



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 6 November 2013 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

Present Councillors A Cook (Chairman), P King, R Croucher, N Harris, D Jacques, G Pake, A Slater,
D Law, R Manning (*arrived 7:48pm*), J Smith, H Awal and B Kirkman

Parishioners five (*two arrived at 7:40pm*)

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

	Actions
<p>198/13 Apologies for absence Apologies were received and accepted from Councillors Watson, Lambotte and Mellows due to personal commitments.</p>	
<p>199/13 Declarations of interest Item 209/13 Councillor Awal member of WYT</p>	
<p>200/13 Public forum 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 5th paragraph of the Public Speaking Policy Document. Mr Purnell from WAG summarised the monthly report previously issued and confirmed that the Feast had been a success albeit at a lower scale than in previous years. The Speedwatch project had slowed down slightly and WAG were hoping more volunteers would come forward in the Spring. Plans for the Old Recreation Ground were moving forward and WAG were hoping to move to the planning phase early in December. Mr M Tidball from WAG reported on the Neighbourhood Watch Scheme and confirmed that they now had over 20 street co-ordinators but there were still a few areas they would like to cover. Ms Sacre asked the Parish Council whether a dog waste bin could be placed on Station Road near to the Westfield Junction. (<i>Councillor Manning later confirmed during his District Council Report that SCDC would not provide an additional bin but the Parish Council could re-position an existing bin if they wished to</i>). The Chairman agreed to look into the possibility.</p>	AC
<p>201/13 Minutes of the Meeting of the Full Parish Council held on 2 October 2013 Councillor Law proposed these be accepted as a true record of the meeting, seconded by Councillor Jacques and agreed with eight votes in favour and three abstentions due to not being at the meeting.</p>	
<p>202/13 Matters arising from the minutes of the Meeting held on 2nd October 2013 not covered elsewhere on this Agenda None</p>	
<p>203/13 County Council reports and communications <i>(This item was taken after 209/13)</i> County Councillor Manning reported as follows: The A14 consultation has now been completed and CCC were working through the responses. The County Council are due to move to a committee system next year and are currently discussing how this would work. Councillor Croucher asked about the potholes starting to appear along the High Street and whether the pothole crews of last year would be re-instated. Councillor Manning agreed to check with Highways. Councillor Cook raised a concern regarding the state of the B1050. Councillor Manning confirmed that Highways had not been able to finish all the planned work during the last closure and due to the time of year were not anticipating doing anything significant until the Spring. Councillor Manning agreed to speak to Highways to see whether it would be possible to do half the road at a time in order to avoid a road closure and carry out some work before the winter.</p>	RM RM

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Councillor King reported that he had been advised of the possibility of drainage works being planned on the High Street. He was concerned that when this happened last year, communication and planning from the Water company and Highways had been very poor and had caused considerable problems to residents and road users. Councillor Manning agreed to ask Highways whether any work was planned for the area.

RM

204/13 District Council reports and communications

District Councillor Manning reported as follows:
(This item was taken after 209/13 and followed the County Council report)

SCDC hoped to set up South Cambs Homes Ltd and were meeting this week to discuss the proposal. If the plans went ahead SCDC would be able to build houses and then let them. This would raise revenue and also provide affordable housing in the District.

Councillor Manning had attended a recent welfare reform meeting and confirmed that the 'bedroom' tax had affected 21 people within the District.

205/13 Chairman's report

None

206/13 Reports from Committees and lead councillors,

F&GP

The Chairman confirmed that the Clerk had now left and following the advertising of the post the F&GP committee recommended that the existing Admin Assistant, Mandy Powell be offered the position of Clerk as detailed in the minutes of the F&GP meeting held on 25 September (previously circulated). The post of Admin Assistant would be advertised

Clerk

Councillor King proposed the recommendation be accepted, seconded by Councillor Slater and **agreed** unanimously

Planning Committee

There had not been a planning meeting since the last Full Parish Council meeting and the committee had nothing to report.

Green & Boundaries

Monthly report previously circulated with agenda. Councillor Kirkman had carried out checks on the trees on the Green following the recent storm and had found they were all in good order.

A quote had been received from C Cross for £195.00 for repainting the village pump Councillor King proposed the quote be accepted, seconded by Councillor Law and **agreed** unanimously. Clerk to notify C Cross

Clerk

Cemetery

The old cherry tree had been cut down and trees trimmed as appropriate. The work on the entrance beneath the gates had been due to start imminently but was weather dependent.

Halls

Monthly report previously circulated with agenda.

Public Hall

Internal wall

Information received from GAWN structural engineers. It was agreed to pass the information onto the Scouts to see how they wanted to proceed.

AC

Ploughman Hall

Velux Windows - Still ongoing

Maintenance - A handy man had been asked to come and look at various minor jobs that needed attending to. The hot water boiler still drips but it had been decided to leave it at the moment as the age of the boiler means replacement parts are no longer available.

4/12/13

Advertisement for Willingham News

A renewal quote had been received for next years advertising. If the advert was to remain the same the cost would be £305

Clerk

Councillor Cook proposed we accept the quote, seconded by Councillor Kirkman and **agreed** unanimously.

Leisure and Amenities

Monthly report previously circulated with agenda

Recreation Ground

Cricket Club – The MOT1 for the entrance to the cricket shed had been delivered.

Jubilee Field

Two quotes as below had been received to replace the old fencing along the side of the Lode.

Pete Cornish = £1,550 to supply and erect fence
£1,750 to remove existing fence and side hedge row

Universal Fencing = £1103 +VAT to remove fencing and supply and fit new fence

Councillor Cook proposed the Parish Council accept the quote from Universal Fencing, seconded by Councillor Croucher and **agreed** unanimously

Clerk

207/13 Pavilion Kitchen Health and Hygiene

The situation was ongoing. The Clerk has contacted SCDC have been contacted to request clarification on what the users need to comply with. Councillor King proposed that once this information was received that the Clerk write to the Wolves detailing what is needed and confirming that they would need to comply within 10 days or the kitchen would be closed. This was seconded by Councillor Smith and **agreed** unanimously.

208/13 Accounts

Paid Items:

Salaries	Salaries	October	2478.44
HMRC	Salaries	October PAYE	467.09
E-on	Halls	Electricity Ploughman	327.96
Royal British Legion	Est	Wreath	25.00
British Gas	L & A	Pavilion Gas	23.39
British Gas	L & A	Pavilion Gas	0.42CR
British Gas	L & A	Pavilion Gas	14.37CR
Camb Water	Cemetery	Water Cemetery	32.88
Camb Water	Pavilion	Water Pavilion/Ploughman	150.70
Camb Water	L & A	Recreation ground water	17.84

Items to pay:

Sage	Est	Payroll Support	150.00
Buchans	Cemetery	Grass cutting	324.00
Buchans	Est	Grass cutting Village	692.16
CBS Office	Est	Stationery	36.04
Willingham PCC	Est	Meetings	168.00
Suds and Bubbles	L & A/Halls	Cleaning Pav/Ploughman	625.00
A R Aspinall	L&A	Gravel (road planings)	91.20
Gawn Associates	Halls	Planning	300.00
Cromwell Fire	Halls	CCTV Repair Ploughman	246.00
Petty Cash	Est	Office Petty cash	33.85
Eon	Halls	Public Hall electricity	45.23
In Touch CRM	Est	License and Hosting	35.99

209/13 Youth Update

The Chairman confirmed that the plans for the youth building were now at the stage of re-tendering. The requests for tender would be going out in the next week or two

AC

 4/12/13

Payment request from WYT for £4098.00
Councillor Awal left the room

Councillor Croucher proposed that the Parish Council accept this invoice but the Youth Trust were to be advised that no further invoices were to be submitted without prior funding agreement from the Parish Council. This was seconded by councillor Harris and **agreed** with ten votes in favour and one abstention.

Clerk

210/13 WAG Update

This item was taken under the public forum

211/13 Police Update

Councillor Slater reported that there had been some vandalism to cars in the village recently. A suspicious gentleman had been seen around the recreation ground and details had been passed to the police for their information.

Councillor Manning said that there was a proposal in the pipeline to widen the police panel to a neighbourhood panel and he would welcome any feedback on that idea from Councillors.

212/13 Office IT Proposal

Proposals for new office equipment and Pear Mapping Technology issued with agenda

The Chairman thanked Councillor Law for all his hard work in putting the proposals together

Office Equipment

Councillor Law proposed that the quotation from ESPI Ltd of Dry Drayton for the replacement office equipment and software etc be accepted. This was seconded by Councillor King and **agreed** unanimously

Pear Mapping

A quotation from Pear Technology had been received and a discussion took place. The Council felt that there was not sufficient need to justify the expense and decided not to go ahead with the proposal. Councillor Cook and the Clerk would look at alternative methods for safeguarding/copying the cemetery maps and books.

Clerk/AC

213/13 Standing Order Number 71 – recording of meetings

Councillor King proposed that Standing Order 71 be changed to read that recording of a meeting would be permitted. However should that recording be carried out in an inappropriate or offensive manner the Chairman could insist such recording be stopped. This was seconded by Councillor Manning and agreed unanimously. Clerk to amend Standing Orders

Clerk

214/13 Appointment of Internal Auditor for 2014/2015

Councillor Cook proposed that the Council continue with the services of Gerald Whitfield, seconded by Councillor Slater and **agreed** unanimously.

Clerk

215/13 New Street Lighting Project

There are still many lights that have not been switched across to the new system. Councillors were asked to report to the Clerk any issues that they came across so that they could be passed onto Balfour Beatty. Balfour Beatty confirmed that George Street would be worked on during November

Councillor Croucher reported due to the height of the new columns, the light at the bottom of Saxon Way was being obscured by the tree. The Clerk agreed to report this to Balfour Beatty

Clerk

216/13 Parish Council Grant requirements
Proposal was issued with the agenda.

The proposal was that it would be mandatory for all organisations making use of Parish Council facilities at a reduced/zero rent to supply a copy of their accounts for a financial year that has ended within 13 months of the meeting date of the Annual Parish Meeting. Failure to do so would result in a full commercial rent being charged. Affected organisations to be requested to comply with immediate effect, all future rent agreements and leases to include a condition to this affect.

Any organisation seeking a grant from the Council to provide a set of accounts for a financial year that has ended within 13 months of the application date.

Clerk

Councillor King proposed this be accepted, seconded by Councillor Manning and **agreed** unanimously

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4/12/13

19. LGA 1894 s(8)(1)(i)

20. LGA 1972 s111

21. LGA (misc Provs) Act 1976 s19(1)

22. LGA 1894 s(8)(1)(i)

217/13 Local Highways Improvement Initiative 2014/2015 – issued with agenda

Councillor Manning suggested submitting a request for a mirror opposite Millfield to make it easier to see traffic as vision was obscured at the junction.

All/Clerk

It was agreed that if no other ideas were put to the Clerk by 20th November then this proposal would be submitted.

218/13 Tree outside 8a Green Street

A request had been received from a parishioner regarding the overgrown tree outside 8a Green Street. Councillor Cook proposed that the tree and two others be removed and replaced with the same (Sorbus) as had been previously planted. This was seconded by Councillor Law and **agreed** unanimously.

AC/Clerk

219/13 Meeting dates for 2014

It was agreed to try and move the November meeting to Tuesday 4th November. The Clerk to check on availability of the Octagon

Clerk

220/13 Reports from outside bodies not on the agenda

British School Trust

Councillor Cook had attended a meeting and reported that the Trust had done well in the last year and as a result had given grants to a number of individuals and schools in the area.

Traffic Meeting

Councillor Harris reported that the first set of statistics from the fixed monitoring sites had been received and they were consistent with the previous data. The data from the ten temporary sites would be available at the December meeting.

Northstowe

The last meeting was mainly to discuss the cabling service to Northstowe and BT would be providing this.

221/13 Items for Future meetings

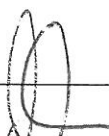
Velux Windows
Dog Litter Bins
L&A Lead Councillor

222/13 Date of next meeting: Wednesday 4th December

The meeting ended at 9:12pm

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

1. LGA 1972 s112 (2)
2. Ditto
3. LGA (misc Provs) Act 1976 s19(1)
4. LGA 1972 S137
5. LGA (misc Provs) Act 1976 s19(1)
6. Ditto
7. Ditto
8. Ditto
9. Ditto
10. Ditto
11. LGA 1972 s111
12. LGA (Misc Provs) Act 1976 s19(1)
13. Ditto
14. LGA 1972 S111
15. LGA 1972 s134(4)
16. LGA1972 s111
17. LGA1894 s(8)(1)(i)
18. Ditto

 4/12/13