



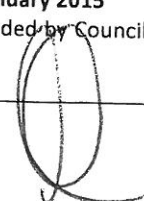
# WILLINGHAM PARISH COUNCIL

## Minutes of the Full Parish Council Meeting held on Wednesday 4<sup>th</sup> March 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

Present: Councillors: King (Chair), Law, Slater, Watson, Harris, Smith, Mellows, Manning

Parishioners: Two  
County Councillor Hudson

	<b>Actions</b>
<p>The Chair welcomed Libby White, Parish Clerk from Longstanton who was attending and taking minutes in place of the Parish Clerk and Assistant Clerk who were unable to attend.</p>	
<p><b>44/15 Apologies for absence</b> Apologies were received and accepted from Councillors Jacques, Croucher, Cook and Vince-Pilsworth with prior commitments.</p>	
<p><b>45/15 Declarations of interest</b> Item 60/15 – Willingham News – Councillor Law declared an interest as his wife is an editor of the Willingham News Item 60/15 – Willingham News – Councillor King declared an interest as the Treasurer of the Willingham News</p>	
<p><b>46/15 Public forum</b> Mr Graham Mumby of WAG confirmed that the grant funded period of the tree project over last 3 winters has closed and final reports have been accepted by fund managers. It all closes at end of March and a report will be provided for the Council at next meeting. Additional trees, which have been donated, have been planted at the back of the orchard. A design and the wording for information booklets is being worked on and will be presented at the next meeting.</p> <p>The last 2 WEEE collections have been very successful and there will be a further collection on Thursday 11<sup>th</sup> June.</p> <p>Mr Mumby confirmed that an indication of cost for a 3" sign has been provided to the Clerk for cost of sign to fit to top bar of gate. It had been estimated that the quote would come in around £50, but the cheapest, including VAT was £57.60.</p> <p>Councillor Manning expressed his concern about the hawthorn and blackthorn on site. Mr Mumby confirmed that these were self set. Councillor Manning requested that the blackthorn is removed and not on Parish Council land.</p> <p>The opening of Community Orchard was discussed and noted that they were looking towards the last weekend in April or first weekend in May, but the dates are provisional and may change. Councillor Manning asked if it would it be possible to be opened after the elections due to publicity. WAG confirmed that they would look at this.</p> <p>Mr Reg Purnell arrived at the meeting a little late and reiterated some of the points made by Mr Mumby. He also confirmed that he will provide a number of reports to Council at the next meeting.</p> <p>It was confirmed that there was an initial flurry for Neighbourhood Watch but some roads not receiving any volunteers including Newington, Rampton Road and Berrycroft. It was confirmed that the Co-ordinator will put leaflets through houses in these streets to encourage participants.</p> <p>The Feast group is starting to wind up to sort this years event.</p> <p>Negotiations are still ongoing for the QEII field to get money and splitting project into 3 phases.</p> <p>Councillor King congratulated WAG for all they do and their effort in the tree planting and planning for the feast. Councillor King proposed that the amount for the signage should be increased to £100.00, seconded by Councillor Manning and <b>agreed</b> unanimously.</p> <p>Councillor King proposed that the money from the WEEE Collection should go to WAG once again, seconded by Councillor Watson and <b>agreed</b> unanimously</p>	
<p><b>47/15 To approve the minutes of the Meeting of the Parish Council Meeting held on 7 January 2015</b> Councillor Slater proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and <b>agreed</b> with three abstentions.</p>	<p><b>WAG</b></p> <p><b>RFO/Clerk</b></p>

 8/4/15

**48/15 To deal with any matters arising from the minutes of the Meeting held on 7 January not covered elsewhere on this Agenda**

Councillor Law asked whether the Phoenix school needed to change their planning permission, but it was confirmed that no further news had been received.

**49/15 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda**

Councillor Hudson summarised his report previously circulated which included:

- Bus route 110 to Ely – Still ongoing, Councillor Hudson to keep the parish council informed. Action Cllr Hudson
- Park and Ride Business opportunities – CCC recently held a supplier open day and development of viable commercial options would now take place.
- A14 Cambridgeshire – Huntingdon Improvement Scheme – Development Consent has now been accepted and local Councils would be invited to attend an update session.
- A lot of time has been taken up with budgets for the forthcoming year.

In addition, there has been the issue of horses which he has been speaking to Emma Murden of Highways Department about. They are working with the police to provide a new legal contract to remove horses but he reiterated that it will not happen over night.

*Cllr Hudson*

Councillor Hudson has also been speaking to the Highways Department about the 30mph extension on Station Road. It has been confirmed that there is a chance to get done at a cost of around £2,000 to the Parish Council. If the police are happy and give the go ahead Councillor Hudson is happy to work on getting this through. This item will be raised at the next meeting as the Council will need to agree to pay for this.

*April meeting*

It has been confirmed that there will be no major expenditure on A14 feeder roads until the A14 has been redeveloped. B1050 is considered a feeder road. It is expected that there will be an increase of traffic on the B1050 with the construction of Phase 1 of Northstowe, not with Phase 2.

Councillor King requested that County Councillor Hudson be a nuisance and press the case for WPC.

*Cllr Hudson*

There has been a report received in respect to 'Airfield Road', Longstanton saying that there are considerable numbers using the road as reported at the Police Panel meeting. It was confirmed that it is illegal to use this road and in the past Oakington have refused for this road to be opened.

**50/15 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda**

- Councillor Manning noted that in addition to the A14 there is a problem with A428. There was due to be a meeting last Friday with local Councils (Camb, Northampton, etc.) but the Highways Agency did not turn up so it was cancelled.
- SCDC have set the Council Tax which is up by 1.9% or £2.50 per year. Spending is £1m less than 2005.
- £6m provided by Government towards cycle routes.
- There is a suggestion that SCDC may be a pioneer to retain business rates rather than government grants. It would mean that SCDC would keep any increase in rates but underwrite any losses. The Cabinet office has suggested that SCDC keep retained business rates over and above the national average. SCDC are awaiting for approval.

Councillor Mellows noted the impact of the lack of green bin emptying. He has filled his every week and struggled over the winter period. Councillor Manning confirmed that SCDC has not received any other complaints about the green bin. He also confirmed that one of the reasons has been to allow the operatives to work longer hours in summer and shorter in the winter. Councillor Law has mentioned that he has had a problem with the bin only being emptied once a month. Councillor Manning confirmed that it is a statutory obligation to empty every 2 weeks and the changes made will save £500,000 per annum.

*Cllr Mellows*

**51/15 Chairman's report**

Invitation to Earith Drawmark Review Stakeholder Event

The Chairman read an email received from Environment Agency re the Drawmark review, meeting on 16<sup>th</sup> March 10am til 3pm. Anyone is welcome to attend should they wish. Meeting to be held at the Huntingdon office of the Environment Agency. Councillor Mellows may attend.

**52/15 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations**

**F&GP Committee To receive any reports including:**

The F&GP Committee had met on the 25<sup>th</sup> February to discuss the ongoing issue. A response had been put together and once checked would be forwarded.

*F&GP*

**Planning Committee - To receive any reports including:**

To receive the minutes of the meetings held on the 9<sup>th</sup> February and 23 February 2015

Previously circulated and noted.

Councillor Law noted that the development at Daniel's Close has been recommended for refusal once again as WPC do not wish the development to extend. Changes were made to the plans in line with the SCDC policies. Councillor Manning stated that Councillor Cook had asked him to look at the application due to the WPC objection. The Local Planning Committee at SCDC will meet in April and have asked for a representative from WPC to attend. Ideally, SCDC would like WPC to change their decision as they feel there is no real danger of the field being developed at the back. Councillor Manning reiterated that the plans need to be considered for what they are and not for what may become in the future. If WPC want to continue to oppose, they need to ensure they provide a valid reason. It was confirmed that WPC need to either withdraw objection or have a representative at the April meeting. To be included on Agenda for 16<sup>th</sup> March 2015 for review.

*Planning committee*

**Green & Boundaries – To receive any reports including:**

To elect new Lead Councillor

Councillor Slater nominated Councillor Watson to be the new Lead Councillor, seconded by Councillor Smith and **agreed** unanimously.

To receive and consider request for community orchard opening event

Covered under item 46/15 Public Forum.

Consider request for dedication of two oak trees on the QEII field

WAG had requested that two oak trees on the QEII Field (Donated by SCDC) be dedicated to all those who served during WWI and WWII. Councillor Manning proposed that these oaks be dedicated, seconded by Councillor Harris and **agreed** unanimously

Request for the purchase of a waste bin at the Community Orchard

WAG requested that the parish council purchase a bin up to a cost of £250 for the entrance of the community orchard. Councillor Watson proposed that this bin be purchased, seconded by Councillor Mellows and **agreed** with 1 abstention.

**Cemetery – To receive any reports including:**

Update on soil left in cemetery

Following a recent burial in the cemetery the funeral directors concerned had failed to remove the soil. The Clerk had written to them and requested they remove the soil but had received no response.

*Clerk*

**Halls To receive any reports including:**

**Public Hall**

Nothing to report.

**Ploughman Hall**

To consider quotes received for replacement heater and water boiler element for the kitchen

The Clerk had requested two quotes from GM Pake and C Bass, but it was requested that this item be put back to the April meeting.

*April Mtg*

**Leisure and Amenities To receive any reports including:**

Update on the Lode

This was still ongoing, Councillors Cook and Smith had not managed to meet with the IDB yet

Councillor Smith confirmed that the work completed by the Environment Agency has made a massive difference to the Recreation Ground. The level of Lode is lowest Councillor Smith has seen and it was confirmed that fly tipping may have caused a blockage.

It was confirmed that the Defibrillator was in place and 'still there'. East of England Ambulance Service attended a few weeks back for publicity which has been included in a Press release, Facebook and various newspapers. The Ambulance Service is looking to come and hold an awareness session in April, but the date is to be confirmed.

*Cllr Smith*

Councillor Smith confirmed that there may be some work required on the Recreation Ground and he will be submitting quotes in April.

*Cllr Smith  
April*

There has been a disagreement between the football and cricket clubs with respect to a booking in June. They both want the same date in June. The cricket club have already booked the date but the following week is not acceptable to the football club. The requests have been noted and as soon as the cricket fixtures are finalised the dates should be resolved. Councillor Smith is mindful that QEII will not be used as a car park and there may be logistic problems with parking.

*Cllr Smith*

It was confirmed that the bowls club are putting a committee together.

To receive an update on QEII Field play equipment project including funding for phases 1 and 2 and to consider draft Mick George funding application for phase 3

The Clerk had written the CFF with regards to the Amey Cespa application and funding for phases 1 and 2. A draft resubmission had been put together by WAG for phase 3, and Councillors Cook, Smith and Croucher were to liaise with WAG and agree a final submission.

QEII Working party

Councillor Smith confirmed that they have been informed that the Amey Cespa funding has to be used by 31<sup>st</sup> March due to the landfill tax obligations for Amey Cespa. It has been explained to Amey Cespa why it cannot be completed by 31<sup>st</sup> March. The draft submission for the Mick George grant has been completed by Councillor Croucher and previously circulated. Subject to any concerns or questions, this will be submitted at the end of March. It is expected that it will be 2 to 3 months before any response with respect to the funding application. It was confirmed that if WPC were to proceed with the project, the Council would be at risk if the Mick George application was to fail due to the high shortfall in funds.

Councillor Smith proposed that the draft application for Mick George be submitted and an extension is requested from Amey Cespa, seconded by Councillor Watson and **agreed** unanimously

Cllr Croucher

### 53/15 Accounts

#### Items paid by direct debit/standing order:

British Telecom	Phone	Est	£ 253.51
South Cambs DC	Piper Lifeline	Section 142	£ 63.90
Total Gas	Public Hall	Halls	£ 76.81
Total Gas	Public Hall	Halls	£ 71.97
Total Gas	Public Hall	Halls	£ 86.56 Credit
Total Gas	Public Hall	Halls	£ 32.54
Total Gas	Pavilion gas	L & A	£ 42.45
Total Gas	Village green electric	G & B	£ 22.54
E-on	Ploughman Electric	Halls	£ 751.37
GDF Suez	Ploughman Electric	Halls	£ 157.28

#### Items paid by bank payments:

Salaries	February 2015	Salaries	£2092.91
HMRC	February 2014	PAYE	£ 487.69

#### Paid items - Credit Card

Screwfix	Key Safe	Halls	£ 26.99
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#### Items to be paid by bank transfer:

Suds & Bubbles	Cleaning Ploughman	Halls	£ 425.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00
Buchans	Leaf clearing	Est	£ 871.48

#### Items to be paid by cheque:

Intouch CRM	Licence & Hosting	Est	£ 35.99
Intouch CRM	Licence & Hosting	Est	£ 35.99
CBE Ltd	Review Ploughman	Halls	£ 67.20
CBE Ltd	Install Defib/wireless met	L & A/Halls	£ 306.00
Cromwell Fire	Alarm Serv Public Hall	Halls	£ 79.20
Cromwell Fire	Alarm Serv Pavilion	L & A	£ 79.20
Cromwell Fire	Alarm Serv Ploughman	Halls	£ 120.00
SLCC	Conference	Est	£ 396.00
Hewitsons	Meadow Ln - Legal	Section 106	£2056.00
Willingham YT	Staffing Costs	Donation	£2476.00
Edge Designs	Epitaph annual renewal	Cemetery	£ 390.00
CBS Office	Stationery	Est	£ 59.96
Hewitsons	Advice	Est	£1094.40

Councillor Manning proposed that the accounts be accepted, seconded by Councillor Law and **agreed** unanimously

It is requested that Councillor Croucher confirms the Total Gas invoices are correct at the next meeting. Councillor Manning wants Hewitsons invoice to be noticed that it is for the Buckley legal fees and being invoiced monthly.

Cllr Croucher /RFO

Councillor Harris noted that the BT phone bill was high. Clerk to confirm what this comprises of at the next meeting.

RFO/  
Clerk

### 54/15 Youth Update including:

- Update on WYT Lease agreement – The lease had now been signed by all parties and would be due for renewal in March 2025.
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**55/15 WAG Update**

Covered under Item 46/15

**56/15 Police Update**

Councillor Slater summarised his report which had been previously circulated and included: a burglary in Saxon Way, criminal damage to cars parked in Church Street and theft of building materials from a property in Priest Lane. Councillor Slater had also attend the police panel meeting and reported that the Polices' priorities would be, Child sexual exploitation, domestic abuse between adults, crime against the elderly, rogue trading, distraction offences and human trafficking (work place).

**57/15 To receive an update regarding Meadow Road**

The Solicitor had finally completed on the lease and submitted his invoice for payment. The register of title details had been received by the Clerk.

**58/15 To consider implementing a guide for document protocol**

The Clerk and Councillor Smith had not had chance to meet to discuss this as yet. It was agreed to defer the issue until April.

**59/15 To consider 'council' email addresses for councillors**

Councillor Law had looked into the feasibility of councillors holding a council email address and the possibility of a new website. This had been circulated previously to all councillors.

It is possible to adopt 'Willinghampc.gov.uk' at £24.00 per annum. This would be controlled by the Council and the Council can have as many emails as required, forwarded as necessary. Councillor Law confirmed that the website needs to be updated by the Clerk as it is a legal document and a new design website would be preferred.

Councillor Law proposed that the Council register the 'Willinghampc.gov.uk' domain and arrange for emails to be forwarded, seconded by Councillor Harris and **agreed** unanimously

**60/15 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 the accounts of the publication. There has been some trouble interpreting the accounts so he has spent time rearranging them so that they are shown differently. In essence, the magazine is losing £200 per month. This is due to the prepaid advertising which is a big liability. The ownership of the magazine is still in debate and advice is being sought. They are attempting to get free advice, but if not available they will seek professional advice locally using the magazine' funds. This will be brought back to the meeting in April.

**61/15 To receive an update on bus route no: 110 to Cottenham and Ely**

Covered under Item 49/15 County Councillor Report

**62/15 To receive request for funding from Police Shrievally Trust**

A letter requesting support had been received and previously circulated. Councillor Law confirmed that he had publicised this in the newsletter in September and it will continue to be supported in the newsletter.

**63/15 Items for future meetings.**

Agreement to pay approximately £2000 for change of speed on Station Road

Document protocol

Willingham News

Planning – Daniel's Close

Ploughman Hall quotes

Lode

Works to Recreation Ground quotes

**64/15 Date of next meeting: 8<sup>th</sup> April 2015**

*Legislation governing payments, listed in the order they appear:*

1. LGA 1972 S111
2. LGA 1972 S137
3. LG (Misc Provs) Act 2976 s19(1)
4. Ditto
5. Ditto
6. Ditto
7. Ditto
8. Ditto



April  
Clerk/Cllr  
Smith

Cllr Law/Clerk

April  
Cllr King

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>9. Ditto</li><li>10. Ditto</li><li>11. LGA 1972 s112 (2)</li><li>12. Ditto</li><li>13. LGA 1894 s(8)(1)(i)</li><li>14. LGA 1972 s112 (2)</li><li>15. Ditto</li><li>16. LGA 1894 s(8)(1)(i)</li><li>17. LGA 1972 s111</li><li>18. Ditto</li><li>19. LGA 1894 s(8)(1)(i)</li><li>20. Ditto</li><li>21. Ditto</li><li>22. Ditto</li><li>23. Ditto</li><li>24. LGA 1972 S111</li><li>25. LGA 1972 s14 p27</li><li>26. LGA 1972 s137</li><li>27. LGA 1972 s111</li><li>28. Ditto</li><li>29. Ditto</li></ol> |  |
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**Meeting closed 9.15pm**