



# WILLINGHAM PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held on Wednesday 5<sup>th</sup> August 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

**Present: Councillors:** P King (Chair), D Law, R Croucher, L King, J Smith, J Watson, J Anderson, A Slater  
**Parishioners:** Eight  
**Clerk:** Mandy Powell

| <b>150/15 Apologies for absence</b>   | <b>Actions</b>  |
|---|-----------------|
| <p>Apologies were received and accepted from the following Councillors:<br/>Councillors Cook and Mellows due to holiday.<br/>Councillors Manning, Tassell, Harris and Mansfield due to prior commitments<br/>Councillor Vincent-Pilsworth due to being unwell<br/>County Councillor Hudson due to a prior engagement</p>  |                 |
| <p><b>151/15 Declarations of interest</b><br/>Item 157/15 – Councillors Law and L King declared a non-pecuniary interest as Councillor King was a member of the Friends of Willingham Library and Councillor Law's wife worked at the library.<br/>Item 169/15 – Councillor Croucher declared a non-pecuniary interest as a resident of Saxon Way</p>   |                 |
| <p><b>152/15 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></p>   |                 |
| <p><i>Mr Tidball of WAG confirmed that the Ploughman Hall had been booked for the tea party scheduled to be held during the Feast Weekend and asked that the let be given free of charge as in previous years. Councillor Croucher proposed the Council agree to the request, seconded by Councillor Law and <b>agreed</b> unanimously</i></p>  |                 |
| <p><i>Mr Tidball also reminded the Council that the bin requested for the community orchard still needed to be put in place. Councillor Watson agreed to look into this further.</i></p>  | <b>J Watson</b> |
| <p><i>One of the trees at the entrance to the QEII Field had been damaged and Mr Tidball asked whether the CCTV would pick this up. The Clerk confirmed that if an indication of when the tree was damaged could be provided then the office could look through the history on the CCTV recordings. It was also noted that the location of the tree was on the fringe of that particular cameras range and may not pick very much up.</i></p>   |                 |
| <p><i>Ms Buckley thanked the Council for forwarding the data for her FOI and Subject Access requests but stated that she was unhappy with some of the comments made in the data provided and also with regards to some data that she felt should have been provided but hadn't been. She would be contacting the Parish Council's solicitors regarding this.</i></p>  |                 |
| <p><i>Councillor King explained that the council had provided all data that they were able to disclose and confirmed that some data had been withheld on the advice of the solicitor. Councillor King asked Ms Buckley to put the issues raised during the public forum in writing to either the Council or their solicitor so it could be looked at.</i></p>   |                 |
| <p><i>Mr Purnell of WAG reported that now Phase I of the QEII field play project was up and running that it has been well received and was being very well used by parishioners. Work to secure funding for phase II was underway.</i></p>  |                 |
| <p><i>Mr John Green from the Ely Diocese introduced himself and their agent David Thompson and explained that they had recently forwarded information to the Chairman regarding opportunities they were looking into with the Glebe land they owned along Rockmill End. The Diocese were looking into the possibility of placing a development on the land of up to around 70 houses of which approximately 40% would be social housing. They were currently in discussions with planners and would be holding a public consultation event on the 19<sup>th</sup> August in the Ploughman Hall.</i></p> |                 |
| <p><b>153/15 To approve the minutes of the Parish Council meeting held on the 1<sup>st</sup> July 2015</b><br/>Councillor Croucher proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and <b>agreed</b> with five votes in favour and three abstentions due to not being at the meeting.</p>  |                 |
| <p><b>154/15 To deal with any matters arising from the meeting held on the 1<sup>st</sup> July not covered elsewhere on this agenda.</b><br/>None</p>   |                 |

*Jayne Croucher*  
02/09/2015

**155/15 To receive and consider any County Council reports and communications not covered elsewhere on the agenda.**

Councillor Hudson was not at the meeting but the County Council's annual report had been previously circulated to all Councillors. No questions were raised.

**156/15 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.**

Councillor Manning was not at the meeting and no questions were raised for the District Council.

**157/15 Chairman's report including:**

**Notification of CCC public rights away grass cutting**

The Chairman had received notice from CCC regarding Public Rights of Way grass cutting. They had requested that the Parish Council advise them by the end of October of any areas normally cut by contractors which had not been cut and also any other areas that the Council feel should be prioritised for cutting. Councillors were asked to forward any areas of concern to the Clerk who would then notify the CCC prior to the deadline.

All  
Clerk

**To receive notification of Highways Depot Open Days**

The Chairman had received notice of several Highways Depot Open Days and asked for a volunteer to represent the Council at the Mill Road opening on Tuesday 8<sup>th</sup> September. Councillor Watson would check his diary and advise of his availability.

J Watson

**To receive notification of the library summer reading challenge**

The library had forwarded correspondence regarding the reading challenge to be held on Tuesday 15<sup>th</sup> September and had invited the Parish Council to come along and help to present the certificates and medals. Councillor Croucher volunteered to attend.

R Croucher

**Consultation to move to all out elections**

The Chairman had received notice from SCDC regarding a consultation on whether to move to all-out elections from 2018. The Council were asked to comment by 18<sup>th</sup> September 2015. Councillor King proposed that the Council support the move to all-out elections, seconded by Councillor Slater and agreed unanimously.

Clerk

**158/15 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations**

**F&GP Committee**

**Update on ongoing complaint**

The data requested under the FOI and Subject Access request had been reviewed by the solicitor and forwarded to the requester within the required deadline.

**Update on designated email addresses for councillors**

Councillor Law and the office were working on implementing the above as agreed at a previous FPC meeting. Since Council approval the cost had risen from £24 per year to £62.50 per year. In line with Finance Regulations this increase was circulated to Councillors and no objections were received.

**Recommendations from F&GP committee to update standing orders and Risk Management procedure**

In line with the recommendations made by the internal auditor the F&GP committee recommended that the Council adopt a second line of approval for electronic banking payments and update their risk management procedure to include the measures adopted for inspecting the cemetery and for backing up data. The Standing orders also needed bringing in line with the finance regulations with regards to contracts of £60,000 and above. Councillor Smith proposed that the Council accept the Auditors recommendations and implement the changes as agreed at the F&GP meeting, seconded by Councillor Anderson and agreed unanimously.

RFO  
Clerk

**Update on insurance premium**

The Clerk had advised the council's insurers of the purchase and installation of the new play equipment. This had increased the insurance annually by £493.63. The Clerk had issued a cheque for £106.84 representing the increase pro-rated for the remainder of the year.

**Planning Committee**

**Planning decision made under delegated powers for 76 High Street**

This was previously circulated to all councillors and the Committee had recommended approval

**Green & Boundaries –**

**To appoint Deputy Lead Councillor**

No volunteers stepped forward to fill the position. To be carried forward to September

September

*Raymond*  
02/09/2015

|  |                                     |
|--|-------------------------------------|
| <p><u>Update on Meadow road site – fencing</u><br/>This was ongoing and Councillor Watson would liaise with County Councillor Hudson regarding this, the earth pile and layby requirements.<br/>Councillor Watson also reported that there was as evidence of horses still being put on the land.</p>  | <p><i>J Watson</i></p>              |
| <p><u>To receive and consider actions following report of maintenance issues on Pyrethrum Way</u><br/>Councillor Watson had requested quotes for the fence repair on both the phase I and phase II areas and was continuing to look into the issues with the skate ramps and rubbish.</p>  | <p><i>J Watson</i></p>              |
| <p><u>To receive correspondence and consider actions regarding village green issues</u><br/>There were some dead branches in the chestnut tree that needed removing as well as a dead tree by the footpath that would need to be removed/replaced. The Clerk would approach a tree surgeon to carry out the work.</p>  | <p><i>Clerk</i></p>                 |
| <p><u>Update on works to be carried out on the village green pump</u><br/>Three quotes were requested but only one received for £100. This was accepted and the work was due to be completed by the end of the month.</p>  |                                     |
| <p><b>Cemetery -</b><br/>Councillor Mellows was not at the meeting to give a report.</p>   |                                     |
| <p><u>Update on soil left in cemetery –</u> Councillor Cook was not at the meeting to give a report but the issue was believed to be still ongoing.</p>  |                                     |
| <p><b>Leisure &amp; Amenities</b><br/><u>Update on QEII Field Phase I payment update</u><br/>Invoices had been raised for Phase I of the project and payment was on the agenda for approval at tonight’s meeting.</p>  |                                     |
| <p><u>To receive report on additional grass cuts requested for the QEII Field</u><br/>Councillor Smith had received a quote from the grass cutters to cut the QEII Field weekly for the remainder of the season. The cost would be £59 + VAT for each cut and it was anticipated that there would be between 6 and 7 extra cuts this year. Councillor Smith proposed the Council accept the quote, seconded by Councillor Watson and <b>agreed</b> unanimously.</p>  | <p><i>J Smith</i></p>               |
| <p><u>To receive and consider quotes for emergency lighting repairs/replacements</u><br/>Quotes had been received from Cromwell Fire to repair/replace various emergency lights and a fire point within the pavilion, public hall, ploughman hall and office. Councillor Smith proposed that the Council accept the quote from Cromwell Fire to replace the unit in the pavilion main area and option two, the replacement of the full unit in the referee corridor. He further proposed that the Council accept the quote for the replacement/repairs to the public hall, ploughman hall and office totalling £540 This was seconded by Councillor Croucher and <b>agreed</b> unanimously</p> | <p><i>Clerk</i></p>                 |
| <p><b>Halls</b><br/><b>Public Hall</b><br/><u>To consider Cromwell Fire Emergency Lighting repair quotes</u><br/>Taken under L&amp;A</p>   |                                     |
| <p><u>To consider quotes for minor repairs to the hall</u><br/>Not all quotes had been received in time for the meeting so would be deferred to September.</p>   | <p><i>September</i></p>             |
| <p><b>Ploughman Hall</b><br/><u>To consider Cromwell Fire Emergency Lighting repair quotes</u><br/>Taken under L&amp;A</p>   |                                     |
| <p><u>Update on hall chairs</u><br/>Suds and bubbles had quoted £100 to remove and clean the existing chairs. This quote had been accepted by Councillor Croucher and the work was carried out at the start of August</p>  |                                     |
| <p>Quotes had also been received to replace 25 of the chairs and Councillor Croucher proposed the council accept the quote from UK Office Direct for £484.75. This was seconded by Councillor Law and <b>agreed</b> unanimously.</p>   | <p><i>R Croucher/<br/>Clerk</i></p> |
| <p>Councillor Croucher also reported that the office had suffered some water damage recently, plumbers had been called out to investigate and a large section of the carpet had been lifted. Further investigations were ongoing and a dehumidifier had been hired to dry out the damp. The Clerk had made the insurance company aware of the issue and once in a position to do so would submit a claim for the damage and repair.</p>  | <p><i>Clerk</i></p>                 |
| <p><u>159/15</u> To receive and agree quarterly budget statement.<br/>This was previously circulated and no questions were raised.</p>   | <p><i>Raymond<br/>02/09/15</i></p>  |

**160/15 Accounts****Paid Items:**

|                   |                      |          |         |
|-------------------|----------------------|----------|---------|
| Salaries          | July                 | Salaries | 2557.76 |
| HMRC              | PAYE                 | Salaries | 700.66  |
| Intouch CRM       | Licence              | Est      | 35.99   |
| British Gas       | Pavilion Gas         | L & A    | 793.29  |
| Total Gas & Power | Pavilion Electric    | L & A    | 28.55   |
| Total Gas & Power | Pavilion Electric    | L & A    | 28.55   |
| Total Gas & Power | Pavilion Electric    | L & A    | 22.28   |
| Total Gas & Power | Green Electric       | G & B    | 13.93CR |
| Total Gas & Power | Public Hall Electric | Halls    | 20.83   |
| Total Gas & Power | Public Hall Electric | Halls    | 10.43   |
| GDF Energy UK     | Ploughman Electric   | Halls    | 360.70  |

**Items paid by BACS:**

|                |                           |       |        |
|----------------|---------------------------|-------|--------|
| Suds & Bubbles | Cleaning Ploughman        | Halls | 425.00 |
| Suds & Bubbles | Cleaning Pavilion         | L & A | 200.00 |
| Buchans        | Grass cutting Village Cut | Est   | 882.70 |

**Items to be paid:**

|                |                 |       |          |
|----------------|-----------------|-------|----------|
| Preludic       | Play Equip QEII | L & A | 57802.79 |
| Preludic       | Play Equip QEII | L & A | 48000.00 |
| Preludic       | Play Equip QEII | L & A | 24157.20 |
| Stocksigns     | Signs QEII      | L & A | 103.28   |
| Cromwell Fire  | Ext Ploughman   | Halls | 79.20    |
| Cromwell Fire  | Ext Pavilion    | L & A | 79.20    |
| Cromwell Fire  | Ext Public Hall | Halls | 120.00   |
| D Fouracre     | Boiler Serv Pav | L & A | 120.00   |
| CBS Office     | Stationery      | Est   | 184.75   |
| CBS Office     | Stationery      | Est   | 16.38    |
| CBS Office     | Stationery      | Est   | 107.45   |
| Aztec Services | Camera          | Halls | 1511.04  |
| Aztec Services | Camera          | L & A | 837.60   |
| Aztec Services | Camera          | L & A | 525.60   |

Councillor Law proposed the Council accept the accounts, seconded by Councillor Watson and **agreed** unanimously.

As agreed, the solicitors had forwarded their invoice for payment but unfortunately due to an error in the office this was missed off the agenda. Councillor King proposed that the Council pay the invoice, seconded by Councillor Croucher and **agreed** with seven votes in favour and one abstention. The item would be listed on the next agenda as item paid.

RFO

**161/15 Police matters update**

The report had been previously circulated and Councillor Slater reported that Willingham had been very quiet over the last month. There had been a couple of bike thefts from Swavesey and Longstanton Park and Rides and a lead theft from the church roof in Swavesey.

**162/15 WAG update**

This was given under the public forum.

**163/15 Youth update**

Nothing to report.

**164/15 To receive an update on the 30mph extension along Station Road**

The Clerk was in the process of completing the application for a further extension to the 30mph to encompass the road down to the bus stop past the Westfield junction.

Clerk

**165/15 Update on Speed watch and traffic monitoring**

The PCSO had not yet responded regarding availability to attend a meeting. The Clerk would chase. Councillor Harris had circulated data on traffic monitoring and no questions were raised. The item would be deferred to the September meeting.

Clerk  
September**166/15 Parking issues around the school**

Councillor Tassell was attending a police meeting on parking issues and would be reinforcing the Council's concerns regarding the parking around the Newington junction. He was also organising a meeting with the headmistress, himself and Councillor King. Councillor Slater also offered to attend.

R Tassell/ P  
King / A Slater

*Raymond Tassell*  
02/09/2015

**167/15 To receive and consider information from Utility Wise regarding energy contracts**

The Clerk had received some information from Utility Wise regarding bringing the GDF contract in line with the other contracts operated by Total Gas and Power. It was agreed to ask Utility Wise to provide an indication of what the change in charges would be should the Council wish to go down this route.

Clerk

**168/15 To receive and consider correspondence from CCC regarding street lighting energy savings and the increase in administration charges from the 1<sup>st</sup> October 2015**

The Chairman summarised the letter received from CCC and a discussion took place. It was agreed to defer this item until the September meeting but in the meantime the Clerk would try to ascertain how quickly a light could be reinstated after midnight if the Council decided after the consultation period that it wanted it on. The Clerk would also ask the rationale behind the choices of lights being kept on.

Clerk  
September

**169/15 To receive consider report regarding pockets of unadopted land on Saxon Way.**

Councillor Croucher summarised his report that had been previously circulated and tabled. Taylor Wimpey are offering several parcels of land to groups of residents in Saxon Way at no purchase charge. They would need to contribute to the legal fees and then be responsible for the ongoing maintenance. Taylor Wimpey would be retaining two parcels of land (at the entrance to Saxon Way and behind Willingham House).

Councillor Croucher asked the Council to consider applying for a tree preservation order on two of the trees on the green spaces. He also asked the Council to consider contacting Taylor Wimpey regarding ongoing maintenance of all the parcels of land and whether the Council could in some way help the residents maintain their areas of open space in conjunction with the Council's grass cutting Contractor.

Councillor King proposed that the Council agree to apply for the tree preservation orders, write to Taylor Wimpey regarding ongoing maintenance of all the areas and review the maintenance of the areas that would become the residents responsibility at a later date once the land has been reallocated. This was seconded by Councillor Smith and agreed with seven votes in favour and one abstention due to personal interest.

R Croucher/  
Clerk

**170/15 To consider renewal of Admin Assistant's SLCC membership**

Councillor Law proposed the membership be renewed, seconded by Councillor Anderson and agreed unanimously.

Clerk

**171/15 To receive and consider application to latest Local Highways Improvement Scheme**

The latest scheme had been opened for applications with a closing date of November 2015. Councillors were asked to put any ideas forward to the Clerk for consideration at the September/October meetings.

All  
Sept/Oct

**172/15 To receive any other reports from outside bodies not on the agenda**

None received.

**173/15 Items for future meetings.**

All out elections  
Street Lights  
Parking issues  
Minor highways improvement scheme  
Office update

**174/15 Date of next meeting: 2<sup>nd</sup> September 2015**

**Meeting closed at 12:00**

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

- (1) LGA 1972 S112(2)
- (2) Ditto
- (3) LGA 1972 s111
- (4) LGA (Misc Provs) Act 1976 s19 (1)
- (5) Ditto
- (6) Ditto
- (7) Ditto
- (8) Ditto
- (9) Ditto
- (10) Ditto
- (11) Ditto
- (12) LGA 1972 s112 (2)
- (13) Ditto
- (14) LGA (misc provs) Act 1976 s19(1)
- (15) LGA (Misc Provs) Act 1976 s19 (1) (f)

*Raymond Croucher*  
02/09/2015

- |                          |  |
|--------------------------|--|
| (16) Ditto               |  |
| (17) Ditto               |  |
| (18) LGA 1894 s(8)(1)(i) |  |
| (19) Ditto               |  |
| (20) Ditto               |  |
| (21) Ditto               |  |
| (22) Ditto               |  |
| (23) LGA 1972 s111       |  |
| (24) Ditto               |  |
| (25) Ditto               |  |
| (26) LGA 1894 s(8)(1)(i) |  |
| (27) Ditto               |  |
| (28) Ditto               |  |

