



WILLINGHAM PARISH COUNCIL

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

Present Councillors A Cook (Chair), P King, (arrived 7.37pm), D Jacques, R Manning, J Watson, W Kirkman, D Law, G Pake, N Harris, Mrs S Ayling and S Mellows (arrived 7.37pm).

5 - Parishioners attended the Parish Council meeting, (they left at 9.15pm)

County Councillor Johnstone (arrived at 7.34pm and left the meeting at 8.10pm)

211/12 Apologies for absence	Actions
Apologies were received and accepted from Councillor Awal	
212/12 Declarations of interest	
Councillor Pake declared a pecuniary interest in Item 226/12	
213/12 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)	
The meeting was adjourned.	
Mr Garner requested the Council put in a stopper on the door of the Ploughman Hall to allow for easy access whilst carrying equipment etc. The Chairman stated that it would be looked at.	AC
David Morris, Chairman of Willingham Bowls Club introduced himself. He stated that the recent flooding of the Recreation Ground had seriously affected the bowls green and there were no further funds to improve the green for a second time. He asked if funds could be made available from the Parish Council. The Chairman explained that this year the flooding had been exceptional due to heavy rainfall and the possibility of blocked drainage pipes underneath the Rec. This was being investigated. He stated it was felt that the Parish Council did support the bowls club, that the bowls club had not paid any rent since 2006, and the Parish Council paid for their electricity and water supply and more recently treatment for removal of moles from the green. A meeting would be arranged between the Chairman of the Council, Lead Councillor of L&A and the Chairman of the Bowls Club and reported back to the Council at the December meeting.	AC/JW DEC Mtg
Miss P Buckley and a companion arrived slightly late, but whilst the public forum was just opened. Miss Buckley was very emotional and in an agitated state. She declared that she wanted to address Councillor Manning, but despite being asked by the Chairman if that was in his capacity as Parish Councillor or District Councillor, did not answer. She made a serious, threatening, unsubstantiated accusation against Councillor Manning and did not back it up with any evidence. The Chairman stated that this was not the right venue and any accusations should be taken to the Police with the correct evidence. Miss P Buckley continued despite being asked by the Chairman to stop disrupting the meeting, and being reminded that she had used her three minutes. Parishioner, Mr Garner voiced that he felt her accusations were threatening. The Chairman asked Miss Buckley to leave the room several times. Eventually she did leave, taking her companion with her.	
The meeting was re-convened.	
214/12 Minutes of the meeting of the Full Parish Council held on 3rd October 2012	
Councillor King proposed acceptance of the Minutes as a true record, seconded by Councillor Jacques and agreed nine votes in favour and two abstentions.	
215/12 Matters arising from the minutes of the annual meeting held on 3rd October 2012 not covered elsewhere on this Agenda	
None.	
216/12 County Council Reports	
County Councillor Shona Johnstone reported as follows:-	
The issue regarding the Shed on the shed on the highway had now been resolved and the shed removed.	
A meeting was scheduled with the new head of the Primary School and Sargent Rogerson on the 23 rd of November.	
2/3 weeks ago, the Northstowe joint planning committee had met and agreed phrase 1. It was very unspecific and therefore there were no grounds for refusal.	
No further news on the B1050.	
Councillor King stated that whilst his recent use of the Guided Busway had been successful, it highlighted the need for better connections to serve the local villages and allow greater access to the Guided Busway. He asked if the County Council could	SJ

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5/12/12

help enforce this message to the bus providers. Councillor Johnstone agreed to write to Mr Andy Campbell from Stagecoach again. She also reiterated that as more future development takes place, more services may be provided.

Councillor Manning reported that there used to be public seats along the highway for pedestrians to rest. These had long since been removed, but would have been most useful whilst walking the long walk to the Guided Busway.

Councillor Johnstone announced that she had decided to step down from the County Council next May and therefore, would not be standing for re-election. Councillor King spoke on behalf of the Council expressing that the Council would be sorry that she would not be part of the team next year and thanked her for all the hard work she had done over many years. This was reiterated by all present.

217/12 District Council reports

Councillor Manning reported as District Councillor:-

Emphasised again the point made by County Councillor Johnstone that there had been no choice on the go-ahead for Northstowe. A meeting had taken place between Councillor Manning, other district Councillors and MP Eric Pickles with regards to the finances of the Northstowe development. During discussion it was again reiterated how important improvements were needed to the A14.

A meeting would be taking place tomorrow on the discussion of the Traveller site at Mettle Hill.

The Chairman addressed both County Councillor Johnstone and District Councillor Manning, saying that the Parish Council owed a debt of gratitude for their support on all matters over many years. This was echoed throughout.

218/12 Chairman's report

The Chairman reported the following:-

Three vacancies still existed on the Parish Council. The Chairman asked if any Councillor present knew of anyone who would be interested in representing their community, to contact the Parish Office.

The Chairman reminded the Council that Precept bids needed to be in by Monday 12th November 2012.

The Chairman stated that any future resignations from Councillors, either by email, verbal or written, would be taken by Law with immediate effect this had been advice received from the Monitoring Officer. – A discussion took place with regard again to the new law of declarations of interest published on the web site. A reply had been received from Central government – Dept for Communities and Local Government. The Clerk would circulate this to all.

Letter from CCC regarding Street Lighting Energy update. – Circulated to all prior to the meeting.

Clerks report on the SLCC Conference 2012 – Circulated and noted.

Letter from Ms Horne with regards to Highways and B1050. A suitable reply had been sent.

Greygoose Coaching – The Chairman pointed out for the benefit of new Councillors that Greygoose Coaching was a private business that was using the Recreation Ground on a Wednesday evening. Since the introduction of a new Council policy in the summer to charge for any profit making and/or private enterprise using the grounds; several letters had been sent to Mr Greygoose asking him to sign the terms and conditions, fill in time-slots on the on-line calendar and inform him that he would be charged an hourly rate of £10 for the use and would be invoiced quarterly. Neither of the letters had received a reply, or indeed, nothing had been returned to the office and the calendar had not been filled in. A discussion took place. It was felt that should he continue to ignore the correspondence and not pay, then it could be taken to the small claims court. However, initially, Councillor Watson would make contact with the Greygoose's at the weekend regarding this matter and report back to the Council.

Poppy Wreath – A wreath has been organised on behalf of the Parish Council and would be presented by the Chairman.

Winter Gritting Service – Circulated to all prior to the meeting

Winter volunteering for winter gritting – due to late notification of the courses to train volunteers, none were able to attend. However it was felt that the course would be most useful. The Clerk to phone and ask if there was a possibility of any additional training days.

Had attended a Northstowe planning forum recently, he felt that the more Councillors that attended from Willingham, the better the representation and urged more Councillors to attend. During the meeting there had been mentioned a possible plan of installing four additional traffic lights on the B1050 between Willingham and Longstanton and the need to monitor traffic closely would be essential. The possibility of a Bypass in the future would now be seriously considered.

Cycle Rack Scheme – two cycle racks would be delivered in the following week and would be installed at the Ploughman Hall after the car-park works had been completed.

Clerk

JV :O
Clerk

AC

Clerk

All Cllrs

220/12 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations

Planning Committee – To receive any updates including

- Planning Committee meeting held on 10th and 24th October 201 – Minutes circulated to all.

The Chairman thanked Councillor King for all his recent work representing planning.

Green & Boundaries –updates

Quote from Universal Fencing for metal gate and kissing gate to Old Recreation ground

3.6m metal Field gate and metal kissing gate - £826.00 + VAT

3.6m wooden Field gate and 1.2m wooden field gate to be hung on 2.1 175x175 gate posts on 600mm adjustable hinges and spring latch set. Also 4.8 x 1.2 post and 3 rail fencing to form area for kissing gate - £958.80.

Both quotes include supply and fit.

Councillor Kirkman proposed acceptance for the wooden field gate at £958.80, providing some provision was made to prevent trapped fingers to adhere to health and safety, seconded by Councillor Law and **agreed** unanimously.

Clerk

Cemetery –updates

Quote from Pete Cornish to install concrete pad in the entrance to the Cemetery - £450 – this work would be carried out shortly.

To report, after consultation to all the Councillors via email, prior to this meeting, it was agreed to accept the long term repair quote from Mr Overall (option 2), at a cost of £870 + VAT.

Halls – updates

To appoint a Lead Councillor – Councillor Cook would continue to act as Lead Councillor whilst the new Councillors received training. It was then hoped that two Councillors would come forward for the roles of Lead and Deputy on Halls.

Public Hall – Update on Gas cylinders belonging to Scouts in the Shed at the back of the Public Hall

Councillor Cook as Chairman, reported that ten gas cylinders belonging to the Scouts had been discovered in the Shed at the back of the Public Hall. Advice had been sought from both the Insurers and Cromwell Fire. The Scouts have subsequently been asked to remove five of the cylinders to bring it to the allowed amount, put adequate ventilation in the shed and provide an external sign detailing contents.

Charity Status and changes to Trustees - The Chairman brought the Council up to date with the situation so far. There was some discussion with regards to rate exemption. The Clerk would look into the possibility that a charitable trust could be set up with Parish Councillors as Trustees. Councillor King felt that as these were Public Halls, they should be managed by the Parish Council regardless of rate exemption. A Further update would be given at the December meeting.

*Clerk
Dec/Mtg*

Ploughman Hall –

Changes to hire rates – The Clerk reported that recently, many bookings had been lost through the high charges of hire. The Chairman felt that the hire rates were too high and there was too much discrepancy amongst the rates paid by regular users. He would look into this in more detail and report back at the December meeting with revised hire charges.

*AC
Dec Mtg*

Leisure and Amenities –updates

To appoint a Deputy Lead Councillor - it was hopeful that after the new Councillor Training, a Councillor would step forward.

The new topsy bin had been installed at the under fives play area.

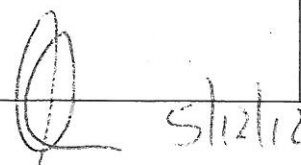
The CCTV equipment in the Pavilion needed to be moved out of the cleaning cupboard to allow easier access. Clerk to obtain quotes.

Clerk

Flailing of edges of L&A Fields – Mr Peacock - £200.

Quotes from Pete Cornish - Installing Agra Block panels to gateways of Childrens play area - £100
Installing Concrete Ramp to new storage facility on Recreation Ground - £175

The above works have been or will be shortly carried out in November 2012.



QE2 Fields in Trust – an update will be given by the voluntary WAG group at the December meeting.

The fall to the guttering on the Pavilion, facing the Recreation field needs adjusting and new end caps and brackets need fitting. Councillor Watson to obtain quotes.

JW

The Drains to the lode need to be located to be able to ascertain whether the drainage pipes under the Rec are blocked.

JW

Councillor Watson had spoken to Mr Howard Berry from Briar Security regarding the alarm system at the Pavilion and it had been identified that the sensor on the goal store needed replacing. Once the system is up and running correctly, six keys for the front door will be issued, one to each user with their own code. If in future any further damage, or lights left on etc are reported, it would be known who had last entered the building. Councillor Watson to obtain a quote for fixing the sensor.

JW

221/12 Accounts

Paid Items:

Salaries	October	Salaries	£2675.65
HMRC	PAYE October	Salaries	£ 658.84
Oldham Cleaning	Pavilion Cleaning	L & A	£ 168.00
Oldham Cleaning	Ploughman – Clean Halls		£ 335.00
Will. News	Advert Ploughman Halls		£ 297.00
Saunderson Sec	Lock - Container	L & A	£ 61.80
CILCA	Submission PofC	Est	£ 40.00
E-on	Electric Pavilion	L & A	£ 101.54

Items to Pay:

CBS Office	Stationery	Est	£ 85.69
SCDC	Piper Lifeline	Section 142	£ 68.62
SMP	Play Equip Repair	L & A	£ 24.00
IntouchCRM	Licence	Est	£ 35.99
Hutchinson Glass	Glass Pavilion	L & A	£ 186.00
	Glass Ploughman	Halls	£ 78.00
DRE Pest Control	Moles	L & A	£ 72.00
PC Business	Comp Support	Est	£ 90.00
Sage UK Ltd	Payroll Support	Est	£ 150.00
Petty Cash	Office	Est	£ 108.79

Councillor King proposed acceptance of the above accounts, seconded by Councillor Manning and **agreed** unanimously.

The Quarterly budget statement had been circulated prior to the meeting. There were no questions.

222/12 Grass Cutting Tender for L & A and Cemetery

The Chairman brought the Council up to date with the current contract and subsequent problems. It was agreed that whilst grass cutting was taking place it was important to mow right up to the edges. Shrubs needed to be maintained as did the open spaces under G & B. The Cemetery contract needed to include removing the Ivy on a regular basis. Clerk to liaise with the Chairman on the final details and send out the tender to all the contractors on the list.

AC/Clerk

223/12 Complaints procedure for Code of Conduct

Suggested Complaint procedure had been circulated prior to the meeting. Councillor Manning proposed acceptance, seconded by Councillor King and **agreed** unanimously.

224/12 PC representative to Willingham Combined Charity

Councillor King proposed Councillor Ayling, seconded by Councillor Cook and **agreed** unanimously. Councillor Ayling to contact Willingham Combined Charity.

SA

225/12 Quote from Binder Limited regarding maintenance to pumping stations at the Ploughman Hall and Pavilion, to also discuss moving pumping station to external box at the Pavilion

Quote Tabled. - £150 + VAT per visit to maintain both pumps
£1670 to move internal Pavilion Pumping station to outside and provide an alarm system.

It was felt that this was necessary due to problems should there be any sewage flooding. Councillor Watson proposed acceptance of both quotes, seconded by Councillor Kirkman and **agreed** unanimously. Clerk to action.

Clerk

226/12 Quotes on new fire alarm for the Public Hall and maintenance of fire alarms, CCTV, Intruder Alarms and emergency lighting in the Public Hall, Ploughman Hall and Pavilion
Councillor Pake withdrew from the room.

Quotes circulated and tabled. – Much discussion took place, Briar Security, Securi-Cam, ADT and Cromwell Fire had all quoted Councillor Manning proposed acceptance of the quote from G M Pake & Sons for installation of a new Fire Alarm in the Public Hall due to it being the most inclusive quote with 11 smoke detectors being installed in every area required; the price was very competitive - cost £2569.40, this included providing equipment and installation. Seconded by Councillor Kirkman and **agreed** unanimously.

Councillor Cook proposed Cromwell Fire for maintenance of CCTV, Fire Alarms, Intruder Alarms and emergency lighting in all the Ploughman Hall, Public Hall and Pavilion at a cost as per information sheet tabled. (*attached to the Minutes for future reference*).

Clerk to write to all those who quoted. – Councillor Pake returned to the room.

227/12 Youth matters

A letter had been written to WYT advising them to attend this meeting over concerns regarding lack of progress for the proposed Youth building. No-one from WYT attended the meeting.

A discussion took place with regards to the possibility of the Parish Council progressing the conversion to a shell without any fitted interior ready for WYT to take it forward from there. The Chairman to prepare costings for the next meeting.

The Parish Council had already expressed an interest in applying to SCDC for a grant for this purpose. The Chairman asked permission from the Council to allow for a grant application to be submitted as soon as possible and for the Council to delegate the power to progress this to the Chairman. Councillor Kirkman proposed acceptance of this, seconded by Councillor Harris and **agreed** with nine votes in favour and two abstentions.

228/12 Invite to bid for funding from the Local Highway Improvement Scheme from Cambridgeshire County Council

Chairman to prepare a bid for the December meeting regarding school parking improvements. Sargent Rogerson had shown support for this and it was felt this bid would be appropriate.

A second bid was suggested by Councillor Harris for a roundabout at the junction of Church Street/High Street. Councillor Harris to provide a bid for this.

229/12 Items for future meetings

QE2 Fields in Trust

Youth

Public Hall Charitable Trust

Precept

Bids for local Highway Funding scheme

Ploughman Hall Hire Rates

Updates from all Lead Councillors

230/12 Date of next meeting – Wednesday December 5th 2012

The meeting ended at 10.05pm.

Legislation governing payments (in numerical order)

1 – LGA 1972 s111

2 – Ditto

3 – Ditto

4 – Ditto

5 – LG1972 s143

6 – LGA 1872 s133

7 – LGA 1972 s111

8 – LG (Misc Provs) Act 1976 s19(1)

9 – LGA 1972 s111

10 – LGA 1972 s137

11 – LG (Misc Provs) Act 1976 s19(1)

12 – LGA 1972 s111

13 – LGA 1894 s(8)(1)(i)

14 – Ditto

15 – Open Spaces Act 1906 s10

16 – LGA 1972 s111

17 – Ditto

18 – Ditto


Clerk

AC/DEC
Mtg

AC

AC/DEC
Mtg

NH/DEC
Mtg

 5/12/12

