



# WILLINGHAM PARISH COUNCIL

## Minutes of the Full Parish Council Meeting held on Wednesday 7 August at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

**Present** **Councillors** A Cook (Chairman), P King, R Croucher, J Watson, D Jacques, G Pake  
D Law, R Manning (arrived 7.33pm), N Harris and W Kirkman

**Parishioners** 4 parishioners attended the Parish Council meeting

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

### 136/13 Apologies for absence

Apologies were received and accepted from Councillors Lambotte and Smith as both were on holiday, Councillor Mellows (personal commitment) and Councillor Awal.

### 137/13 Declarations of interest

Item 150/13 Councillor Law stated he was a Governor at Cottenham College. Councillor Kirkman is on the committee organising the celebrations.

### 138/13 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 register, 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 register number and presented this to the Chairman.

The Chairman read out the 5<sup>th</sup> paragraph of the Public Speaking Policy Document.

*The meeting was adjourned.*

Mr Alan Slater had submitted an application to join the Council and gave a brief background in support of his application. Alan has lived in the village for 13 years and has served on the Council previously.

Mr Garner raised some concerns over the drainage at the junction of Earith Road and Fen End. The drains next to the Earith Road sign seem to flood whenever it rains. The Chairman agreed the Council would speak to Highways.

Mr Jeeps would like a phone contact for the Willingham News as currently you can only submit a piece either via email or by leaving it in the library. He felt that not everyone has email and things aren't always picked up in the library. Councillor Kirkman agreed to speak to the Willingham News.

WAG is an item later in the meeting, however, Mr Purnell provided the Council with an update on the recent work of WAG. The trees planted during the winter are being regularly watered but some are suffering from the hot dry summer. Speedwatch is up and running with fewer speeders being reported to the police although there are still some drivers speeding excessively. WAG desperately needs more volunteers in order to have a greater impact.

Councillor King thanked Mr Purnell for all the hard work that WAG are continuing to put in for the benefit of the village.

*The meeting was reconvened*

### 139/13 Minutes of the meeting of the Full Parish Council held on 3 July 2013

Item 123/13 L&A Joan Smail bench to be reinstalled. The minutes show Joan Smail's name spelt incorrectly.

Subject to the above amendment Councillor Kirkman proposed the minutes be accepted as a true record, seconded by Councillor King and agreed with nine votes in favour and one abstention (due to not being at the meeting)

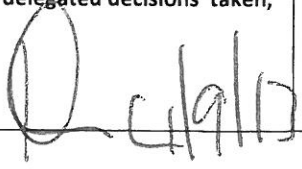
### 140/13 Matters arising from the minutes of the meeting held on 3 July 2013 not covered elsewhere on this Agenda

Item 141/13 Councillor Croucher asked for clarification regarding no further action and the previous action of the May meeting referring action to the Planning committee. The Chair clarified the minute, explaining that the planning committee also agreed no further action and the item had come back to full Council at the request of Councillor Watson.

Actions

Clerk

BK

141/13 Co-option of Councillor	Actions
<p>An application was received from Alan Slater and distributed with the agenda. The Council voted and Mr Slater was co-opted unanimously. Mr Slater signed his acceptance of office and joined the table.</p>	
<p><b>142/13 County Council reports and communications not covered elsewhere on this agenda</b></p>	
<p><b>Councillor Manning as County Councillor reported as follows:-</b></p>	
<p>B1050 – A study has been taken regarding the various options for the B1050. It was felt that until funding is identified for the construction of a new section of carriageway adjacent to the current horizontal alignment running up to the Engine pumping station, the road would continue to be patched as it is currently.</p>	
<p>Councillor Manning was asked to speak to the officers to ascertain what conclusions have been made regarding HGVs on the B1050 and also to clarify how they came to the figure of 7.5 million for the new section of carriageway.</p>	RM
<p><b>143/13 District Council reports and communications not covered elsewhere on this agenda</b></p>	
<p><b>Councillor Manning as District Councillor reported as follows:-</b></p>	
<p>The Local Plan has been passed out to Parish for comment during the consultation. Having looked through the plan Councillor King raised concerns over the reserved land for Northstowe. Councillor Manning confirmed that there were no plans to go North of the guided busway. It was felt that the plan still wasn't clear and it was agreed that the Council would seek formal written clarification as to what is intended with regards to the reserved land.</p>	Clerk
<p><b>144/13 Chairman's report</b></p>	
<p><u>Correspondence from Mr Lindsay</u></p>	
<p>The Chairman informed the Council that he had received correspondence from a Mr Lindsay of CHESSE complaining about the way he conducted part of the council meeting on the 3<sup>rd</sup> July. The Clerk has offered dialogue with Mr Lindsay to address his concerns.</p>	
<p><u>Ouse Washes Landscape Conference and Survey</u></p>	
<p>The Chairman read out the invite to attend the conference. It was felt that as this has very little or no impact on the village that there was no need for the Council to send a representative. Councillor Watson had previously requested to attend but was happy to withdraw the request.</p>	
<p><u>Scouts Lease on Public Hall</u></p>	
<p>The Chairman read out the letter from the scouts (previously circulated to councillors) which stated that as they are now the only users of the public hall they would like the parish council to consider a new lease to reflect this. A long discussion took place and concerns were raised about a public hall being allocated to one user only. Councillor Kirkman proposed that the parish Council look at putting together a new lease to encompass concerns over flexible usage and additional users. This was seconded by Councillor Croucher with 2 votes for and 8 against. This proposal was not ratified. The council were not in favour of leasing the building to only one single organisation but felt they would like the hall to be open to all organisations. Clerk to advise Scouts</p>	Clerk
<p><u>Scouts Firework Event</u></p>	
<p>The scouts have requested the use of the Jubilee Field on the 5<sup>th</sup> November. Councillor Manning proposed the Council accept this request, seconded by Councillor Law and <b>agreed</b> unanimously. Clerk to advise Scouts</p>	Clerk
<p><u>Internal Wall – Public Hall</u></p>	
<p>The Scouts would like to remove an internal wall to make more space. The Council agreed to look into the costs and seek the advice of a structural engineer. Clerk to advise Scouts</p>	AC/Clerk
<p><u>Cambridgeshire ACRE AGM</u></p>	
<p>The Chairman had received an invite to the AGM for Cambridgeshire ACRE. It was agreed not to attend.</p>	
<p><u>Willingham News Nominee</u></p>	
<p>The Willingham news would like a representative from the Parish Council. Councillor Cook proposed Councillor Kirkman become the representative, seconded by Councillor King and <b>agreed</b> unanimously.</p>	BK
<p><u>Longstanton Parish Council</u></p>	
<p>The Chairman had received an invite to attend the Longstanton Parish Council meeting as SCDC were giving a talk on the Longstanton boundary. Councillor Law agreed to attend.</p>	DL
<p><b>145/13 Reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations</b></p>	
<p><b>Planning Committee</b> – To receive any updates including</p>	

**Recreation Ground**

Actions

Cricket Club

Unfortunately the Cricket Club have had the new covers for the cricket square vandalised on several occasions. Councillor Watson is liaising with the Club and the PCSO in order to try and ascertain who is responsible for the damage

JW

The Council agreed to look at the cost of an additional camera to provide specific coverage for the cricket square.

Clerk

The Cricket Club requested that the Parish Council allow them to fence off a piece of land adjacent to the Bowls Green to store the covers in over winter. Councillor Manning proposed that the Council agree to allow them to use the space if they need it. This was seconded by Councillor Watson and **agreed** unanimously. Clerk to notify Cricket Club

Clerk

Request from Bowls Club for support of their funding application.

The Bowls Club is submitting an application for lottery funding for the repair/replacement of their buildings. As the Parish Council own the land they need to obtain their support for the application. The Council felt that they would need more clarification with regards to the terms of the grant because as owners of the land any future responsibilities and terms could fall to the Parish Council. Clerk to ask for more detail to be provided.

Clerk

**Jubilee Field**Adjustments to Play Area as suggested by RosPA

The Chairman has kindly adjusted the zip wire. Final adjustments will be needed and will require two people  
The other items are still outstanding and will be completed by Councillor Watson as soon as possible.

JW

Bin for Jubilee Field

SCDC has confirmed that to it would cost £240 to replace the damaged bin with a topsy bin. Details of this were circulated prior to the meeting and no objections were received. Clerk to notify SCDC that the council would like the bin replaced.

**146/13 Accounts****Paid Items:****Paid by Charge Card**

Lloyds charge Card	Annual fee	Est	32.00
Allgood	Keys - Ploughman	Halls	43.98
AC Leigh	Keys - Ploughman	Halls	53.70

**BACS Payments:**

Salaries	July	Salaries	2458.63
HMRC	PAYE	Salaries	294.88

**Items Paid by Cheque:**

Willingham Bowls	Donation	Donation	500.00
------------------	----------	----------	--------

**Items to be paid:**

CBS Office	Stationery	Est	60.47
Intouch	Licence & Hosting	Est	35.99
D Fouracre	Boiler Serv - Pav	L & A	120.00
Universal Fencing	Supply & Fix Fencing	Rec - L & A	153.60
Buchans	Grass cutting	Cemetery	522.00
Buchans	Grass cutting	Est - Village Cuts	836.16
A R Aspinall	Keys Car Park	Halls	19.96
HMK Ltd	Toilet rolls	Halls	9.81
HMK Ltd	Toilet rolls	Pavilion L & a	9.82
Cromwell Fire	VAT - missed of last months payment		48.49
Mike Overall	Repair of Cemetery Gates	Cemetery	1044.00
In Touch CRM	Monthly license & Hosting	Est	35.99
Dorcas Engineering	Repair to Bell Chamber	F&GP	210.00

Items to be Paid – Universal Fencing - Supply and fit fencing £153.60. This is for the Old Rec and not the recreation ground and should come under G&B and not L&A. Subject to this amendment Councillor Watson proposed approval of the above accounts, seconded by Councillor Manning and **agreed** unanimously.

**147/13 Youth Update**

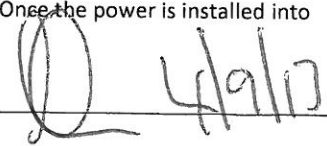
Revised tender documents are due to be sent out very soon. The Chairman is waiting for clarification from WYT on the specification for the kitchen appliances.

AC

**148/13 WAG Update**

4/9/13

<p><u>Planning committee meetings held on the 15<sup>th</sup> and 31<sup>st</sup> July – Minutes circulated to all cllrs.</u></p>	<p>Actions</p>
<p><u>Proposed CIL Charges</u>  The planning committee agreed that it was not beneficial to put together their own development plan at this stage for the additional 10% CIL that would be available as the costs that this would incur are not fully known at the present time.</p> <p>It was agreed at the meeting of 31 July to write to the Leader of SCDC and request a statement that would show a comparison between what the Parish Council have received over the last 5 years in S106 monies as opposed to what that would have meant had the new scheme been in place. If this data is not available then the Council would like any comparable figures that are available in order to help them understand the impact of the change more clearly.</p> <p>Any comments need to be back to SCDC by the end of September</p>	<p>Clerk</p>
<p><u>Local Plan</u>  The planning committee looked at this at their meeting on 31 July. It was agreed that Cllr King would look through the plan and report back at the next planning meeting. Comments need to be back to SCDC by the end of September</p>	
<p><b>Green &amp; Boundaries –</b></p>	
<p><u>Damaged Fence Pyrethrum Way</u>  A quote for £52.50 was received from C Cross to repair the fence. This was accepted by Cllr Kirkman and work is due to be carried out shortly.</p>	
<p><u>Thurstons</u>  Thurstons Fair wish to attend the Feast weekend. They would like to arrive and on Tuesday 1 October to start setting up, run The fair from the 3<sup>rd</sup> to the 5<sup>th</sup> and then leave on Sunday 6<sup>th</sup>. Clerk to write confirming the above has been agreed</p>	<p>Clerk</p>
<p><b>Cemetery –</b></p>	
<p><u>Cemetery Gates</u>  Repairs to the gates have been completed and they have been re-hung. The invoice of £1,044 has been passed for payment. Councillor Pake to organise for the concrete to be laid underneath the gate.</p>	<p>GP</p>
<p><u>Trees</u>  The trees along Long Lane will need sorting as soon as the nesting season is over and a dead tree by Long Style will need to be looked at.</p>	<p>GP</p>
<p><b>Halls –</b></p>	
<p><b>Public Hall</b></p>	
<p>Nothing to report other than Scout correspondence raised under Chair report.</p>	
<p><b>Ploughman Hall –</b></p>	
<p><u>Velux Windows</u>  The blinds are going to be removed whilst the ceiling is painted and the damaged window would be repaired.</p>	<p>Clerk</p>
<p><u>Heating System Ploughman Hall</u>  The Chairman had sought advice on energy solutions for the hall. To change over to gas would be prohibitively expensive and it was felt that it would probably be best to stick with electric. Cllr King suggested solar panels on the roof and the Chairman confirmed that an estimate of cost was around £20K with a return of outlay in about 7 years. It was agreed that the heaters needed looking into and updating as well as a more efficient control system for them.</p>	<p>AC/SL</p>
<p><b>Leisure and Amenities –</b></p>	
<p><b>Pavilion –</b></p>	
<p><u>Intruder Alarm - Ongoing</u></p>	
<p><u>Cleaning Issues</u>  The kitchen in the Pavilion has been left in a filthy state by users. All users have been written to and informed that the kitchen will need to be brought up to and maintained to an acceptable standard of hygiene otherwise the Council will have no choice but to close the kitchen.</p>	
<p><u>Changing Rooms</u>  These still have equipment stored in them meaning they cannot be cleaned at the moment. Once the power is installed into The container the equipment will be moved.</p>	



QEII Fields Committee

WAG requested that the steering committee be put together as soon as possible. The Chairman confirmed (prior to the meeting) that it would consist of Councillors Cook, Lambotte and Croucher.

Covent Garden

WAG had received a report that an area close to number 69 has become overgrown and used as a rubbish tip spoiling the look of the area. WAG asked the Council if they could approach the owner to arrange for the area to be cleared up. Councillor Manning agreed to look into this

RM

**149/13 Adoption of revised Standing Orders**

The Clerk had made some minor changes to some of the wording in the standing orders. These had been previously circulated to all Councillors. Councillor King proposed the Council accept the changes, seconded by Councillor Harris and **agreed** unanimously.

**150/13 Funding request from Cottenham Academy**

A letter was received requesting a donation of £100 towards restoration of original photos of the opening of the college. Councillor Kirkman proposed the Council agree to the donation, seconded by councillor Watson, 5 votes for and 5 votes against. Chairman used casting vote – against. Proposal was not carried. Clerk to advise Cottenham Academy that they have been unsuccessful.

Clerk

**151/13 Funding request from Cambridgeshire Shrievalty Trust**

An application was received requesting a donation of £200. Councillor Manning proposed the Council agree to the donation, seconded by Councillor Croucher and agreed unanimously.

Clerk

**152/13 IT Proposal**

Councillor Law had looked into IT options for the office and had summarised his recommendations for two new PCs with windows 7 or 8, subscribe to office 365, pear mapping and Sage on-line. It was agreed that Councillor Law and the Clerk would look into the costs and possible suppliers further and report back to the Council

DI/  
Clerk**153/13 Willingham Combined Charity**

At the Annual Parish meeting, the accounts for Willingham Combined Charity were not tabled, as requested by a representative. The minutes showed that this was at the request of the previous Chairman. We have been advised by Mr Ingle that he did not make this request, it is unknown who did, and Mr Ingle was unaware of it.

**154/13 To receive any other reports from outside bodies not on the Agenda**  
None.**155/13 Items for future meetings**

IT Solution for the Office.

**156/13 Date of next meeting – Wednesday 4<sup>th</sup> September 2013**

The meeting ended at 9:31pm

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

1. – LGA 1972 s111
2. – LGA 1894s(8)(1)(i)
3. – Ditto
4. – LGA 1972 s112(2)
5. – LGA 1972 S111
6. – LGA 1972 S137
7. – LGA 1972 S111
8. – Ditto
9. – LGA 1894 S(8)(1)(i)
10. – Ditto
11. – LGA 1972 S214 (cemetery)
12. – LGA (Misc Provs Act 1976 s19(1))
13. – LGA 1894 s(8)(1)(i)
14. – LGA 1972 s111
15. – Ditto
16. – LGA 1894 s(8)(1)(i)
17. – LGA 1972 s214 (cemetery)
18. – LGA 1972 s111
19. – LGA 1894 s(8)(1)(i)

