



WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council Meeting held on Wednesday 4th
May 2016 at 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street, Willingham


Present:

Councillors: P King (Chair), R Croucher, L King, A Cook, A Slater, J Smith, B Mansfield, J Anderson, D Law
R Manning (*arrived 7:55pm*), N Harris

RFO: Sarah Rutherford

Public: Two

Clerk: Mandy Powell

	Actions
<p>70/16 Election of Council Chairman and to receive their declaration of acceptance of office Councillor P King proposed that Councillor Croucher become Chairman of the Council, seconded by Councillor Cook and agreed unanimously. Councillor Croucher accepted the post and signed his declaration of acceptance of office. Councillor P King stepped down and Councillor Croucher continued to Chair the meeting.</p>	
<p>71/16 Election of Vice Chairman of the Council and to receive their declaration of acceptance of office. Councillor Croucher proposed that Councillor P King become Vice-Chairman, seconded by Councillor Cook and agreed unanimously. Councillor King accepted the post and signed his declaration of acceptance of office.</p>	
<p>72/16 Apologies for absence Apologies were received from the following: Councillor Tassell – personal commitment Councillor Watson – personal commitment County Councillor Hudson – work commitment</p>	
<p>73/16 Declarations of interest Non pecuniary interests were declared by the following: Item 89/16 – Councillor L King as secretary of Friends of Willingham Library Item 90/16 – Councillor L King as secretary of the management committee for Willingham News Item 90/16 – Councillor P King as treasurer for Willingham News Item 90/16 – Councillor Law as his wife is an editor of the Willingham News</p>	
<p>74/16 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) All parishioners wishing to speak, 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></p>	
<p><i>Mr Spittle raised concerns about the length of time the Christmas lights had remained on the Green. The Clerk confirmed that she had requested they be taken down and would chase again.</i> <i>Mr Spittle also commented on the state of the footpath between the One stop shop and the Village Green as it is constantly covered in mud and leaf litter. The Clerk confirmed she had been in touch with Highways and would chase them again.</i></p>	
<p><i>Mr Tidball, Chair of WAG advised the Council that WAG would be holding their AGM next Wednesday and would be setting their priorities for the coming year. High on this list would be Phase II of the QEII field and he requested that the Council give an indication of what the cost of Phase II was likely to be and how much they envisaged WAG needing to contribute. The Chairman confirmed that a meeting with the working party would be organised as soon as possible to discuss.</i></p> <p><i>The meeting was reconvened</i></p>	<p>Clerk QEII group</p>
<p>75/16 To elect Lead Councillors and Deputy Lead Councillors for the forthcoming financial year.</p>	
<p>L&A Lead Councillor: Councillor P King proposed that Councillor Smith remain as Lead Councillor, seconded by Councillor Cook and agreed unanimously. Deputy: Councillor Smith proposed that Councillor Slater remain as Deputy Lead Councillor, seconded by Councillor Anderson and agreed unanimously</p>	

78/16

<p>Cemetery: Lead: Councillor P King proposed that Councillor Mellows remain as Lead Councillor, seconded by Councillor Cook and agreed unanimously. Deputy: Councillor Smith proposed that Councillor P King take on the role of Deputy Lead Councillor, seconded by Councillor Harris and agreed unanimously.</p>	
<p>Halls Lead: This was deferred until the June meeting. Deputy: This was deferred until the June meeting.</p>	June
<p>G&B Lead: This was deferred until the June meeting. Deputy: This was deferred until the June meeting.</p>	June
<p>76/16 To elect a planning committee, police co-ordinator and Willingham News contributors for the forthcoming financial year.</p> <p>Planning: Those present who were currently on the committee were happy to continue and Councillor King proposed that the committee be made up as follows: D Law, N Harris, P King, R Croucher, A Slater, A Cook, R Manning</p> <p>Police Co-ordinator: Councillor Smith proposed that Councillor Slater continue in the role, seconded by Councillor Croucher and agreed unanimously.</p> <p>Willingham News Contributors: It was agreed that the contributors would be Councillors P King, Croucher, Law and Mansfield. The Clerk would put together a rota for submissions.</p>	Clerk
<p>77/16 To receive, agree and sign the annual governance statement for 2015/2016 The governance statement was read out by the Chairman and all questions were asked and agreed with unanimously. Councillor Anderson proposed that the Chairman sign the statement on behalf of the Council, seconded by Councillor Law and agreed unanimously. The statement was signed and witnessed by the Clerk.</p>	
<p>78/16 To receive presentation of and agree Parish Council Annual Accounts for 2015/2016 <i>Councillor Manning joined the meeting during this item.</i> The RFO presented the annual accounts (these had been previously circulated) and summarised the expenditure. Councillor Harris proposed that the Council accept the Annual accounts, seconded by Councillor Law and agreed with ten votes in favour and one abstention (due to late arrival).</p>	
<p>79/19 To receive internal auditors report for 2015/2-16 and appoint internal auditor for 2016/2017 The Clerk summarised the auditors report to the Council and explained any areas highlighted. Councillor Anderson proposed that the Council accept the report, seconded by Councillor P King and agreed unanimously. The Chairman thanked the Clerk and RFO for all their efforts.</p> <p>The RFO informed the Council that she would like to look for an alternative auditor as she was not completely assured that the audit was as thorough as it should be. A discussion took place and it was agreed that the Clerk would contact neighbouring Councils to see who is used and ascertain any recommendations. To be discussed at the June meeting.</p>	Clerk/ June
<p>80/16 To approve the minutes of the Parish Council meeting held on the 6th April 2016 Councillor Law proposed that the minutes be accepted as a true record of the meeting, seconded by Councillor L King and agreed with six votes in favour and five abstentions due to not being at the meeting.</p>	
<p>81/16 To deal with any matters arising from the meeting held on the 6th April 2016 not covered elsewhere on this agenda. Councillor L King and Councillor Cook both raised concerns about the contact details listed in the Willingham News. Both felt that the list should include phone numbers and not just email addresses. The Chairman confirmed the Council had agreed this at the previous meeting and it would be reviewed in six months.</p> <p>Councillor Cook also raised concerns about the maintenance implications on the war memorial now that it had been listed. The Clerk confirmed that she had written requesting that it remain as it was but English Heritage had been successful in their application to have it listed.</p>	
<p>82/16 To receive the Chairman's report including: Annual report Issued by P King and previously circulated – No questions raised.</p>	

Resignation of Councillor Vincent-Pilsworth

The Chairman advised the Council that due to work commitments Councillor Vincent-Pilsworth had resigned from the Council. The Clerk was asked to write and thank Councillor Vincent-Pilsworth for her contribution during her time on the Council.

Clerk

Wiser collection date

The Chairman advised the Council that the next WEEE collection would be on Thursday 7th July. Posters would be put up and a notice would be issued in the Willingham News.

Letter from resident regarding a mirror on the junction of Station Road/Millfield

Correspondence had been received regarding the lack of visibility at the junction. The Clerk had informed the resident that the Council had tried to obtain a mirror via the minor highways improvement fund. The Clerk had also contacted Highways to ascertain a costing for the work and was informed that Highways could not help as they do not allow mirrors like this on the Highway. The Clerk would write to the resident advising them of this.

Clerk

To receive correspondence from Parishioner re dog litter bins

Correspondence had been received regarding the lack of dog bins in various locations around the village. A discussion took place and it was agreed that the Clerk would write to SCDC requesting that the missing bins be reinstated. Once this was agreed it could then be decided where they should be located.

Clerk

Street Naming – Daniels Close

The Clerk had received correspondence from 3C Shared Services at SCDC regarding naming the street in the development off of Daniels Close. It was agreed unanimously that as the development is a straight continuation of Daniels Close there was no need for a new name and as such it should remain part of Daniels Close. Clerk to advise 3 C Shared Services.

Clerk

Old West Drainage Board

The Council had been invited to send a representative to a view/tour of the district on the 18th May. Councillors were asked to let the Clerk know if they would like to attend by end of day on Tuesday 10th May.

All

The RFO left the meeting (8.25pm)

83/16 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 tabled. Concerns were raised again about the new traffic lights past the guided busway. These are still turning red when no traffic is waiting to come out of the side entrances. The Clerk would pass this on to Councillor Hudson.

Clerk/
P Hudson

It was also pointed out that large amounts of dust was being created by the lorries turning into the filed area along B1050 towards Bar Hill. Clerk to advise Councillor Hudson

Clerk /
P Hudson

It was noted that when travelling towards Longstanton early in the morning that although the lights were off in Willingham they were on around the guided bus area and in Longstanton. The Clerk would ask Councillor Hudson to look into this.

Clerk /
P Hudson

84/16 To receive and consider any District Council reports and communications not covered elsewhere on the agenda.

Councillor Manning summarised his annual report to the Council and Councillor P King raised concerns about the applications for large scale developments within the village pointing out that the village had been designated a minor rural centre (MRC) and as such, development should be restricted to thirty houses. Infrastructure had not improved since the status was allocated, and in fact had got worse. The village no longer has any banks, it has no secondary school, it takes longer to get a doctors appointment etc. Councillor King stated that if SCDC had changed its view on Minor Rural Centres then it should say so and if not it should be supporting the Parish Council in their objections to these large developments. Councillor King requested that SCDC provide the Council with a written response clarifying their views on Minor Rural Centres.

R Manning

Councillor Manning confirmed that whilst the Local Plan is not in place, the rules for an MRC do not apply and if issues raised during an application are addressed within current guidelines then there was little that could be done. Once SCDC have their Local Plan approved the MRC rules will reapply.

Councillor Cook was concerned that if SCDC don't support the principle of Minor Rural Centres now during the application process then it would make it more difficult to raise objections when the MRCs are reinstated.

85/16 To receive from the following Committees; annual reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee – updates including: Nothing to report.

50/16
Planning Committee – updates including:

Annual report

Previously circulated – no questions raised.

Planning minutes from meetings held on 19th April 2016

Previously circulated- no questions asked.

Attendance at SCDC planning meeting on the 11th May to discuss the Rockmill End Development

Councillor Law understood Councillors Kings objections to the development but sated that it would appear that the report issued by SCDC mitigates all of the arguments put forward. Councillors King and Cook but questioned the accuracy of the report. Councillor Law proposed that the Council leave their comments as they stand and make no further representation to the meeting on the 11th. This was seconded by Councillor Harris with two votes in favour, four against and five abstentions. The motion was NOT carried. Councillor King proposed that a statement be put together reiterating the Council's concerns and objections, seconded by Councillor Slater and **agreed** with six votes in favour, two against and three abstentions. Councillor King would draft a statement for approval by the planning committee.

P King /
Planning

If possible a representative should attend the meeting to present the statement and Councillors were asked to let the Clerk know whether they were available by first thing Monday 9th May.

Planning

To discuss and agree future allocation of S106 funds.

This had been deferred from the April meeting. A discussion took place and it was agreed unanimously that the following projects would be put forward in order of preference (as listed) for any future S106 funds.

Clerk

- Updating of the bowls club for a multi use facility
- Footpath to the community orchard.
- Meadow Road

Existing S106 monies would be used towards Phase II of the QEII field (total figure to be finalised once funding contribution from WAG was agreed)

QEII
working
party

Green & Boundaries – updates including:

Annual report

Previously circulated – No questions raised.

To receive and consider proposal on Meadow Road Site

Councillor Watson was not present so this item was deferred to the next meeting.

To receive and consider proposal on the community orchard flailing and tree works

Councillor Watson was not present so this item was deferred to the next meeting.

To receive report and consider any proposals regarding Parish trees

Councillor Watson was not present so this item was deferred to the next meeting.

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

Councillors Watson and Tassell were not present so this item was deferred to the next meeting.

Tree Warden articles for the Willingham News

The Tree Warden had put together an article for the Willingham News and had offered to do similar pieces on a quarterly basis. It was agreed unanimously that these could be a useful addition to the Council's news piece (where space allowed).

Cemetery - updates including

Annual report

Previously circulated – no questions raised.

New Cemetery

Councillor Mellows was not present at the meeting but Councillor Cook confirmed that Councillor Mellows was looking into the feasibility of digging some test holes on the potential land. Councillor Manning proposed that the Council agree to the work being carried out to a maximum cost of £250, seconded by Councillor Harris and **agreed** unanimously.

S Mellows
A Cook

Leisure & Amenities - updates including:

Annual report

Previously circulated – no questions raised.

12/1/16

Bowls Club

Councillor Smith confirmed that the Bowls Club had now closed.

Benches for the QEII Field

Councillor Smith had arranged for these to be installed over the next week or so. And had requested approval for the installation costs (up to £100). It was agreed unanimously to go ahead with this.

J Smith

HALLS – Updates including:

Annual report

Previously circulated – no questions raised.

Public Hall – nothing to report

Ploughman Hall - nothing to report

86/16 Monthly accounts for payment

Paid Items:

Salaries	Salaries	April 16	1927.59
HMRC	Salaries	PAYE	510.65
British Gas	Electric Pavilion	L & A	607.65
Total Gas Gas	Pavilion	L & A	23.16
Total Gas Electric	Green	G & B	10.96
Total Gas Electric	Public Hall	Halls	225.27
Engie	Electric Ploughman	Halls	461.86
Intouch CRM	Licence	Est March	35.99
Intouch CRM	Licence	Est April	35.99

Items to be paid by Fastpay:

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

Items to be paid:

Lawn Hopper	Spring Treatment	L & A	122.00
Hewitsons	Legal Costs P Buckley	Est	338.40
Buchans	Grass Cutting – Village	Est	793.30
Initial San Bin –	Ploughman	Halls	395.65
Cromwell Fire	Ploughman – Ext	Halls	52.12
Cromwell Fire	Pavilion – Ext	L & A	66.61
Cromwell Fire	Ploughman – Ext	Halls	106.52
Cromwell Fire	Public Hall – Ext	Halls	72.80

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

87/16 Police matters update including:

Councillor Slater reported that Willingham had been very quiet during the last month but that there had been some theft of lead from the church in Swavesey.

88/16 To receive and consider Clerk’s SLCC renewal

Councillor Anderson proposed the Council accept the renewal of £187, seconded by Councillor L King and **agreed** unanimously.

Clerk

89/16 To receive and consider request from Willingham Library for summer reading challenge contribution

Councillor Anderson proposed that the Council make a contribution of £600, seconded by Councillor Slater and **agreed** with ten votes in favour and one abstention due to a declaration of interest.

Clerk

90/16 To receive and consider request from Willingham News for Council contribution

Councillor P King summarised the Willingham News accounts and confirmed that it left them with a loss of £1,838.83 up to September 2015. Councillor Harris proposed the Council make up the loss amount as previously agreed, seconded by Councillor Cook and **agreed** with nine votes in favour and two abstentions due to declaration of interest.

Clerk

91/16 To receive and consider CAPALC membership renewal

Councillor Croucher proposed that the Council renew their membership this year at a cost of £ 567.74 and review the service received during the year, seconded by Councillor Anderson and **agreed** with seven votes in favour, one against and three abstentions.

Clerk

82/16

<p><u>92/16</u>To receive any other reports from outside bodies not on the agenda</p> <p>None received.</p> <p><u>93/16</u> Items for future meeting</p> <p>Appointment of internal auditor G&B and Halls Lead and Deputy Lead Councillors Meadow Road Community Orchard Christmas Lights</p> <p><u>94/16</u> Date of next meeting.</p> <p>18th May – Annual Parish Meeting 1st June – Full Parish Council meeting</p> <p>Meeting closed at: 9.45PM</p>	
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Legislation governing payments (listed in the order they appear)

1. LGA 1972 S112(2)
2. Ditto
3. LG (Misc Provs) Act 1976 s19(1)
4. Ditto
5. Ditto
6. Ditto
7. Ditto
8. LGA 1972 s111
9. Ditto
10. Ditto
11. Ditto
12. Open Spaces Act 1906 s10
13. LGA 1972 s111
14. LG (Misc Provs Act 1976 s19 (1)
15. LGA 1972 s111
16. Ditto
17. Ditto
18. Ditto

Winey
1st Jun 16
