



# WILLINGHAM PARISH COUNCIL

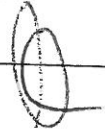
## Minutes of the Full Parish Council Meeting held on Wednesday 4<sup>th</sup> September at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

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

**Parishioners** - 6

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

	<b>Actions</b>
<p><b>157/13 Apologies for absence</b> Apologies were received and accepted from Councillor Watson due to holiday and Councillor Lambotte due to a migraine headache.</p> <p><b>158/13 Declarations of interest</b> 169/13 – Councillor Smith – member of Willingham Bowls</p> <p><b>159/13 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)</b> 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.</p> <p>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. Four of the parishioners stated that they did not want to speak. The Chairman read out the 5<sup>th</sup> paragraph of the Public Speaking Policy Document.</p> <p><i>The meeting was adjourned.</i></p>	
<p>Mr Garner – map of village envelope – Was concerned that the Environment Agency had marked unnecessary area’s of the map in blue, indicating that large parts of Willingham was classed as a flood plain. This could prove costly for residents. He stated that he could only find two historical accounts of flooding in the village, this was in 1650 and 1947. Mr Garner asked if the Parish Council could question the local MP on this issue.</p> <p>Mr Purnell – Update on QEII field – First meeting will be held shortly. Caroline Hyde had done a lot of background work.</p> <p>Old recreation ground – a lot of response with offers of help and purchasing trees for the planned community orchard had been received from the general public.</p> <p>The Feast arrangements had been organised and it was anticipated to be a good event as usual.</p> <p><i>The meeting was reconvened</i></p>	<b>Clerk</b>
<p><b>160/13 Minutes of the meeting of the Full Parish Council held on 7 August 2013</b></p> <p>To note – Item 122/13 from the July 2013 FPC meeting – should read Mrs Humphrey and not Miss Humphrey.</p> <p>Councillor Croucher proposed the minutes a true record of the meeting, seconded by Councillor Law and agreed with ten votes in favour and three abstentions due to not being at the meeting.</p>	
<p><b>161/13 Matters arising from the minutes of the meeting held on 7 August 2013 not covered elsewhere on this Agenda</b></p> <p>Item 144/13 – Scouts lease on Public Hall – Councillor Kirkman asked that it be recorded on the Minutes that the Council look very carefully at the decision taken in August. He felt that the Council should be very careful that they run the risk of alienating the Scout group.</p> <p>Councillor King stated that the Council had never talked about one organisation using the hall. The lease to one organisation was not agreed.</p>	
<p><b>162/13 County Council reports and communications not covered elsewhere on this agenda</b></p> <p>Councillor Manning as County Councillor reported as follows:-</p>	

 2/10/13

The long outstanding dispute on final payments for the Guided Busway had at last been settled. It was felt that this was the best deal under the circumstances.

**163/13 District Council reports and communications not covered elsewhere on this agenda**

**Councillor Manning as District Councillor reported as follows:-**

There are several meetings for Councils that are scheduled for briefings on Northstowe. These will include the Treasury, Gallaghers and the Home and Community Agency. S106 agreements will be discussed and finalised.

Further discussion on the City Deal.

**164/13 Chairman's report**

Annual Insurance for WPC

Renewal on current contract terms £5,323.21.

Renewal with a new Long Term Agreement until 30<sup>th</sup> September 2016 - £5,057.05.

There was some discussion. Councillor Manning proposed renewal with a new LTA until 30<sup>th</sup> September 2016. Seconded by Councillor King and **agreed** unanimously.

Thank you letter from the Bobby Scheme for £200 donation – noted.

Councillors' Cook and Slater will attend the next Parish Council liaison meeting at SCDC on Tuesday 1<sup>st</sup> October 2013.

No volunteers came forward to attend the medal and certificate ceremony for the Library Summer Reading Challenge. Councillor Smith needed to check his availability and Councillor Cook stated that he may be able to attend but would have to confirm nearer the time.

Police Liaison PC rep – Councillor Slater – noted. Councillor Slater stated that he had attended the Police panel meeting held on 20<sup>th</sup> August 2013. There were reduced crime figures compared to the same period in the previous year. Copies of statistics were available.

Correspondence regarding the old recreation ground – an email had been received from a resident with concerns over future plans of the old recreation ground. These had been passed to WAG who had replied to the resident. There had been no further correspondence.

**165/13 Reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations**

**Planning Committee** –

- Planning Committee meeting held on 21<sup>st</sup> August 2013 – circulated and noted.
- Update on Northstowe – local plan – northern boundary, there are no proposals to extend north of the busway.
- CIL – Community Infrastructure Levy – Councillor Law stated that CIL was coming into force and it seemed that the Parish Council under this scheme would not receive the same amount of financial contributions as they would have done under S106 for the same type of build.

**Green & Boundaries** – Work on the fence on the second green in Pyrethrum Way had now been completed at a total cost of £143.20. Several Councillors commented on how pleased they were with the finished work.

Thurstons Fair will be setting up on the Green on Monday 30<sup>th</sup> September 2013.

**Cemetery** –

- Cemetery Gates – Contractor Mr Pete Cornish will be concreting the section under gates.
- Trees will be trimmed this month and the dead Tree removed.
- There had been a complaint regarding the grass cutting contractors strimming flowers on graves.
- Path edges need to be straightened, Clerk to enquire with contractors.

**Halls** –

A large piece of wood cladding fell from the high end windows in the Ploughman Hall on Monday 26<sup>th</sup> August 2013. The area was cordoned off because the Baptist church holiday club had been in session all week. Urgent remedial wood cladding repairs done on 29<sup>th</sup> August 2013 - cost was £79.

- Update on velux window repair – The Chairman updated the Council – the outstanding quote from Coulsons For £743.00 + VAT was still valid. Councillor King voiced that perhaps shatterproof glass or no velux windows needed to be investigated further and to defer this item. This was agreed by all.

RFO  
Clerk

AC/AS

AC/JS

Clerk

OCT  
MTG

Public Hall – No updates.

Clerk/SL

**Leisure and Amenities –**

**Pavilion** – Quote received from Cromwell Fire for additional CCTV with integral infra red laminator, to cover Cricket Square - £958.75 . Discussion took place, it was felt that this was a large amount of unbudgeted money to spend when the Cricket season was just finishing. The office had not received any formal statement from the Cricket club. It would be deferred to next season.

April  
2014  
Mtg

It was established that Councillor Watson was still to provide CCTV evidence to the Police of the person/s who caused the damage.

JW

**Recreation Ground –**

- Request for Clarification from RFO on consistent charges made for use of the Recreation Ground and Pavilion. It was agreed that charges had been clarified to the RFO in the past together with the booking form for individual users and their charges. Another form would be emailed to the RFO. RFO to inform the office if other information was required. It was also made clear that the Diary for the Recreation ground was not being completed and therefore made it difficult for the RFO to invoice.
- Football Foundation Survey – The Chairman explained the importance of the survey being completed in time as part of the original funding agreement from the Football Foundation. Councillor Watson had indicated that this had been completed by Mrs Greygoose, however, on investigation from the office, it was discovered that Mrs Greygoose had only completed a certain section and it had not therefore been fully done. It was reiterated the importance of this, the Football Foundation could claw back some of the original funding if this part of the agreement was not fulfilled. The office to investigate and complete the survey as best as they were able under the circumstances and with no prior knowledge or information.

Clerk

Office/  
Clerk

A discussion took place regarding the verbal survey that Councillor Watson had reported he had been notified about. Because of lack of past information Councillor Manning proposed that the verbal survey not be conducted, but that it should be a written survey, this was seconded by Councillor Smith and **agreed** unanimously. The Chairman would liaise with the Clerk on how this could be achieved as there were no previous records held.

Clerk/  
AC

**Jubilee Field –**

- Update on adjustments to Play Area as suggested by RosPA – The repairs were still outstanding despite numerous reminders from the office. A discussion took place and it was felt that these needed to be addressed as soon as possible. Councillor Kirkman proposed that a professional contractor be employed to carry out the repairs to ensure safety of the Play area, seconded by Councillor Smith and **agreed** unanimously.
- Electricity to Container – the trench had still not been dug to accommodate the cable to the Container. Clerk to chase Pete Cornish a.s.a.p on when this work would be carried out.

Clerk

Clerk

**166/13 Accounts**

**Paid Items:**

Salaries	August	Salaries	2328.74
PAYE	August	Salaries	301.23
Pension	August	Salaries	55.00
E-on	Electricity Pavilion	L & A	147.81
E-on	Electricity Public H	Halls	48.75
British Telecom	Phone/Internet	Est	172.04
E-on	Electric Ploughman	Halls	463.46
Camb Shreivly	Donation	LGA S137	200.00
British Gas	Pavilion Gas	L & A	205.24
Lloyds		Charge card	43.98

**To be paid:**

Buchans	Grass cutting	Est	977.04
Buchans	Grass cutting	Cememtery	720.00
Intouch CRM	Licence	Est	35.99
Gawn Ass	Struct Des	Halls	162.00
Neil M Simpkin	Decorating	Halls	1147.52
CBS Stationery	Stationery	Est	23.88
Nicholas Hancock	Solicitors	Est	756.00
Petty Cash	Office	Est	115.20
Petty Cash	RFO	Est	167.99

The Insurance renewal –LTA -until 30<sup>th</sup> September 2016 – 5% reduction £5,057.05 would be paid immediately, this would be on the next Accounts paid in the October meeting.

RFO

The above accounts were proposed as accepted by Councillor Manning, seconded by Councillor Kirkman and agreed unanimously.

**167/13 Youth Update**

There had been further input from WYT on updates to the proposed Kitchen. Councillor Cook would feed these back to the Architect this week.

AC

Councillor Awal reported that WYT would be holding a fund raising event on 3<sup>rd</sup> October at the Baptist Church.

**168/13 WAG Update**

Report circulated.

**169/13 To receive report and request for PC support from Willingham Bowls Club**

Report circulated.

A discussion took place.

Councillor King gave his views and concerns over long term ownership.

Councillor Smith gave his views as representative of Willingham Bowls Club.

Councillor Croucher congratulated Councillor Smith on his report on the Bowls club, but voiced concern on duplication of facilities in the Village and questioned why the Bowls club could not use the current existing Sports Pavilion.

Further general discussion took place.

Councillor Smith would take the concerns and ideas, such as moving the bowls green nearer the Pavilion, back to the Bowls club and would return to the October meeting with more information to enable the Council to understand their future liability should they support the Bowls club.

JS

**170/13 To receive request for funding contribution to the Willingham News**

Councillor Law proposed £3,500 towards the Willingham News, seconded by Councillor Jacques and agreed with twelve votes in favour and one abstention – Councillor Pake who wrote the letter.

RFO

**171/13 To consider setting up a working party to receive a presentation from Pear Technology / Cemetery mapping**

The working party would consist of:- Councillors Law, Pake, Smith and office staff. Clerk to arrange a date and time.

DL/GP  
JS/Clerk

**172/13 To consider IT proposal for the office**

Deferred to the Oct meeting.

OCT  
MTG

**173/13 To discuss and consider use of the Recreation Ground by Dean Greygoose for private commercial coaching**

The Chairman updated the Council on the repeated requests the Parish Council had made to date with regards to payment for use of the Recreation Ground for Greygoose Coaching. So far, no payment has yet been received for this use.

A discussion took place.

Councillor Kirkman proposed that the Clerk write a letter to Mr Dean Greygoose stating clearly that his use of the field for Greygoose Coaching must cease immediately, with an open copy letter to Nicholas Hancox, Parish Council Solicitors, seconded by Councillor Smith and agreed unanimously.

Clerk

**174/13 To receive any other reports from outside bodies not on the Agenda**

None.

*Councillor Cook proposed that the meeting be now closed under Standing Orders (69). The motion was seconded by Councillor Manning and the public were asked to leave the room.*

**175/13 Update on personnel**

The Chairman informed the Council that The Clerk had handed in her resignation on Monday 12<sup>th</sup> September due to a family relocation. The Clerk is aware that her contract of employment states she has to give three months notice. After discussion with the Vice-Chairman, they had agreed to be flexible with leaving dates and are happy for the Clerk to work until a week before the house move. The Clerk will inform the Council when exact dates have been decided with regards to the house move. The Council agreed with the flexibility offered by the Chairman and Vice Chairman on a leaving date.

Clerk

The Chairman would liaise with the Clerk to call an F&GP meeting to discuss the way forward once the Clerk had left Council employment.

**Christine Newton – Cleaner/Custodian**

*(Full confidential note on file)*

The Chairman updated the Council on the situation with regards to the Cleaner who was at present off sick and had presented a Doctors certificate to the office. The anomaly with the time sheets was also discussed. Councillor Manning proposed that the Cleaner be dismissed for breach of Contract. Her Contract had clearly stated it was offered for all cleaning duties on both buildings. This was seconded by Councillor Slater and **agreed** with thirteen votes in favour and one against.

It was also agreed to provide Christine Newton with an additional one month's payment worked from an average of her last month's time sheets and to include any holiday pay owing. This would be paid at the end of September.

Clerk to write and inform Cleaner immediately.

**176/13 Items for future meetings**

**IT proposals for the Office**

**Velux Windows in the Ploughman Hall**

**Willingham Bowls Club**

**177/13 Date of next meeting – Wednesday 2<sup>nd</sup> October 2013**

**The meeting ended at 9.20pm.**

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

1. – LGA 1972 s111)
2. – Ditto
3. –Ditto
4. –LGA(Misc Provs Act 1976 s19(1)
5. –Ditto
6. – Ditto
7. – Ditto
8. – LGA 1972 s137
9. – LGA(Misc Provs Act 1976 s19(1)
10. – LGA 1972 s111)
11. – LGA (Misc Provs Act 1976 s19(1)
12. - LGA 1972 s214 (cemetery)
13. – LGA 1894 s(8)(1)(i)
14. – Ditto
15. – Ditto
16. – LGA 1972 s111
17. – Ditto
18. – Ditto
19. – Ditto

**RFO  
Clerk**

 2/10/13