



WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on
1st June 2016 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Watson, Smith, Anderson, Manning, Law, L King, Tassell, Slater, P King (Chair), Cook, Harris
County Councillor: Peter Hudson (*arrived 7:35pm*)
Parishioners: One
Clerk: Mandy Powell

Actions

Mark Deas from Cambridgeshire Acre gave a short presentation summarising the results from their recent housing need survey. He confirmed that a response rate of 17% was achieved and of that 74% supported the idea in principle, 22% were opposed and 4% expressed no opinion. Councillors felt that 17% seemed quite a poor response rate but Mr Deas confirmed that this was average for the size of village. Some feedback was put forward to Mr Deas in that it was felt that the purpose of the survey wasn't entirely clear and had resulted in some misunderstanding by several parishioners believing that it had been carried out by the Council, which was not the case.

The Parish Council meeting commenced at 19:50pm

95/16 Apologies for absence

Apologies were received from Councillors Croucher, Mellows and Mansfield all with personal commitments

96/16 Declarations of interest

None

97/16 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

The meeting was adjourned

Mr T Buckley, a member of Willingham Bowls Club wanted to clarify the situation with the club and advised Councillors that it had not closed but due to the condition of the green and ongoing issues with flooding on the Rec the Club were now playing in Longstanton. He asked that the Council support the Club as it was a valued asset in the village for people of all ages but in particular could encourage older residents to exercise.

Councillor Smith confirmed that the club had moved to Longstanton as members could not maintain the pitch and felt that if the Council took over the maintenance of the area the costs would be prohibitive and in the region of ten thousand pounds a year. He suggested that an all-weather pitch may be the way forward.

It was agreed that Councillors Slater and Smith would look at the issues and report back at a later meeting

The meeting was reconvened.

98/16 To approve the minutes of the Annual meeting of the Parish Council held on the 4th May 2016

Councillor Cook proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Anderson and agreed with eight votes in favour and three abstentions due to not being at the meeting.

99/16 To deal with any matters arising from the meeting held on the 4th May 2016 not covered elsewhere on this agenda.

Item 82/16 – The Clerk had written to SCDC regarding the litter bins – no response had been received to date

Item 82/16 – Councillors Harris and Manning had attended the Old West Drainage Board open day and reported that it had been a very informative and enjoyable event. The Clerk was asked to write and thank the Drainage Board for putting the event on.

**A Slater/ J
Smith**

Clerk

06/07/2016

100/16 To approve the minutes of the Annual Parish Meeting held on the 18th May 2016.

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

101/16 To deal with any matters arising from the meeting held on the 18th May not covered elsewhere on this agenda.

The Clerk had passed on Mr Jeeps concerns to County Councillor Hudson

102/16 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Councillor Hudson summarised his report (this had been previously circulated) and included:
30mph limit Station Road- Councillor Hudson had met again with Highways. The requested change would now be advertised and it was anticipated that the Police would object. If this is the case the issue would be referred to the Highways Committee for a final decision.

Mirror on Millfield junction – Following previous requests Councillor Hudson had sought clarification from Highways as to why this would not be permitted and was advised that ‘traffic mirrors within the highway boundaries constitute traffic signs and as such require special authorisation by the Department of Transport. Mirrors placed on highways can cause other highway users to be dazzled by headlight or sun reflection. The judgement made about the speed and distance of approaching traffic can be distorted when using a mirror.’

Councillor Hudson was also looking into issues raised regarding the Northstowe traffic lights, the dust created from the balancing ponds at Longstanton and the overnight street lights around the park and ride and Longstanton.

In addition to the report previously circulated Councillor Hudson reported that various drainage issues had been passed onto Highways, including Priest Lane and Millfield.

Concerns were raised in relation to the following issues:

Standing water on the High Street outside Jeeps Close and Over Road from the traffic lights down towards Haden Way.

Vehicles coming round the bend from Rampton End to Rampton Road often use the wrong side of the road and white lines on the road there could help with the issue.

Yellow lines needed replacing where contractors had carried out work on the Thodays Close/Long Lane junction.

The excessive number of cars parking in Newington especially around school pick up time. Yellow lines should be put down to deter people from parking near the junction.

It would appear that a survey had been carried out along Shelford Road as areas had been marked up – the Council were not aware of any planned works.

The Clerk reminded Councillor Hudson about the longstanding issue of water and debris encroaching on the footpath opposite the Duke of Wellington in Church Street.

Councillor Hudson agreed to look into all the above issues and report back to Council.

103/16 To receive and consider any District Council reports and communications not covered elsewhere on this agenda.

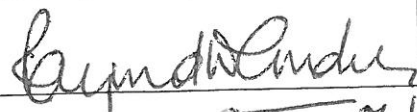
Councillor Manning reported:
Councillor Peter Topping was now the new Leader of the District Council.

The City Deal were working towards work place charging. This would apply to businesses with more than 10 people and the money raised would be used to subsidise the park and ride sites and buses.

Discussions on Devolution for East Anglia were still ongoing. A proposal had been put forward from leaders for two deals (Suffolk and Norfolk, Cambridgeshire and Peterborough) but with clear links on matters such as transport and infrastructure.

The Council thanked Councillor Manning for all his hard work and commitment during his nine years as Leader of the District Council.

P Hudson



06/07/2016

104/16 To receive the Chairman's report including:

Councillor Hudson left the meeting

Councillor Tassell left the room

Thank you letter from the library

The Chair read out a thank you letter from the library and confirmed that the Council would be invited to the award ceremony – details to follow.

Councillor Tassell returned to the meeting

Notice of Cambridgeshire Highways Depot Open Days 2016

The Chair advised the Council of the above events in June and July. Councillor Watson volunteered to attend the session due to be held at Witchford on the 25th July.

Update on Councillor Vacancy

No election had been called and the vacancy could now be co-opted. The Clerk had posted notices and the co-option would be added to the July agenda

Notice of Youth Bus 21st Birthday celebrations – 27th July 2016

An invite had been received to the above event and the Chair asked if anyone wished to attend. There was no uptake on this.

Conference – engaging with the traveller and gypsy Community

An invite had been received to attend this free event organised by SCDC/CCC. The Chair advised Councillors to notify the Clerk by Thursday 16th June if they wished to attend.

*J Watson/
clerk*

July

All

105/16 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee – updates

Nothing to report.

Planning Committee – updates including:

Minutes of the meeting held on the 19th May 2016

These had been previously circulated.

HALLS – Updates including:

To appoint Lead and Deputy Lead Councillors

Lead: Councillor P King proposed that Councillor Tassell be appointed, seconded by Councillor L King and **agreed** unanimously.

Deputy: Councillor Tassell proposed that Councillor Smith be appointed, seconded by Councillor Manning and **agreed** unanimously.

Public Hall update

Nothing to report

Ploughman Hall update

Councillor Croucher was not present but the Clerk reported that the broken toilet seat in the ladies had been replaced.

Cemetery - updates including

To appoint a Deputy Lead Councillor

Councillor Mansfield although not present had expressed an interest and Councillor P King proposed she be appointed, seconded by Councillor Smith and **agreed** unanimously.

New Cemetery

Bore holes had been dug and the results had seemed promising. Councillor Mellows would move this item forward upon his return.

Raymond Lundy

06/07/2016

Green & Boundaries – updates including:

To appoint Lead and Deputy Lead Councillors

Lead - Councillor P King proposed that Councillor Cook be appointed, seconded by Councillor Harris and **agreed** unanimously.

Deputy – Councillor Cook proposed that Councillor L King be appointed, seconded by Councillor Smith and **agreed** unanimously.

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

A proposal had been previously circulated for work to the community orchard and the Clerk reminded the Council that this needed to be carried out by the Autumn. Councillor Cook agreed to review and liaise with the Clerk to obtain quotes for the work.

A Cook

To receive report and consider any proposals regarding Parish trees

Councillor Watson reported that the Tree Warden had raised some concerns regarding trees on the Green and would be submitting a report. Councillor Cook agreed to liaise with the Tree Warden regarding the issues and would report back to council at the July meeting.

A Cook/ July

To receive proposal for future Christmas tree/lighting

Councillor Tassell was liaising with Councillor Cook regarding the possibility of obtaining a free artificial tree for the Green. If this was suitable then it could be used whilst a wider village scheme is looked into.

A Cook/ R
Tassell

Councillor Cook reported that despite reminders the lights were still up on the Green. He and Councillor Manning agreed to look into taking these down.

A Cook/ R
Manning

Leisure & Amenities - updates including:

Report on emergency replacement of door lock

The lock to the main front door had failed and the door could not be opened from either outside or inside. As this is a fire door the Clerk had, with the approval of the Chair, Vice Chair and Lead Councillor arranged for an emergency locksmith repair the lock. This had been completed and new keys cut at a total cost of £420.00

Pavilion CCTV

Several cameras had been found not to be working and the Clerk had arranged for the contractors to attend the site. The Power supply had been replaced and all cameras were now in working order.

To receive report on QEII Field Phase II and consider any proposals

The working party and WAG had met and Councillor Croucher's report had been tabled. Councillor Cook summarised the details of the meeting and pointed out to Councillors that should they go ahead with phase II that the total commitment by the Council to the project could exceed eighty thousand pounds and that its original commitment had been thirty four thousand pounds. Neither Councillors Cook or Smith were certain that the Phase II equipment was what was needed and raised concerns about how much it was likely to be used. Concerns were raised as to whether the Council should continue spending further funds on play equipment or whether the monies would be better spent elsewhere. It was agreed not to move forward with the proposal at the current time. The Council would like to look at further options before a decision is made and would like WAG to provide a very clear costed plan detailing what is involved along with an estimate of likely numbers using the older area. The Council agreed unanimously that Councillor Croucher should go ahead with the Community Chest application for the focussed footpath areas.

QEII
Working
party/WAG

R Croucher

To receive and consider proposal to purchase two topsy bins for the QEII Field

As the current bins provided by Proludic were not fit for purpose and rubbish was often strewn across the field, councillor Smith proposed that two topsy bins be purchased instead at an approximate cost of £350. Councillor Manning proposed the Council go ahead with the purchase of the bins, seconded by Councillor Cook and **agreed** unanimously.

Clerk

Annual assessment of charges for recreation ground regular users

Councillor Smith reminded Councillors that this was now due for assessment and would now only include Cricket and Hockey as there was currently no men's team. As little would change, it was agreed unanimously to delegate the review and setting of the fees for the coming year to Councillor Smith.

J Smith

Raymond Under

06/07/2016

the decision under item number 58/16 where it had been agreed to issue email addresses only; Councillors Cook, L King, J Watson, R Tassell, N Harris. The resolution under item 58/16 was rescinded (see attached).

Councillor Manning proposed that both email addresses and telephone numbers be published in both the Willingham News and on the Council website. This was seconded by Councillor P King and **agreed** with eight votes in favour, one against and two abstentions.

112/16 To receive any other reports from outside bodies not on the agenda

None Received.

113/16 Items for future meeting

Co-Option of Councillor Vacancy
Christmas lights
QEII Field project
Community Orchard flailing
Village Green trees

114/16 Date of next meeting: 6th July 2016. Councillors Anderson, P King and L King offered their apologies as they would all be away for this meeting.

The meeting closed at 21:20

Clerk

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 s19 (1)
- (5) Ditto
- (6) Ditto
- (7) LGA 1972 s111
- (8) LG (Misc Provs) Act 1976 s19(1)
- (9) LGA 1972 s111
- (10) Ditto
- (11) Open Spaces Act 1906 s10
- (12) LGA 1894 s(8)(1)(i)
- (13) LGA 1972 s111
- (14) Ditto
- (15) Ditto
- (16) Audit Commission Act 1998 s 7(3)
- (17) LGA 1972 s111
- (18) LGA 1894 s(8)(1)(i)
- (19) LGA 1972 s111
- (20) LGA 1972 s214
- (21) LGA 1894 s(8) (1)(i)

Raymond W. Lynch

06/07/2016

106/16 Monthly accounts for payment

Paid Items:

Salaries	May 2016	Salaries	£ 2027.28
HMRC	May 2016	Salaries	£ 568.54
British Telecom	Phone	Est	£ 359.41
Total Gas & Power	Electric Village Green	G & B	£ 11.72
Total Gas & Power	Electric Public Hall	Halls	£ 60.35
Total Gas & Power	Gas Pavilion	L & A	£ 23.24
Intouch CRM	Monthly Licence	Est	£ 35.99
GDF Suez	Electric Ploughman Hall	Halls	£ 489.52
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	Chq no. 003430
A R Aspinall	Chain	L & A	£ 79.70	Chq no. 003431
Playsafety	Annual Inspection	L & A	£ 214.20	Chq no. 003432
ESPO	Stationery	Est	£ 76.00	Chq no. 003433
Hewitson	Legal Costs	Est	£ 112.80	Chq no. 003434
Mijan Limited	Internal Audit	Est	£ 100.00	Chq no. 003435
PRS Music	Ploughman Hall Licence	Halls	£ 646.54	Chq no. 003436
Rob Kirtiak	Emergency lock replacement – Pav	L&A	£ 420.00	Chq no. 003437
Cromwell Fire	Call out for Pub Hall Fire alarm	Halls	£ 135.00	Chq no. 003438
Fergusons	Cemetery Grass cuts	Cem	£1158.00	Chq no. 003439
ACA Heating & Plumbing	Works to Pav Toilet & Hall toilet	L&A/Halls	£ 97.52	Chq no. 003440

Councillor Manning proposed the accounts be accepted, seconded by Councillor Law and **agreed** unanimously.

107/16 Police matters update

Councillor Slater reported that the village had again been very quiet this month and that he would be attending the forthcoming police panel meeting.

108/16 To receive and consider correspondence regarding the naming of the former Aspinalls Builders Yard

Correspondence had been received from 3C Shared Services regarding naming the above. It had been proposed to call it Aspinalls Close.

Councillor Cook proposed that the area should be named Aspinalls Yard as that is what it has always been known as, seconded by Councillor Manning and **agreed** unanimously.

Clerk

109/16 To receive and consider grant request from Relate Cambridge.

Councillor Manning proposed that the Council did not offer a grant, seconded by Councillor Cook with two votes in favour, eight against and one abstention. This motion was NOT carried.

Councillor L King proposed that Council agree a grant of £200, seconded by Councillor Harris and **agreed** with eight votes in favour, two against and one abstention.

RFO/ Clerk

110/16 To receive an update on internal auditors and agree auditor for 2016/2017

Following last month's meeting the Clerk had contacted various neighbouring Councils to ascertain who they use and how they had found the service. This information had been previously circulated to Councillors

Councillor Cook proposed that the Council retain the services of their existing auditor, Michael Williamson, seconded by Councillor P King and **agreed** unanimously.

Clerk

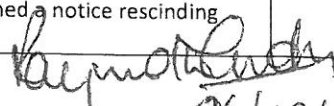
111/16 To consider future publication of Council documentation and accessibility to Councillors

At the Annual Parish Meeting, Mr P Bowman had asked if Council minutes and other information that is normally publicised in the library could also be publicised in Wilford Furlong, either in the community room or on their notice board.

Councillor Manning proposed that the circulation of minutes and agendas etc remain as it is, seconded by Councillor P King and **agreed** unanimously. It was agreed to put a note in the Willingham News reminding residents where details of Council communications can be found.

D Law

At the Annual Parish Meeting Mr Jeeps asked that telephone numbers be put back into the Willingham News. The Council had also received other feedback requesting the same. The following Councillors signed a notice rescinding


06/07/2016