



Minutes of the Full Parish Council Meeting held on Wednesday 3 July 2013 at 7.30pm (presentation on IT at 7pm), in the Octagon, St Mary and All Saints Church, Church Street

Present **Councillors** A Cook (Chairman), P King, (arrived 7.30pm), R Croucher, J Watson, D Jacques,
S Lambotte, D Law, R Manning, J Smith, N Harris and W Kirkman

7 Parishioners attended the Parish Council meeting

Councillor Manning is a Parish, District and County Councillor and as representative will be reporting.

A presentation took place from Microshade VSM, explaining what they could offer in regards to remote hosting application. Questions from Councillors Law and Smith were taken and answered.

Actions

The presentation finished at 7.25pm. Unfortunately this had left little time for a presentation from Pear Technology regarding digital mapping, especially in regards to the Cemetery. Therefore it was agreed with the representative that she would return at a later date to conduct a presentation. Clerk to organise.

Clerk

The Parish Council meeting commenced at 7.30pm.

110/13 Apologies for absence

Apologies were received from Councillors Pake, Mellows and Awal.

111/13 Declarations of interest

Item 123/13 - Councillor Smith - L&A - coach to Willingham Wolves.

Item 130/13 - Councillor Smith - member of Willingham Bowls Club

Item 131/13 - Councillor Smith - Speedwatch volunteer

112/13 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)

The Chairman reminded the public at the meeting that all parishioners wishing to speak and who are on the Electoral role, must make their name known to the Clerk prior to commencement of the meeting. Large Groups must decide on a spokesperson representative.

The Clerk took down the names of those wishing to speak in numerical order and their electoral role number and presented this to the Chairman.

The Chairman read out the 5th paragraph of the Public Speaking Policy Document.

The meeting was adjourned.

1. Miss Phoebe Buckley - had informed the Clerk prior to the meeting commencement that she had registered at SCDC for the electoral role and as of the 1st July was on the role, however, did not, as yet, have her role number. She would pass this on to the Clerk when she received it. She also stated that subsequently she had registered all the travellers from the Meadow Road site and they would be officially on the electoral role from 1st August, again, she would pass the electoral role numbers when received, on to the Clerk.

Miss Buckley stated that she had not attended to talk about any planning issues, but had wanted to ask questions with regard to other issues within the 'planning statement', that she had handed around to the entire Council at the meeting of the 5th June. She also informed the Council that she knew that all her questions could not be answered within her allocated three minutes and therefore would submit a formal list to the Clerk. The questions she wanted to ask were as follows:-

- What was the status of the email?
- She wanted clarification on the statement of Traveller Children attending the local school, she informed the Council that she had contacted the school in regard to this statement.
- She required clarification on the statement 'which local people think is wrong'.
- 'Strain on village expansion' - she queried whether there was a difference between usual planning expansion and that of the Gypsy/traveller community.
- She disagreed with the statement that was referring to 'restrospective application on a particular traveller site'.
- Personal Land.

The Chairman reminded Miss Buckley that her allotted time of three minutes had expired. The Clerk asked Miss Buckley for the list she had mentioned. Miss Buckley stated that she did not have the list, however, would email it to the Clerk. The Clerk asked that Miss Buckley date the list.

For the record, there were two people who attended the meeting with Miss Buckley, one was Miss Rose Humphrey, cousin of Miss Buckley. The other, had not stated who he was, but he had made notes throughout the public forum and part of the Parish Council meeting that followed.

2. Mr Dermot Garner - asked if the village envelope had been redrawn in recent times. The Chairman replied that he had not

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been aware that it had been re-drawn. There were views that land outside of the envelope could be brought in for development in the near future, however, there was no formal announcement of this from SCDC and therefore remained speculative.

Councillor Manning also stated that he was not aware of any changes.

Clerk to ask SCDC for a copy plan of the village envelope and pass on to Mr Garner.

Clerk

3. Mr Jeeps – asked about the property on the corner of Over road and Station Road. It was felt that there had been no further updates.

He also reported various pot-holes which the Clerk would chase with Highways.

Clerk

4. Mr Purnell – Chairman of WAG – gave a brief update on what WAG had achieved in recent times.

70 Trees and several hundred kilo's of bulbs had been planted.

WAG would be commencing on the community woodland planned for the old Recreation ground and this would go forward in 2013/14/15. They were advertising for help and donations of trees for the site.

WAG had initiated the recent WEE recycle collection, it had been successful and had generated circa £360 of money to be given to WPC.

Speedwatch had re-started and was having a positive impact on speeding cars, new signage was needed in the future and WAG would draw up a full report and request for funding for the signage to the PC in the near future.

QE11 fields was making slow progress at present, however a picnic table that had been purchased for this area was in storage and WAG wanted to request if they could position this at an agreed place with the PC.

The Chairman reminded Mr Purnell that his three minutes had finished.

The meeting was re-convened.

113/13 Minutes of the annual meeting of the Full Parish Council held on 1 May 2013

Item 97/13 – L&A – Update on QE11 Fields – paragraph omitted which should read – WPC agreed to set up a working party jointly with WAG on improved leisure and recreation facilities on the Jubilee/QE11 field. Members would include, Councillors Cook and Lambotte and WAG members, Caroline Hyde, Caroline Stoneham and Catherine Atkins.

Item 97/13 – (A) – Accounts – Petty Cash should say £112.45.

Subject to the above amendments, Councillor Law proposed the minutes be accepted as a true record, seconded by Councillor King and **agreed** unanimously.

114/13 Matters arising from the minutes of the annual meeting held on 1 May 2013 not covered elsewhere on this Agenda

Item 97/13 – Planning – Councillor Watson's attendance at the Planning Appeal at SCDC on Tuesday 30th April 2013 – Councillor Kirkman stated that the minutes of the full Parish Council meeting of 1 May recorded strong criticism of Councillor Watson for putting his own views, rather than those of the Council, when representing the Council at the Planning appeal at S C D C.

There had been no chance to return to this matter at the meeting of the Council on 5 June, because that meeting had to be abandoned without opportunity to consider previous minutes.

However, the matter was raised again (by Councillor Watson) at the Planning Committee meeting on 9 May. Councillor Watson left the meeting whilst the matter was discussed. Members agreed to reiterate to Councillor Watson the importance of properly representing the Council's views at planning hearings – but to take no further action. This was put to Councillor Watson when he returned to the meeting.

At the next Planning Committee meeting, on 6 June, Councillor Watson asked for the relevant minute from 6 May to be changed because he felt that the reference to his failure to deliver to the planning appeal the statement on behalf of the Parish Council was incorrect. He wanted the matter to be returned to the full Council. His request was strongly opposed by the rest of the committee.

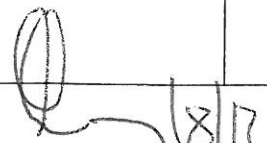
Councillor Kirkman stated that he had never served on the Planning Committee but was of course fully aware of its work.

It seemed to Councillor Kirkman that the criticisms of Councillor Watson expressed at the full Council meeting on 6 May were justified. Clearly this view was shared by the members of the Planning Committee when Councillor Watson raised the matter – again – with them on 9 May.

Councillor Kirkman proposed that their view, and their view that no further action should be taken against Councillor Watson, should end the discussion, and he strongly proposed that it should not be reopened. Seconded by Councillor Harris and **agreed** with ten votes in favour and one against.

Item 90/13 – Electricity supply to Willingham – In answer to the response from UK Power Network, Councillor King would be taking a conference call with them to discuss this further.

PK



115/13 Minutes of the annual parish meeting held on 15 May 2013

Item 5 (e) – Public Hall Users Committee – should read, there is approximately £600 in the PHU account.

Subject to the above amendment, Councillor Croucher proposed the minutes be accepted as a true record, seconded by Councillor Manning and **agreed** with eight votes in favour and three abstentions.

116/13 Matters arising from the minutes of the annual parish meeting held on 15 May 2013 not covered elsewhere on this Agenda

Item 5 (b) – Councillor King proposed that the Clerk write to Willingham Combined Charity to express the meetings dismay at the request that the accounts should not be tabled at the meeting, seconded by Councillor Croucher and **agreed** unanimously.

Clerk

117/13 Minutes of the full Parish Council meeting held on 5 June 2013

Councillor Kirkman proposed the minutes be accepted as a true record, seconded by Councillor Law and **agreed** with nine votes in favour and two abstentions.

118/13 Matters arising from the minutes of the Parish Council meeting held on 5 June 2013 not covered elsewhere on this Agenda

None.

119/13 Co-option of Councillor

No applications had been received.

120/13 County Council reports and communications not covered elsewhere on this agenda

Councillor Manning as County Councillor reported as follows:-

Good News regarding the upgrade on the A14. Councillor Cook asked about the toll proposed for the A14 and stated that no other schemes were doing the same? Councillor Manning replied that the A14 upgrade would come from financial support of Councils/Government and Toll introduction, it would take 1/3 of the transport budget for the entire country. Questions were asked about the Huntingdon viaduct in connection with the A14 and a discussion took place.

Councillor King asked about the letter that WPC had been copied into, from Bluntisham PC to John Onslow at CCC regarding the B1050 and the structural work. Councillor Manning stated that he would speak to Councillor Onslow and report back.

RM

121/13 District Council reports and communications not covered elsewhere on this agenda

Councillor Manning as District Councillor reported as follows:-

The Local Plan had gone out to consultation – it was a six week process. A piece of Glebeland at Rockmill End is the only bit of land in the Parish of Willingham.

122/13 Chairman's report

Letter received from SCDC regarding positioning of a permanent litter/recycle bin outside the Library – Noted.

Response from UK Powernet works regarding Power cuts in Willingham – The Chairman read out the letter – noted.

Letter from Bluntisham PC to John Onslow, CCC – copied to Willingham PC – The Chairman read out this letter, the Council asked the Clerk to write to Bluntisham PC and correct their assumption.

Clerk

Notice of road closure – Short Lane – Willingham from Parrott Building Contractors. – noted.

The Chairman reported that the office/Council was currently under siege by receiving numerous emails and FOI requests regarding issues raised by Miss Buckley in the public forum at this meeting and the disruption at the FPC meeting of 5th June. Also CHESS were now involved in correspondence on behalf of Miss Buckley and Miss Humphrey. Minutes were being scrutinised and pressure put on the Clerk and the Council. It was appropriate in the circumstances to appoint a solicitor who could deal with such matters and was well versed in Council practices. Initially it was thought the Legal team at SCDC could help on a paid basis, however conflict of interest deterred this. The Legal team at CCC would be emailed with the same request, but also should they be unable to help, commercial solicitors, Nicholas Hancox in Acle, Norfolk would be engaged.

Councillor Cook proposed engaging a solicitor on a paid basis, seconded by Councillor Kirkman and **agreed** unanimously. Clerk to enquire and engage a solicitor.

Clerk

123/13 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

S106 Agreement – Development of 176 Station Road – S/0480/12/F - sum of £3,183.78 towards on site provision of public

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open space and £526.16 towards off-site provision of community facility space.	
A discussion took place, Councillor Harris proposed that £3,183.78 go towards the recent, unprecepted work on drainage on the Recreation ground and the £526.16 towards the quoted increasing costs of the Youth building at the Ploughman Hall. This was seconded by Councillor Cook and agreed unanimously.	<i>RFO</i>
The Chairman and Vice-Chairman signed the agreement. Clerk to send back to SCDC.	<i>Clerk</i>
- Planning Committee meeting held on 9 th May, 6 th June and 25 th June 2013 – Minutes circulated. The meeting held on the 25 th June was attended by twenty eight parishioners regarding the planning application S/1237/13/FL A presence at SCDC regarding this would be needed.	<i>Plannir Cmt</i>
Green & Boundaries – G&B Risk Assessment report completed and received – fencing in Pyrethrum Way is rotted in one section and needs replacing. Councillor Kirkman to arrange repair and inform the office.	<i>BK</i>
Tree missing on Pyrethrum Way, Councillor Kirkman to approach WAG.	<i>BK</i>
Councillor Cook reported that part of the fencing had broken on the old Recreation ground, due to the emergency of the problem, Universal Fencing had been called in to repair immediately the gap.	<i>AC</i>
Cemetery – Email received from parishioners regarding Trees in the Cemetery. It was decided that a response informing the parishioner that during bird nesting season the Tree work could not be undertaken. Councillor Pake to re-look at this issue later on in the year. Clerk to respond to parishioner.	<i>Clerk</i>
Halls –	
Public Hall – Halls report circulated to all Councillors with Agenda – noted.	
Ploughman Hall – Quotes received regarding painting of Ceiling in main hall – Ray Asplin - £2059.00 Neil Simpkin - £1077.52 ID Decorating - £1100.00	
Additional £40 to clean the windows inside and out.	
A discussion took place, Councillor Croucher proposed acceptance of the quote from Neil Simpkin, also to enquire if he could remove all the blinds whilst cleaning the windows, seconded by Councillor Lambotte and agreed unanimously. Clerk to write to approved contractor.	<i>Clerk</i>
Consider signage indicating location of Ploughman Hall – request from member of Public – a discussion took place. It was decided to approach SCDC in the future with a funding application for a specific sign to the Ploughman Hall. It was also considered whether Youth Building and Parish Office could also be on the sign.	<i>Future Mtg.</i>
Update on consideration of improvements to Heating system in the Ploughman Hall – as per report received from Councillor Lambotte as Lead Councillor for Halls. Clerk at present was obtaining quotes for alternative heating-gas-at the Ploughman Hall.	<i>Clerk</i>
Leisure and Amenities – L&A report covering points below circulated with the Agenda.	
Pavilion – Receive update and consider options quoted for phone-line for Intruder Alarm – a discussion took place and it was thought advisable to place the telephone socket within a locked cupboard.	
Councillor Watson proposed acceptance of option 1 for both the Pavilion and the Ploughman Hall, seconded by Councillor Smith. and agreed unanimously. Clerk to action.	<i>Clerk</i>
Additional Eurobin for the Sports Pavilion – a discussion took place regarding cost. Councillor Cook proposed that at present, Councillor Watson explain to the Willingham Wolves that the bin at the Ploughman Hall is available to use for regular amounts of rubbish. This would be monitored and if considered to become excessive, would be revisited.	<i>JW</i>
Recreation Ground Recent re-seeding of the Recreation Ground – Information regarding the recent re-seeding had been received from Suffolk County Council who carried out the work on behalf of Willingham Wolves.	
Receive update on rotivation and re-seeding rough area of grass near to the Bowls Club – Councillor Watson to liaise with Buchans on appropriate time of the year to tackle this issue.	<i>JW</i>

Joan Smale seat to be installed on the Recreation ground where large tree was felled in recent years.

JW/AC

Jubilee Field

Adjustments to Play Area as suggested by RosPA – as per report circulated by Councillor Watson, Lead Councillor for L&A.

JW

Rotivation and re-seeding of flailed area – as above, Councillor Watson to liaise with Buchans on appropriate time of year to tackle this issue.

JW

QE11 Status progress – Clerk informed the Council that all documents relating to Fields in Trust and the Jubilee Field had been done and signed by a solicitor and sent to the Land Registry. Now awaiting reply from the Land Registry.

Clerk

124/13 Accounts

Salaries	May 2013	Salaries	£3611.74
E-on	Electric – Green	G & B	£ 89.28
E-on	Electric – Public Hall	Halls	£ 306.04
E-on	Electric – Pavilion	L & A	£ 500.46
E-on	Electric – Ploughman	L & A	£1617.58
British Telecom	Phone	Est	£ 201.73
Camb Water	Water - Cemetery	Cemetery	£ 40.27
Camb Water	Water - Pav & Ploughman	L & A	£ 306.72
Boldfield Comp	Repairs - Virus scan	Est	£ 66.00
Boldfield Comp	Workshop hours	Est	£ 132.00
CBS Office	Stationery	Est	£ 125.59
Tim Whitehand	Trench Work	L & A	£3285.00
Cromwell Fire	Office	Est	£ 47.69
Cromwell Fire	Pavilion	L & A	£ 60.13
Cromwell Fire	Public Hall	Halls	£ 65.40
Cromwell Fire	Ploughman	Halls	£ 202.63
Buchans	Grass cutting	Various	£1158.00
Salaries	June	Salaries	2603.61
PAYE	June	Salaries	390.01
C Newton	Padlock	Halls	71.09
A R Aspinall	Bucket/Chain	Halls	91.47
SCDC	Piper lifeline	Section 42	532.48
Camb Water	Water Rec ground	L & A	49.58

Items to be paid:

Over & Will Drainage	Drainage rate	Establishments	28.75
P Cornish	Path Ramp	L & A	425.00
Konica Minolta	Photocopier	Establishments	257.08
Old West Drainage	Drainage	Establishments	50.82
CBS Office	Stationery	Establishments	140.38
PRS	Licence	Halls	546.00
Gawn Associates	Structural Design	Halls	450.00
F W Cook	KH Drainage	L & A	350.40
A R Aspinall	Road Plainings	L & A	91.20
A R Aspinall	Cabin Hook	Halls	19.92
Intouch CRM	Licence	Est	71.98
King & Co Sol	Legal Costs QE2	L & A	30.00
G Whitfield	Internal Audit	Est	191.50
Buchans	Grass cutting	Est	815.28
Buchans	Grass cutting	Cemetery	480.00
Cromwell Fire	Fire Alarm and Emergency Light Check	Halls	60.00
Cromwell Fire	Ditto	L & A	87.47
Cromwell Fire	Ditto	Halls	95.00

NB: - Please note because the 5 June FPC meeting was abandoned, the above accounts incorporate those of both the June meeting and this meeting of 3 July 2013

Councillor Smith proposed approval of the above accounts, seconded by Councillor Watson and agreed unanimously.

NB – Councillor Cook reported that the £350 for KH drainage had been approved at the FPC meeting of 9th January 2013, Councillor Cook had provided a copy of the invoice from KH drainage and was seeking reimbursement for that exact amount that he had paid them for the work.

125/13 Youth Update

Revised quote received from Adams & Newman following amendments made to the quote after receiving report from GA Gawn Associates. Revised quote - £61,823.83. This was circulated to all Councillors several days prior to the meeting.

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The Chairman reiterated discontent at the increased prices from Adams & Newman and this was echoed by the Architect. Councillor Cook explained the changes now required to the staircase and that the stairs now needed to be blocked in and a second exit was required. The new drawing showed revised staircase. The Architect had recommended proceeding by re-tendering and ensuring re-tender contained the clause – 'no provisional sums'. Willingham Youth Trust had been updated.

Councillor Manning proposed re-tendering as advice given by the Architect, seconded by Councillor Law and **agreed** unanimously. It was also **agreed** to incorporate small changes as requested by WYT. Clerk to write to original contractors to inform them of WPC decision to re-tender and Councillor Cook to agree new specification for re-tender.

Clerk
AC

126/13 WAG Update – had been given by Mr Purnell in the Public Forum.

It was clear that WAG were not organising the Feast events this year, but helping other volunteers to co-ordinate them.

Councillor Kirkman congratulated WAG on their supportive article of WPC in the Willingham news.

Stored picnic table – Councillor Cook proposed for WAG to install this at their leisure, with consultation with WPC on the location, seconded by Councillor Kirkman and **agreed** unanimously.

WAG

127/13 Consider adoption of revised descriptions Parish Council Code of Conduct updated April 2013

The Chairman read out the revised word changes, Councillor Cook proposed adoption of these changes, seconded by Councillor King and **agreed** unanimously. Clerk to incorporate word changes into the existing August 2012 Code of Conduct currently used and send to all Councillors.

Clerk

128/13 Internal Auditors Report – circulated to all Councillors and RFO.

The Chairman read out parts of the report and expressed his satisfaction of the current Internal Auditor and his thorough checks and communication. Congratulations were given to the Clerk and the RFO for their work on ensuring that the Audit was satisfactory.

Councillor Cook proposed acceptance of the report, seconded by Councillor Manning and **agreed** unanimously.

129/13 Update on Utility providers for the Pavilion electricity and gas, Public Hall and Village Green (electricity)

The Clerk reported that several contracts had now been re-evaluated for best price and service with the aid of 'Utilitywise'. As a result, the gas at the Pavilion was now placed with British Gas for a three year term. The electricity at the Pavilion, together with the electricity for the Village Green and the Public Hall were all placed with Total Gas and Power Ltd for a period of five years, (Public Hall four years and not yet due to start, but would be incorporated into this contract). This would ensure that all electricity contracts ended in 2018 and could then be re-negotiated and would ensure prices are kept lower until that date. The saving to the Parish Council is considerable. The Village Green and the gas to the Pavilion had not been locked into a contract previously and had been provided at a much higher cost. The Ploughman Hall contract is to expire in 2014, this would be re-negotiated with the best provider at the time.

130/13 To consider request from Willingham Bowls Club regarding funding or WPC taking over ownership

It was announced that the grant fund of £1000 from SCDC had been received by WBC.

The Chairman explained how the different clubs had operated in the past, eg., Cricket, football etc.

The Bowls club had been independent, although, they had not paid rent to WPC since 2010 and WPC paid for the water and electricity supply to their premises.

A discussion took place.

Councillor Manning proposed WPC give the Bowls club a grant of £500 towards running costs for this season of 2013 with the expectation to receive a full report from the Bowls Club and consider the future and terms under which it would run to ensure continuity. Seconded by Councillor Croucher and **agreed** with ten votes in favour and one abstention.

RFO/
Clerk

131/13 Report and consider funding request from Speedwatch

An email had been received from Speedwatch, with an attached report to inform the Parish Council that as well as seeking their support, at some point in the future the Parish Council would be asked for funding for signage. The CCC had designed a yellow sign stating that community speedwatch operated in the village and was to be placed at the entrance to those villages. CCC would deal with all the paperwork, but would seek Parish Councils to meet the cost of the signs estimated as follows:-

£65 where sign can be fixed to existing street furniture

£135 where a new post is required

Willingham would require four signs which would be located on Station Road, Earith Road, Rampton Road and Over Road.

Councillor Kirkman proposed support for this initiative and future signage needed for Willingham, seconded by Councillor Lambotte and **agreed** with ten votes in favour and one abstention. WAG to keep Parish Council informed of final cost.

WAG

132/13 To consider placing of a bin on the footpath between Wilford Furlong and Rockmill End

RM

After discussion, the Parish Council requested that SCDC put in a bin. Councillor Manning would action this as District Councillor.

133/13 To receive any other reports from outside bodies not on the Agenda
None.

134/13 Items for future meetings

Youth

Notice Board by School for Posters

IT support


Boundary Review – Longstanton – Northstowe consultation

135/13 Date of next meeting – Wednesday 7th August 2013.

The meeting ended at 9.32pm.

Legislation Governing Payments in the numerical order in which they appear:-

1. - LGA 1972 s112(2)
2. - LG (Misc Provs) Act 1976 s19(1)
3. - Ditto
4. - Ditto
5. - Ditto
6. - LGA 1972s111
7. - LG (Misc Provs) Act 1976 s19(1)
8. - Ditto
9. - LGA 1972s111
10. - Ditto
11. - Open Spaces Act 1906 s10
12. - LGA 1894 s(8)(1)(i)
13. - Ditto
14. - Ditto
15. - Ditto
16. - Ditto
17. - LGA 1972 s214 (cemetery) & LG (Misc.Provs. act 1976 s19(1) (Green, Rec)
18. - LGA 1972s111
19. - Ditto
20. - LGA 1894 s(8)(1)(i)
21. - Ditto
22. - LGA 1972 s137
23. - Open Spaces Act 1906 s10
24. - LGA 1972s133
25. - LGA 1894 s(8)(1)(i)
26. - LGA 1972s111
27. - LGA 1972s133
28. - LGA 1972s111
29. - LGA 1972s133
30. - Ditto
31. - Open Spaces Act 1906 s10
32. - LGA 1972s133
33. - Ditto
34. - LGA 1972s111
35. - Ditto
36. - Audit Commission Act 1998 s& (3)
37. - LG (Misc.Provs. act 1976 s19(1) (Green, Rec)
38. - LGA 1972 s214 (cemetery)
39. - LGA 1894 s(8)(1)(i)
40. - Ditto
41. - Ditto

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