

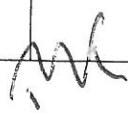



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 4th February 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

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

Parishioners: Two

	Actions
<p>21/15 Apologies for absence Apologies were received from Councillor Mellows due to holiday, Councillor Jacques for personal reasons, Councillor Harris due to illness, and Councillor Watson and County Councillor Hudson due to prior commitments.</p>	
<p>22/15 Declarations of interest Item 35/15 – Willingham News – Councillor King declared an interest as the Treasurer of the Willingham News. Item 35/15 – Willingham News – Councillor Law declared an interest as his wife is an editor of the Willingham News.</p>	
<p>23/15 Public forum Mr Reg Purnell of WAG confirmed that the community orchard project was nearing completion with all trees having been sponsored by parishioners. The final phase would be the installation of information boards. Local businesses had promised additional funding towards the QEII Field project, although there was still a shortfall for phases 1 and 2, with additional grants being sought for phase 3. Mr Purnell congratulated the Council on the completion of the new Youth Building.</p> <p>Rev Linda Liversidge, representing WYT, thanked the Council for their help and support with the Youth Building. The reverend drew the Council's attention to the proposed Lease Agreement, stating that WYT disputed two clauses:</p> <ul style="list-style-type: none">- Clause 3 Peppercorn rent – WYT had been led to believe that this would be £1 per year and not £52 as stated.- Clause 5 (Parish Council responsibilities) – WYT had expected the Council to pay the utility bills for the full 10 year agreement; without a three year review (following each election of a new Lead Councillor for Halls). <p>Councillor Croucher acknowledged Rev Liversidge's comments on behalf of the Council. (See Item 31/15).</p> <p>A letter providing an update on their lease situation from Phoenix School (in the absence of a school representative) was read out by the Chair. Councillors had previously met with representatives of the school, and wished them well, hoping that the institution would be able to remain in the area. Councillor Manning agreed to investigate whether the owners of Willingham House needed to seek permission for change of use. Clerk to inform Phoenix School.</p>	<p>R Manning / Clerk</p>
<p>24/15 Minutes of the Meeting of the Parish Council Meeting held on 7 January 2015 Item 02/15 – Councillor Law asked that his non-pecuniary declaration of interest be amended to "as his wife was AN editor of Willingham News" and not "THE editor".</p> <p>Subject to the above amendment, Councillor Croucher proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Slater and agreed unanimously.</p>	
<p>25/15 Matters arising from the minutes of the Meeting held on 7 January not covered elsewhere on this Agenda None.</p>	
<p>26/15 County Council reports and communications not covered elsewhere on this Agenda Councillor Hudson had sent his apologies to the Council for his absence, and had reported that he would be meeting with the CCC Highways Manager to voice Parish Council concerns.</p>	
<p>27/15 District Council reports and communications not covered elsewhere on this Agenda</p> <ul style="list-style-type: none">- Councillor Manning reported that the development of Northstowe was expected to accelerate, and invited all to address their concerns and questions regarding the development to him.- A Willingham parishioner had approached Councillor Manning and asked him to highlight the fact that collections for the Red Cross had ceased in the village.- Councillor Manning confirmed that Willingham Scouts had failed to secure a grant from the Community Chest.- With regards to the City Deal plan, Councillor Manning had voiced his doubts to SCDC that an upgrade of cycle routes from outlying villages into Cambridge would encourage more people to use their bikes. He had proposed a need for more Park and Ride locations with improved bus services.- Councillor King voiced the complaint of parishioners that the three week break in black bin collections (over the Christmas period) was unacceptable. The District Councillor confirmed that SCDC were looking into ways of improving the service.	<p>P Hudson</p> 

<p>28/15 Chairman's report <u>Correspondence from Over Day Centre</u> – The chairman read out a letter of thanks from Over Day Centre for the grant given by the Parish Council.</p> <p><u>Correspondence received regarding road safety in the village</u> – The office had received correspondence from a parishioner raising concerns about road safety in various parts of the village. This had been responded to and details of the correct bodies to approach had been provided.</p> <p><u>Correspondence regarding local highway improvement initiative 2015/2016</u> – The Council had applied to CCC for the 30mph limit to be extended further along Station Road, unfortunately this application had been unsuccessful.</p> <p><u>Any other updates</u> None.</p>	
<p>29/15 Reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations</p> <p>F&GP Committee To receive any reports including: Due to the confidential nature of this item, Councillor Manning proposed the meeting be closed to the public, seconded by Councillor Croucher and agreed unanimously. The Chair read out the exclusion notice in accordance with section 1(2) of the public bodies (admission to meetings) Act 1960 and asked members of the public to leave the meeting.</p> <p><i>Members of the public left.</i></p> <p>The Chairman summarised the discussion from the F&GP Committee meeting held on 3rd February 2015. Councillor Croucher proposed that the Council accept the recommendations made by the F&GP Committee, seconded by Councillor Law and agreed unanimously.</p> <p><i>Members of the public returned.</i></p> <p>Planning Committee - To receive any reports including: The minutes of the meeting held on the 12th January 2015 had been previously circulated and noted. The next meeting to be held on 9th February 2015.</p>	<p><i>Clerk</i></p>
<p>Green & Boundaries – To receive any reports including:</p> <p><u>To elect new Lead Councillor</u> – In the absence of the Deputy Councillor, the election was deferred to March 2015.</p> <p><u>To receive and discuss recent correspondence regarding dog fouling</u> – Several members of the public had contacted the Council with regards to increased dog fouling around the village. Councillor Manning agreed to raise the issue with SCDC.</p> <p><u>Any other updates</u> – WAG had approached the Council to ask for a litter bin in the community orchard. Due to the number of bins in the village, SCDC were unwilling to fund the installation of any additional facilities.</p>	<p><i>March</i></p> <p><i>R Manning</i></p>
<p>Cemetery – To receive any reports including: The office had received a complaint that a soil dump had not been removed following a recent burial. The Clerk had contacted the responsible Funeral Director and stated that the soil had to be removed under the cemetery terms and conditions.</p> <p>The flower bins had recently been very full. The Clerk had asked the new contractor for cemetery upkeep to empty them twice a month.</p>	<p><i>Clerk</i></p>
<p>Halls To receive any reports including: Public Hall None.</p> <p>Ploughman Hall The Lead Councillor and Clerk had asked an electrician to inspect and report on the heating system in the Ploughman Hall.</p>	<p><i>Clerk / R Croucher</i></p>
<p>Leisure and Amenities To receive any reports including:</p> <p><u>Update on the Lode</u> – The Environment Agency had recently engaged in clearing work on the Lode in proximity to the Ploughman Hall car park. Councillor Smith had been informed that there had been a substantial amount of fly tipping in this area, which needed discouragement.</p>	

Any other updates – Councillor Smith confirmed the defibrillator had been fitted and registered with East Ambulance.

To receive an update on funding and consider placement of a contract for the works - The Chairman read out an email from C Hyde dated 30 January summarising the current situation with the project. Phases 1 and 2 are more or less funded but Phase 3 has no funding at present (it is hoped this will be met by the Mick George Fund). Concerns were raised regarding starting phases 1 and 2 without funding for phase 3 in place. If funding is then subsequently not forthcoming the council could find themselves liable for any shortfall and possibly the repayment of the grants already allocated for the phases 1 and 2. A long discussion took place and it was agreed that the council would need a very clear written breakdown of what they would be committing to and the implications of that before any decisions regarding shortfalls could be made. It was agreed to write to WREN and Amey Cespa detailing the current status and then further assess the situation once a response had been received.

Clerk / A
Cook / J
Smith / R
Croucher

30/15 Accounts

To consider outstanding invoices due to the Parish Council - The Council were advised of a regular user of the Ploughman Hall from whom payment had not been received. Councillor Manning proposed that the debt be written off as unrecoverable, seconded by Councillor Smith and **agreed** unanimously. Clerk to inform RFO.

Clerk / RFO

To receive and consider quarterly budget statement – Previously circulated to all Councillors – questions raised.

To receive and agree accounts payable:

Paid Items

Salaries	January	Salaries	£2683.13
Salaries	January	Paye	£ 732.38
Total Gas & Power	Village Green	G & B	£ 45.09
Total Gas & Power	Village Green	G & B	£ 44.55
Total Gas & Power	Pavilion Gas	L & A	£ 38.27
Hewitsons	Meadow Road	Section 106	£50,000.00
WAG	Donation/Wee Collect	Donation	£ 207.76

To be paid

CBS Office	Stationery	Establishments	£ 80.62
Intouch CRM	Licence & Hosting	Est	£ 35.99
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00
Suds & Bubbles	Cleaning Halls	Halls	£ 425.00
Willingham PCC	Hire of Octagon	Est	£ 162.00
Cromwell Fire	Extinguishers for WYT Building	Halls	£ 531.53
Konica Minolta	Toner for Photocopier	Est	£ 18.00
CBS Office	Toner for printer	Est	£ 77.44
Aztek Services	Annual Maintenance Intruder Alarm	Est	£ 85.20
Edgar Farrell	WYT Conversion final invoice	Halls	£5,169.70

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

31/15 Youth Update including:

Update on Youth Conversion – With the exception of a few minor matters that needed rectifying, the Chair confirmed that the Youth Building had been completed.

Update on WYT Lease Agreement – Councillor Croucher proposed the following:

- A revoking of Clause 5 (Parish Council responsibilities) regarding a three yearly review of the Council's responsibility to cover utility bill costs.
- That the Council agree to a peppercorn rent of £1 per year, paid as a one-off payment of £10 (ten years rent) on commencement of the Lease Agreement on the 1st March 2015.

Seconded by Councillor Smith and **agreed** unanimously.

Councillor Law thanked Councillor Croucher for his work on the Lease Agreement.

R Croucher /
Clerk

Youth Workers' payroll - WYT had asked whether the council would be willing to take on the payroll responsibilities for their staff as the county council would no longer be undertaking this service. A discussion took place and it was agreed that this was not an activity that the council should be doing. WYT were advised that there were independent companies operating that can carry out this duty for them and Councillor Cook kindly offered to demonstrate some software to them should they wish to do it themselves.

A Cook

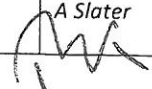
32/15 WAG Update

Covered under Item 23/15 Public Forum.

33/15 Police Update

Councillor Slater voiced his concern that, with the departure of PCSO Kerrie Harding, a replacement was not being sought. Their number had gone from 12 to 5. He intended to take up the issue with Cambridgeshire Constabulary.

A Slater



<p>34/15 Update regarding Meadow Road Completion was still in progress due to the presence of an unknown horse on the site.</p>	Clerk
<p>35/15 To discuss and consider Willingham News Although Councillor King had declared a non-pecuniary interest as Treasurer of the Willingham News, as the only representative of the magazine, he took part in the discussion regarding ownership of the publication. Information had been obtained from HMRC, CPALC and ACRE (tabled at the meeting) to show that parish magazines were generally published by volunteers and not parish councils. Councillor Croucher proposed that a meeting of Council representatives and volunteers from the Willingham News should be held to review the current constitution, which had been in place for over ten years. Seconded by Councillor Manning and agreed with seven votes in favour and one abstention.</p>	A Cook / P King
<p>36/15 Guide for document protocol The issue was ongoing with Councillor Smith and the Clerk investigating the possibility of storing documentation for Council access on the Cloud.</p>	J Smith / Clerk
<p>37/15 Appointment of new Internal Auditor Quotes from Internal Auditors had been sought and submitted to the Council for consideration. Councillor Cook proposed that Mijan should be appointed by the Council, seconded by Councillor Law and agreed unanimously.</p>	Clerk
<p>38/15 'Council' email addresses for councillors Councillor Cook had suggested that all Councillors should have 'Council' email addresses for correspondence. Councillor Law to investigate the possibilities.</p>	D Law
<p>39/15 Update on bus route no: 110 to Cottenham and Ely In Councillor Hudson's absence an update on route no. 110 was postponed until the next Parish Council meeting in March 2015.</p>	March / P Hudson
<p>40/15 Applicants for co-option for councillor vacancies The Clerk voiced her concern that, with three vacancies on the Parish Council, no interested parties had come forward. Vacancies would continue to be advertised.</p>	
<p>41/15 Candidates for New Year 2016 – Honours nominations The Council had received a letter from the Dept. for Communities and Local Government inviting nominations, by 9th March 2015, for the New Year 2016 Honours List. Any suggestions to be forwarded to the Clerk.</p>	All
<p>42/15 Items for future meetings. Election of a new Lead Councillor for Green and Boundaries The Lode QEII Field WYT Lease Agreement Meadow Road Willingham News Document Protocol Bus Route 110</p>	
<p>43/15 Date of next meeting: 4th March 2015 <i>Legislation governing payments in the numerical order in which they appear:</i></p> <ol style="list-style-type: none"> 1. LGA 1972 S112 (2) 2. ditto 3. LG (misc Provs) Act 1976 s19 (1) 4. ditto 5. ditto 6. LGA 1972, 55, 124, 126, 127 7. LGA 1972 s137 8. LGA 1972 S111 9. ditto 10. ditto 11. ditto 12. ditto 13. LGA 1894 s(8) (1) (i) 14. LGA 1972 S111 15. ditto 16. LGA 1894 s(8) (1) (i) 17. ditto 	<p style="text-align: center; font-size: 2em; font-family: cursive;">M King 4 MAR 15</p>