



# WILLINGHAM PARISH COUNCIL

## Minutes of the Full Parish Council Meeting held on Wednesday 3 September 2014 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

**Present: Councillors:** A Cook (Chair), R Croucher, P King, D Law, S Mellows, J Smith, A Slater,  
J Vincent-Pilsworth, J Watson

**County Cllr:** P Hudson

**Parishioners:** Six

	<b>Actions</b>
<p><u>Presentation from Phoenix School</u></p> <p>Tracey Best and Valerie McKee from the Phoenix School gave a short presentation on the direction the school was hoping to take over the next 12 months, explaining the proposed sale of the property by the owners in the summer of next year. The School would be looking at various options to enable them to remain on site and asked the Parish Council for their thoughts on the situation. Councillors King and Vincent-Pilsworth offered to speak to the Phoenix School to ascertain more details of the possible options and report back to the Parish Council at November's meeting.</p>	<p>P King/ J Vincent-Pilsworth Nov Mtg</p>
<p><b>183/14 Apologies for absence</b></p> <p>Apologies were received and accepted from Councillors Jacques due to holiday, Councillors Kirkman and Harris due to ill health and Councillor Manning due to unforeseen circumstances.</p>	
<p><b>184/14 Declarations of interest</b></p> <p>None</p>	
<p><b>185/14 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.</b></p>	
<p><u>The meeting was adjourned</u></p> <p>Mr Jeeps had passed a list of queries to the Clerk which the Chairman read out on his behalf. He would like the Council to consider placing a plaque in the cemetery wall to commemorate the King George V Silver Jubilee. The Chairman confirmed he had a stone available and the council agreed to consider the request once costings were received. Mr Jeeps also requested that the trees in the cemetery both sides of the entrance from the Octagon be looked at and the paths in the cemetery straightened. Councillors Mellows and Cook agreed to look into this.</p> <p>Mrs Daniels, Chair of the Public Hall User Committee thanked the Council for taking the users comments on board with regard to the new lease and confirmed that there were now only a few minor points that needed clarification. A new regular user (Explorer Scouts) had joined the hall users.</p>	<p>A Cook A Cook/ S Mellows</p>
<p><u>The meeting was reconvened</u></p> <p><b>186/14 Minutes of the Meeting of the Full Parish Council held on 6 August 2014</b></p> <p>Councillor Jacques had reported that he had sent in his apologies for the August meeting due to holiday but that they had not been noted. Subject to that alteration Councillor Watson proposed these be accepted as a true record of the meeting, seconded by Councillor Slater and <b>agreed</b> with five votes in favour and four abstentions due to not being at the meeting.</p>	
<p><b>187/14 Matters arising from the minutes of the Meeting held on 6 August 2014</b></p> <p>None</p>	
<p><b>188/14 County Council reports and communications</b></p> <p>Councillor Hudson summarised his monthly report and confirmed that Highways had agreed to deal with the pot hole issues raised with the road surface by the library and on Wilford Furlong (dates to be confirmed). Councillor King raised the ongoing concerns regarding the current and future state of the B1050 and asked for Councillor Hudson's support in trying to get Highways to look at the problems seriously. Councillor Hudson was aware of the issues and continues to campaign with Highways.</p>	<p>P Hudson</p>

*[Handwritten signature and date: 11/09/14]*

<p><b>189/14 District Council reports and communications</b></p>	<p><i>Clerk/ R Manning</i></p>
<p>Nothing to report as Councillor Manning was not present. Councillor King requested that the Clerk check with Councillor Manning any progress with regards to meeting with the Environment Agency to discuss the Lode</p>	
<p><b>190/14 Chairman's report:</b></p>	
<p>The Chairman reported that the council had received a request from Mr Rose of Rampton to erect a tree and plaque for those killed in WW2 in the Far East. It was agreed that as the names were already on the War Memorial in the cemetery an additional memorial was not necessary. Mr Rose also raised concerns regarding the Lode and had been previously advised that the Council are looking into the issues with water levels and clearance.</p>	<p><i>Clerk</i></p>
<p>The Chairman reminded councillors that CAPALC would be holding a Parish Council conference and funding fair on the 13<sup>th</sup> September should anyone wish to attend. Details were available from the Clerk</p>	<p><i>RFO</i></p>
<p>The office had received notification that the latest WEEE collection had raised £207.76. The RFO had been requested to raise an invoice for this amount and the Chairman proposed that once received this be passed onto WAG for their continued work in the village and organisation of the Willingham Feast Weekend. This was seconded by Councillor King and <b>agreed</b> unanimously.</p>	
<p>The Chairman had received a number of complaints regarding the state of the streets and the blocked drains and confirmed that Cambridgeshire County Council would be clearing the gullies in the village this month.</p>	
<p>The Chairman had received Councillors Awal's resignation today. Councillor Awal would be resigning with immediate effect. The Council wished Councillor Awal all the best for the future and thank him for his contribution during his time on the Council.</p>	
<p>The County Council had forwarded details of a complaint received regarding Hanson lorries in the village. The Clerk had responded.</p>	
<p><b>191/14 Reports from Committees and lead councillors</b></p>	
<p><b><u>F&amp;GP Committee</u></b></p>	
<p>There was nothing to report.</p>	
<p><b><u>Planning Committee</u></b></p>	
<p>There had been no meeting since the last FPC meeting. The committee had been requested to reconsider S/1203/14/FL and due to time constraints this was done under delegated powers. The committee reiterated their original recommendation for refusal due to concerns regarding the side entrance opening onto the road.</p>	
<p>The Phase 2 Northstowe documentation had been received in the office and this had raised concerns over the traffic plans. It was agreed that Councillor Cook would obtain quotes for an expert consultant to look through the documentation and provide a report on the Council's behalf.</p>	<p><i>A Cook</i></p>
<p><b><u>Green &amp; Boundaries</u></b></p>	
<p>Nothing to report</p>	
<p><b><u>Cemetery</u></b></p>	
<p>New Fees – Information on Cemetery fees had been circulated prior to the meeting. Councillor Mellows proposed that the Council introduce a charge of £25 for the Search Register and £30 for transfer of burial rights. This was seconded by Councillor Smith and <b>agreed</b> with eight votes in favour and one abstention.</p>	<p><i>Clerk</i></p>
<p>Councillor Mellows reported that the wall on the lower end of Church Lane needed looking into as it had a large crack running through. This was a long standing problem and it was agreed to obtain quotes to fill the crack with some form of mastic.</p>	<p><i>S Mellows/ Clerk</i></p>
<p><b><u>Halls –</u></b></p>	
<p><b>Public Hall</b></p>	
<p>Councillor Croucher attended the PHUC meeting on 1 September and reported that the meeting had gone well. The Fire Alarm had been looked at by G M Pake and Son last month and no problems had been reported since then.</p>	
<p><b>Ploughman Hall</b></p>	
<p>The monthly report was issued with the agenda. Councillor Croucher reported that WAG would like to plant two new trees in the Ploughman Hall carpark near the large boulder as well as their continued planting throughout the village. Details and plans were circulated previously. It was agreed to go ahead with the addition of the two trees.</p>	<p><i>R Croucher</i></p>

*[Handwritten signature]*  
11/10/14

A member of the Monday night badminton team had reported burning their leg on a radiator. They had not completed an accident report and the incident is being looked into.

**Leisure and Amenities**

Councillor Smith provided an update on the situation with the drainage for the recreation ground. He was due to meet with the Environment Agency on 5<sup>th</sup> September and would report back at the next meeting. Councillor Watson also volunteered to attend the meeting. The Clerk would also ask Councillor Manning if he would be available.

Councillor Smith had met with Dean Greygoose of the Wolves and he had stated that in order to comply with FA guidelines they should have a defibrillator available and asked if the Council would be willing to fund this. It was agreed that Councillor Smith would look into cost, maintenance and training implications and report back to the Council

Quotes had been sought for the repairs to the damaged tiles on the pavilion roof from Manart and Coulsons. Coulsons had come in at £413.00 plus VAT and Manart £575 plus VAT. Councillor Smith proposed the Council accept the quote from Coulsons, seconded by Councillor Croucher and **agreed** unanimously.

*J Smith/  
J Watson/  
R Manning/  
Clerk*

*J Smith*

*Clerk*

**192/14 Accounts**

**Paid Items:**

Salaries	August	Salaries	2082.27
PAYE	August	Salaries	444.97
E-on	Gas Pavilion	L & A	40.65
E-on	Electricity Public H	Halls	171.02
British Telecom	Phone/Internet	Est	250.40

**To be paid:**

Buchans	Grass cutting	Est	794.14
Buchans	Grass cutting	Cemetery	535.04
Buchans	Weed Treatment	L & A	1128.00 Note 1
Intouch CRM	Licence	Est	35.99
CBS Stationery	Stationery	Est	96.68
Cromwell Fire	Alarm/Lighting	Halls/Ploughman	119.70
Cromwell Fire	Alarm/Lighting	Halls/Public	75.60
Cromwell Fire	Alarm/Lighting	L & A/Pavilion	75.60
Cromwell Fire	Activate Alarm	L & A/Pavilion	246.00
Gerry Whitfield	Internal Audit	Est	195.75
Suds & Bubbles	Cleaning/pavilion	L & A	200.00
Suds & Bubbles	Cleaning/Ploughman	Halls	425.00
Chris Cross	Bench Repairs	G&B	363.50

**Note 1: 50% of the weed treatment costs are to be met by Willingham Wolves as agreed and noted in the May minutes item 104/14**

An invoice had also been received from Edgar Farrell for £14,262 for ongoing works to the youth conversion. This had been circulated to all councillors prior to the meeting and the work had been signed off by the architect. Including this addition councillor Croucher proposed the accounts be accepted, seconded by Councillor King and **agreed** unanimously.

**193/14 Youth Update**

A copy of the draft lease for WYT and notes from the recent meeting held on the 20<sup>th</sup> August had been circulated prior to the meeting and Councillor Croucher reported that discussions on the content of the lease are ongoing.

Despite the delays experienced with the project Councillor Cook reported that work is continuing and it was felt the work was being completed to a high standard.

Discussion had taken place regarding internet access to the youth facility and Councillor Cook reported that WYT thought he had promised previously they would have access to the Parish Council Wi-Fi. Councillor Cook didn't feel he had made any promises and had apologised for any misunderstanding in communication. It had been agreed by Councillors that allowing access to the Parish Council Wi-Fi was neither secure nor wise and should not take place.

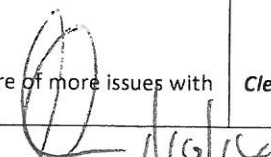
**194/14 WAG Update**

The report had been circulated previously. Councillor Cook reported on the QEII Field Play Equipment funding and confirmed that WREN had offered a reduced grant of £40K but with a caveat that 12% is paid back to cover the admin costs. An application was still pending with AmeyCespa who had reduced their maximum available grant to £20K. If this level of funding was agreed Councillor Cook estimated there would be a shortfall for the project of approximately £19K

**195/14 Police Update**

Councillor Slater summarised his report which had been tabled. The Council had been made aware of more issues with horses and caravans on the Aldreth causeway and the Clerk was asked to report this to CCC.

*Clerk*



**196/14 Meadow Road**

No update but still ongoing.

**197/14 Insurance Renewal**

Details of the current insurance and renewal was previously circulated. The Clerk had added the new office equipment and as recommended had increased the fidelity cover. With the above amendments Councillor King proposed the renewal be accepted, seconded by Councillor Mellows and **agreed** unanimously.

**Clerk**

**198/14 Emergency Plan**

The Emergency Plan calls for a committee to be formed consisting of the Chairman and Vice Chairman of the Parish Council, the Chairman of Planning and 3 other councillors. Councillor King volunteered to bring the plan up to date so that a committee could then be elected at the November meeting.

**P King**

**199/14 Footpath to Community Orchard**

As Councillor Manning was not present it was agreed to defer this item until the October meeting.

**200/14 Highways Improvement Scheme Application**

Councillor Harris was not present but had confirmed he was in contact with the police to obtain approval of the scheme. He had also proposed the scheme be extended to the Parish Boundary at Stanton Mereway. It was agreed to extend the scheme to this point.

**N Harris**

**201/14 The right for Councils to sell electricity proposal**

Councillor King proposed that the council offer their support in principle to the proposal, seconded by Councillor Law and **agreed** unanimously.

**Clerk**

**202/14 Appointment of Internal Auditor for next financial year.**

Councillor Cook proposed that the Council reappoint Gerald Whitfield for the next financial year, seconded by Councillor Watson and **agreed** unanimously.

**Clerk**

**203/14 Items for future meetings**

Meadow Road  
B1050 – traffic consultant  
Recreation Ground Drainage  
Footpath to Orchard  
WYT Lease – November  
Emergency Plan – November  
George V Silver Jubilee Plaque

**204/14 Date of next meeting: Wednesday October 1st 2014.**

**Meeting closed at 20:55**

**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. LGA 1972 s111
6. LG(Misc Provs) Act 1976 s19(1)
7. LGA 1972 s214
8. LG(Misc Provs) Act 1976 s19(1)
9. LGA 1972 s111
10. Ditto
11. LGA 1894 s(8)(1)(i)
12. Ditto
13. Ditto
14. Ditto
15. Audit Commission Act 1998 s7(3)
16. LGA 1972 s111
17. Ditto
18. Open Spaces Act 1906 s10

