



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 8th April 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street

Present: Councillors: Cook (Chair), Croucher, Harris, King, Law, Manning, Smith, Slater,
Parishioners: Eight
County Councillor Hudson (arrived 7.35pm)
Clerk: Mandy Powell

	Actions
<p>65/15 Apologies for absence Apologies were received and accepted from Councillors Watson, Jacques and Mellows due to prior commitments and Councillor Vincent-Pilsworth due to holiday.</p>	
<p>66/15 Declarations of interest Item 82/15 Councillor King is the treasurer of the Willingham News Item 82/15 Councillor Law's wife is an editor of the Willingham News</p>	
<p>67/15 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. <i>The meeting was adjourned:</i> <i>Mr Garner raised concerns about the fly tipping in the layby along Earith Road. This had already been reported to SCDC by the Clerk but the rubbish had yet to be moved.</i> <i>Mr Garner was also concerned about the level of fly-grazing in the village and felt that removal procedures should be brought into line with Wales where immediate removal is permitted. Councillor Cook confirmed that a new law had been passed reducing the notice period from 14 days to 4 and Councillor Hudson confirmed that the County Council are looking into ways to deal with the issue.</i> <i>Mrs C Hyde representing WAG confirmed that the working party had continued to finalise details for the project and that funding for phase I was now in place. A grant application had been submitted for Phase II and should be decided upon in June.</i> <i>Mr G Mumby presented to the council draft signs for the community orchard (these had also been tabled). The opening event for the community orchard had been booked for the 30th May and a risk assessment had been completed by WAG.</i> <i>Mr Mumby confirmed that the base of the trees on Meadow road would need spraying and that Mr Gilbert had offered to do this on their behalf.</i> <i>The meeting was reconvened.</i></p>	
<p>68/15 To approve the minutes of the Meeting of the Parish Council Meeting held on 4 March 2015 Item 44/15 – should read Councillor Vincent-Pilsworth not Vince-Pilsworth Subject to the above amendment Councillor Law proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Slater and agreed with six votes in favour and two abstentions due to not being at the meeting.</p>	
<p>69/15 To deal with any matters arising from the minutes of the Meeting held on 4 March not covered elsewhere on this Agenda None</p>	
<p>70/15 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda Councillor Hudson summarised his report which had been previously circulated and included: <u>Bus Service to Ely</u> - this is still ongoing. <u>Speed Limit Extension on Station Road</u> - a meeting was being arranged with the police and highways to look at the possible police objection to extending the 30mph speed limit as far as Manning's Fruit Farm <u>Illegal tethering of horses</u> - still ongoing <u>Over Road</u>- This was due to be resurfaced within the next month.</p>	

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<p>71/15 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda Councillor Manning reported that a decision had not been reached at the recent planning meeting regarding Northstowe and it was hoped that a decision would be made in July. Councillor King confirmed that he received very useful briefing notes from Alex Riley and Councillor Harris agreed to circulate these to the remainder of the council</p>	<p><i>N Harris</i></p>
<p>72/15 Chairman's report including: <u>Notice of ACRE community Fair</u> – Cambridgeshire Community Fair will be held on the 2 June 3pm to 9pm, Burgess Hall St Ives, any wishing to attend could obtain details from the Clerk.</p> <p><u>Further correspondence received re dog fouling</u> – following recent complaints regarding the increase in dog fouling around the village, further correspondence had been received with a request for it to be included in the Willingham News again, this was passed to Councillor Law for submission.</p>	<p><i>D Law</i></p>
<p><u>Notice of yesteryear Road Run event date</u> – This event had been scheduled for 19th April. Green Street and part of Rampton End would be closed to traffic between 10am and 11.30am</p> <p><u>WEEE Collection</u>- The next WEEE (electrical waste items) collection will be held on the 11th June 2015, notice would be put in the Willingham News</p>	
<p><u>Speeding Along Earith Road</u> – The Clerk had received correspondence from a parishioner expressing concerns about the speeding along Earith Road. The parishioner had been advised to contact speedwatch to see what actions are currently being taken and the Chairman read out the email forwarded by the parishioner to councillors.</p>	
<p>73/15 To receive reports from the following Committees, receive reports from lead councillors, note any delegated decisions taken, and make any recommendations</p>	
<p><u>F&GP Committee</u> To receive any reports including: <u>Request received to attend a meeting with the school and medical centre</u> A request from Ms Buckley had been received for a Council representative to attend a meeting with the School and medical centre. It was agreed that the Council did not wish to send any representative to the meeting. The Clerk would advise Ms Buckley.</p>	<p><i>Clerk</i></p>
<p><u>Update on personnel</u> The admin assistant had been signed off for a further two weeks and was now due to return to work on the 21st April.</p>	
<p><u>Planning Committee</u> - To receive any reports including: <u>To receive the minutes of the meeting held on the 16 March 2015</u> – these were previously circulated and noted.</p>	
<p>Councillor Law had recently attended the Needingworth Quarry liaison meeting where the new entrance onto the Earith Road was discussed and as it was anticipated that this will cause very little increase in traffic it likely that this will go ahead in the future.</p>	
<p>Councillor Harris had attended the planning meeting at SCDC to discuss Daniels Close where he presented the Council's objections to the current plans. The application was approved. Councillor Manning thanked Councillor Harris for attending and reported that although the Council's objections were unsuccessful it was felt that a well balanced argument had been presented.</p>	
<p><u>Green & Boundaries</u> – To receive any reports including: <u>Community Orchard update – including opening event and proposed signage</u></p>	
<p>The opening event had been planned for 30th May, the risk assessment had been completed by WAG and notice would be placed in the Willingham News.</p>	
<p><u>Meadow Road Site update including to consider action to be taken over fly-grazing</u> Gallagher had agreed to clear the site and work would commence on the 13th April. A quote had been requested for the installation of a gate upon completion of the works. Councillor Cook would meet with the contractors onsite on the 13th April. Councillor Cook confirmed that he had put up notices on the back section where horses were fly-grazing but these had been ripped down. He had contacted the enforcement officer who confirmed that the owners of the horses would be spoken to.</p>	<p><i>A Cook</i></p>
<p><u>Update on dog and litter bins</u> Councillor Watson was not at the meeting but passed a list of replacement bin locations to the Clerk. This information would be forwarded to SCDC</p>	<p><i>Clerk</i></p>
<p><u>Cemetery</u> – To receive any reports including: <u>Update on soil left in cemetery</u> The grave digger had contacted Councillor Cook and confirmed this would be moved in the very near future.</p>	<p><i>M</i></p>

Grass cutting update

Due to the length of the grass in the cemetery the new contractor had been requested to start cutting earlier than the new contract date of the 1st April. The cut had gone well and very few clippings had been left behind.

Halls To receive any reports including:

Public Hall

Councillor Croucher confirmed that as the lease agreement states, the utility bills would now be passed to the public hall user committee for payment.

RFO

Ploughman Hall

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

Two quotes had been received for the replacement heaters in the hall, one from G M Pake and the other from CBE Ltd (details previously circulated). Councillor Croucher proposed the quotation from G M Pake and Son be accepted, this was seconded by Councillor Smith and **agreed** unanimously.

Clerk

Minor repairs

The gents toilet had developed a leak and had been repaired and the inner door handle to the hall had also been broken and repaired.

To consider quotes received for placement of bollards in the carpark

Four quotes had been requested and two returned from Universal Fencing and P Martin Fencing (details previously circulated). Councillor Cook proposed the quotation from P Martin Fencing be accepted, this was seconded by Councillor Law and **agreed** unanimously. *A third quote from Ground Tech Building was received after the meeting and thus too late to be considered*

Clerk

Security Lighting

Aztek have been asked to quote for a second light to be fitted to the corner of the building.

Clerk

Ploughman Hall Youth Facility – To receive any updates:

Following recent concern, the Clerk was monitoring the cleaning regime in the facility.

Leisure and Amenities To receive any reports including:

Update on the Lode

Nothing further to report, the water levels remain low and the pipes are visible and free flowing.

To receive an update on QEII Field play equipment project including:

A report on the project and its funding was tabled for Councillors. Councillor King asked for clarification as to what would happen if funding for Phase II was not forthcoming. Councillor Cook confirmed that should this be the case then the Council would not be liable to cover the costs.

Councillor Croucher thanked WAG for the contribution and hard work on the project. Caroline Hyde confirmed that third party funding had been paid by WAG for the WREN funding and would be forwarded for the Amey Cespa third party funding asap.

Award and placement of contract for the play equipment to Proludic

Councillor Cook proposed that the Council accept the quote from Proludic and commence the project without delay, this was seconded by Councillor Law and **agreed** unanimously. Councillor Cook then also signed the amended WREN contract.

Clerk

Cricket and Bowls Club

The Cricket Club want to carry out some work to the cricket net area. This would be at no cost to the Council. This was agreed.

The Cricket Club have also requested that when setting the rent for this year that the Council bear in mind that due to the flooding the recreation ground was unusable for many of their games last year.

Due to the time pressures of the start of the cricket and bowling seasons, Councillor Smith had circulated a proposal to councillors for the purchase of the following:

Cricket Square – 3 treatments to combat the moss and weeds £126.00 and scarification £125.00

Bowls Club – 4 treatments to combat the moss and weeds £480.00

Total spend £731.

In line with the Council's finance regulations as no objections were received the order would be placed.

J Smith

Willingham Wolves

Councillor Smith was still waiting for confirmation of the date for the football event in June. He had advised the Wolves of the work due to be carried on the QEII field and the impact this would have on available parking on the field.

J Smith



74/15 Accounts

Items paid by direct debit/standing order:

South Cambs DC	Piper Lifeline	Section 142	£ 748.67
Total Gas	Pavillion Gas	L & A	£ 34.51
Total Gas	Green	G & B	£ 193.70
Total Gas	Public Hall	Halls	£ 223.60
GDF Suez	Ploughman Electric	Halls	£ 335.09
Camb Water	Rec Ground	G & B	£ 14.74
Camb Water	Ploughman/Pavillion	L & A/Halls	£ 66.52
Camb Water	Cemetery	Cemetery	£ 16.58
Camb Water	Public Hall	Halls	£ 138.52
Intouch CRM	Licence	Est	£ 35.99
South Cambs DC	Refuse Coll Ploughman	Halls	£ 821.50
South Cambs DC	Refuse Coll Cemetery	Cemetery	£ 418.50
South Cambs DC	Rates Ploughman	Halls	£3216.00
South Cambs DC	Rates Cemetery	Cemetery	£ 564.00
South Cambs DC	Rates Pavilion	L & A	£1944.00
British Gas	Pavilion Electric	L & A	£ 611.36

Items paid by bank payments:

Salaries	March 2015	Salaries	£2394.30
HMRC	March 2015	PAYE	£ 662.44

Items to be paid by bank transfer:

Suds & Bubbles	Cleaning Ploughman	Halls	£ 425.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00

Items to be paid by cheque:

ACA Heating	Repair toilet Ploughman	Halls	£ 106.32
Nick Flower	Door Handle	Halls	£ 35.00
Peacock Farms	Flailing hedge	G & B	£ 45.00
Holywell Cum Nee	Travel Exp	Est	£ 46.80
Konica Minolta	Photocopier	Est	£ 222.84
Konica Minolta	Photocopier	Est	£ 54.30
Mapping Online	Mapping	Est	£ 84.00
Binder Limited	Pump Service	L & A	£ 90.00
Binder Limited	Pump Service	Halls	£ 90.00
Petty Cash	Office	Est	£ 97.71
Hewitsons	Legal advice	Est	£1,333.80

Councillor King proposed the accounts be accepted, seconded by Councillor Slater and **agreed** with seven votes in favour and one abstention.

Summary of electricity bill and telephone bill as requested at March's meeting. – Previously circulated and noted.

75/15 WAG Update – Given under public forum

76/15 Police Update

Councillor Slater summarised his report, which was previously circulated and included a summary of offences that had occurred in nearby villages and a spate of catalytic converter thefts in Willingham and surrounding villages.

Clerk

77/15 To receive and consider adoption of Volunteer policy.

The draft policy had been previously circulated to councillors. Councillor Cook proposed the Council adopt the policy, seconded by Councillor Manning and **agreed** unanimously.

Clerk

78/15 To consider SLCC annual membership renewal

Renewal of annual membership for the Clerk had been received (£167 full membership and £65 for ILCM membership) Councillor Slater proposed the Council renew the membership as detailed, seconded by Councillor Croucher and **agreed** unanimously.

Clerk

79/15 To consider CAPALC annual membership renewal

The renewal for annual membership at a cost of £573.73 had been received. Councillor Law proposed the Council renew the membership as detailed, seconded by Councillor Croucher and **agreed** unanimously.

80/15 To receive notice of and agree increase in Piper lifeline rental

Notice of increase in the rental charges had been received from SCDC. Charges to go up by nine pence per monitor per week. Councillor Manning proposed the Council accept the increase, seconded by Councillor Harris and **agreed** unanimously.

81/15 To receive and consider request to fund route diversion on route 110

Notice had been received from CCC that to timetable the diversion on the above route would cost an additional £2,860 per year. They had asked whether the council would be prepared to underwrite the cost. Councillor King


Clerk

proposed that the Council consider running the scheme on a trial basis for 6 to 12 months and that the Clerk write back to CCC asking when the new route could be implemented on this basis as the council would need to advertise the route amendment. Clarification would also be sought on the reimbursement of traveller fares and whether this would include bus pass riders. This was seconded by Councillor Harris and **agreed** with seven votes in favour and one against.

82/15 Update on Willingham News

A report had been circulated to councillors and tabled at the meeting. As Councillor King was the only representative at the meeting from the Willingham News he summarised the situation for Councillors
Councillor King left the room

Councillor Croucher proposed that Willingham Parish Council recognises Willingham News as an important and well regarded source of information to parishioners and on that basis would be prepared to provide a subsidy. The Council would agree to a subsidy from 2016 onwards equivalent to the audited trading loss of the magazine in the previous calendar year. This subsidy will be paid on the first day of July 2016, and on each anniversary, with a cap of three thousand pounds per year. This would be reviewed in three years (2019). This was seconded by Councillor Manning and **agreed** with six votes in favour and one abstention.
Councillor King returned to the meeting.

P King

83/15 To consider implementing a guide for document protocol

Due to the absence of the admin assistant the Clerk had not had the time to look at this yet with Councillor Smith

84/15 To consider 'council' email addresses for councillors

Due to the absence of the admin assistant the Clerk had not had the time to look at this yet with Councillor Law

85/15 Items for future meetings.

- Document Protocol
- Willingham News
- Email addresses

86/15 Date of next meeting: 6th May 2015 – Annual meeting of the Parish Council, 20th May 2015 – Annual Parish Meeting

Meeting closed at : 9:05pm

Legislation governing payments in the order in which they appear:

1. LGA 1972 s137
2. LG(Misc Provs) Act 1976 s19(1)
3. Ditto
4. Ditto
5. Ditto
6. Ditto
7. Ditto
8. Ditto
9. Ditto
10. LGA 1972 s111
11. LGA 1972 s214
12. Ditto
13. LGA 1972 s133
14. Ditto
15. Ditto
16. LG(Misc Provs) Act 1976 s19(1)
17. LGA 1972 s112 (2)
18. Ditto
19. LGA 1972 s111
20. Ditto
21. LGA 1894s(8)(1)(i)
22. Ditto
23. Open spaces Act 1906 s10
24. LGA 1972 s111
25. Ditto
26. Ditto
27. Ditto
28. Open Spaces Act 1906 s10
29. Ditto
30. LGA 1972 s111
31. Ditto

*Willingham
6/5/15*