




# WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Wednesday 3<sup>rd</sup> June 2015 7.30pm, in the Octagon,  
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Croucher, Cook, Slater, Law, Manning, Vincent-Pilsworth, King (Chair), Watson, Mellows, Smith (arrived 19.34)  
Parishioners: Seven  
Clerk: Mandy Powell

	Actions
<p><b>110/15 Apologies for absence</b> Apologies were received and accepted from Councillor Harris as he was attending the Northstowe meeting and County Councillor Hudson due to holiday.</p>	
<p><b>111/15 Declarations of interest</b> 120/15 – Councillor Law declared an interest as a member of the photography club.</p>	
<p><b>112/15 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)</b> 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>The meeting was adjourned</b></p>	
<p><i>Mr Purnell of WAG, reported that the opening event for the Community Orchard had been a great success with over one hundred people attending. The organisation for the Feast Weekend is still progressing. The Photographic Club are hoping to be able to hold an exhibition in the Public Hall during the Feast Weekend and WAG would like to confirm their support for this.</i></p>	
<p><i>Mrs Salmon from the Photographic Club had recently written to the Council regarding a venue for the exhibition and reiterated their request to use the Public Hall.</i></p>	
<p><i>Mr Tidball – Village Neighbourhood Watch co-ordinator had attended a meeting recently where co-ordinators had raised concerns about the lack of speedwatch within the village. They requested that Mr Tidball ask the Council what they see their role in village crime prevention being.</i></p>	
<p><i>Councillor Slater responded that he felt that speeding should be addressed by the police and not volunteers and pointed out that the cost of sending letters to offenders can prove very expensive with very little positive outcome. It was agreed that this item should be put on the July agenda for discussion.</i></p>	July
<p><b>The meeting was reconvened.</b></p>	
<p><b>113/15 To approve the minutes of the Annual Meeting of the Parish Council held on the 6<sup>th</sup> May 2015</b> Councillor Croucher proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson and agreed with seven votes in favour and three abstentions due to not being at the meeting.</p>	
<p><b>114/15 To deal with any matters arising from the meeting held on the 6<sup>th</sup> May 2015 not covered elsewhere on this agenda.</b> None</p>	
<p><b>115/15 To approve the minutes of the Annual Parish Meeting held on the 20<sup>th</sup> May 2015</b> Councillor Slater proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed with seven votes in favour and three abstentions due to not being at the meeting.</p>	
<p><b>116/15 To deal with any matters arising from the minutes of the Annual Parish Meeting held on 20<sup>th</sup> May not covered elsewhere on this agenda</b> The Clerk had not yet emailed Highways regarding parking around the school or Rampton Parish Council in relation to the traffic calming in Rampton</p>	Clerk
<p><b>117/15 To receive and consider any County Council reports and communications not covered elsewhere on the agenda.</b> County Councillor Hudson was not at the meeting and had nothing further to report other than the points raised at the Annual Parish Meeting regarding the 110 bus route and the 30mph limit on Station Road.</p>	

<p><b>118/15 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.</b> Councillor Manning reported that the City Deal is still progressing and that there was to be a Local Plan meeting this week. Councillor Manning had previously reported that the decision date for Northstowe would be the 29<sup>th</sup> July. This has now been brought forward to the 24<sup>th</sup> June.</p>	
<p><b>119/15 Chairman's report including:</b> <u>Correspondence from parishioner regarding routes of communication from the Parish Council</u></p> <p>The Chairman read out a letter received from a parishioner regarding routes of communication. A discussion took place and some concerns were raised in respect of inputting and maintaining contributions on Facebook. Councillor Cook proposed that the Council continue disseminating information as it currently does such as via the website and in the Willingham News. This was seconded by Councillor Manning and <b>agreed</b> unanimously</p>	Clerk
<p><u>Notification of the Cambridgeshire Electoral Review</u> <b><i>This item was taken under 118/15</i></b></p> <p>The Council had received notification of the Cambridgeshire Electoral Review and Councillor Croucher pointed out that under the new plans it would mean Willingham would move away from its current ward with Over and instead join Cottenham and Rampton. Over would then be grouped with Northstowe. It was agreed to approach Councillor Hudson and stress that whilst the Council does not have an issue being grouped with Cottenham and Rampton it had some concerns regarding the possible implications of the change. The current boundary with Over is at the very edge of the village development with no green space between the boundary. The Council were concerned that this could mean future Northstowe developments infringing on Willingham. They felt that the boundary to Over could be moved towards Over to allow green space between the boundaries and village development with minimum impact or significant change to parishioner numbers.</p>	Clerk
<p><u>Notice of A14 Cambridge to Huntingdon Meeting</u> The Council had been invited to send representation to the above meeting to be held on the 22 June 2015. The Chairman read out the invite. No volunteers were forthcoming.</p>	
<p><b>120/15 To receive from the following Committees; annual reports from Lead Councillors, note any delegated decisions taken, and make any recommendations</b></p>	
<p><b>F&amp;GP Committee</b> <u>Update on ongoing complaint</u> This is still ongoing. It was agreed that the F&amp;GP Committee would continue to action this and a committee meeting would be called in July.</p>	F&GP July
<p><b>Planning Committee</b> – updates including Planning meeting held on 19<sup>th</sup> May – circulated and noted The Council had received correspondence from SCDC regarding contributions available from the Daniels Close (£4,562.24 available) and Aspinalls (£35,430.53 available) developments. Councillor Croucher proposed that the Council put forward the CCTV and security system update for the Daniels Close contribution and Phase II of the QEII Field project for the Aspinall development. This was seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	Clerk
<p><b>Green &amp; Boundaries</b> – Updates including: <u>To appoint Deputy Lead Councillor</u> No volunteer was forthcoming, this item would be deferred until the July meeting.</p>	July
<p><u>Meadow Road site – including fly grazing issue</u> Councillor Watson reported that there were still horses fly grazing along Meadow Road and the land recently purchased by the Council. He was also concerned about the position of the newly installed gate and the possibility of caravans gaining access. Councillor Watson agreed to look into the feasibility and cost of fencing the area and would liaise with Highways regarding the gate position. Councillor Watson would also look into the cost of removing the remaining waste on the site and would report back at a later meeting.</p>	Cllr Watson
<p><b>Cemetery</b> - Updates including: <u>To appoint Deputy Lead Councillor</u> Councillor Vincent-Pilsworth was happy to continue in the role and it was agreed that this would be the case.</p>	
<p><u>Soil left in cemetery</u> Councillor Cook agreed to look into this and arrange for the removal of the soil.</p>	Cllr Cook

Recent issues with grass cutting

The office had received some complaints regarding the length of the grass in the cemetery. The contractor had been contacted and rectified the problem. The situation would be monitored over the coming months.

Update on path straightening.

A quote had been requested from the cemetery maintenance contractors but had not yet been received.

Clerk

To consider the addition of Coronation plaques to the cemetery wall

At the Annual Parish meeting Mr Jeeps had asked whether the Council would consider installing plaques in the cemetery wall to mark the Coronations. Jubilee plaques are already in place and it was agreed not to install Coronation plaques as well.

Clerk

**Leisure & Amenities**

Updates including:

Update on QEII Field and quotes for gates and pathway.

Gates – quotes had been received from Proludic (£2,232.00), IAE (£1,250.30) and Mike Overall (£1,648.80) for the supply of gates for the toddler area. Councillor Smith proposed the quote from IAE be accepted, seconded by Councillor Cook and **agreed** unanimously.

Clerk

Path – quotes had been received from Ellesmere and Manart. It was agreed that as the path had not been budgeted for the Council would put this on hold for the time being. Should open space contribution from SCDC become available it would be looked at again at that point.

Soil – Councillor Smith reported that the contractors needed topsoil to build up the mounds sufficiently as the soil excavated was insufficient. Councillor Smith proposed that the Council place an order with Bannolds initially for 10 tonnes and then further soil if needed to a maximum spend of £400. This was seconded by Councillor Cook and **agreed** unanimously.

Clerk

To receive quote for additional CCTV camera for the rear of the hall.

A quote had been received from our current maintenance providers (Aztek) for the additional camera (IP Option £890, analogue option £698. Councillor Croucher proposed the Council accept the quote for the analogue option, seconded by Councillor Watson and **agreed** unanimously.

Clerk

**Halls** Updates including – report previously circulated

**Public Hall**

Request from Photography club to use the public hall during Feast Weekend.

Councillor Croucher had met with the Public Hall User Committee and they were sympathetic to their request and happy for them to use the hall. Councillor Croucher proposed that they be allowed to do so as long as they complied with the rules applied to Ploughman Hall hirers, i.e., they would need to provide copies of public liability insurance and complete a risk assessment of the event. This was agreed.

Parking in front of the Public Hall

This issue had been raised with the Council and the Clerk had written to Westminster Care. The situation was being monitored. Councillor King reported that they were still parking in front of the hall and obstructing the pavement. The Clerk would write to them again.

Clerk

**Ploughman Hall**

To receive and consider quotes received to replace the CCTV hard drive.

Quotes had been received from CBE (£1880.72 + VAT), Briar Security (£890+VAT) and Aztek (£848+VAT). Aztek also quoted to replace the two broken cameras at a discount at the same time bringing their total to £1,259.20. Councillor Croucher proposed the Council accept the quote from Aztek for £1,259.20, seconded by Councillor Watson and **agreed** unanimously.

Clerk

To receive and consider request from WYT regarding grant payment and hall hire.

WYT requested that the Council pay their grant in two instalments possibly in line with the precept payment. This was agreed and the RFO would be advised.

RFO

WYT also requested to use the hall in the evenings at a reduced rate. It was agreed that the hall is very booked up in the evenings but should it be available WYT could book it at community and education rates.

Clerk

**121/15 Accounts**

**Payments May 2015**

Paid Items:

Salaries	May 2015	Salaries	£2130.26
HMRC	May 2015	Salaries	£ 516.72
British Telecom	Phone	Est	£ 267.70

Buchans	Grass cutting	Est	£ 346.03
Total Gas & Power Electric	Village Green	G & B	£ 35.48
Total Gas & Power Electric	Public Hall	Halls	£ 24.84
Total Gas & Power Gas	Pavilion	L & A	£ 33.67
Intouch CRM	Monthly Licence	Est	£ 35.99
GDF Suez Electric	Ploughman Hall	Halls	£ 379.88
Suds & Bubbles	Cleaning Ploughman	Halls	£ 425.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00

To be paid:

Lawn Hopper	Spring Treatment	L & A	£ 42.00
A R Aspinall	Chipboard	Halls	£ 7.56
Playsafety	Annual Inspection	L & A	£ 156.00
Avocet Ltd	Cleaning Bus Shelter	G & B	£ 54.00
Buchans	Grass Cutting	Est	£1100.46
CBS Office	Stationery	Est	£ 20.95
CBS Office	Stationery	Est	£ 8.89
HMK Supplies	Toilet rolls	Halls	£ 19.63
P Martin Fencing	Bollards Car Park	Halls	£ 594.00
Cromwell Fire	Extinguisher service	Halls	£ 124.78
Cromwell Fire	Extinguisher Service	L & A	£ 65.94
Cromwell Fire	Extinguisher service	Halls	£ 109.43
Cromwell Fire	Extinguisher service	Halls	£ 225.00
PRS Music	Ploughman Hall Licence	Halls	£1031.46
Mijan Ltd	Internal Audit	Est	£ 100.00

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

**122/15 Co-Options of new councillors**

Four applications had been received for co-option. John Anderson, Linda King, Rhys Tassell and Brenda Mansfield. Councillors were asked to vote and the Clerk counted all votes received. All four candidates received a majority vote and were co-opted onto the Council. The Chairman invited the new Councillors to join the meeting but as they had not yet completed their declaration of interests, they did not vote on any upcoming items.

**123/15 Police matters -**

Councillor Slater summarised his report and confirmed that Willingham had been relatively quiet of late.

**124/15 Youth update**

Nothing to report

**125/15 WAG**

This was given under the public forum

**126/15 To receive and consider updated proposals on the extending of the 30mph along Station Road**

Cambridgeshire County Council and Cambridgeshire Constabulary had come back with a proposed location for the extension of the 30mph limit. This was much shorter than requested by the Council. It was agreed to go back to County Councillor Hudson and state that the council would prefer the limit to be placed as near to the Parish boundary as it can but especially to include the dangerous Westfield Junction if possible.

**127/15 To receive internal auditors report and consider reappointment for next financial year.**

The report had been circulated and the only significant item that requires further input from the Council was on-line banking and the inclusion of a second authorisation for payments. This would be passed to the F&GP committee to look at during their next meeting.

F&GP

**128/15 To receive any other reports from outside bodies not on the agenda**

None

**129/15 Items for future meetings.**

- Parish Council's role in crime prevention in the village
- Meadow Road Fencing



**130/15 Date of next meeting: 1<sup>st</sup> July 2015**

**Meeting closed at 21:15pm**