




WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 7th October 2015 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: D Law, R Croucher, L King, P King (Chair) J Smith, J Anderson (*arrived 7.31pm*), A Slater, B Mansfield, S Mellows
R Manning (*arrived 7.31pm*), R Tassell, A Cook

Parishioners: Four

Clerk: Mandy Powell

<u>195/15 Apologies for absence</u>	Actions
Apologies were received from the following Councillors: Councillor Watson due to being unwell Councillor Vincent-Pilsworth – prior commitment Councillor Harris – attendance at Northstowe meeting County Councillor Hudson – prior commitment	
<u>196/15 Declarations of interest</u>	
<u>Item 202/15 – Chairs Report – Octagon Fees</u>	
Councillors Mellows and P King declared a non-pecuniary interest due to the their connection with the Church	
<u>Item 203/15 – Halls – Advertisement in Willingham News</u>	
Councillors L King and P King both declared a non-pecuniary interest due to their involvement with the Willingham News	
<u>197/15 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</u>	
<i>The meeting was adjourned:</i>	
<i>Mr R Purnell – WAG Chairman reported that WAG were working on ways to raise funds for Phase II of the QEII Field. The Feast had progressed well and seemed to be as busy as previous years. Mr Purnell went on to report that WAG were looking at other areas of the Parish Plan and in particular speed and volume of traffic in the village. They would be meeting with Highways to discuss their concerns and would support any plans for a footpath running up to the Community Orchard</i>	
<i>Ms Buckley was concerned that the issues she had raised with the Council would be discussed in closed session and asked to present each Council member with a pack detailing the issues she wanted responses to. These were passed to the Clerk to distribute at the relevant point in the meeting. The Chairman explained that the ongoing complaint was being discussed 'in camera' as the content was confidential and subject to legal privilege. The Chairman also confirmed to Ms Buckley that she would receive a response from the Council following the meeting.</i>	
<i>The meeting was reconvened</i>	
<u>198/15 To approve the minutes of the Parish Council meeting held on the 2nd September 2015</u>	
Councillor Smith proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed with seven votes in favour and five abstentions due to not being at the meeting.	
<u>199/15 To deal with any matters arising from the meeting held on the 2nd September not covered elsewhere on this agenda.</u>	
Item 183/15 L&A – Tree works – Councillor Smith reported that Atlas had confirmed that the stretch of hedge from the Ploughman Hall to the QEII Gate had not been included in the original quotation. Atlas had been asked to quote for this section and in the meantime Councillor Smith proposed the Council authorise the remainder of the work quoted for, to be carried out asap. This was seconded by Councillor Croucher and agreed unanimously.	Clerk
Item 177/15 – Feast Weekend – Councillor Cook confirmed that Feast Sunday should be the Sunday <u>before</u> 11 th October.	

200/15 To receive and consider any County Council reports and communications not covered elsewhere on the agenda.

Councillor Hudson was not at the meeting but his report had been previously circulated – no questions were raised.

201/15 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.

Councillor Manning reported that SCDC were hoping to organise a drop in session for Northstowe in Willingham. As progress was quiet at the moment, this would be looked at after Christmas.

Councillor Manning had also requested that the Northstowe meetings be held on a rolling basis so that they do not always fall on a Willingham Parish Council meeting night.

The Community Chest Grant for the picnic tables for the QEII Field had been awarded at a slightly reduced level of £1,000

202/15 Chairman's report including:

To discuss the feasibility of a tree warden in Willingham

The chairman summarised the scheme and explained that Graham Mumby had offered to become a volunteer Tree Warden on behalf of the Council. Councillor L King proposed that the Council appoint a volunteer for a 2 year trial period and Graham Mumby should be approached. Seconded by Councillor Law and **agreed** unanimously.

Clerk

To receive correspondence re Rights of Way Grass cutting

The Chairman reminded Councillors to notify the Clerk by the 16th October of any areas not addressed that should be. The Clerk would then notify CCC. Councillor Cook reported that the footpath along the Lode leading to Over is extremely overgrown and needs addressing.

Clerk

To receive and consider correspondence from parishioner re traffic speed in Willingham

The Chairman read out correspondence received from a Parishioner regarding concerns over speeding traffic along Earith Road. The Clerk was asked to respond to the Parishioner explaining that the issue is mainly one of enforcement but that the Council are in continued correspondence with Highways regarding speeding issues in the village.

Clerk

To consider application for Local Highways Improvement Scheme

The Chairman reminded Councillors that the deadline for an application was 2 November. The Clerk was asked to look into the possibility of whether a footpath to the Orchard was a feasible scheme to put forward.

Clerk

To receive a reminder re Police workshop on modern day slavery

This had been raised at the last FPC meeting but no volunteers were available to attend. The Police had advised that they were very keen for someone to attend. Councillor Slater volunteered to represent the Council.

A Slater

Winter Gritting Volunteers

The Council had received correspondence regarding winter gritting volunteers. It was agreed not to put anyone forward for this function.

To Receive notice of increase in Octagon booking fees

The Octagon would be increasing its charges from January 2016 to £10 an hour for evening bookings. It was agreed to continue using the Octagon for the monthly meetings.

Meeting with Highways

The Chairman asked for a volunteer to meet with Highways (as mentioned under public forum by R Purnell). Councillor Tassell volunteered to attend.

R Tassell

203/15 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee – updates including:

To consider review of standing order no: 5 – notice of meetings

Councillor Cook proposed that the Council change the wording under Standing Order number 5 to bring it back in line with the legal minimum requirement. This was seconded by Councillor Manning and **agreed** unanimously.

Clerk

To receive an update on internet banking

The Clerk gave an update on progress and the cheque signatories were asked to pass their completed forms back to the office so that the system could be set up.

*Chq Signatories
/RFO*



To consider future action regarding ongoing complaint

Due to the confidential nature of the above, the Chairman proposed that this section of the meeting be taken in closed session and that the item should be taken at the end of the meeting. This was seconded by Councillor Manning and agreed unanimously.

The Chairman read out the notice to exclude and explained the reasons for this being: [1] to allow a full and frank discussion regarding this item, such discussion being of its nature, confidential [2] to ensure that personal data whether that of the complainant or any third party is not disclosed and [3] to allow the consideration of legal advice in relation to the complaint which is the subject of legal advice privilege.

Item was taken after 216/15

The Clerk circulated the pack provided by Ms Buckley to all Councillors in attendance. Following discussion where all Councillors were brought up to date with both the history and the current situation regarding the issues raised Councillor Croucher proposed that the Council write to Ms Buckley as advised. This was seconded by Councillor Law and **agreed** with ten votes in favour and two abstentions.

Councillor King also proposed that £10,000 be transferred from the cemetery reserves into the general reserves to cover ongoing legal costs. This was seconded by Councillor Smith and **agreed** with eleven votes in favour and one abstention.

Planning Committee – updates including:

To receive and consider Public Open Space and Community Facilities contributions

The Council had been advised by SCDC that £3,475.84 for Public Open Space Contributions and £574.43 Community Facility Contribution was payable to the Council against planning application no, S/2096/12/FL 94 Rampton Road. The Chairman asked the Council whether they were prepared to complete the indemnity document issued by SCDC.

Councillor Law proposed that the Council enter the agreement and that the Chairman and Vice Chairman sign the paperwork as indicated. This was seconded by Councillor Slater and **agreed** unanimously.

Planning minutes from meeting held on 14th September 2015

Previously circulated and noted.

Due to time constraints, the Planning committee had dealt with an amendment for 76 High Street under delegated powers. A comment of 'No Recommendation as the Council feel the internal dimensions are too small' was put to SCDC.

Green & Boundaries – Monthly report plus updates including:

To appoint Deputy Lead Councillor

No one stepped forward to fill the vacancy.

Update on Meadow road site – fencing and gate

Although not present, Councillor Watson had reported that he had contacted CCC regarding the waste pile left and they had responded to say that it was the Parish Council's responsibility to be get rid of as the site was taken on as seen. Councillor Watson also recommended that a replacement gate and fencing was not put in place at the current time.

The meeting was adjourned

The Chairman asked R Purnell of WAG whether any tree planting was planned for the site over the coming months and Mr Purnell confirmed that he was not aware of any.

The meeting was reconvened.

It was agreed that this item needed further consideration and would be deferred until November.

To receive and consider quotes for repair of fencing on Pyrethrum Way

Two quotes had now been received, one for £210 + VAT and one for £293.50 + VAT

Councillor King proposed that the quote for £210 + VAT be accepted, seconded by Councillor Croucher and **agreed** unanimously

To consider siting of Christmas Tree on the Green

A request from a parishioner to site a tree on the Green had been received earlier in the year and at the time it was agreed to look at options nearer Christmas. Councillor Manning agreed to look into the costs of obtaining a suitably sized tree and the cost of transporting and siting it, he would report back at the November meeting.

Clerk

RFO

P King/ R
Croucher/clerk

November

Clerk

R Manning
November



To discuss and consider placement of bin at community orchard

WAG had requested that the bin be sited just outside the Orchard on CCC ground. Permission had been sought by the Clerk and CCC had agreed subject to the Parish Council maintaining any vegetation behind the bin to the existing boundary.

Councillor Cook proposed that the Council agree to the siting of the bin as requested and when the grass in the orchard is trimmed we would ask that the area around the bin be done at the same time. This was seconded by Councillor Smith and **agreed** unanimously.

Clerk

To report on minor works carried out on village green

In line with the Council's finance regulations a quote had been accepted for £100 to carry out minor works on the Village Green to remove graffiti from the pump. The work had been completed but the sign had been damaged in the process. The contractor was sourcing a replacement sign.

Cemetery - monthly report plus updates including:

Consider purchase of memorial wreath for Remembrance Day

Councillor King proposed that the Council purchase a wreath with a donation of £50.00, seconded by Councillor Smith and **agreed** unanimously. Councillor Croucher volunteered to attend the service on behalf of the Council.

Clerk/
R Croucher

Leisure & Amenities - monthly report plus updates including:

To receive an update regarding possible additional CCTV on the recreation ground

This was ongoing and Councillor Smith would report further at the November meeting

J Smith/
November

Halls - monthly report plus updates including:

Public Hall

Ploughman Hall

To receive an update on the flood damage to the parish office

All works to the office and gents toilets in the hall had now been completed and invoices submitted for payment. Once agreed the Clerk would forward all necessary paperwork to the insurers.

Clerk

The Willingham News had requested confirmation of whether the Council wished to continue with its advertisement next year at a cost of £320.00. Councillor Croucher proposed the Council place the advertisement, seconded by Councillor Anderson and **agreed** with nine votes in favour and three abstentions due to interests.

R Croucher/
clerk

Councillor Law reported that the heater nearest the double fire exits on the back wall needed looking at.

Clerk

Councillor Croucher reported that the new floor had some marking on it and the Clerk was asked to contact the contractor with regards the best way to clean and maintain the new surface.

Clerk

204/15 Accounts

Paid Items:

Salaries	September	Salaries	£2203.60
PAYE	September	Salaries	£ 702.68
Game & Co	Insurance	Insurance	£5223.25
Total Gas & Elect	Public Hall	Halls	£ 35.78
Total Gas & Elect	Electric Green	G & B	£ 121.51
Total Gas & Elect	Electric Green	G & B	£ 10.21
Total Gas & Elect	Pavillion	L & A	£ 16.72
Camb Water Co	Water Public Hall	Halls	£ 112.56
Camb Water Co	Pavilion/Ploughman	Halls	£ 147.03
Camb Water Co	Recreation Ground	L & A	£ 20.25
Camb Water Co	Cemetery	Cemetery	£ 22.99
GDF Energy	Electricity Ploughman	Halls	£ 335.36
GDF Energy	Electricity Ploughman	Halls	£ 127.07 Credit
SCDC	Piper lifeline	Section 142	£ 748.67
Lawn Hopper	Summer Treatment	L & A	£ 80.00
Lawn Hopper	Early treatment	L & A	£ 122.00
Lawn Hopper	Late Treatment	L & A	£ 122.00

Items Paid by Credit Card:

Office Direct	Chairs Ploughman	Halls	£ 494.40
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Items to be paid by BACS:

Buchans	Village grass cutting	Est	£ 927.40
Suds and Bubbles	Cleaning Pavilion	L & A	£ 200.00

Suds and Bubbles	Cleaning Ploughman	Halls	£ 425.00
Dyno-rod	Leak in office	Halls	£ 276.00
Items to be paid:			
Sage	Payroll cover	Est	£ 313.20
Manart Ltd	Repair roof vent	Halls	£ 282.00
Konica Minolta	Photocopier	Est	£ 369.83
Hewitson LLP	Legal fees P Buckley	Est	£ 829.63
Cromwell Fire	Emergency Lights Plou	Halls	£ 396.00
Cromwell Fire	Emergency Lights Pav	L & A	£ 252.00
ESPO	Stationery	Est	£ 23.94
M Clements	Hall refund	Halls	£ 72.00
Petty Cash	RFO	Est	£ 147.32
Manart	Office redecoration	Halls	£2,922.00
Manart	Strip to fire door	Halls	£ 174.00

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

205/15 Police matters update including:

Councillor Slater reported that the village had been relatively quiet over the last month although some wall capping had been stolen from the wall outside the Salvation Army hall. He also reported concerns regarding parking around the school and would bring this up at the next police panel meeting.

A Slater

206/15 WAG update

This was given under the public forum.

207/15 To receive and consider specifications for grass cutting/maintenance contracts to commence from 2016

The specifications were circulated prior to the meeting and the Clerk was asked to forward these (subject to the agreed amendments) for tender. The tenders would be considered at the November meeting.

*Clerk/
November*

208/15 To receive an update on the 30mph extension along Station Road

Details of the application had been passed to County Councillor Hudson who was liaising with CCC Highways and the Police on our behalf.

P Hudson

209/15 To receive and consider request from Rampton Parish Council regarding purchase of 50mph signage

A request had been received from Rampton Parish Council for the Council to fund the purchase of 50mph signs along the stretch of Cottenham Road that leads to Willingham. Following a discussion it was agreed that the Council would not undertake this as it was felt that it was not a Parish Council function to purchase the signs and the Parish Council had several speeding issues within the village which they were working on and that took priority at the moment.

Clerk

210/15 Update on Speed watch and traffic monitoring

This was ongoing and the Clerk was waiting to hear from the PCSO with regards to a meeting date.

211/15 To receive an update on Parish Council Emergency Plan and consider purchase of and storage of equipment

The Chairman summarised the list of equipment needed to fulfil the requirements of the Emergency Plan and estimated the costs to be around £2,000. Councillor Smith proposed the equipment be purchased, seconded by Councillor Law and **agreed** unanimously.

*R Croucher/
Clerk*

Councillor Croucher agreed to liaise with the PHUC regarding internal and external storage of the equipment.

212/15 To receive and consider information from Utility Wise regarding energy contracts

Information regarding tie in rates and potential increases had been previously circulated to Councillors. Councillor Cook proposed that the Council carry on as they are for the time being and review the situation in 12 months time, this was seconded by Councillor Smith and agreed with eleven votes in favour and one abstention.

Clerk

213/15 To receive an update regarding CCC street lighting energy savings

Councillor L King summarised the current situation and confirmed that CCC would consider keeping on three lights in the suggested areas provided the Council could put forward three other lights to switch off. Councillor L King was asked to put forward a proposal for the next meeting. In the meantime the Clerk would respond to CCC know they would hear from the Council regarding their preferred lighting pattern by the end of the Year.

L King/ Clerk

214/15 To receive any other reports from outside bodies not on the agenda

None received.



215/15 Items for future meetings.

Internet banking
Meadow Road Fencing
Christmas Tree – Village Green
Rec Ground CCTV
Grass Cutting Specification
30mph extension

216/15 Date of next meeting, 4th November 2015

Item 203/15 Ongoing complaint was taken at this point and the public were asked to leave the meeting.(9.15pm)

The meeting closed at 10.05pm

Legislation governing payments in the order in which they appear:

1. LGA 1972 s112(2)
2. Ditto
3. LGA 1972 s111
4. LG (Misc Provs) Act 1976 ss19(1)
5. Ditto
6. Ditto
7. Ditto
8. Ditto
9. Ditto
10. Ditto
11. Ditto
12. Ditto
13. Ditto
14. LGA 1972 s 137
15. Open Spaces Act 1906 s10
16. Ditto
17. Ditto
18. LGA 1972 S111
19. LG (Misc Provs Act 1976 s19(1)
20. LGA 1972 s111
21. Ditto
22. LGA 1894s(8)(1)(i)
23. LGA 1972 s111
24. LGA 1894 s(8)(1)(i)
25. LGA 1972 s111
26. Ditto
27. LGA 1894 s(8)(1)(i)
28. Ditto
29. LGA 1972 s111
30. Ditto
31. Ditto
32. LGA 1894 s(8)(1)(i)
33. Ditto

*Wing
4/11/15*