



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Wednesday 6 April 2016
at 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: R Croucher (Chair), L King, D Law, J Smith, A Slater, J Watson, B Mansfield, J Vincent-Pilsworth,
S Mellows

Parishioners: One

Clerk: Mandy Powell

51/16 Apologies for absence

Apologies were received from the following Councillors:

P King – personal commitment

A Cook – holiday

R Manning – personal commitment

N Harris – personal commitment

R Tassell – holiday

County Councillor Hudson – business commitment

Actions

52/16 Declarations of interest

None

53/16 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

The meeting was adjourned:

Mike Tidball Chair of WAG thanked the Parish Council for providing the bin for the community orchard. This had now been installed and would be emptied by the WAG Environment team as necessary.

The Beehive for the Orchard – WAG were in the process of organising the insurance and would pass the relevant paperwork to the Clerk.

QEII Group – would like to meet with the Parish Council to discuss plans for moving forward with Phase II of the play equipment.

The meeting was reconvened.

54/16 To approve the minutes of the Parish Council meeting held on the 2nd March 2016

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law and agreed with seven votes in favour and two abstentions due to not being at the meeting.

55/16 To deal with any matters arising from the meeting held on the 2nd March 2016 not covered elsewhere on this agenda.

None

56/16 To receive and consider any County Council reports and communications not covered elsewhere on the agenda.

Councillor Hudson was not in attendance but his report had been previously circulated and included:

Tethered horses – Councillor Hudson was liaising with the police and the enforcement officer to deal with the problem.

30mph speed limit – This was still ongoing and still being chased by Councillor Hudson

Traffic Lights – Councillor Hudson was liaising with Highways regarding the lights at the crossroads and the lights at the entrance to Phase I of Northstowe. He had also reported the mud on the highway near the Longstanton Park and Ride site.

It had been noted that the speed restrictions around the park and ride and the Northstowe site switch from 30 to 40 to 30 over a very short distance. The Clerk would ask Councillor Hudson to liaise with Highways to look into the rationalisation of the signage.

Councillor Watson asked if Councillor Hudson could also liaise with Highways to address the large pothole at the entrance of the community orchard on Earith Road and various trees along the bridleway to the side of the orchard also need work/addressing.

In light of the night time switch off of street lights, the Clerk was requested to ask Councillor Hudson to liaise with Highways to have the white lines around the village repainted as in places these are extremely faded.

P Hudson

P Hudson

P Hudson

Kayman Enoble 5/16/2016

57/16 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.
Councillor Manning was not present to give a report.

58/16 Chairman's report including:
To receive update on SCDC community awards.
The Chairman advised the Council that the District Council Awards had now taken place and that Graham Mumby had been awarded third place for the Environmental Award.

To receive correspondence from Historical England re the War Memorial
Historic England had contacted the Chairman to advise him that the War Memorial had been given grade II status as of 5th April 2016

To receive and consider correspondence regarding Wisser WEEE collections.
Wisser had notified the Council that although they could continue with collections they would not be able to continue providing a percentage of the funds raised to the Parish. Councillor Vincent-Pilsworth proposed the Council continue with the collections, seconded by Councillor Watson and **agreed** unanimously.

Cubs Litter Pick
The Cubs are planning a litter pick in June and had approached the Clerk to see whether the Council had a preferred area for picking and any equipment they could use. Councillor Mellows proposed that the Council respond that they have no preference in areas and that the Clerk be allowed to spend up to £50 to replace broken litter pick grabbers. These would then be lent to the Cubs. This was seconded by Councillor L King and **agreed** unanimously.

New Email addresses
The email addresses were now set up and ready to use. Councillor Smith proposed that the new addresses be used moving forward and that they be published in the Willingham News and on the website. In addition, Councillors telephone numbers would be removed from the Willingham News and website with the office number remaining as the point of contact for telephone calls. This was seconded by Councillor Slater and **agreed** with eight votes in favour and one against.

Annual Reports
The Chairman reminded all lead Councillors that annual reports needed to be with the Clerk by the 26th April. It was also agreed to include an annual report from planning.

59/16 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 committee recommendations from their meeting held on the 16th March . The Chairman summarised the recommendations made by the committee all of which had been previously circulated to the Council.

New staff post
The F&GP Committee had recommended that a new administrator is sought to carry out compliance and risk assessment functions within the Council for four hours a week. The Clerk would be offered an additional three hours.

Pension auto-enrolment and joining the NEST Scheme
The Council will need to have a pension scheme in place by February 2017 for those staff who qualify under the new scheme. The F&GP Committee had recommended that the Council join the NEST Scheme and defer the contribution level until the next F&GP meeting.

Revised policies: Various changes had been made to the following: Standing Orders, Finance Regulations, Email as the Written Word, Checklist for CCTV, Cemetery Grave and memorial conditions, Ploughman Hall Booking Policy, Public speaking at Council Meetings, Revision of Council's Risk assessment procedures, Purchase Order system.

Councillor Smith proposed that all the recommendations made ,be agreed by the Council, seconded by Councillor Vincent-Pilsworth and **agreed** unanimously:

Planning Committee – updates including:
planning minutes from meetings held on 15th and 29th March 2016 - previously circulated
The appeal hearing for Meadow Road had taken place this week and had been attended by Councillors P King, Croucher and Manning. A decision was expected in 6 to 8 weeks.

To receive and agree \$106 agreement and sign indemnity for Land South of Brickhills and consider future allocation of \$106 funds.
SCDC had forwarded an indemnity agreement for the above for the Council to consider. Councillor Law proposed the Council enter the agreement and the Chairman and Vice Chairman should sign the documentation. This was seconded by Councillor Slater and **agreed** unanimously.

Clerk

Clerk

Clerk

Lead Cllrs

Clerk

P King/ R
Croucher
/Clerk

Raymond Croucher 05/10/2016

Future allocation of S106 monies was discussed and it was agreed that the QEII working party should meet with WAG to ascertain what community contributions may come forward. Future allocation would then be discussed and agreed at the next meeting.

QEII
Working
party/
Clerk

Green & Boundaries – Monthly report plus updates including:

To receive an update on Meadow Road Site

Specifications were still in progress and Councillor Watson agreed to present the Council with detailed specifications including costings for the next meeting.

J Watson
(May)

To receive an update on the community orchard flailing

Specifications were still in progress and Councillor Watson agreed to present the Council with detailed specifications including costings for the next meeting.

J Watson
(May)

Trees on Parish Open Spaces

Councillor Watson had met with the Tree Warden to discuss trees on Parish Council land. Various issues had been highlighted and Councillor Watson agreed to provide the Council with a full report including costings for any work. To be presented at the May meeting.

J Watson
(May)

To receive proposal from Lead Councillor regarding future Christmas tree/lighting

Councillor Tassell was not present so this item was deferred until the May meeting.

R Tassell
(May)

Cemetery - monthly report plus updates including:

Councillor Mellows reported that he was receiving positive feedback regarding the grass cutting in the cemetery following the appointment of the new contractor. He was also investigating the possibility of a piece of land that may be suitable for a new cemetery.

S Mellows

Leisure & Amenities - monthly report plus updates including:

Councillor Smith summarised his report (previously circulated) and confirmed that the moles on the Recreation Ground had now been dealt with.

Public Hall

To receive and consider quotes for external decoration.

Two quotes had been received for the work but it was decided that the work to the Ploughman Hall would take priority and the work to the Public Hall would be deferred for the time being.

Clerk

Ploughman Hall

To receive and consider quotes for external/internal decoration

Several quotes had been sought for the decoration and two had been received (these were tabled). A quote had also been received for replacing the main front doors and office door. Councillor Smith proposed that the Council accept the quote from M Tickner for the decoration, seconded by Councillor Mellows and **agreed** unanimously. Councillor Law proposed that the Council accept the quote from Manart for the replacement doors, seconded by Councillor Smith and **agreed** unanimously.

Clerk

60/16 Accounts

To receive and agree increase in Piper Lifeline charges

The Council had been notified that there would be an increase of 4p per week per unit. It was agreed to accept the increase.

Items paid by bank payments:

Salaries	March	2016	Salaries	£2548.04
HMRC	March	2016	PAYE	£ 900.32

Items paid by direct debit/standing order:

South Cambs DC	Piper	Lifeline	Section 142	£ 755.43	
Total	Gas	Pavilion	Gas	L & A	£ 18.88
Total	Gas	Green	G & B	£ 12.10	
Total	Gas	Public	Hall	Halls	£ 145.84
Engie	Ploughman	Electric	Halls	£ 430.12	
Camb Water	Rec	Ground	G& B	£ 14.78	
Camb Water	Ploughman/Pavilion	L& A/Halls		£ 129.56	
Camb Water	Cemetery	Cemetery		£ 17.51	
Camb Water	Public	Hall	Halls	£ 96.58	
Intouch CRM	Licence	Est		£ 35.99	
South Cambs DC	Refuse Coll	Ploughman	Halls	£ 658.00	
South Cambs DC	Refuse Coll	Cemetery	Cemetery	£ 416.00	
South Cambs DC	Rates	Ploughman	Halls	£3242.80	
South Cambs DC	Rates	Cemetery	Cemetery	£ 568.70	

Raymond Endrey
ASMA, 2016

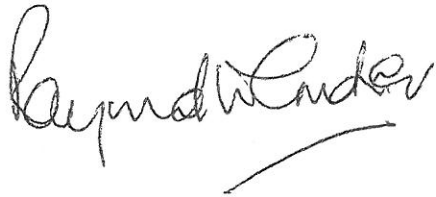
South Cambs DC	Rates	Pavilion	L & A	£1960.20	
Items to be paid by bank transfer.					
Suds & Bubbles	Cleaning	Ploughman	Halls	£ 425.00	
Suds & Bubbles	Cleaning	Pavilion	L& A	£ 200.00	
Items to be paid by cheque:					
ACA Heating	Replace	tap	L&A	£ 265.14	
Holywell Cum Nee	Travel	Exp	Est	£ 46.35	
Konica Minolta	Photocopier		Est	£ 222.84	
Konica Minolta	Photocopier		Est	£ 115.04	
Binder Limited	Pump	Repair	Halls	£ 202.30	
CBS Office Sol	Stationery		Est	£ 59.76	
DRE Pest Control	Moles	Rec Ground	L & A	£ 84.00	
Parish Online	Annual	Fee	Est	£ 84.00	
Petty Cash	Office		Est	£ 53.00	
Binder Limited	Pump	repair	Halls	£2,293.53	
Councillor Watson proposed the accounts be accepted, seconded by Councillor L King and agreed unanimously.					
61/16 Police matters update including:					
Councillor Slater summarised his report (previously circulated) and confirmed that Willingham had been relatively quiet this month with some thefts from the One Stop having been reported.					
62/16 update on 30mph limit on Station Road					
This was still ongoing and County Councillor Hudson was liaising with Highways to try and bring it to a conclusion.					
63/16 To receive an update on parking around the school					
The Clerk had contacted the PCSO and the school to request some dates for a meeting. To-date no response had been received. The Clerk was asked to follow this up.					
64/16 To receive an update on works along West Fen Road					
Two quotes had been received for the work but since the last meeting the County Council had filled in the potholes along the edge of the road. It was agreed to take no further action at the present time. The Clerk would respond to the contractors accordingly.					
65/16 To receive and consider ACRE Housing Need Survey.					
Representatives would be attending the June meeting. Councillor Law agreed to lead the discussions at the meeting and all Councillors were requested to forward any questions or feedback on the report to Councillor Law and copy in the Clerk.					
66/16 To receive and consider electricity contract information from Utility Wise.					
Information had been previously circulated that showed a discount could be achieved and would bring all the contracts in line with the same expiry date. Grouping them together when applying for a new contract would give the council more leverage for a better rate.					
Councillor Smith proposed the Council go ahead with the change to bring all the accounts in-line with each other, seconded by Councillor Slater and agreed unanimously.					
67/16 To receive any other reports from outside bodies not on the agenda					
None					
68/16 Items for future meeting					
Future S106 projects					
Tree maintenance within Parish Council open spaces.					
Meadow Road					
Community Orchard					
Christmas lights					
New Cemetery					
69/16 Date of next meeting: 4th May – Annual meeting of the Parish Council					
18th May – Annual Parish Meeting					
					P Hudson
					Clerk
					Clerk
					ALL
					Clerk

Meeting closed at: 20:55

Legislation governing payments in the order in which they appear:

Raymond W. Cundy
05/Nov/2016

- (1) LGA 1972 s112(2)
- (2) Ditto
- (3) LGA 1972 s137
- (4) LG (Misc Provs) Act 1976 s19(1)
- (5) Ditto
- (6) Ditto
- (7) Ditto
- (8) Ditto
- (9) Ditto
- (10) Ditto
- (11) Ditto
- (12) LGA 1972 s111
- (13) Litter Act 1983 ss5-6
- (14) Ditto
- (15) LGA 1972 s133
- (16) LGA 1972 s 214(6)
- (17) LGA 1972 s111
- (18) Ditto
- (19) Ditto
- (20) LGA 1894 s8(1)(i)
- (21) LGA 1972 s111
- (22) Ditto
- (23) Ditto
- (24) LGA 1894 s(8)(1)(i)
- (25) LGA 1972 s111
- (26) Open Spaces Act 1906 s10
- (27) LGA 1972 s111
- (28) LGA 1894 s(8)(1)(i)



05/May/2016