



# WILLINGHAM PARISH COUNCIL

## Minutes of the Full Parish Council Meeting held on Wednesday 7 January 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

Present: Councillors: Slater, Smith, Croucher, Cook (Chair), King, Law, Manning (arrived 7.33pm), Watson

County Cllr: P Hudson

RFO: S Rutherford (arrived 7:40pm)

Parishioners: Four

01/15 Apologies for absence	Actions
Apologies were received from Councillors Mellows and Harris both with prior commitments	
<b>02/15 Declarations of interest</b>	
Item 9/15 – Planning – Cllr Cook declared an interest as he knows the neighbours of the applicant.	
Item 9/15 – Cemetery – Cllrs Cook and Manning both know one of the applicants but neither had a pecuniary interest	
Item 15/15 Councillor Law declared a non-pecuniary interest as his wife was the editor of Willingham News	
Item 15/14 Councillor King declared an interest as the Treasurer of Willingham News	
<b>03/15 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 the commencement of the meeting. Maximum of five people to speak. Large Groups must decide on a spokesperson representative.</b>	
Mr Purnell of WAG summarised his report which had been tabled. He felt that WAG and the Parish Council had worked well together over the last year and had done a lot to improve the village. The QEII Field project continues with an approximate shortfall for phases 1 and 2 of around £6,500. WAG would be making an application to Mick George for funding for phase 3. Setting up the community orchard was nearing its end and WAG had received a fantastic response from parishioners wishing to sponsor trees. WAG were planning to put together a new constitution and put in place appropriate policies over the coming months.	
Mrs Pat Daniels, Chair of the Public Hall Users Committee thanked the council for putting together the new lease for the public hall users which had now been signed and was in force. Mrs Daniels also reported that the bus shelter along the High Street was in need of cleaning, the Clerk confirmed this was in hand. The recent works along Long Lane had resulted in the footpath now being level and Mrs Daniels expressed her thanks to those concerned as this had been an issue for many years.	
<b>04/15 Minutes of the Meeting of the Parish Council Meeting held on 3 December 2014</b>	
Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Slater and agreed unanimously	
<b>05/15 Matters arising from the minutes of the Meeting held on 3 December not covered elsewhere on this Agenda</b>	
None	
<b>06/15 County Council reports and communications not covered elsewhere on this Agenda</b>	
Cllr Hudson summarised his report (previously circulated to councillors). He confirmed that he had spoken to CCC regarding the bus route query raised at last month's meeting. CCC had requested evidence of potential usage.	
Councillor Croucher advised Councillor Hudson that during a previous consultation approximately 25% of those asked, responded that they would like to travel towards Cottenham. It was felt that although usage may start off slow the service should be put in place and allowed to run for a year to see how successful it was. Councillor Hudson agreed to pass this feedback onto CCC and report back.	P Hudson
Councillor Hudson was also asked to look into the fast broadband coming to the area as it was thought that various areas in the village had not been included.	P Hudson
Councillor King raised the issue of the B1050 and asked for an update on what was happening. Councillor Hudson confirmed he was continuing to raise concerns but at the moment, other than the Southern access road to be included in phase 2 of Northstowe, there were no plans on the table regarding the B1050.	P Hudson
<b>07/15 District Council reports and communications not covered elsewhere on this Agenda</b>	
Councillor Manning reported that S106 contributions had now ceased to continue. SCDC along with other Councils had asked for a judicial review of the decision and were challenging the government's right to do it.	
There had been a very large amount of household waste fly-tipped in Priest Lane. This had been reported to SCDC and they were looking into the situation.	
Councillor Manning was asked about the Government's involvement in phase 2 of Northstowe and he confirmed he	R Manning

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<p>was attending a meeting next week to discuss this and would report back at a later date.</p> <p><b>08/15 Chairman's report</b>  <u>Councillor Resignation</u>  The Chairman confirmed that following the December meeting he had received Councillor Kirkman's resignation. He had written to pass on the council's thanks to Councillor Kirkman for his significant contribution to the council and the parish over the past years.</p> <p><u>Notice of planned events to commemorate the end of World War II</u>  The Chairman has received notice from CCC regarding events to commemorate the end of WWII and small grants available. It was agreed to pass this information onto WAG and WYT.</p> <p><u>Electoral Review and correspondence from Cllr Twiss of Over Parish Council</u>  The council had received correspondence from Councillor Twiss of Over Parish Council suggesting Willingham may wish to link with Swavesey and Over as opposed to being joined with Longstanton. The Council decided it would prefer to stay as it was and Councillor Twiss was advised accordingly.</p> <p><u>Accident in the Office</u>  The Clerk had had an accident in the office where the outside door blew shut hitting her leg. An accident report was completed and the chairman agreed to install a door closer to stop the door slamming shut in future.</p> <p><u>Tree on the Village Green</u>  A resident contacted the council regarding the lack of Christmas tree on the green and the Chairman read the email out to Councillors.</p> <p><u>Internal Auditor</u>  The Clerk had received notice that unfortunately the internal auditor, Gerald Whitfield had recently died. The Clerk would write to Mr Whitfield's next of kin expressing the council's condolences and would look into appointing a new internal auditor.</p> <p><u>Declaration of Interests</u>  The Chairman reminded Councillors of the need to ensure they check their declarations of Interest were kept up to date and asked all Councillors to review their current declarations.</p> <p><b>09/15 Reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations</b></p> <p><b><u>F&amp;GP Committee To receive any reports including:</u></b>  <u>To elect new cheque signatory</u>  Councillor Smith proposed that Councillor Croucher become the new cheque signatory, seconded by Councillor Law and <b>agreed</b> unanimously.</p> <p><u>SCDC Tax Base for 2015-2016 and precept information request</u>  Notice had been received from SCDC along with their request for our precept information. The Chairman had challenged the estimated tax base and this had been amended. The Clerk was instructed to forward the Council's precept demand of £114,000</p> <p><b><u>Planning Committee - To receive any reports including:</u></b>  To receive and consider planning application S/2766/14/LB, 45 Church Street, Willingham, Mr and Mrs Scott &amp; Russell – new roof covering of slate, structural repairs and damp proofing works</p> <p>Councillor Law proposed the Council recommend approval, seconded by Councillor Watson and <b>agreed</b> with seven votes in favour and one abstention.</p> <p><b><u>Green &amp; Boundaries – To receive any reports including:</u></b>  <u>To elect new Lead Councillor</u>  It was agreed to defer this until February as councillor Jacques was not at the meeting.</p> <p><b><u>Cemetery – To receive any reports including:</u></b>  <u>Consider any grass cutting tenders</u>  Tenders were received from three contractors and had been previously circulated to councillors. Councillor Manning proposed the Council accept the Tender from Williams Ground Maintenance, seconded by Councillor Watson and <b>agreed</b> unanimously.</p> <p><b><u>Halls To receive any reports including:</u></b>  <b>Public Hall</b>  <u>Public Hall lease update</u>  The new 10 year lease had now been signed by both the Parish Council and the Public Hall User's Committee. It was noted that this new lease agreement supersedes the motion of December 2012 (attached)  The Chairman thanked Councillor Croucher for all the work he had put into the preparation of the new lease</p>	<p>Clerk</p> <p>A Cook</p> <p>Clerk</p> <p>All</p> <p>RFO/ R Croucher</p> <p>Clerk</p> <p>Clerk</p> <p>February Meeting</p> <p>Clerk</p>
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54/15

Update on Public Hall Fire Alarms

GM Pake and Sons had replaced all the sensors on the ground floor and reset the alarm. To date it had not been triggered again.

Leisure and Amenities

Update on the Lode

The Chairman had contacted the Clerk to the IDB (Michael Church) and it had been agreed to meet to discuss the problems with the Lode prior to responding to the Environment Agency.

A Cook/  
J Smith

QEII Field

Councillors Smith and Cook had met with WAG last month to review the project and the status of the fundraising. It was felt the meeting was very productive and WAG were continuing to look at ways to meet the shortfall in funding.

Bowls

Councillor Smith reported that several members of the club had now formed a committee in the hope of keeping the club running. He would be meeting with them in the coming weeks to discuss the way forward.

J Smith

**10/15 Accounts**

Paid Items

Salaries	December	Salaries	£2063.73
HMRC	PAYE Dec	Salaries	£ 434.91
SCDC	Piper Lifeline	Section 142	£ 677.04
Total Gas & Power	Pavilion Gas	L & A	£ 31.66
Office 365	Office 365	Est	£ 118.08

To be paid

Konica Minolta	Photocopier	Establishments	£ 316.51
Suds & Bubbles	Ploughman cleaning	Halls	£ 425.00
Suds & Bubbles	Pavilion cleaning	L & A	£ 200.00
Nick Flowers	Repairs Public Hall	Halls	£ 258.00
Chris Cross	Church wall repair	Cemetery	£ 65.00
Dorcas Eng	Clock maintenance	Est	£ 720.00
CBS Office Sol	Stationery	Est	£ 44.35
G M Pake	Move floodlights	L & A	£ 145.74
G M Pake	Ploughman Lights	Halls	£ 111.60
Buchans	Cemetery Hedge	Cemetery	£ 221.40
Buchans	Shrubs, litter, Leaf	Est	£ 402.81
Andrew Deptford	Defibrillator	L & A	£1674.00

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

**11/15 Youth Update including:**

Councillors Croucher and Cook had visited the site twice prior to Christmas and had compiled a list of defects/outstanding issues. This had been passed to the builder. It was intended to meet with the builder in the next week or so to discuss completion and handover. The opening date for the building was set for 24<sup>th</sup> January.

A Cook/  
R Croucher

Update on WYT Lease agreement

A meeting had been held and discussions were ongoing with regards to the lease agreement.

CCC small grant funding (Seed Funding for innovative joint projects)

Information regarding grant availability of up to £5,000 had been received from CCC and past to WYT who had suggested a grant could be used for a youth forum. It was felt that any grant should be used for either capital items for the building or towards the building itself.

A Cook

**12/15 WAG Update**

Given under public forum

**13/15 Police Update**

Report previously circulated. A burglary had occurred at the Co-Op and an attempted burglary of a shed in Station Road had occurred during December.

The council had been advised that the PCSO had moved on to other things. Details of our new contact would be forwarded in the next couple of weeks.

**14/15 To receive an update regarding Meadow Road**

The RFO was in the process of transferring the funds for completion in the next few days. Once completed Gallaghers

RFO/Clerk

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would be contacted regarding moving the concrete etc.

**15/15 To discuss and consider Willingham News**

Although Councillor King was the new Treasurer of Willingham News, as the only representative at the meeting, he summarised the situation of ownership to the council. A long discussion took place and it was agreed to seek further information as to how other parish magazines are organised and obtain advice from the HMRC with regards to VAT regulations etc.

*Clerk/RFO  
February  
Meeting*

**16/15 Request for grant funding from Over Day Centre**

A request for funding had been received from the Over Day Centre. Councillor King proposed the Council agree a grant of £1,000, this was seconded by Councillor Manning and **agreed** unanimously.

*Clerk*

**17/15 To receive information and consider participation in the new Quality Council Scheme**

Information on the new scheme had been previously circulated. Automatic transfer to the lowest level of the new scheme was available at no charge and would run until January 2016. Higher levels of the award could be applied for at any point during 2015 at a reduced fee. Following a discussion Councillor Manning proposed that the Council did not continue with the scheme, this was seconded by councillor Slater and **agreed** with six votes in favour and two against.

*Clerk*

**18/15 Document Protocol**

A proposal by Councillor King had been circulated to all councillors along with a response from the Clerk. A discussion took place and Councillor Smith suggested that it may be more effective to store the documents centrally on the Cloud for Councillors to access. It was agreed that he would meet with the Clerk to discuss further and report back at a later meeting.

*J Smith/  
Clerk*

**19/15 Items for future meetings.**

Willingham News  
Document Protocol  
WYT Lease

**20/15 Date of next meeting: 4<sup>th</sup> February 2015.**

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

1. LGA 1972 S111
2. Ditto
3. LGA 1972 s137
4. LG (Misc Provs) Act 1976 s19 (1)
5. LGA 1972 s111
6. LGA 1972 s111
7. Ditto
8. Ditto
9. LGA 1894 s(8)(1)(i)
10. LGA 1972 S214
11. LGA 1894 s(8)(1)(i)
12. LGA 1972 s111
13. LGA 1894 s(8)(1)(i)
14. Ditto
15. LGA 1972 S214
16. Ditto
17. LGA 1894 s(8)(1)(i)

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