting, Councillor Watson had decided that he wanted to decline from being the PC nominated Trustee. No other proposals were made and it was decided to defer this item when the Council had appointed a new Council member.

Future
Meeting

137/12 Youth update - The Chairman reported that tenders for the work had been received by the stipulated date. They ranged from £55,000 - £65,000. The Architect had been passed the tenders to validate them. Once this had been done they would be passed to the Youth Trust to discuss future funding needed.

AC

138/12 To consider proposal from Councillor Jones on individual council email address for Councillors at a cost of £209 + VAT from The PC current website providers, Intouch CRM

A discussion took place on advantages and disadvantages. Councillor Foster proposed acceptance, seconded by Councillor Purnell. The motion **was not carried**, with two votes in favour, four against and five abstentions.

139/12 To receive an update from the Chairman on Cambridgeshire County Councils Street Lighting briefing

The Chairman gave an update on the changes proposed. Number of street lights to be cut by 10% in the County. Traffic route lighting cannot be cut. Willingham will lose approximately twenty lights. Those columns that have a twenty year life left or more will only have the lamps changed, those with less life, will have a complete change of column. All new columns will be 1mtr higher. The lights will be dimmed by 20% at 10pm and a further 20% at midnight. All lighting will be downward lighting. Willingham will receive the changes in November 2012. Parish Councils will initially decide which excess lights will be disconnected. Any signs on lamps that require changed columns will be transferred onto the new column. Further discussion and update deferred to the August meeting.

AUG/MTG

140/12 To receive a request from WAG for funding to assist setting up Willingham Neighbourhood Watch

Councillor Kirkman proposed £250, seconded by Councillor King and **agreed** with ten votes in favour and one abstention.

141/12 To consider entering the Community Pride Awards and nominate a local resident for the Village Hero award

Suggestions to be forwarded to the Office.

Clerk

142/12 To receive any updates on the New Code of Conduct


Updates and information had been circulated.

Councillor Kirkman requested that it be minuted that he thought it was bureaucracy gone mad, it was a complete waste of Government time to debate and pass these laws when they should be looking more closely at the Bankers and laws much needed for them to abide by.

A big discussion took place, and Councillor Kirkman proposed strong displeasure at the new code of conduct rules and believed that the government should review and amend it. He proposed that the Clerk write to the MP, Mr Jim Paice on behalf of the Council to reiterate that displeasure, seconded by Councillor Purnell and **agreed** with ten votes in favour and one abstention.

Clerk

South Camb District Council would adopt the New Code of Conduct and its practice at the end of the month, therefore the Parish Council would decide on adoption of that code at the August meeting.

AUG/MTG

143/12 Items for future meetings

Youth, Code of Conduct, Street Lighting, Ploughman Hall booking form/fees, QE2 Fields in Trust, Consider George V Jubilee plaque in retrospect.

144/12 Date of next meeting – Wednesday August 1st

The meeting ended at 9:40pm.

Legislation Governing Payments

Ref. Numbered in order of appearance above

- 1) – *Open Spaces Act 1906 s10*
- 2) – *LGA 1972 s111*
- 3) – *LG (Misc Provs)Act 1976 s19(1)(f)*
- 4) – *Water Resources Act 1991 ss134-138*
- 5) – *LGA 1894 s(8)(1)(i)*
- 6) – *LGA 1972 s111*
- 7) – *Ditto*
- 8) – *LGA 1972 s137*
- 9) – *LG (Misc Provs)Act 1976 s19(1)(f)*
- 10) – *LGA 1972 s112(2)*
- 11) – *LGA 1972 s111*
- 12) – *Ditto*
- 13) – *Ditto*
- 14) – *Ditto*
- 15) – *Ditto*
- 16) – *Water Resources Act 1991 ss134-138*
- 17) – *LGA1972 s143*
- 18) – *LGA 1894 s(8)(1)(i)*
- 19) – *LGA 1972 s137*
- 20) – *LGA 1972 s214*
- 21) – *LGA 1972 s111*
- 22) – *LGA 1894 s(8)(1)(i)*
- 23) – *Ditto*
- 24) – *Ditto*
- 25) – *LGA 1972 s111*

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