



WILLINGHAM PARISH COUNCIL

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

Present: Councillors: Slater, Smith, Croucher, Cook (Chair), Vincent-Pilsworth, King, Mellows, Harris, Law, Manning, Watson

County Cllr: P Hudson

Parishioners: Three

	Actions
<p>248/14 Apologies for absence Apologies were received and accepted from Councillors Jacques and Kirkman due to a prior commitment.</p>	
<p>249/14 Declarations of interest None.</p>	
<p>250/14 Public forum <i>The meeting was adjourned.</i></p>	
<p>Parishioner, Mr Malcolm Sargeant, asked the parish council what precautions were in place to deal with any potential, future flooding in Willingham.</p> <p>Cllr Cook replied that a new Emergency Plan had recently been drafted and would be discussed under item 263/14. The plan listed emergency supplies including sandbags which would be stored centrally in the village. A letter had also been received by the Parish Council from the Environment Agency concerning the flooding of the Recreation Ground. The letter would be addressed under item 255/14 Chairman's report.</p> <p><i>The meeting was reconvened.</i></p>	
<p>251/14 Minutes of the Meeting of the Full Parish Council held on 4 November 2014 Councillor Mellows proposed these be accepted as a true record of the meeting, seconded by Councillor Slater and agreed with eight votes in favour and three abstentions due to not being at the meeting.</p>	
<p>252/14 Matters arising from the minutes of the Meeting held on 4 November 2014 None.</p>	
<p>253/14 County Council reports and communications Cllr Peter Hudson reported that:</p> <ul style="list-style-type: none">- He had approached Cambridgeshire County Council (CCC) regarding street lighting issues in Willingham and had been assured that all outstanding matters had either been dealt with or would be in the next week or so.- CCC were currently reviewing their budget for the coming year and were facing a shortfall of 32 million pounds.- The Government was still in the process of discussing the devolution of powers to local government.	
<p>Questions were put to Cllr Hudson, who agreed to raise the following issues with CCC:</p> <ul style="list-style-type: none">- Street lighting on Green Street obscured by trees.- The continued problem of congestion on the B1050.- A need to improve bus services between Willingham and Cambridge.- Why the bottom of Long Lane had not re-opened in spite of work on that area of pavement having been completed.- Issues with the new school bus service pickups	<p>P Hudson</p>
<p>Cllr King thanked Cllr Hudson for his continued support and frequent attendance of Full Parish Council meetings.</p>	
<p>254/14 District Council reports and communications Cllr Manning confirmed the Government would be putting money into the Northstowe. He hoped that local input from surrounding parishes would continue to be sought and would update the Council when he heard anything more.</p>	<p>R Manning</p>
<p>255/14 Chairman's report: <u>Christmas Lights on the Green</u> Cllr Cook thanked Mr Geoff Pake for putting up the Christmas lights on the village Green.</p>	
<p><u>Recurrent flooding of the Recreation Ground</u> The Parish Council had received two letters regarding the flooding of the Recreation Ground by the Lode:</p> <ul style="list-style-type: none">- The Prime Minister David Cameron's office had thanked the Council for their concern regarding this issue.- The Chief Executive for the Environment Agency (EA) had stated that, although the EA had permissive rights to take	

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<p>action, it was not statutory for them to do so. The letter stated that works were to be carried out shortly by Haddenham IDB and that this might ease the flooding of the Lode at Willingham. Cllrs Cook and Manning raised the concern that Haddenham IDB did not cover Willingham. Cllr Cook agreed to draft a letter to the EA stating this fact. All Cllrs present agreed that the Parish Council should take up the AE's offer to walk the length of the Lode through Willingham to ascertain any problems. Cllr Cook to action.</p>	<p><i>A Cook</i> <i>A Cook</i></p>
<p>256/14 Reports from Committees and lead councillors</p>	
<p><u>F&GP Committee</u></p>	
<p>Minutes of meeting held on the 19 November 2014 had been circulated and noted.</p>	
<p><u>Precept demand</u></p>	
<p>The F&GP Committee had recommended a precept demand of £114,000. Cllr Croucher proposed that the Parish Council accept the F&GP committee's recommendation to set the precept as above. Seconded by Cllr Law and agreed with ten votes in favour and one abstention.</p>	<p><i>Clerk</i></p>
<p><u>Revised policies</u></p>	
<p>Changes to the following policies were discussed by the F&GP Committee at the meeting held on the 19 November 2014: Dispensation Procedure, Risk Assessment and Management, Principles of Grant Aid, Finance and Regulations. Cllr King proposed that the revised policies be accepted by the Parish Council. Seconded by Cllr Mellows and agreed unanimously.</p>	<p><i>Clerk</i></p>
<p><u>Staff salary review</u></p>	
<p>The National Joint Council for Local Government Services (NJC) had agreed a salary review of 2.2% on rates of pay applicable from 1 January 2015. Cllr King proposed that the salary increase, as stated by the NJC, be accepted and implemented. Seconded by Cllr Croucher and agreed unanimously.</p>	<p><i>Clerk / Responsib Finance Officer</i></p>
<p><u>Planning Committee</u></p>	
<p>The minutes of the meetings held on the 3 and 17 November 2014 had been circulated and noted.</p>	
<p>Cllr Law summarised the meeting held on the 3 November. Cllr Harris, having chaired the meeting on the 17 in the absence of Cllr Law, stated that there was nothing further to add to the minutes.</p>	
<p>Cllr Cook informed the Parish Council that correspondence had been received from Agent, A J Lee Developments Ltd, concerning a revision to planning application <u>S/2341/14/FL – Land to the North of Daniels Close – erection of 12 semi-detached affordable dwellings and associated works.</u> The Agent had asked the Parish Council to comment on the revisions prior to submission to SCDC (at the Willingham Parish Council Planning Committee meeting held on the 3 November 2014 all Cllrs unanimously agreed to recommend refusal). It was agreed that Cllr Cook would write to A J Lee Developments Ltd, stating that the Planning Committee had viewed the revision and were now more likely to approve a revised application.</p>	<p><i>A Cook</i></p>
<p><u>Green & Boundaries</u></p>	
<p><u>Signage for Old Recreation Ground from WAG</u></p>	
<p>An informal proposal had been received from WAG for signage in the community orchard, including a plan of the site. This was read out by the Chair and no questions were raised. Cllr King, in the absence of Cllr Kirkman, underlined the excellent job that WAG had made of planting the orchard, and proposed that the Parish Council agree to contribute to the signage once a formal proposal had been received from WAG.</p>	
<p><u>Fence on Pyrethrum Way</u></p>	
<p>Work on the fence is ongoing. Cllr Jacques to liaise with the contractor.</p>	<p><i>D Jacques</i></p>
<p><u>Cemetery</u></p>	
<p><u>Grass Cutting</u></p>	
<p>Invitations to tender had been sent out for grass cutting, with the 29th December 2014 set as the deadline for replies. Councillor Mellows confirmed the wall had been repaired and noted that the path edges still needed addressing.</p>	<p><i>Clerk / S Mellows</i></p>
<p><u>Halls</u></p>	
<p>Report had been circulated and noted.</p>	
<p><u>Public Hall</u></p>	
<p><u>Public Hall Lease agreement</u></p>	
<p>With the lease having expired, Cllr Croucher asked the Clerk to chase the Public Hall User Committee (PHUC) as failure to renew the lease agreement would lead to the public Hall reverting back to the Parish Council. Clerk to contact PHUC.</p>	<p><i>R Croucher / January mtg</i></p>
<p><u>Fire Alarm</u></p>	
<p>The system had begun to malfunction again and G M Pake were replacing the downstairs sensor units and looking into the parameters under which the equipment should function. The situation would continue to be monitored.</p>	

Water Leakage

The Parish Council were continuing to seek a solution to water seepage in the Public Hall.

R Croucher / January mtg

Ploughman Hall

Wall Heaters

The front panel on one of the heaters on the far end wall had been damaged. This has been temporarily decommissioned. Cllr Croucher confirmed a full assessments on the heaters would be carried out once the youth facility work was completed.

R Croucher

Leisure and Amenities

Report had been circulated and noted.

QEII Field

A grant of £20,000 from Amey Cespa had been secured towards the cost of the new play equipment. Terms and Conditions of the agreement to be signed by Parish Council by the 21 December 2014. The Chair asked for comments. Cllr Watson proposed that the Terms and Conditions of the grant be accepted by the Parish Council and that the Chairman sign them on the Council's behalf, seconded by Cllr Smith and **agreed** unanimously.

A Cook

Cllrs Smith and Cook to meet with WAG on Monday 8 December 2014.

J Smith / A Cook

Quotes received on defibrillators and installation costs

Cllr Smith presented proposals for both internal (£1190+£135 installation) and external (£1395+£135 installation) defibrillators.

Cllr King felt an external defibrillator would be of more benefit to the village as a whole.

Cllr Slater proposed the Council accept the quote for an internal defibrillator, seconded by Cllr Watson with three votes in favour and eight against.

Cllr King proposed the council accept the quote for the external defibrillator and installation, seconded by Cllr Vincent-Pilsworth and **agreed** with eight votes in favour, two against and one abstention.

J Smith / Clerk

Future of Bowls Club

Cllr Cook noted that it is always sad to lose any club or activity in the village.

Having attended the last meeting of the Bowls Club, Cllr Smith reported that the Club had decided to fold due to various reasons including a lack of volunteers to stand as committee members and a drop in membership.

Cllr King felt the wording of the letter from the bowls club was unfortunate as it seemed to indicate little action from the Parish Council with regards to flooding etc. Cllr Smith stated that he had also previously raised these points with the club secretary reiterating the reasons stated in the letter, to his understanding, were not the main reasons for the clubs closure and it should not be published in its current format.

257/14 Accounts

Paid items:

Salaries	November	Salaries	2044.40
Paye	November	Salaries	455.31
Total Gas & Power	Gas Pavilion	L & A	13.41
BT	Telephone	Est	265.88
Intouch CRM	Licence/Sept	Est	55.69
Camb Water	Pav/Ploughman	L&A/Halls	243.57
E-on	Electric Ploughman	Halls	467.04

Items to pay:

Intouch CRM	Licence	Est	35.99
Aztec Services	Security Equip	Halls	898.80
Buchans	Grass Cutting	Cemetery	538.12
Buchans	Grass Cutting	Est	502.28
ESPI Ltd	Annual Support	Est	620.40
ACA Heating	Repair ladies toilet	L & A	185.12
HMK Ltd	Toilet rolls	Halls	19.63
CBS Office	Stationery	Est	37.44
CBE Limited	Floodlights	L & A	1101.60
Petty cash	Stationery	Est	54.79
Suds and Bubbles	Cleaning Ploughman Hall	Halls	425.00
Suds and Bubbles	Cleaning Pavilion	L & A	200.00
Edgar Farrell	Youth Building	Halls	9574.39

Cllr Law proposed the accounts be accepted, seconded by Cllr Smith and **agreed** unanimously.

<p>258/14 Youth Update including: <u>Youth Conversion</u> Cllr Cook reported that it was hoped that work on the conversion would be completed by Christmas 2014.</p>	
<p><u>WYT Lease agreement</u> A draft proposal for the new lease had been previously circulated to all councillors and summarised by Councillor Croucher. It was agreed that with the addition of a break clause, Cllr Croucher would liaise with WYT on the agreement of the lease and report back at the January meeting.</p>	<p><i>R Croucher / January mtg</i></p>
<p>259/14 WAG Update No update received.</p>	
<p>260/14 Police Update Report circulated and noted. Cllr Slater commented that details on local crime were vague and that more information would be appreciated.</p>	
<p>261/14 Update regarding Meadow Road The contract had been signed by the Chairman and Clerk and the Solicitor had forwarded the paperwork to CCC solicitors for final execution and completion. Cllr Cook asked that Cllr Hudson chase CCC for completion.</p>	<p><i>P Hudson</i></p>
<p>262/14 Request for funding support from Willingham News Cllr King explained that no funding would be needed until the beginning of the new financial year in April 2015. There was, however, an issue of ownership of the Willingham News that might be addressed by Willingham Parish Council agreeing to take ownership of the monthly publication. Cllr Croucher suggested that the editors of the Willingham News submit a proposal to this end to the Parish Council for consideration. Cllr King to action.</p>	<p><i>P King / January mtg</i></p>
<p>263/14 Updated Emergency Plan Cllr Cook asked if there were any questions regarding the Emergency Plan, which had been circulated and noted. None were forthcoming. Cllr Smith proposed that the Plan be accepted and implemented. Seconded by Cllr Manning and agreed unanimously.</p>	<p><i>Emergency Committee</i></p>
<p>264/14 Document Protocol Cllr King raised that issue that the number and size of email correspondence had substantially increased and asked that larger documentation be made available in hard copy. To be carried forward for discussion at next meeting, following submission of report by Cllr King to Parish Council.</p>	<p><i>P King / January mtg</i></p>
<p>265/14 Willingham News advert for Ploughman Hall The Ploughman Hall advert was due for renewal and it was agreed that the wording should be amended. Councillor Law proposed that the council continue to place the same sized advert with amended wording at a cost of £305, seconded by Councillor Harris and agreed with ten votes in favour and one abstention. The Clerk and Councillor Croucher would liaise regarding the wording.</p>	<p><i>R Croucher / Clerk</i></p>
<p>266/14 Clerk's request to attend SLCC Annual Practitioner's Conference Cllr Smith proposed that the Clerk's request be granted by the Parish Council. Seconded by Vincent-Pilsworth and agreed unanimously.</p>	<p><i>Clerk</i></p>
<p>267/14 Items for future meetings</p> <ul style="list-style-type: none"> - WYT Lease - Public Hall Lease - Grass cutting tenders - Meadow Road - The Lode - Public Hall fire alarm - Willingham News - Document Protocol 	
<p>268/14 Date of next meeting Wednesday 7th January 2015 at 7.30pm at the Octagon, Willingham.</p>	
<p>Meeting closed at 9.05pm</p>	
<p>Legislation Governing Payments in the numerical order in which they appear:</p> <ol style="list-style-type: none"> (1) LGA 1972 s112 (2) (2) ditto (3) LG (Misc Provs) Act 1976 s19 (1) 	<p><i>11/1/15</i></p>

- (4) LGA 1972 s111
- (5) ditto
- (6) LG (Misc Provs) Act 1976 s19 (1)
- (7) ditto
- (8) LGA 1972 s111
- (9) LGA 1894 s(8) (1) (i)
- (10) LGA 1972 s214
- (11) LG (Misc. Provs) Act 1976 s19 (1)
- (12) LGA 1972 s111
- (13) LGA 1894 s8(1)(i)
- (14) LGA 1972 s111
- (15) LGA 1972 s111
- (16) LGA 1894 s(8) (1) (i)
- (17) LGA 1972 s111
- (18) LGA 1972 s111
- (19) LGA 1894 s8 (1)(i)

Q-7/1/15