



WILLINGHAM PARISH COUNCIL


Minutes of the Full Parish Council Meeting held on
Tuesday 4th November 2014 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

The public and press are invited to address the Council under item 227/14

Present: Councillors: Watson, Jacques, Slater, Smith, Croucher, Cook (Chair), Kirkman, King, Mellows, Harris (arrived 7.35pm)

Parishioners: Seven

	Actions
<p>225/14 Apologies for absence Apologies were received and accepted from Councillor Law due to a prior commitment and Councillor Vincent-Pilsworth due to ill health</p>	
<p>226/14 Declarations of interest Item 241/14 – Councillor Kirkman declared an interest as he is on the committee of the Willingham News and Councillor King declared an interest as he is the treasurer designate.</p>	
<p>Item 233/14 – Halls – Councillor Cook declared an interest as his daughter is a member of scouts</p>	
<p>227/14 Public forum (<i>maximum 3 minutes per person, with an overall limit of 15 minutes</i>) 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.</p>	
<p><i>The meeting was adjourned</i></p>	
<p><i>Mr Garner expressed further concerns regarding Thurstons being on the Green for such a length of time over the Feast weekend and stated that although the reason for them being there so long was apparently in order to make the visit financially viable many of them had left early on the Saturday. Councillor Cook confirmed this was due to the extremely poor weather on Saturday resulting in poor attendance.</i></p>	
<p><i>Mr Purnell tabled a revised copy of his monthly report and summarised it for the Council. Mr Purnell then went over the fundraising options WAG were looking into to address the shortfall in funding for the QEII Field</i></p>	
<p><i>Mrs Hyde summarised to the Council the current status of the QEII play equipment project and confirmed that she had just identified some potential future funding via Mick George. She requested the Council continue to support the project and asked the Council to look at any further sources of funding they could, including S106 monies. Councillor Cook confirmed the council would look at possible funding sources but also explained that S106 monies will at some point in the near future be replaced by CIL (Community Infrastructure Levy). The criteria for awarding monies will change with this system and less funds are likely to be available. The Council were also currently committed financially to the purchase of Meadow Road and the Youth Facility</i></p>	
<p><i>(This subject was further discussed under item 233/14 L&A)</i></p>	
<p><i>The meeting was reconvened.</i></p>	
<p>228/14 Minutes of the Meeting of the Full Parish Council held on 1 October 2014 Councillor Smith proposed these be accepted as a true record of the meeting, seconded by Councillor Jacques and agreed with nine votes in favour and one abstention due to not being at the meeting.</p>	
<p>229/14 Matters arising from the minutes of the Meeting held on 1 October 2014</p>	
<p>None</p>	
<p>230/14 County Council reports and communications Councillor Hudson was unable to attend the meeting but his report had been previously circulated and no questions were raised. It had been noted that the Dews 106 bus route going to Rampton and Cottenham had recently been revised but does not come through Willingham. Several residents had raised concerns in the past about the lack of buses in that direction and it was agreed to ask the County Councillor to look into the possibility of including Willingham in the bus route loop.</p>	<p>Clerk/ Cllr Hudson</p> 

231/14 District Council reports and communications

Councillor Manning was not at the meeting to report.

232/14 Chairman's report:

Notice of CAPALC Annual General Meeting

The Chairman advised councillors the above meeting was due to take place on Thursday 20th November. Details were available from the Clerk should anyone wish to attend.

Thank you from WAG regarding Willingham Feast

The Chairman read out an email received from WAG thanking the Parish Council for their support of the event and providing the hall use free of charge.

Electoral Review of Cambridgeshire

The Council had received from the Local Government Boundary Commission notification of the commencement of an electoral review of Cambridgeshire County Council. The initial consultation period would close on 19 January 2015 and any comments from the PC would need to be passed onto them before that date. Details had been circulated to councillors previously.

Letter of support for QEII Field Project

The Chairman had received a letter of support for the above project from Reverend Liversidge. This had been tabled at the meeting.

233/14 Reports from Committees and lead councillors

F&GP Committee

The next F&GP Meeting would be held on November 19th. Lead Councillors were reminded that their precept/budget bids would need to be with the RFO and the Clerk by Wednesday 12th November.

Planning Committee

Minutes of meeting held on the 21 October 2014 – circulated and noted

Minutes of the meeting held on the 3rd November 2014 – not yet issued so Councillor Harris summarised the decisions.

Green & Boundaries

Request from WAG for wild flower planting on the Green

Councillor Jacques had received a request from WAG to plant wild flowers on an area on the village green (Details of which had been previously circulated to all Councillors). Councillor Jacques confirmed that WAG had since contacted him and stated that they would not be going ahead with the planting on the Green at the moment due to their current financial commitments. Councillor Jacques proposed the Council agree the process required for any future wild planting scheme suggested by WAG on Parish Council Property. This was seconded by Councillor Kirkman and **agreed** with six votes in favour, one against and three abstentions. The Clerk would write and advise WAG accordingly

Councillor Kirkman was asked to approach Geoff Pake regarding the Christmas lights for the Green

Cemetery

update on the cemetery wall repair

A quote had been received and accepted from Chris Cross to repair the wall at a cost of £65.00 Work should be completed by the end of the month.

Halls –

Public Hall

New Lease agreement

Councillor Croucher had put together the final draft of the lease and circulated it to councillors and the Public Hall User Committee. The users had raised no objections to the content. Councillor Law had notified the Clerk that he was concerned about the removal of one off bookings as he felt it would affect the photography club. Councillor Croucher proposed the lease be accepted and implemented as it stands, this was seconded by Councillor Mellows and **agreed** with eight votes in favour and two abstentions.

Quote for minor repair works to the hall

Councillor Harris left the room

Quotes had been sought for the minor repairs but only one quote was received from Nick Flower for £233. Councillor Croucher proposed the quote be accepted seconded by Councillor Smith and **agreed** unanimously

Lead Cllrs

Clerk

B Kirkman

*R Croucher/
Clerk*

Clerk

[Handwritten signature]
31/12/14

Window Repair

Councillor Croucher reported that Manart made a minor repair to their work on the windows of the Hall. They had at the same time looked at the potential leak entrance point and hopefully this had now been remedied.

Ploughman Hall

Quotes for hedge trimming along West Fen Road

Councillor Harris returned to the meeting.

Councillor Slater left the room

Four quotes had been requested and two had been received, M Peacock and Buchans. Councillor Croucher proposed the council accept the quote from Buchans to lower the hedge to gate height. This was seconded by Councillor Cook and agreed with eight votes in favour and one abstention.

Clerk

Leisure and Amenities

QEII Field play equipment project and funding

This item was taken after 229/14

A meeting had been held on 24 October with WAG to discuss the best way forward in light of the funding shortfall and notes circulated to councillors. Councillors Smith and Croucher reported that although they understood the importance of the project and did not want to hinder its progress they had concerns as to the implications on the Council should they proceed with the Amey Cespa application and the funding shortfall is not resolved. The form also states that the application would not be processed unless all funding is identified. Cllr Cook advised WAG that the Council have a duty to protect public money and in light of their current financial commitments to the Youth Facility and the purchase of the site along Meadow Road did not want to legally bind parishioners to further expense at this stage.

The Chairman adjourned the meeting to allow discussion with WAG members.

A long discussion took place and Caroline Hyde confirmed she had spoken to Cambridgeshire Community Foundation who are the body who control the Amey Cespa applications and they had advised her to submit the application as we are asking them to fund £20K of a £55K component of the overall project and the council already have £34K allocated along with additional funds raised by WAG etc. Caroline had also spoken to WREN who also advised her to continue with the application. She also confirmed that the Council are under no obligation to go ahead with the project until such time as any formal offer of funding is made and subsequently accepted.

The meeting was reconvened.

Councillor Croucher proposed that the Council authorise the Chairman to sign the Amey Cespa application and submit it this week. The parish council would then require the working group to work to a deadline of the end of the current financial year to secure the additional funding needed. The project would be reviewed at this point if funding was not forthcoming. This was seconded by Councillor Smith and **agreed** with nine votes in favour and one abstention.

A Cook Working Group

At the end of the meeting Councillor Croucher requested confirmation that the Chairman was happy with Rev Liversidge undertaking the role of independent referee on the Amey Cespa application. The Chairman confirmed his agreement.

Quote for repair of pavilion tap

Councillor Slater returned to the meeting

A quote had been received from ACA Heating for the repair of the ladies toilet tap in the pavilion costing £191.12 inc VAT. Councillor Smith proposed this quote be accepted, seconded by Councillor Croucher and **agreed** unanimously.

Clerk

Update on the recreation ground floodlights

Recent winds had left one of the floodlights dangling dangerously from its cable. This had been made safe and following advice from the electrician all the remaining floodlights had been taped off and made temporarily unusable as it was considered they were not adequately secured to the existing brackets. It had been agreed to replace the existing floodlights with smaller, lighter and more cost efficient LED lights and this work was completed on the 3 November.

Update on defibrillators and consider any quotes

Councillor Smith had looked into the provision of a defibrillator and had obtained some costings. These had been previously circulated to councillors. The option of an external public defibrillator was raised and Councillor Smith agreed to look into the options for this and report at the December meeting.

J Smith

Update on the Lode

The Clerk had written to the EA and they had acknowledge receipt. A response is expected within the next two weeks. Councillor Smith had walked some of the Lode and had not been able to identify any specific blockages. He reported that the Bowls club had held an emergency meeting and had agreed to continue for one more season and would review the situation at that time.

Graffiti and Vandalism

Unfortunately on the 30 October an individual or individuals sprayed graffiti on the pavilion wall, the football wall and also kicked over and flattened the bin outside the ploughman hall. CCTV footage had been downloaded and would be passed to the PCSO.

234/14 Accounts

Paid items:

Salaries	Salaries	October	2487.01
HMRC	Salaries	October PAYE	662.10
Total Gas	L & A	Gas pavilion	20.43
Royal British Legion	Est	Wreath	25.00
Camb Water	Cemetery	Water Cemetery	26.65
Camb Water	Pavilion	Water Pavilion/Ploughman	175.85
Camb Water	L & A	Recreation ground water	29.40
Camb Water	Halls	Public hall water	159.37

Items to pay:

Sage	Est	Payroll Support	150.00
Sage	Est	Upgrade Acts & support	645.60
CBS Office	Est	Stationery	47.29
Suds and Bubbles	L & A/Halls	Cleaning Pav/Ploughman	625.00
Cromwell Fire	Halls	Smoke det Plough/pav	1098.00
Aztek services	Halls	Ploughman CCTV	188.40
Visual Creations	Halls	Youth Project	45.00
Coulson Builders	L&A	Pavilion roof repairs	495.60
Buchan	Cemetery/Est	Grass cutting	1286.14
CBE Ltd	Various	PAT Testing	107.70
MJ Painting	Halls	Public Hall Decorating	1296.00
Willingham Youth	Donations	Donation	2523.79
Intouch CRM Licence	Est	License	35.99
CCC	G&B	Street lighting Costs:	468.70
CCC -	Est	Cost of map repair	1,000.00
Edgar Farrell	Halls	Youth project	28,535.50

The quarterly budget statement had been previously circulated and no questions were raised.

The Cromwell Fire payment for smoke detectors should be split accordingly between halls and L&A and not just halls. Edgar Farrell had submitted a revised invoice due to some works not being completed that had been on the original invoice. The new invoice requested for payment totalled: £27, 735.50

Subject to the above amendments Councillor Croucher proposed the accounts be accepted, seconded by Councillor Mellows and **agreed** unanimously.

RFO

235/14 Youth Update

Work was moving forward with the kitchen, toilet and some doors left to be installed. The builder (E Farrell) had presented some designs for etching on the internal windows. Some discussion took place as to how to proceed and it was proposed by Councillor Croucher that due to the current overspend on the budget and in order that the council progress with a joined up approach towards signposting of the new facility, the apertures should remain boarded up and painted for now and reviewed at a later date, this was seconded by Councillor Cook and **agreed** unanimously. The Clerk was asked to pass on the Council's thanks to Mr Farrell for his efforts and input into the designs.

Clerk

Councillor Kirkman left the meeting.

236/14 WAG Update

Given under Public Forum. Councillor Cook passed on his thanks to Councillors Smith and Croucher for their hard work and efforts on the QEII Field Play Equipment Project to date.

237/14 Police Update

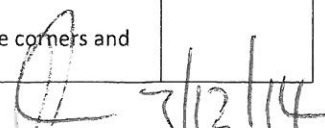
Councillor Slater's report had been previously circulated but he reported that there had been some vehicle thefts recently. He had attended the latest police liaison meeting and the Police confirmed their current priorities are speeding, illegal parking and anti-social behaviour

238/14 Meadow Road

CCC had made some amendments to the latest draft lease and our Solicitor had passed it back for Council approval. Councillor Smith proposed the Council accept the amendments, seconded by Councillor Harris and **agreed** unanimously.

Clerk

Graham Mumby had passed some planting design ideas to the Chairman. He had suggested planting the corners and along the hedges leaving an oval open area and then on the second half a figure of eight design.



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

1. LGA 1972s112(2)
2. Ditto
3. LG (Misc Provs)Act 1976 s19(1)(b)
4. LGA 1972 s137
5. LG (Misc Provs)Act 1976 S19 (1)(b)
6. Ditto
7. Ditto
8. Ditto
9. LGA 1972 s111
10. Ditto
11. Ditto
12. Ditto
13. LGA 1894 s(8)(1)(i)
14. Ditto
15. LGA (misc Provs) Act 1976 s19
16. Ditto
17. LG (misc Provs) Act 1976 s19 (1)
18. LGA 1894 (8)(1)(i)
19. Ditto
20. LGA 1972 s137
21. LGA 1972 s111
22. Parish Councils Act 1957 s3
23. LGA 1894 (8) (1)(i)
24. LGA (Misc Provs) Act 1976 s19 (1)

239/14 Update on B1050 traffic consultant

Chris Reynolds (a previous Highways Agency employee) attended the planning meeting on the 3 November. He felt that various elements of the Northstowe application did not comply with regulations and he thought that the proposal for the traffic lights in Willingham may have little effect on easing traffic and may in fact actually be detrimental. He hoped to be able to attend the next parish forum meeting with Councillor Harris and would look through the paperwork in the meantime.

240/14 Update on Phoenix School Visit

Councillors King and Vincent-Pilsworth had visited the Phoenix School on the 16th October and Councillor King reported that the school currently lease the building from the owners who it is believed intend to sell the property for development. The school currently have 35 pupils aged 3-11 with Ofsted approval to increase this number to 120. Although privately funded the school also caters for some state funded special needs pupils. Their lease is due to expire in July 2015 and they are left with the options of trying to renew it, purchasing the property or finding a new location. It was felt that whilst the Council were supportive of what the school were doing, especially their provision for children with special needs there is very little the Council can actually do other than comment on any planning permissions that may be submitted in the future.

241/14 Request for funding support from Willingham News

Councillor King left the room

A funding request had been received from Willingham News and a copy of their request and accounts previously circulated. It was felt that the levels of reserves were unclear in the provided accounts and Councillor Harris proposed that clarification was requested and the decision to provide a grant be deferred until clarification received. This was seconded by Councillor Croucher and **agreed** unanimously.

clerk

Councillor King returned to the meeting

242/14 Emergency plan

Councillor King had revised the plan and this had been previously circulated to councillors. It was agreed that a committee would be appointed and they would finalise the draft for consideration by the Council at a later date. The committee would consist of, The chairman, vice chairman, chair of planning, Alan Slater, Jamie Smith and Ray Croucher.

Emergency Committee

All committee members were asked to look through the draft and pass any comments to Cllr King for review.

243/14 2015 meeting dates.

Dates had been previously circulated to councillors and the Octagon had been provisionally booked. The Council agreed to fix the dates provided.

Clerk

244/14 Request for road closure for 2015 Yesteryear Road Run

Information had been received and circulated to councillors. It was agreed to pass the information onto Rev Liversidge as well so that the church are aware of the closure.

Clerk

245/14 Revised standing orders

Updated standing orders had been circulated to all councillors prior to the meeting. Councillor Cook proposed the orders be accepted as they stand, seconded by Councillor Croucher and **agreed** unanimously.

Clerk

246/14 Items for future meetings.

- Meadow Road
- Youth Update
- QEII Fields
- Precept
- Willingham News Funding Request
- Document protocol
- Emergency plan
- Defibrillator

247/14 Date of next meeting: December 3rd 2014

Meeting closed at 10:12pm