



# WILLINGHAM PARISH COUNCIL

## Minutes of the Full Parish Council Meeting held on Wednesday 5 September 2012 at 7 30 pm in the Octagon, St Mary and All Saints Church, Church Street

**Present** Councillors A Cook (Chair), P King, D Jacques, R Manning, J Watson, W Kirkman and S Mellows

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

**County Councillor Johnstone** (left the meeting at 8.05pm)

	<b>Actions</b>
<p><b>173/12 Apologies for absence</b> Apologies were received and accepted from Councillors Clarke and Foster, Pake and Awal.</p>	
<p><b>174/12 Declarations of interest</b> Item 185 - Councillor Kirkman declared a personal interest.</p>	
<p><b>175/12 Public forum</b> (maximum 3 minutes per person, with an overall limit of 15 minutes) The meeting was adjourned.</p>	
<p><i>Mrs Jones represented a number of parishioners who attended the meeting with regard to putting the Jubilee Field and the Recreation Ground in protected status with Fields in Trust with QE2 Status. She reported that there was a lot of support in favour of this and an on-line survey had been sent to the Parish Council, which had been distributed prior to the meeting. Mr Jones reiterated that Lottery funding would also be favourable should the fields have the QE2 status. Councillor Manning stated that the Parish Council would not be selling this land now or in the future and asked Mr and Mrs Jones if they could confirm that should the Parish Council hand over to the fields in Trust, it would guarantee a funding stream that would otherwise be denied. Mr Jones answered that certain funding would only be available to fields with the QE2 status and that because of this, funding could be achieved to provide better facilities for the community in future.</i></p>	
<p><i>Mr Jeeps enquired about the missing Cemetery gate to which the Chairman replied that it had been removed to be repaired and would be reinstated as soon as possible.</i></p>	AC
<p><i>Mr Jeeps also enquired if Histon Police Station was to be closed in future? County Councillor Johnstone replied the Police Authority were making cut backs and the dilemma of cutbacks to either officers or buildings remained. However, for now and the foreseeable future, Histon Police Station would remain open.</i></p>	SJ/CCC
<p><i>Mr Jeeps also stated that the footpath in Haden Way was unpassable, Councillor Johnstone replied that she would report this again and Councillor Manning stated that South Cambs District Council could help with this and would look into it.</i></p>	CCC/SCDC
<p>The meeting was re-convened.</p>	
<p><b>176/12 Co-option of Councillor</b></p>	
<p>There was one vacancy to fill and one applicant, Mr Derek Law, who was not present at the meeting. The vacancy was filled with a majority vote. The Clerk would contact Mr Law to inform him and ask him to visit the Parish Office to sign his declaration of office and collect all the necessary information.</p>	Clerk
<p><b>177/12 Minutes of the meeting of the Full Parish Council held on 1 August 2012</b></p>	
<p>Councillor Watson proposed these be accepted as a true record of the meeting. This was seconded by Councillor Manning and agreed with five votes in favour and two abstentions due to not being at the meeting.</p>	
<p><b>178/12 Matters arising from the minutes of the annual meeting held on 1 August 2012 not covered elsewhere on this Agenda</b></p>	
<p><b>Item 154/12 – revision of fees and booking form for the Ploughman Hall</b> - carried over until the October meeting.</p>	OCT MTG
<p><b>179/12 County Council Reports</b> County Councillor Shona Johnstone reported as follows:-</p>	
<p>Apologies given for not being in the area when the problem with Anglia Water erupted. In relation to this incident and cars travelling the wrong way down Long Lane – fixed penalty notices were issued. The MD had written to the Chairman of the Parish Council in reply to his letter regarding poor communication on the works carried out, however, no apology had been received.</p>	
<p>Superfast broadband – requested residents interested in this, register on the County Council website. This was greeted with</p>	

3/10/12

some scepticism as it was voiced that Willingham suffered from frequent power cuts and a better electricity supply would perhaps be sensible!

The County Council were offering two free cycle stands for Willingham on site of choice. This offer was welcomed by the Parish Council and it was decided to position them at the Ploughman Hall.

*SJ/CCC*

The Budget consultation has begun and for community input, Councillor Johnstone urged people to go on the County website.

The Over Day Centre would be holding an open day in the coming week and attendance numbers were required.

#### **180/12 District Council reports**

Councillor Manning reported as District Councillor:-

Northstowe was moving forward – a mtg was scheduled to approve several conditions, it would then go to planning stage in October for voting and commenting as per usual.

Councillor Manning asked County Councillor Johnstone if Earith Road was going to be improved after Christmas? Councillor Johnstone had not heard and felt that communication at the County Council in this area could be improved. It would be chased.

*SJ/CCC*

#### **181/12 Chairman's report**

The Chairman reported the following:-

**Councillor Resignations** - Three Parish Councillors had resigned since the August meeting, Mr Barratt, Mr Jones and Mr Purnell. There were now three vacancies for the October meeting.

Councillor Foster is abstaining from Councillor duties until he receives further information from the Monitoring Officer.

*RF*

**Ploughman Hall Alcohol Licensing** - South Cambs District Council had written to the Clerk with regards to premises licensing. In the past, the Ploughman Hall, whilst run by the Ploughman Hall Committee had obtained a personal alcohol license, the Councillor who had held this, had long since left the Council. It was decided to relinquish the personal license and continue with the current practice of asking hirers to obtain their own temporary license. Clerk to inform the District Council.

*Clerk*

**West Meadow Close Flooding** – The County Council were looking into the flooding at West Meadow Close.

*SJ/CCC*

**Willingham Olympic events** - Correspondence had been received from Mike Tidball (WAG), expressing thanks to the Parish Council for use of the Ploughman Hall and facilities for the Willingham Olympic events and to Howard Berry for organising the events. Mr Berry had also contributed a small sum of money towards the installation of the outside tap. The Parish Council thanked all the organisers for such a good event. Clerk to write to Mr Berry expressing thanks.

*Clerk*

#### **182/12 Reports from the following Committees, reports from lead councillors, any delegated decisions taken, and any recommendations**

**Planning Committee** – Planning Committee meeting held on 14<sup>th</sup> August.

Councillor King reported that the Planning Committee had a depleted number at present due to the recent resignations of Councillors. The pressing issue at present was traveller representations that had been recently made; the Parish Council had been consulting closely with the District Council on this issue.

At the last meeting an application for a Wind Turbine had been received and the Parish Council had recommended refusal.

It was hoped with new Councillors coming on board, the Planning Committee would be re-constituted. New representatives to attend Parish Forum meetings were needed.

*OCT Mtg*

**Green & Boundaries** – To receive any updates  
Councillor Kirkman as Lead Councillor reported:-

The official report of use of Community Chest grant money for use for the Map on the Green had been submitted.

Overgrown area in Pyrethrum Way was being dealt with, however a fence repair was also needed.

*BK*

Councillor Jacques reported that the Green on Pyrethrum way was constantly strewn with litter and the District Council litter picker was not collecting it all, Councillor Manning would investigate this.

*RM*

#### **Cemetery –**

There had been a number of complaints recently with regards to the grass cutting in the Cemetery. The current contractors had been contacted and it had now been cut.

*0 - 2/10/17*

**Halls -**

**Public Hall** - None to report

**Ploughman Hall -**

- Car-park extension - tenders had been received from the contacted Contractors as follows:-

- Regent Construction - £40,510 + VAT
- Ian Mackriell - £36,802 + VAT
- Coulson Building Group - £36,745 + VAT
- Adams & Newman - £36,075 + VAT

Some discussion took place. It was noted that Ian Mackriell requested 30% payment in advance which was not agreeable.

Councillor Cook proposed acceptance of the quote from Coulson Building Group on the basis that they had been used for various works for the Parish Council and had performed good work in the past. Councillor Manning seconded, and added that although not the cheapest, felt the recommendation was worth supporting. It was **agreed** unanimously. Clerk to write to Coulsons.

Clerk

**Euro bin** - the large Eurobin had been stolen from the Ploughman Hall bin store. A discussion took place on future locking of the barrier into the Ploughman Hall Car-park and it was felt that it would be best to lock the barrier and distribute keys to the regular hall users, the custodian and the District Council. Clerk to organise.

Clerk

**Leisure and Amenities** - To receive any updates

**Adopting QE2 status as set out by Fields in Trust** - bearing in mind the earlier discussion that had taken place during the public forum; the Council considered the request. The Chairman stated that the Parish Council would have to carefully write in any clauses in the Trust Deed as to what uses would be allowed for the areas concerned. Councillor Manning expressed concern with regards to future additions to the Pavilion, these would also have to be included within the deed. The Bowls club would also have to be considered.

On the above basis, Councillor Kirkman proposed acceptance of adopting QE2 status, with the proviso that the Bowls club would be consulted as to whether they wished to be included or excluded.

Councillor Manning expressed concern at handing over the right to these areas to an outside body and objected on this basis, believing that the Parish Council should be in charge of all its assets.

Councillor Watson seconded the proposal made by Councillor Kirkman, the decision was **agreed** with six votes in favour and one against. Councillor Cook would write the trust deed and liaise with Mr Jones regarding completion of forms.

AC

**Quotes for the new container** - (Report with quotes sent separately with Agenda)

A previous decision to obtain a second hand container had now been rescinded with five signatures; it was discovered that a second hand container could be at least ten years old. Six quotes had been obtained by Councillor Clarke to purchase a new container. They were as follows:-

Containers Direct, £2090 + VAT, Boxtor Containers, £2150 + VAT, Portable Space, £2150 = VAT, Container Container, £2150 + VAT, Cabins & Containers UK, £2275 + VAT and Container King, £2480 + VAT. Councillor Clarke had circulated his proposal of Boxtor Containers prior to the meeting and explained that they proposed the best solution on delivery and placement in final position. Councillor King proposed acceptance of this proposal, seconded by Councillor Cook and **agreed** unanimously. Clerk to liaise with Councillor Clarke with regards to ordering the new container.

DC/Clerk

**Litter Bins** - A larger Topsy bin would be supplied by the District Council, this would replace the two smaller yellow bins owned by the Parish Council on the under fives play area. The Topsy Bin would be situated on the corner of the under fives area and emptied weekly by the District Council.

SCDC

**Pavilion** - Tiles had been smashed on the roof of the Pavilion.

**Jubilee Field and Recreation Ground** - Flailing of the edges was needed, re-growth had been rapid.

Shackles were missing from the older childrens play equipment and the Witches Hat needed re-greasing. Councillor Watson to remedy.

JW

There had been no further news from Greygoose coaching, Clerk to chase.

Clerk

**183/12 Accounts**

**Paid Items:**

Salaries	August	Salaries	2357.41
PAYE	August	Salaries	381.35
Pension	August	Salaries	55.00
S Oldham	Pavilion Cleaning	L & A	60.00

	Ploughman	Halls	260.00
E-on	Electricity Pavilion	L & A	101.88
E-on	Electricity Public H	Halls	52.88
British Telecom	Phone/Internet	Est	142.06
E-on	Electricity Green	G & B	79.78

**Items to be paid:**

K Ferguson	Grass cutting	**	5170.82
K Ferguson	Grass cutting	Cemetery	2662.62
Intouch CRM	Licence	Est	35.99
Connection Bus	Youth Bus Apr-July Donations		1260.00
Konica Minolta	Photocopier	Est	44.60
Secura Cam	CCTV Maint	Est	180.00
Moore Stephens	External Audit	Est	667.20
PC Business Call	Domain Host	Est	60.00
D Fouracre	Leak Ploughmans	Halls	210.00
Petty Cash	Office	Est	92.00
Petty Cash	RFO	Est	104.98
PC Business Call	SLA Remote Support	Est	90.00

Councillor Mellows approved the accounts, seconded by Councillor King and **agreed** unanimously.

**184/12 Re-appointing Internal Auditor Mr Gerald Whitfield for the financial year 2012/13**

Councillor King proposed appointing Mr Gerald Whitfield as internal auditor for the financial year 2012/13, seconded by Councillor Manning and **agreed** unanimously.

Clerk

The Chairman commented that Mr Whitfield had done a commendable job for the current financial year.

**185/12 Request for financial donation for the Willingham News**

£3,500 allowed in the Budget for the Willingham News – Councillor King proposed the sum budgeted as requested, seconded by Councillor Jacques and **agreed** unanimously.

RFO/Clerk

**186/12 To consider a new signatory for WPC cheques – bank mandate**

After consideration (Mr Barratt, now resigned as Councillor, was to be one of the new signatories), it was decided that the existing signatories, Councillor Cook, Councillor Kirkman, Councillor King and the newly appointed signatory, Councillor Pake would be sufficient. The RFO remains a signatory only in the capacity to administer the accounts.

RFO/GP

**187/12 To consider a response regarding Street Lighting**

Mr Barratt, prior to resignation as Councillor, had been working on the response, Councillor King proposed that Mr Barratt continue on behalf of the Parish Council, seconded by Councillor Kirkman and **agreed** unanimously.

Mr Barratt\*\*/PK

**188/12 Youth update report - to discuss and agree financial donation for this financial year 2012/13**

A recent update report from the WYT was read out.

A discussion on financial donation for this financial year took place. Councillor King proposed £5000 for this financial year, this included any carry over from the previous financial year, seconded by Councillor Cook and **agreed** unanimously.

RFO

**189/12 Items for future meetings**

Representation for planning meetings at the District Council  
Revision of fees and booking forms for the Ploughman Hall

**190/12 Date of next meeting – Wednesday 3<sup>rd</sup> October 2012**


The meeting ended at 9.13pm.

**Legislation governing payments (in numerical order)**

- 1 – LGA 1972 s111
- 2 – Ditto
- 3- Ditto
- 4 – Ditto
- 5- Ditto
- 6 – LG (Misc Provs) Act 1976 s19(1)

*(Handwritten signatures and initials)*

- 7 - Ditto
- 8 - LGA 1972 s111
- 9 - LG (Misc Provs) Act 1976 s19(1)
- 10 - Ditto
- 11 - LGA 1972 s214
- 12 - LGA 1972 s111
- 13 - LGA 1972 s137
- 14 - LGA 1972 s111
- 15 - Ditto
- 16 - Audit Commission Act 1998 s7 (3)
- 17 - LGA 1972 s111
- 18 - LGA 1894 s(8)(1)(i)
- 19 - LGA 1972 s111
- 20 - Ditto
- 21 - Ditto

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