



# WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday  
6<sup>th</sup> March 2013 at 7 30 pm in the Octagon, St Mary and All Saints Church, Church Street

**Present** Councillors A Cook (Chair), P King, D Jacques, J Watson, W Kirkman, S Mellows, H Awal, G Pake,  
J Smith, R Croucher and R Manning (*arrived 8.20pm*).

16 - **Parishioners** attended the Parish Council meeting.

PCSO Kerry MacInnes and one other also attended the meeting.

County Councillor – Mrs S Johnstone (*left at 8pm*)

	Actions
<p><b>42/13 Apologies for absence</b> Apologies were received and noted from Councillors Harris, Law and Manning (<i>who had notified that he may be able to attend later.</i>)</p>	
<p><b>43/13 Declarations of interest</b> Item 51/13 – Councillor King – Hall Hire Charges Item 57/13 - Councillor Awal as a Trustee of WYT.</p>	
<p><b>44/13 Public forum</b>  The Chairman adjourned the meeting.</p>	
<p><u>PCSO Kerry MacInnes</u> – <i>Introduced herself and stated that her contact details were in the Willingham News for any member of the public to contact her with any issues/concerns.</i></p>	
<p><i>Councillor King stated that he felt Willingham had been served well by some good PCSO's in the past and the Parish Council looked forward to working with Kerry.</i></p>	
<p><i>The PCSO's left the meeting.</i></p>	
<p><u>Member of the Public</u> – <i>voiced concern over the safety of speeding at Fen End/Wilford Furlong. The Chairman mentioned that the Police regularly monitored Earith Road, but not the area's in question. Mr Purnell reported that there used to be Speed Watch in the Village, but lack of volunteers had resulted in that disbanding.</i></p>	Clerk
<p><i>Clerk will pass concerns to PCSO.</i></p>	
<p><i>(Councillor King left the room).</i></p>	
<p><u>Becky Feaviour/Zumba class group</u> – <i>Becky conducts an aerobics class at the Ploughman Hall, she spoke about her concerns with the amount of increase in hire charges. It had been explained in exchanged emails the reason for this, eg., Becky had been on the wrong community and education rate since inception of her class and now was being put on commercial rates which is what all business for profit organisations have to pay for hall hire. Becky asked if the Parish Council would reconsider the rates.</i></p>	
<p><i>Another member of her class also asked if the rate could be increased gradually and expressed her dissatisfaction at the new rates. She also asked the Council to reconsider. The Council thanked them and explained that the item was on the agenda.</i></p>	Clerk
<p><i>Becky and several parishioners left to go to one of Becky's classes.</i></p>	
<p><i>(Councillor King returned to the room).</i></p>	
<p><u>Mr Jeeps</u> – <i>voiced his concern regarding youth gathering outside the Fish shop in Berrycroft to board and disembark from the Cottenham Village College bus. He felt that on this corner it was dangerous. Clerk to pass this concern to the School and ask them to consider stopping around the corner in a much safer place.</i></p>	Clerk
<p><i>The Chairman reconvened the meeting.</i></p>	
<p><b>45/13 Minutes of the meeting of the Full Parish Council held on 6<sup>th</sup> February 2013</b> Subject to amendment on item 29/13 – should read Dr Ray Croucher; Councillor Kirkman proposed the minutes a true record of the meeting, seconded by Councillor and <b>agreed</b> with nine votes in favour and two abstentions due to not being at the meeting.</p>	

*Handwritten signature and date: 3/4/13*

**46/13 Matters arising from the minutes of the annual meeting held on 6<sup>th</sup> February 2013 not covered elsewhere on this Agenda.**

None.

**47/13 Applications for Councillor Vacancies – Co-option**

There were two vacancies to fill and one applicant received for co-option. The candidate, Mr Stephane Lambotte. attended the meeting.

Councillor Awal proposed Mr Lambotte to fill the vacancy by co-option, seconded by Councillor Smith and **agreed** unanimously.

*Councillor Lambotte signed his declaration of office and collected Standing Orders, Financial Regulations, Declarations of interest and other documentation. He took his place at this meeting for observation only. All the Councillors present, introduced themselves individually.*

**48/13 County Council reports and communications not covered elsewhere on this agenda**

Councillor Johnstone reported as follows:-

Street Lighting – a number of issues had arisen with regards to the new street lighting. These had been dealt with satisfactorily. However, the County Council had concerns with the way the work had been carried out. The County Council had worked hard with Belfour Beatty to resolve the problems. There remained a few months before work is completed in Willingham. The County Council would request a time table of works for the remainder of the work.

A discussion took place.

B1050 – the suggested trial repairs would be carried out. The Parish Council felt dissatisfied with this decision and requested that Councillor Orgey and Mr Onslow, from the County Council come and talk to the Parish Council. Councillor Johnstone would pass on the invite.

Councillor Watson asked for clarification on when the Earith Bridge would be open and closed, this was given.

**49/13 District Council reports and communications not covered elsewhere on this agenda**

No Report. Councillor Manning was not present at this stage of the meeting.

**50/13 Chairman's report**

Northstowe Community Drop in – this would take place at the Ploughman Hall on Saturday 9<sup>th</sup> March – 10am – 12noon. All the community were welcome to take a look at the plans and discuss any issues.

The Connections bus had engine failure in one of its buses. Therefore, it had decided that because it was no longer going to be attending in Willingham from 1<sup>st</sup> April and that it was going to continue its project with only one bus elsewhere. The session this evening would be the last one in Willingham.

Councillor Awal reported that WYT would be sending a representative over to the area where the Connections Bus was held to re-direct youth to the Village youth club.

**51/13 Reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations**

**Planning Committee**

Updates including;

- Planning Committee meeting held on Monday 11<sup>th</sup> February and Wednesday 27<sup>th</sup> February - minutes circulated.
- Northstowe update - Councillor Harris was not present at the meeting to give an update.
- Consider request of alternative payment arrangement for S106 money for development at Rockmill End – Councillor Cook reiterated item 10 (iv a) of the Planning Minutes and asked the Council if they were willing to accept the deferred payment arrangement. Councillor King felt it was the only way forward and proposed acceptance, this was seconded by Councillor Kirkman and **agreed** with ten votes in favour and one abstention.



SJ

HA

**Green & Boundaries**

None.

**Cemetery**

The Cemetery gates are now in for repairs and should be ready and re-hung shortly.

**Halls**

- Appoint a Lead and Deputy Councillor - no one came forward.
- Letters of complaint regarding Hall Hire charges – Becky’s Fitness Class and Jeff Cockram – circulated

*(Councillor King left the room).*

*(Councillor Manning arrived at the meeting).*

The Chairman gave a brief summary of why the hire charges were changed and what the current situation was. A long discussion took place.

Councillor Kirkman proposed that the Council give Becky and Jeff an interim rate of £12 per hour for six months, after which time it would revert to the new charges of £17 per hour. Seconded by Councillor Awal.

Councillor Watson counter proposed charging £10 per hour for morning rates, up to 12 noon on any weekday that the hall is hired, this would be for six months only and would then revert to the new charges of £17 per hour. Seconded by Councillor Smith.

A vote took place on the first proposal by Councillor Kirkman with seven votes in favour and one against.

A vote took place on the counter-proposal by Councillor Watson with three votes in favour and seven against.

Councillor Kirkmans’ proposal was **agreed**.

- Consider changes needed to the Ploughman Hall heating system

It was agreed to defer this to the April meeting.

- Updates - The Chairman reported that a velux window on the Ploughman Hall roof had been broken the previous week. CCTV had been scrutinized and passed to Police. A quote had been received to replace the window and the Insurance company had been informed.  
The Chairman felt it was worth the Council considering replacing the glass velux windows, which could not be opened and were always covered with dark blinds, with, a robust solid pvc panel that could not be broken easily.  
A discussion took place.  
Chairman to obtain quotes for these and bring back to the April meeting.

The fire alarm system had been fully commissioned in the Public Hall.

**Leisure and Amenities**

Councillor Watson proposed Councillor Smith to be deputy Lead Councillor for L & A, seconded by Councillor Cook and **agreed** unanimously.

- **Receive a report on drainage outlet pipes on the Recreation Ground**

Quote received from Jim Whitehand – Excavate the old land drainage pipes and replace with 12 meters of new pipe, plus installing a new head wall to be supplied by WPC, back fill trench - £2,700 + VAT

Quote received from Pearl – Locate existing pipework, excavate trench, supply and lay 100mm unperforated pipe, back fill. Make allowance for 8 outfall runs at 12 meters each - £3,225

Pearl also gave an estimate to replace the whole drainage system £15,000 - £26,000.

Councillor Watson proposed acceptance of the quote from Jim Whitehand, seconded by Councillor Mellows and **agreed** unanimously.

Clerk

April/Mtg

AC/  
April Mtg

JS

Clerk

*Handwritten signature and date: 3/4/13*

A discussion took place with regards to the meeting with the Environment Agency and the discussion that took place at that meeting. Councillor Manning stressed that it was the responsibility of the EA to keep the Lode clean and he would liaise with them on this issue.

RM

**- Consider and decide on option and cost for Intruder Alarm system**

Option 1: to transfer the existing monitoring to Cromwell Fire Ltd cost will be **£91.00 per year**

Monitoring company will contact keyholders should the alarm be activated. Please note you have chosen NOT to have police monitoring.

Option 2: to install a speech dialler with a **one off fee of £118.00**

Should the alarm be activated, it is an automatic dialler that will dial each keyholder 3 times until a response has been made. This is a voice message advising that the alarm has been activated.

Councillor Cook proposed acceptance of Option 2, seconded by Councillor Watson and **agreed** unanimously.

Clerk

**- Consider quote for heat detectors in showers in changing rooms**

Cromwell Fire –£150.00 – cost to replace and install two heat detectors and bases in showers.

G W Pake Electrics – not yet received.

A discussion took place on how many were needed, the external changing rooms and referee's showers would also have to be considered. Deferred to the April meeting when quotes were complete.

April/Mtg

**- Any further updates**

Councillor Watson reported that the CCTV monitor had been successfully re-located and infrared camera's installed. There were now three spare camera's that weren't infrared and stored at the Pavilion.

The Cricket club had contacted the office and reported that although they had paid £180 for use of the field for 16 matches last season, because of the water content on the field, they had only been able to play four matches. They asked if the rent this season could be waived. Councillor Cook proposed to waiver the rent for this season, seconded by Councillor Watson and **agreed** unanimously.

RFO

The Cricket club asked to store railway sleepers in the shed, Councillor Watson would meet with them on the 7<sup>th</sup> March to discuss this with them.

**52/13 Accounts**

**Paid Items**

Salaries	February	Salaries	£3522.94
British Telecom	Phone/internet	Est	£ 149.23
E on	Public Hall Electricity	Halls	£ 75.57
E on	Village Green Electricity	G & B	£ 126.38
E on	Pavilion Electricity	L & A	£ 227.20

**To be paid**

SLCC	Conference/training	Est	£ 336.00
CBS Office Sol	Stationery	Est	£ 22.17
Petty Cash	Office	Est	£ 92.65
Konica Minolta	Photo copier	Est	£ 20.06
Intouch CRM	Licence	Est	£ 35.99
Universal Fencing	Fix gates	G&B	£1150.56
Buchans Landscapes	Remove Ivy	Cemetery	£ 240.00
R & R Farrow	Deep Clean of Halls/Pavilion	Halls/L&A	£ 630.00

**Note:** Intouch CRM should come under establishments and not Cemetery as the Agenda suggested. Councillor King proposed acceptance of the above accounts, seconded by Councillor Pake and **agreed** unanimously.

**53/13 Consider WAG document (Jubilee Field/QE11 Playing Fields) – circulated and tabled.**

The Chairman reported that no detailed plans or descriptions of equipment had been received by the Council. He reiterated that any items installed would become the responsibility of the Council including all future maintenance. With this in mind the Council needed to consider this carefully.

Councillor Manning expressed his opinion, he was very concerned about the proposals contained in the submission by the

10/11/17

Willingham Action Group, he felt that it had been entirely WAG driven and WAG have done all the consultation. He said that he was a strong supporter of WAG and recognised their enormous contribution to the village but I could not accept the continual mixing of responsibility between WAG and the Parish Council.

He suggested that the Council take legal advice but consider lease of the field to WAG for a nominal sum with WAG then able to install and maintain the equipment as they wished. It could be short term for a few years with the WPC then taking it back and accepting the responsibility or for a longer term with break clauses. This would be seen and recognised as an entirely WAG project and could attract grants not available to the WPC

Alternatively, the WPC could set up a working group of several Councillors with the power to co-opt 2 or 3 officers of WAG, this would mean that all would have some standing as elected persons. The WAG members could present their evidence, suggestions and consultation results, which the Councillors could study in detail asking for outside professional advice when needed. The working group would then present a report and recommendations to the WPC

Councillor Kirkman supported the idea of a leasing agreement.

*(At this point, the Chairman of WAG, Mr Purnell started to speak. The Chairman reminded him that it was a closed meeting and that he could not interact in the discussion. Mr Purnell then arose and whispered in the ear of Councillor Kirkman. The Chairman asked him to return to his seat)*

A long discussion took place.

The Chairman adjourned the meeting to allow Mr Purnell to speak. Mr Purnell explained why the designs had not been submitted, reiterating that they would be decided with the expertise of each contractor as they came onboard. Funding would be phased. He also explained the time-factors involved with fund raising. The Chairman expressed that in his opinion funding options would arise several times a year, therefore it was crucial that all factors were considered, with all the details presented in time before the Council for them to make decisions of important financial implications, these must be incorporated into the timing of funding applications.

Mr Tidball, secretary to WAG, reiterated the thought process of WAG in the consultation with each contractor and their expertise in that area. He was very supportive with the idea of leasing the field and also of working with a working party. He would take these idea's back to WAG for discussion.

Councillor Kirkman felt it was important to express the Council's agreement to leasing the field to WAG and proposed to agree to this idea in principal, subject to legal advice, this was seconded by Councillor Manning and **agreed** nine votes in favour and two abstentions.

The Council would now await the decision of WAG.

WAG

**54/13 Consider tender documents for Jubilee Field/QE11 Playing Fields (WAG) – circulated and tabled a project plan from WAG.**

These had been discussed in the previous item. All items would now be put on hold pending a decision from WAG on how they wished to proceed with the Jubilee field.

WAG

**55/13 Consider funding submissions to Amey Cespa and WREN (WAG)**

As in item 53/13 and 54/13.

WAG

**56/13 To receive and consider documents, maps and photo's regarding Tree Planting from WAG – circulated.**

Councillor Kirkman proposed the following:-

Pyrethrum Way – Phase 1 – Leave the two trees on the small green area in situ.

WAG

Pyrethrum Way – Phase 2 – WAG to plant one replacement tree.

WAG

Cemetery – agree retrospectively to the two trees WAG have planted.

WAG

Village Green – to replace a tree on the green, WAG to present to the Council a map of location and type of tree.

WAG

The above was seconded by Councillor Croucher and **agreed** with ten votes in favour and one abstention.

**57/13 Youth**

*(Councillor Awal left the room)*

- To receive and consider revised invoice from WYT for £3,580. – circulated.

A discussion took place, Councillor Manning proposed acceptance of the invoice, minus £500 for engaging a professional fund raiser. It was felt that grants from the Parish Council did not cover this. Seconded by Councillor Smith and **agreed** unanimously.

RFO

Councillor Awal returned to the meeting.

- WYT Funding request - The Application had been completed, signed and sent to SCDC. Awaiting decision.

**58/13 Other reports from outside bodies not on the Agenda**  
None.

**59/13 Police Matters – an introduction from new PCSO Kerrie McKinnes**  
This had been done in the Public forum.

**60/13 Two PC Nominated Trustees for the British School Trust**  
Councillor Manning proposed Councillors Croucher and Cook, seconded by Councillor Pake and **agreed** unanimously.

**61/13 To consider purchase of a new paper shredder for the Parish Office – quotes tabled.**  
The Chairman had looked at the quotes tabled, he explained that he used a very good professional one in his work-place and could highly recommend it. He would forward these details onto the office.

**62/13 Items for future meetings**  
Ploughman Hall heating system  
Ploughman Hall velux windows  
Quotes for heat detectors in the Pavilion  
Drainage on the Recreation field  
WAG  
Youth

**63/13 Date of next meeting – Wednesday 3<sup>rd</sup> April**

The meeting closed at 9.42pm.

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

1. LGA 1972 s112(2)
2. LGA 1972 s111
3. LGA(Misc Provs)Act 1976 s19(1)
4. Ditto
5. Ditto
6. LGA 1972 s111
7. Ditto
8. Ditto
9. Ditto
10. Ditto
11. LGA 1894 s(8)(1)(i)
12. LGA 1972 s214
13. LGA 1984 s(8)(1)(i)

RC/AC  
Clerk

AC  
Clerk

 3/4/13