



# WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on  
6<sup>th</sup> July 2016 7.30pm, in the Octagon,  
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Smith, Manning, Law, Tassell, Slater, Cook, Croucher (Chair), Mansfield, Mellows  
County Councillor: Peter Hudson  
Parishioners: Five  
Clerk: Mandy Powell

	Actions
<p><b>115/16 Apologies for absence</b></p> <p>Apologies were received from Councillors: L King, P King and Anderson all due to holiday Harris – Prior commitment Watson – Personal commitment</p>	
<p><b>116/16 Declarations of interest</b></p> <p>Item 124/16 – Public Hall – Councillor Cook declared a personal interest as he is involved with the Scouting group</p>	
<p><b>117/16 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)</b> 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</p> <p><i>The meeting was adjourned</i></p> <p>Caroline Hyde of Willingham Action Group (WAG) spoke regarding the QEII Field and reiterated WAG's wish for phase II to continue as planned. She confirmed that the It's a Knockout event was going ahead with a view to raising funds towards 10% of the project costs. The Chair confirmed that the working party had reported back to the Council at the June FPC meeting and the Council requested some additional information from WAG (to be provided no later than in time for the September Council meeting). The Chairman of WAG had been informed of this request following the last Parish Council meeting. The 10% WAG contribution mentioned had been a suggestion from the working party and had not been agreed by full Council. The Chair stated that once the information had been forwarded to the Council, phase II would be considered.</p> <p><i>The meeting was reconvened</i></p>	
<p><b>118/16 To approve the minutes of the Full Parish Council meeting held on the 1st June 2016</b></p> <p>Councillor Cook proposed the Council accept the minutes as a true record of the meeting, seconded by Councillor Law and agreed with six votes in favour and three abstentions due to not being at the meeting.</p>	
<p><b>119/16 To deal with any matters arising from the meeting held on the 1<sup>st</sup> June 2016 not covered elsewhere on this agenda.</b></p> <p>None</p>	
<p><b>120/16 To consider any applications for co-option for the Councillor vacancy</b></p> <p>No applications had been received. New adverts would be posted and the item deferred to the August meeting</p>	August Mtg
<p><b>121/16 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.</b></p> <p>Report had been previously circulated. Councillor Hudson added that the problem of tethered horses had improved. The 30mph extension had now gone to public consultation for a period of 30 days. Concerns were raised with the parking space signs at the guided busway at Longstanton. These appeared to have increased dramatically over recent weeks going from 300 spaces available to 600 plus. Councillor Hudson agreed to look into this.</p>	P Hudson
<p>Councillor Hudson reported that he had attended a meeting with the Head of the Primary School and the Police last year regarding parking issues but had heard nothing since. At this point, Councillor Croucher updated the Council on</p>	

*Mandy Powell*  
06/07/2016

<p>the meeting he recently attended with Councillor Tassell. The meeting had discussed the parking issues around Thodays Close and it had been agreed that an integrated package to address the problem was needed. The School and PCSO would like the Council to submit a minor highways improvement application for further yellow lines to be added to the area and then the PCSO could enforce this using the funds previously agreed by the Council. A discussion took place and it was agreed that Councillor Croucher would ask the school to provide evidence that parishioners are in support of these actions before the Council considers taking any further steps.</p>	R Croucher
<p><b><u>122/16 To receive and consider any District Council reports and communications not covered elsewhere on this agenda.</u></b>  Councillor Manning reported that Devolution had been passed by County Council and District Council and would now go out to public consultation. A final decision was expected in October.  The District Council had achieved the highest collection rate for Council Tax (99.4%) in East Anglia and the second highest in the country.</p>	
<p><b><u>123/16 To receive the Chairman's report including:</u></b>   <u>Notice of a Luminus Conference</u>  An invitation had been received to attend the Luminus residents conference on 23 July. Anyone wishing to attend should notify the Clerk.</p>	All
<p><u>Correspondence from a Parishioner regarding verge grass cutting</u>  Correspondence had been received regarding verge grass cutting and the resident had asked whether the Council could take over responsibility on the High Street. A discussion took place and it was agreed that as the County Council only currently cut twice a year they were unlikely to pay the Council to cut it more frequently and the Parish Council did not feel able to take on the financial responsibility of the additional cuts themselves. Clerk to notify parishioner</p>	Clerk
<p><u>Offer of donation of a Walnut tree for the village</u>  The Council had received an offer from a parishioner of a free potted Walnut tree. Whilst the Council appreciated the very kind offer it was agreed to decline it. Clerk to notify parishioner</p>	Clerk
<p><u>To receive notice of a Health Watch presentation</u>  Swavesey Parish Council had invited Councillors to attend a presentation on Health Watch Cambs. Councillors Croucher and Tassell both expressed an interest in attending. Clerk to notify Swavesey Parish Council.</p>	R Tassell/ R Croucher/ Clerk
<p><u>To receive notice of the SCDC Parish Forum</u>  This had been previously circulated to all Councillors and was due to be held on Wednesday 13<sup>th</sup> July. Anyone wishing to attend should notify the Clerk.</p>	All
<p><u>To receive correspondence regarding ball games on the green spaces in Haden Way</u>  A complaint had been forwarded from SCDC regarding ball games being played on the green spaces on Haden Way. The Clerk had previously advised SCDC that this area was not the responsibility of the Parish Council. Councillor Manning agreed to forward the complaint to SCDC housing for action.</p>	R Manning
<p><u>Over/Willingham Boundary</u>  The Clerk had been advised that there would be a civic affairs committee meeting on the 28<sup>th</sup> July where this issue would be discussed. Councillor Manning agreed to represent the Council at this meeting. Any other Councillor wishing to attend should advise the Clerk.</p>	R Manning All
<p><b><u>124/16 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations</u></b></p>	
<p><b>F&amp;GP Committee – updates including:</b></p>	
<p><u>Approval of minutes from the meeting held on 22 June 2016</u>  These had been previously circulated to all Councillors. Councillor Law proposed they be accepted as a true record of the meeting, seconded by Councillor Mellows and <b>agreed</b> with four votes in favour and five abstentions due to not being at the meeting.</p>	
<p><u>To consider recommendations from the above meeting including:</u></p>	
<p><u>Staff salary review</u>  The F&amp;GP committee had recommended that the proposed NJC salary award for 2016-2018 be implemented. Councillor Cook proposed the Council accept the recommendation of the F&amp;GP committee, seconded by Councillor Manning and <b>agreed</b> unanimously.</p>	RFO

*Raymond Cook*

06 July 2016

<p><u>Council pension contributions for eligible staff</u>  The F&amp;GP committee had reviewed the scheme and recommended that the Council match eligible employees contributions up to 5% from initial payment/entry and then review future contributions in 2019/2020. Councillor Mellows proposed the Council accept the recommendation of the F&amp;GP committee, seconded by Councillor Smith and <b>agreed</b> unanimously.</p>	RFO
<p><u>New administrator job specification and salary scale</u>  The F&amp;GP had agreed a job specification and salary scale of SCP 23. Interviews would be carried out by the Chair, Clerk and one other Councillor. Councillor Law proposed the Council accept the recommendation of the F&amp;GP committee, seconded by Councillor Slater and <b>agreed</b> unanimously. Councillor Tassell offered to join the interview panel.</p>	Clerk
<p><u>Additional signatories for electronic banking and revised commencement date</u>  The RFO had highlighted some potential issues with the limited authorised signatory list currently in place. The F&amp;GP committee recommended that the list be increased to include all F&amp;GP members and that the start date for implementation of the new system be put back to September 2016. Councillor Manning proposed the Council accept the recommendation of the F&amp;GP committee, seconded by Councillor Mellows and <b>agreed</b> unanimously.</p>	RFO
<p><b>Planning Committee – updates including:</b></p>	
<p><u>Update on the meetings held on the 7<sup>th</sup> and 20<sup>th</sup> June 2016</u>  Minutes had been previously circulated.</p>	
<p><u>Consider requests from Kingswater Lindum and SCDC to present to the Council an outline of their respective proposed developments</u>  Kingswater Lindum had approached the Council regarding a proposed development on Station Road and SCDC had approached the Council regarding a proposed development with CCC at Belsar Farm. Both parties wish to outline their proposals and it was agreed to hold a planning meeting on the 20<sup>th</sup> July in the Octagon where both parties could present to Council. <b>All Councillors are invited to attend.</b></p>	ALL Clerk
<p><u>To agree S106 proforma completion process</u>  SCDC had issued some guidelines and a new proforma that would need to be completed for any future S106 requests. These had been circulated to Councillors previously and the Chair advised Councillors that these should be used moving forward.</p>	ALL
<p><u>To consider request from SCDC regarding assuming responsibility of bus shelters near Rockmill End.</u>  Correspondence had been received from SCDC asking if the Council would be prepared to take on the future maintenance of the bus shelters around Rockmill End. The Clerk had asked for further clarification on what this would entail. As no response had been received at the time of the meeting it was agreed to defer this until clarification was received.</p>	August Mtg
<p><b>HALLS – Updates including:</b></p>	
<p>Monthly report had been previously circulated.</p>	
<p><u>Public Hall toilet repairs</u>  One of the toilets had been blocked and a plumber had been called out. Total cost to resolve the issue had been £169.52</p>	
<p><u>To receive and consider quotes for replacement external emergency lights for the public hall</u>  Three quotes had been requested but only one had been submitted. This was CBE Electrical with a quote of £288 + VAT to replace 3 lights with LED floodlights and PIR sensors. Councillor Tassell proposed the quote from CBE be accepted, seconded by Councillor Law and <b>agreed</b> with eight votes in favour and one abstention.</p>	Clerk
<p><u>To consider removal/retention of old fire alarm system in the public hall.</u>  There had been some recent minor issues with the old alarm system in the public hall. This had not been removed when the new system was installed approximately three years ago. The new system had been problem free for quite some time now and Councillor Croucher proposed that the old system be removed, seconded by Councillor Manning and <b>agreed</b> with eight votes in favour and one abstention.</p>	Clerk
<p>Councillor Tassell also reported that some polycarbonate sheeting had been sourced to repair the broken pane at the side of the building. This would cost less than £100 and would last for several years. It was agreed unanimously to go ahead with the purchase.</p>	Clerk/ A Cook

*Barbara Tassell*  
06 July 2016

To receive an update on the problem with the lighting in the Ploughman Hall and consider next steps.  
 A problem had been identified with the hall lighting and an electrician had been called out. A scaffold tower would be needed to investigate the problem and an estimated cost of repair had been requested as well as costs for replacing the lights with LEDs. As this information had not been received yet it was agreed to defer this item until the August meeting.

August Mtg

Update on Willingham Youth Trust

The Council had been advised that the Youth Club is currently not running as WYT have been unable to appoint a youth worker. The planned drop in sessions had also not gone ahead due to a lack of volunteers to run sessions. The Chair and Clerk were due to meet with Trustees in October and would report back to Council at the November meeting.

November Mtg

**Cemetery - updates including**

New Cemetery

Councillor Mellows reported that he was in discussion with the land owner and would report further at the next meeting.

August Mtg

Earth pile in cemetery

Councillor Cook had investigated the issue and was waiting for a quote to remove the earth.

A Cook

**Green & Boundaries – updates including:**

Monthly report had been previously circulated to all Councillors

To receive report regarding maintenance of the community orchard and consider any proposals.

The grass had been cut this week and the damaged seating was being removed.

To receive report and consider any proposals regarding Parish trees

Quotes would be sought for the removal of the remaining prunus trees and the barbed wire had been removed from the Horse Chestnut tree.

A Cook/Clerk

To receive proposal for future Christmas tree/lighting

Councillor Cook was yet to look at the lighting that had been offered. WAG had indicated that a natural tree could be obtained free of charge this year. The Clerk was asked to approach WAG and obtain details.

Clerk

To receive and consider request from Thurstons re attendance at the Feast Weekend.

Thurstons would like to arrive on Monday 3<sup>rd</sup> October and run the fair on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>. It was agreed that these dates would be acceptable.

Clerk

Councillor Mellows reported that Churches Together would like to erect a marquee on Sunday 9<sup>th</sup> for the Salvation Army band. This was agreed unanimously.

Meadow Road site

Councillor Cook reported that the horses and electric fencing were back and that he would obtain a quote from an equine bailiff to ascertain the costs of removing the horses.

**Leisure & Amenities - updates including:**

QEII Field Phase II and consider any proposals

*This item was taken under the public forum*

**125/16 Monthly accounts for payment**

**Paid Items:**

Salaries	June 2016	Salaries	£2462.61
HMRC	June 2016	Salaries	£ 829.37
Total Gas & Power	Electric Village Green	G & B	£ 11.72
Total Gas & Power	Electric Public Hall	Halls	£ 39.23 credit
Total Gas & Power	Gas Pavilion	L & A	£ 18.84
Intouch CRM	Monthly Licence	Est	£ 35.99
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GDF Suez	Electric Ploughman Hall	Halls	£ 734.90
Suds & Bubbles	Cleaning Ploughman	Halls	£ 425.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 200.00
SCDC	Piper Lifeline	Section 147	£ 755.43

*Raymond Underhill*  
 00 July 2016.

**To be paid:**

Old Drainage	Drainage	Est	£ 55.44 Chq 003441
Buchans	Village grass cutting	Est	£1045.08 Chq 003442
Konica Minolta	Photocopier	Est	£ 325.86 Chq 003443
Aztec Services	Attend cameras	Halls	£ 270.60 Chq 003444
CBE Ltd	Ploughman Lights	Halls	£ 67.20 Chq 003445
Willingham PCC	Meetings	Est	£ 210.00 Chq 003446
ACA Heating & Plumbing	Public Hall toilet	Halls	£ 72.00 Elec Trans
Buchans	Village Grass cut	Est	£1531.08 Chq 003447
SLCC	Purchase of C Arnold Baker Book	Est	£ 76.60 Chq 003448

The Chair advised the council that M Tickner had completed part of the external decoration and this had incurred an additional cost of £86.51 due to the removal of the security grills and supply of new security screws. Councillor Smith proposed that the Council accept the additional cost and make payment, seconded by Councillor Law and **agreed** unanimously.

RFO

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

**126/16 Police matters update**

Report previously circulated to all Councillors. Councillor Slater reported that he had been advised by Councillor Cook of various burglaries in the village that had not appeared on E-Cops. Councillor Slater had attended the recent Police Panel Meeting and raised Councillor Cook's concerns. He also reported that the Speedwatch Co-ordinator for the area was no longer in post and a replacement was being sought.

**127/16 Update on meeting with school**

*This item was taken under item 121/16*

**128/16 To receive an update following recent meeting with Highways**

The Chair and Clerk had met with CCC Highways to discuss some of the issues within the Village. A report had been circulated detailing what actions had been taken and what was proposed moving forward. Highways had requested that all future issues were reported using the portal on the County Council website. This enables them to track progress more efficiently.

Councillor Mansfield reported that the Rampton End sign post was missing. This is a District Council responsibility and the Clerk agreed to report it.

Clerk

**129/16 To receive any other reports from outside bodies not on the agenda**

None

**130/16 Items for future meeting**

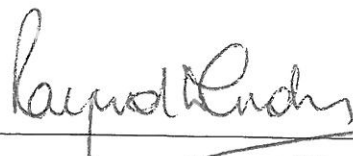
Ploughman Hall lights  
Co-Option  
QEII Field Phase II  
Christmas Tree/Lights

**131/16 Date of next meeting:**

Planning 20<sup>th</sup> July 2016

Full FPC 3<sup>rd</sup> August 2016

Meeting closed at 9:27pm



03/ July 2016

Legislation governing payments in the order in which they appear:

- (1) LGA 1972 s112(2)
- (2) Ditto
- (3) LG (Misc Provs) Act 1976 s19(1)
- (4) Ditto
- (5) Ditto
- (6) LGA 1972 s111
- (7) Ditto
- (8) LG (Misc Provs) Act 1976 s19(1)
- (9) LGA 1972 s111
- (10) Ditto
- (11) LGA 1972 s137
- (12) Water Resources Act 1991 ss134-138
- (13) LG (Misc) Provs Act 1976 s 19(1)
- (14) LGA 1972 s111
- (15) LGA 1894 s(8)(1)(i)
- (16) Ditto
- (17) LGA 1972 s 134 (2)
- (18) LGA 1894 s(8)(1)(i)
- (19) LG (Misc) provs Act 1976 s19(1)
- (20) LGA 1972 s111

Raymond Cradock  
00/00/2016  
July 2016