



WILLINGHAM PARISH COUNCIL



Minutes of the Full Parish Council Meeting held on
6 August 2014 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street

Present: Councillors: H Awal, R Croucher, N Harris, P King (Chair), D Law, B Kirkman,
R Manning, A Slater, J Watson
Parishioners: Two

Presentation from Phoenix School	Actions
Due to unforeseen circumstances the Phoenix School were unable to attend. They are hoping to attend the September meeting instead.	September
<p>159/14 Apologies for absence Apologies were received and accepted from Councillors Cook and Smith due to holiday, County Councillor Hudson and PCSO Kerrie Macinnes due to a prior commitments and Councillor Mellows due to ill health.</p> <p>The Council would like to pass on their best wishes to Councillor Mellows for a speedy recovery.</p>	
<p>160/14 Declarations of interest Item 179/14 – Councillor Manning declared an interest as leader of SCDC and left the room whilst this item was discussed. Councillor Law declared a personal interest as a member of the club and took no part in the decision on this item.</p>	
<p>161/14 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) 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. Maximum of five people to speak. Large Groups must decide on a spokesperson representative. <i>The meeting was adjourned</i> <i>Mr Reg Purnell – WAG Chairman reported that the “It’s a Knockout” event had been a great success and was extremely well supported by the village. The event had raised over £8,000 towards the play equipment for the QEII Field. Planning permission had also now been received for the equipment.</i> <i>The Old Rec Ground trees were currently being watered daily by volunteers and it was also hoped to plant some additional trees around the ploughman hall in the near future.</i> <i>Plans for the Feast Weekend are progressing well and WAG were looking to work on and improve their website. The Chairman thanked WAG on behalf of the Council for all their continued hard work on behalf of the village.</i></p>	
<p><i>Mr Garner advised the council that when he attended a recent craft fair at the hall there had been a shortage of tables at the event which caused problems for the organisers. He felt that the council should compensate the organisers in some way. The Chairman agreed that the council would look into the situation. Mr Garner also stated that a bike frame had been dumped in Lane Stile in the cemetery hedge. The Clerk was asked to look into this.</i> The meeting was reconvened</p>	Clerk
<p>162/14 To approve the minutes of the Meeting of the Parish Council Meeting held on 2 July 2014 Councillor Croucher proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Manning and agreed with five votes in favour and four abstentions due to not being at the meeting</p>	Clerk
<p>163/14 To deal with any matters arising from the minutes of the Meeting held on 2 July not covered elsewhere on this Agenda <u>Willingham News</u> Willingham News had advised the Clerk that they were unable to include the annual report with their magazine for distribution due to the additional weight and their policy regarding no inserts. Councillor Manning proposed that the Clerk look into the possibility of leaving copies at the library, the post office, and the doctors for parishioners to look at. Details of where copies can be obtained would be put in the Willingham News. Seconded by councillor Watson and agreed unanimously.</p>	Clerk
<p>164/14 To receive and consider any County Council reports and communications not covered elsewhere on this agenda County Councillor Hudson was unable to attend the meeting although his report was previously distributed and included an update on the Highway improvement scheme deadline, information on extra pothole funding received by CCC and an update on the status of the City Deal. No questions were raised.</p>	

Q 7/9/2014

165/14 To receive and consider any District Council reports and communications not covered elsewhere on this agenda

Councillor Manning reported that SCDC were holding regular meetings with Cambridge City and Huntingdon District Council looking at three way sharing on various things such as CCTV, parking enforcements and building control. Cambridge City Council and SCDC were also looking into the possibility of commemorating the 70th anniversary of VE and VJ day next year.

No questions were raised.

166/14 Chairman's report

Nothing to report

167/14 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee - To receive any updates

None received

Planning Committee

Update on Northstowe

This was given at the planning meeting on the 28th July and had been previously circulated.

Planning Minutes of the meetings held on 14th July and 28 July 2014

Previously circulated and noted.

To receive any further updates

Councillor Law had attended the recent planning forum, his report had been given at the planning meeting of the 28th July, the minutes had been previously circulated.

1 Cadwin Lane S/1577/14/FL (discussed at planning meeting 28 July) – Councillor Law confirmed that SCDC had responded to the Councils email regarding the "for information only" planning amendment for a change from temporary to permanent siting of the gypsy mobile home. SCDC confirmed that no decision would be made until the Council had been given proper notification to consider the change to the application fully.

Green & Boundaries -To receive any updates

Councillor Kirkman had nothing to report this month. Councillor Croucher reported that a contractor (David Barnes) appointed by Taylor Wimpey had confirmed that the grass cutting etc in Saxon Way was due to be cut in August and then again in the Autumn. He stated that the grass verges were the responsibility of the County Council as he believed they had adopted them. Councillor Kirkman agreed to look into this further and obtain clarification.

B Kirkman

Cemetery

Cemetery fees

As Councillor Mellows was not present at the meeting it was agreed to defer this item until next month.

September

Update on grass cutting issues

The Parish Council had been advised by the grass cutting contractors that one of their workers had been involved in an altercation with a member of the public during a recent grass cut. The council had written to the grave owner to say that interference with staff or contractors carrying out their duties was unacceptable and the cemetery would continue to be cut as it had been in the past.

Halls –

Public Hall

Update on Lease

The proposed new lease had been circulated and tabled. Cllr Croucher summarised the contents and proposed the Council accept the lease and put it forward to the hall user committee, this was seconded by Councillor Manning and agreed with eight votes in favour and one abstention.

R Croucher

The Chairman and Councillor Manning thanked Councillor Croucher for extensive work he had put in to the lease.

Ploughman Hall

update on aerobics class fee issues

A second complaint had been received from the aerobics class and a member of the public regarding issues with the building works during the classes. During recent work debris and dust had been left on the floor and intrusive work carried out whilst members were present. In light of this it had been agreed by the Chairman, Vice Chairman and the

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3/9/2014

It was felt that the Solicitors had done a good job on the lease and Councillor King proposed the Council accept the lease and advise the Solicitors accordingly, seconded by Councillor Manning and **agreed** with eight votes in favour and 1 abstention.

Clerk

174/14 To consider adoption of Safeguarding children and vulnerable adults policy

It was agreed to change the paragraph "Ensure that councillors, staff and volunteers are well informed, supported and enabled to provide the best possible practice" to "Ensure that training will be offered as necessary". Subject to this change Councillor Kirkman proposed the policy be adopted, seconded by Councillor Manning and agreed unanimously

Clerk

175/14 To consider adoption of Equal Opportunities Policy

It was agreed to change the paragraph "The policy will be monitored and reviewed annually/bi-annually" to "The policy will be monitored and reviewed annually". Subject to this change Councillor Kirkman proposed the policy be adopted, seconded by Councillor Manning and agreed unanimously.

Clerk

176/14 To consider adoption of QEII Field Play Area public access statement

Councillor Kirkman proposed the policy be adopted, seconded by Councillor Manning and agreed unanimously.

177/14 To consider amendment to Public Speaking Policy

Councillor Kirkman proposed the amended policy be adopted, seconded by Councillor Manning and agreed unanimously.

178/14 To receive and approve internal auditors report

The report had been circulated to all councillors. Councillor Manning felt it was an excellent report and proposed the Council approve it, seconded by Councillor Croucher and agreed unanimously.

179/14 To consider request for support from Willingham Photographic club for their SCDC Grant application

Councillor Manning left the room

Councillor Croucher proposed that the Council offer their moral support to the Club, seconded by Councillor Watson and agreed with eight votes in favour and one abstention due to declaration of interest.

Councillor Manning returned to the meeting

Clerk

180/14 Provision of a venue for blood donation sessions in Willingham

Councillor King reported that unfortunately the village no longer has a venue for blood donation. Councillor Croucher proposed that the Council offer the ploughman hall free of charge to the blood bank 2 or 3 times a year. Seconded by Councillor Watson and **agreed** unanimously

Clerk

181/14 Items for future meetings.


Cemetery Fees
Footpath to the orchard
Meadow Road
Recreation Ground drainage Issues
Highways Improvement Scheme update

182/14 Date of next meeting: 3 September 2014

The meeting closed at 8:57pm

Legislation governing payments in the numerical order in which they appear:

1. LGA 1972 s112 (2)
2. Ditto
3. LG (Misc Provs)Act 1976 s19(1)
4. Ditto
5. Litter Act 1983 s5(1)
6. LGA 1972 s111
7. LGA 1972 s111
8. Ditto
9. LG (Misc Provs)Act 1976 s19(1)
10. Ditto
11. LGA 1972 S111
12. Ditto
13. Ditto
14. Ditto
15. Ditto
16. Ditto
17. LGA 1972 s133
18. Ditto
19. Ditto
20. LGA 1972 s111
21. Ditto

 3/9/2014

Lead Councillor for halls to waive their fees for July.

Leisure and Amenities

Update on Recreation ground surface condition issues

The Environment Agency had visited the Lode to see whether anything could be done to help with the situation of the surface water on the recreation ground. Their representative felt that as the pipes seem to be sited below the normal level of the water they are unable to drain effectively and because of this they would need to be raised above the normal water level and capped to be more effective. The Environment agency confirmed that the Lode was due for weed spraying in September.

Councillor Watson confirmed that the pipes were actually set correctly for the height of the Lode and felt that the problem was further down the Lode towards the sluice and that the Lode needs dredging. Councillor Manning proposed that the Council write to the Environment Agency requesting that the Lode be dredged as it has not been done for many years. This was seconded by Councillor Law and **agreed** unanimously.

Clerk

168/14 Accounts

Paid Items:

Salaries	July	Salaries	2312.85
HMRC	PAYE	Salaries	606.25
E-on	Electricity Ploughman	Hall	475.13
Total Gas & Power	Gas Pavilion	L & A	17.58
SCDC	Litter Bin Rec Ground	L & A	288.00
Lloyds Bank	Credit Card Ann Fee	Est	32.00

Items to be paid:

CBS Office	Stationery	Est	95.76
Intouch	Licence & Hosting	Est	35.99
D Fouracre	Boiler Serv - Pav	L & A	228.00
Buchans	Grass cutting	Est - Village Cuts	1396.84
HMK Ltd	Toilet rolls	Halls	9.81
HMK Ltd	Toilet rolls	Pavilion L & a	9.82
Speedy Pack	Grip seal bags	Est	108.84
Suds & Bubbles	Cleaning Ploughman	Hall	425.00
Suds & Bubbles	Cleaning Pavilion	L & A	200.00
CAPALC	Catch up day - Clerks	Est	25.00
Gawn Ass	Structural Design	Halls (Youth Facility)	368.10
Visual Creations	Meetings	Halls (Youth Facility)	135.00
E Farrell	PI Hall Youth Facility	Halls (Youth Facility)	10,956.00
City of Ely Council	First Aid Course	Est	66.00
Petty Cash	Office	Est	41.65

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

169/14 To receive quarterly budget statement

The RFO had compiled the quarterly budget statement and this had been previously circulated to all Councillors. No questions were raised.

170/14 Youth Update including:

Update on Youth Conversion

The youth conversion is progressing well following some minor unexpected delays as detailed in Councillor Croucher's monthly report.

Councillor Awal commented that he felt the building seem dark and lacking in natural light and was also concerned about exits in case of fire. Councillor Croucher confirmed that the Fire Service had inspected and approved the plans prior to any work taking place and the building did comply with regulations.

171/14 WAG Update

This was given under the public forum by the Chairman of WAG, Mr R Purnell

172/14 Police Update

Councillor Slater reported that there had been two break-ins recently where nothing was stolen and a number of car related crimes. The police had increased patrols in the village.

173/14 To receive an update regarding Meadow Road and to consider draft lease.

The draft lease had been received and marked up by the Solicitors for consideration. This had been circulated to all Councillors prior to the meeting.

3/9/2014