



WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Full Parish Council Meeting held on
4 June 2014 at 7 30 pm in the Octagon, St Mary and All Saints Church, Church Street

Present Councillors A Cook (Chairman), P King, D Jacques, N Harris, J Watson, D Law, R Manning, J Smith, S Mellows,
A Slater

Parishioners: Three

115/14 Election of Council Chairman

Councillor King proposed that Councillor Cook be elected as Chairman, seconded by Councillor Manning and **agreed** unanimously.

116/14 Signature of declaration of acceptance of office by new Chairman

Councillor Cook signed the declaration of acceptance of office.

117/14 Election of Vice Chairman of the Council

Councillor Manning proposed that Councillor King be elected as Vice Chairman, seconded by Councillor Jacques and **agreed** unanimously.

118/14 Apologies for absence

Apologies were received and accepted from Councillors Croucher and Kirkman due to holiday and Councillor Awal due to prior commitments.

119/14 Declarations of interest

None

120/14 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)

The meeting was adjourned

Mr Reg Purnell from WAG summarised his monthly report and confirmed that the "It's a Knockout" plans were moving forward and it had received a very positive response. Planning permission for the play equipment seemed to be moving very slowly and WAG were concerned that it may delay the project. The Old Recreation ground is being maintained and the Feast plans are gathering momentum.

Mrs Pat Daniels, Chair of the Public Hall User Committee confirmed that the new lease was discussed at the recent users meeting and concerns were raised about plans to double the rent and charge users the electricity costs. It was felt that it should be one or the other. The user committee would also like clarification on the legalities of how the wall is to be paid for and as they are putting in a lot of money into the hall would like the council to consider the new lease being for 10 years.

The meeting was reconvened.

121/14 To elect Lead Councillors for the following financial year

Halls – Councillor **Croucher** to become Lead Councillor, proposed by Councillor King, seconded by Councillor Law and **agreed** unanimously

Leisure & Amenities – Councillor **Smith** to become Lead Councillor, proposed by Councillor Cook, seconded by Councillor Harris and **agreed** with nine votes in favour and one abstention.

Cemetery – Councillor **Mellows** to become Lead Councillor, proposed by Councillor King, seconded by Councillor Smith and **agreed** unanimously.

Green & Boundaries – Councillor **Kirkman** to become Lead Councillor, proposed by Councillor King, seconded by Councillor Law and **agreed** unanimously

122/14 To elect a Planning Committee for the following financial year

Councillor Cook proposed the following members: Cllrs, Law, Harris, Jacques, Manning, Watson, Slater (plus the chairman and vice chairman as listed in standing orders), seconded by Councillor Smith and **agreed** unanimously

Actions



123/14 To receive the Chairman's Annual Report

This had been previously circulated with the agenda, no questions were raised.

The Chairman had also received notification of transport strategy meetings. Various dates were available and the Chairman read out the details. Details were available in the office for anyone who wished to attend.

The Chairman invited comments and thoughts from Councillors with a view to allocating duties to all Councillors. He felt this would enable everyone to be included and spread the load. Councillor King agreed this was an excellent idea. Councillor Cook agreed to look at the various areas of responsibility and would report back at a later meeting.

AC

124/14 To approve the Minutes of Parish Council Meeting held on Wednesday 7th May 2014

Item 104/14 Public Hall – the minutes show that Councillor Smith left the room. They should say that he left the room to attend an intruder alarm alert at the pavilion.

Subject to the above amendment Councillor Jacques proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Harris and **agreed** with ten votes in favour and one abstention due to not being at the meeting.

125/14 To deal with any matters arising from the minutes of the meeting held on 7th May 2014 not covered elsewhere on this agenda

None

126/14 To receive from the following Committees; annual reports from lead councillors, note any delegated decisions taken, and make any recommendations

Planning Committee

Planning meeting held on 12 May 2014 – minutes had been previously circulated. Cllr Law advised the council of a forthcoming appeal hearing on the 24th June and Cllr King, reiterated the importance of the council sending a representative wherever possible to these hearings.

Planning committee

Green & Boundaries – Annual Report (circulated with agenda) No questions were raised.

Dog and litter bins

SCDC had contacted the Council to ask whether they wanted to replace all the missing bins. It was agreed that the Council would like to replace those that were missing and Councillor Watson agreed to liaise with SCDC to agree the best location for the bins to be repositioned.

JW

Cemetery -

Annual Report (circulated with agenda) – no questions were raised.

The Chairman expressed his thanks to Geoff Pake for all his hard work during his time on the Council and as Lead Councillor for Cemeteries

Grass Cutting

The Council had received an additional complaint regarding the cuttings created from the recent grass cut and the contractors confirmed they had been approached by an unhappy member of the public whilst working in the cemetery. The Vice Chairman had visited the cemetery with a representative from Buchans and felt that they had clearly done their best under very difficult weather conditions to leave the cemetery as tidy as could be practically expected. A discussion took place and the Council agreed that it would be too costly to have the cuttings removed after every cut and it was not possible to mow in-between graves with a box mower due to curbing and additional pots that had been placed on many graves. Due to the nature of the cutting contract the grass would at times need to be cut when wet and whilst every care would be taken some cuttings would inevitably stick to the headstones.

War Memorial

Mr Rose of Rampton had visited the council office regarding the war memorial and suggested the Council could put pigeon spikes on it to deter the pigeons. Councillor Manning proposed that the Council did not install the spikes and felt that whilst the council sympathised that droppings can be unsightly, to put spikes on the memorial would be an act of desecration. The memorial had stood for 90 years and in the past any droppings had been washed away by the rain. This was seconded by Councillor King and **agreed** unanimously.

Leisure & Amenities –

Annual Report (circulated with agenda) – no questions were raised

Councillor Smith passed on his thanks to Councillor Slater for all his support as Deputy Lead Councillor over the last 7 to 8 months.

Community Chest grant conditions for 'natural balance trail'

Councillor Smith read out the terms and conditions for the community chest grant and proposed that the Council accept the conditions. This was seconded by Councillor Law and **agreed** unanimously. Councillor Smith confirmed that he would provide the end of project evaluation in conjunction with WAG in due course.

JS

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131/14 General Power of Competence

Paperwork had been previously circulated explaining the power and the Chairman summarised its advantages and disadvantages. It was agreed to review it in the future if it was felt necessary.

132/14 Two Parish Council representatives to become nominated Trustees for Willingham Combined Charity

The meeting was adjourned to allow the Chairman of the Combined Charities to summarise their duties and the Councils role as a nominated trustee. The meeting was then reconvened.

Councillors Harris and Law both expressed an interest in the role and Councillor Cook proposed that both become the Parish Councils nominated trustees, seconded by Councillor Slater and **agreed** unanimously.

Clerk
NH/DL

133/14 – Police matters

Councillor Slater summarised his report that had been previously circulated. He had contacted Sir Graham Bright regarding the fly grazing problems experienced in the village and had received a response outlining his role and objectives. It was suggested that as a change in law would be needed the Council should approach Sir James Paice. Councillor Slater would be attending the forthcoming police panel meeting and would raise the issue again at that meeting. He would also speak to the enforcement officer at CCC to see what could be done.

AS

134/14 Youth update

The Chairman reported that work had commenced on the new youth facility on 3 June

135/14 Update on Meadow Road

Terms of Engagement had been received from the solicitors dealing with the lease and passed to the Chairman and Vice Chairman for review. The Vice Chairman confirmed he had read through them and they were standard terms. The Chairman and Vice Chairman then signed the terms of engagement of behalf of the Council

Clerk

136/14 CiLCA Training for Admin Assistant

Details of costs had been circulated to the Council and it was unanimously agreed to put the training assistant forward for CiLCA training with Canalbs. It was also agreed to pay for study time as with previous assistants.

Clerk

137/14 Reports from outside bodies

None received

138/14 Items for future meetings.

Public Hall Lease

Appointment of Deputy Lead Councillors

**139/14 Date of next meeting: 18th June - Annual Parish Meeting and
2nd July - Full Parish Council meeting**

Legislation Governing Payments in numerical order in which they appear on the Minutes.

- (i) LGA 1972 s112(2)
- (ii) LGA 1972 s111
- (iii) Ditto
- (iv) LG (Misc. Provs) Act 1976 s19(1)
- (v) LGA 1972 s111
- (vi) LG (Misc Provs) Act 1976 s 19(1)
- (vii) LGA 1972 s111
- (viii)Ditto
- (ix) LGA 1894 s(8)(1)(i)
- (x) Ditto
- (xi) Ditto
- (xii) LGA 1972 s111
- (xiii)Ditto
- (xiv)Ditto
- (xv) LGA 1972 s112

(Handwritten signature) 26/14

Halls -

Annual Report (circulated with agenda) – no questions were raised.

Public Hall

Quotes for the decorating of the external windows to the Public Hall

Councillor Smith reported as Deputy Lead Councillor that three quotes had been received:

- M Kent - £1385
- Giuseppe Piran - £1050 plus VAT
- M J Painters - £950 plus VAT

The quotes were for the paint work to be completed in black and it was now proposed that the paintwork be completed in white. This may incur a small additional charge. Councillor Smith proposed that the Council accept the quote from M J Painters plus any additional cost for the change in paint colour. This was seconded by Councillor Watson and **agreed** unanimously.

Clerk

Update on the Public Hall Lease

Councillor Smith reported that Councillor Croucher had met with the Hall User Committee and would report fully at the July meeting.

RC

Ploughman Hall

Request from Edgar Farrell Construction for advance payment for the supply of windows and doors for the new Youth Building

The Chairman reported that Edgar Farrell had requested an advance of £5,000 to cover the costs of windows and doors that he is required to pay for up front. A discussion took place and some concerns were raised. Councillor Manning proposed that the Council agree to pay in advance the cost of the windows and doors upon receipt of a copy of the invoice from the window company showing the costs. Seconded by Councillor Mellows and **agreed** unanimously

Clerk

127/14 – Co-option of Councillor

An application had been received from Mrs Joanne Vincent-Pilsworth and had been previously circulated to councillors. A vote took place and Mrs Vincent-Pilsworth was co-opted onto the Council with nine votes in favour and one spoiled vote. Mrs Vincent-Pilsworth signed her acceptance of office and the Chairman invited her to join the meeting.

128/14 Accounts

Paid Items:

| | | | |
|-------------------|----------|----------|----------|
| Salaries | May 2014 | Salaries | £1980.70 |
| HMRC | May 2014 | Salaries | £ 426.16 |
| British Telecom | Phone | Est | £ 258.79 |
| Total Gas & Power | Gas | L & A | £ 30.35 |

To be paid:

| | | | |
|-------------------|---------------------|-----------|----------|
| CBS Office | Stationery | Est | £ 22.25 |
| Buchans | Grass cutting | Various | £1846.86 |
| Intouch CRM | Licence | Est | £ 35.99 |
| Initial Hygiene | Hygiene | L&A/Halls | £ 362.40 |
| Manart Ltd | Windows Public Hall | Halls | £1014.00 |
| Camb City Council | Street Lighting | Est | £ 262.68 |
| Playsafety | Annual Inspection | L & A | £ 156.00 |
| Suds & Bubbles | Cleaning Ploughman | Halls | £ 425.00 |
| Suds & Bubbles | Cleaning Pavilion | L & A | £ 200.00 |
| PRS | Licence | Halls | £ 558.48 |
| Petty Cash | RFO | Stamps | £ 62.64 |

Councillor King proposed the accounts be accepted, seconded by Councillor Harris and **agreed** unanimously

129/14 Annual Cambridgeshire County Council report and communications not covered elsewhere on this agenda

The annual report had been circulated – no questions were raised. Cllr Manning confirmed that the new County Councillor Peter Hudson was unable to attend due to a prior holiday commitment. He was hoping to attend the Annual Parish Meeting.

130/14 Annual District Council report and communications not covered elsewhere on this agenda

The annual report had been circulated – no questions were raised.

Councillor King passed on his thanks to Cllr Manning and SCDC for all the hard work put in to creating an excellent recycling service in the village

Councillor Law commented that many of the green bins seemed to be splitting. Councillor Manning confirmed that any damaged bin should be reported to SCDC and they would organise a replacement.

