



# WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on 5<sup>th</sup> April 2017  
7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Cook, Mellows, L King, Law, P King, Manning, Croucher (Chair), Watson,  
Harris, Mansfield, Anderson, Tassell  
County Councillor Hudson  
District Councillor Wotherspoon  
Parishioners: four

Clerk: Mandy Powell

## 50/17 Apologies for absence

Councillor Smith – business commitment

## 51/17 Declarations of interest

Item 61/17 Councillors P and L King are both involved with the Willingham News.

**52/17 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

*Meeting adjourned*

*Mr Papworth tabled a letter that he was putting forward for publication in the Willingham News and Over News regarding the boundary review.*

*Mr M Tidball (WAG) confirmed that WAG were launching a new website at the end of the month and Willingham News will be able to upload back issues of their publication onto it.*

*He confirmed that the Enviro Group wish to install a circular bench on the QEII field and would report back to the Council when further details were available.*

*The meeting was reconvened.*

## 53/17 To approve the minutes of the Full Parish Council meeting held on the 1<sup>st</sup> March 2017

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

## 54/17 To deal with any matters arising from the meeting held on the 1<sup>st</sup> March not covered elsewhere on this agenda

None

## 55/17 To receive and consider any County Council reports and communications not covered elsewhere on this agenda

Report previously circulated. Councillor Hudson was liaising with Highways regarding the congestion throughout the village and confirmed that the minor highways application for the school had been successful. He also confirmed that they were aware of the issue of travellers parked on the guided busway carpark at Longstanton. Councillors Law and Croucher thanked Councillor Hudson for his efforts in resolving the bypass puddling and for his assistance with the minor highways application.

## 56/17 To receive and consider any District Council reports and communications not covered elsewhere on this agenda

Councillor Manning reported that the Community Chest application process for this year is now open. There would be a new Chief Executive Officer in post in the coming weeks and Long Pond had been cleared.

### Presentation from Cllr T Wotherspoon regarding Northstowe

Councillor Wotherspoon gave an update on Northstowe which included:

Phase I consisted of 1,500 homes on 13 land parcels between 5 developers

- The first occupants on the Bloor Home site would be in place by the end April.
- Work has started on the Greenway, square and sports ground

Phase II – Homes and Communities Agency consisting of 3,500 homes.

-Northstowe had been selected as part of the healthy town scheme.

*Lynette Riches*  
05/05/2017

Actions

Phase III – 5,000 homes – preapplication discussions have started and planning permission is likely to be achieved in the next couple of years.

Concerns were raised and noted regarding the impact on traffic.

**57/17 To receive the Chairman's report including:**

Notification of the availability of the A14 Mobile Visitor Centre

The mobile unit is now available for booking. The Clerk was asked to make a booking for the unit to visit the Ploughman Hall.

Clerk

Correspondence received from parishioners regarding traffic and development within the village

The Chair read out correspondence received from two parishioners regarding traffic and development within the village. The Clerk had responded to both providing and update on the current situation.

Correspondence from Rampton Parish Council regarding speed limits

Correspondence had been received from Rampton Parish Council regarding reducing traffic speed at the village edges. Following a brief discussion it was agreed that the Council still did not want the speed limit reduced along Rampton Road.

Clerk

Correspondence from parishioner regarding flyposting

Further to previous correspondence the Clerk had been asked if it would be possible for the Council to erect notice boards around the village specifically for the public to use. It was agreed that the Council did not wish to put up additional noticeboards.

Clerk

Correspondence from parishioner regarding bins and recycling

The Clerk had received correspondence requesting that the Council liaise with SCDC for separate recycling bins around the village. Councillor Manning had agreed to pass on the comments to SCDC and report back.

Manning

Resignation

The Chair reported that Councillor Slater had resigned from the Council. Thanks were offered to Councillor Slater for all his efforts during his time as a Councillor.

**58/17 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 receive an update on personnel issues and consider any actions.

The Chair and Clerk had carried out the six monthly review for the Admin Assistant and were happy with her progress. Councillor Croucher proposed the Council offer the Admin Assistant a permanent contract and to allow access to relevant training agree to her joining the SLCC at a cost of £67 for the year. This was seconded by Councillor Law and agreed unanimously.

Clerk

**Planning Committee – updates including:**

Minutes of the meetings held on the 14<sup>th</sup> and 27<sup>th</sup> March 2017

Previously circulated and noted – next meeting 10<sup>th</sup> April

To receive an update on the boundary review

This was taken under the public forum. Councillor Mansfield was asked to put a reminder in the Willingham News article for parishioners to complete the questionnaire.

Mansfield

**HALLS – Updates including:**

Councillor Tassell reported:

- He had attended a Public Hall User Committee meeting in March but was still waiting for a copy of the minutes.
- The Damp survey had been completed and he would report back at the May meeting.
- Emergency plan equipment – ongoing
- The Ploughman Hall doors would be decorated in the summer
- The issue with the lights in the ploughman hall was ongoing – clerk to chase.

Clerk

**Cemetery – updates including**

*Lynne Croucher 05/05/2017*

To receive an update regarding the cemetery wall/soil

Councillor Mellows reported that he had been in touch with the contractor and it would appear that it would be more costly than at first anticipated. Councillor Cook suggested the earth could be used on the bund area on Meadow Road and Councillor Manning offered to help. Councillor Mellows would liaise with Councillor Manning.

Mellows/  
Manning

Removal of broken branch

Due to health and safety issues the Clerk had arranged for a large branch to be removed from one of the trees at the back of the cemetery. This had completely broken off and was resting in the canopy. The branch was removed free of charge.

**Green & Boundaries** – updates including:

To consider quotes for decoration of bench in Thodays Close

Three quotes had been requested and one received for £95.00. Councillor Cook proposed the Council accept the quote as detailed, seconded by Councillor Law and **agreed** unanimously.

Clerk

Councillor Cook reported that two trees had been felled in the community orchard as following the tree survey, both were considered a risk to highway users.

Councillor Cook thanked WAG for their efforts in tidying up the orchard following the recent flailing and confirmed that some gaps in the hedges would need replanting (approx 50 metres on the Western boundary).

Councillor Cook also reported that the litter bin at the end of Haden Way has more or less rusted through. Clerk to report

Clerk

**Leisure & Amenities** - updates including:

To consider quote for the repair of sink and taps in the pavilion

Following an emergency call out to a broken toilet and sink it had also come to light that some of the taps were not functioning properly in the pavilion. The plumber provided a quote as follows:

(1) To replace the broken sink £168.66 + VAT

(2) To change the block diffusers on the taps £51.15 per tap + VAT (approx. 7 taps)

(3) To service the taps and replace the blocked diffusers £20.15 per tap + VAT (provided the cartridges can be freed)

Councillor Cook proposed that the council accept the quotes for items 1 and 3 above seconded by Councillor Harris and **agreed** unanimously.

Clerk

To consider quote for repair of flood light on recreation ground

One of the floodlights on the Rec is not functioning. It was still under warranty for the part but it will cost £300 plus VAT to replace it. Councillor Smith (not present at the meeting) had previously requested that the work be carried out. Councillor Tassell proposed that the Council go ahead with the work as listed, seconded by Councillor L King and **agreed** unanimously.

Clerk

**59/17 Monthly accounts for payment**

**Items paid by bank transfer:**

Salaries	March 2017	Salaries	£2776.07
HMRC	March 2017	PAYE	£ 886.99
GritBins	2 Grit bins	Est	£ 935.98

**Items paid by cheque between meetings:**

Andrew Belson	Tree Survey	Est	£1620.00
Edge it	Cemetery Database	Cemetery	£ 202.80
Mrs Ajormy	Hall Refund	Halls	£ 50.00

**Items paid by direct debit/standing order:**

Nest Pension	Pension Cont	Est	£ 33.39
South Cambs DC	Piper Lifeline	Section 142	£ 697.32
Total Gas	Pavillion Gas	L & A	£ 21.79
Total Gas	Green	G& B	£ 173.67 credit
Total Gas	Public Hall	Halls	£ 132.16
British Gas	Pavilion electric	L & A	£ 83.72
Engie	Ploughman Electric	Halls	£1938.63 bill correction back to Dec
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	£3473.04
South Cambs DC	Rates Cemetery	Cemetery	£ 609.08
South Cambs DC	Rates Pavilion	L& A	£1887.30

**Items paid by credit card:**

*Raymond Tassell*  
03/05/2017

Amazon	Torches, shovels etc	Est	£ 748.84
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	£ 83.40
Holywell Cum Nee	Travel Exp	Est	£ 41.40
Konica Minolta	Photocopier	Est	£ 222.84
Konica Minolta	Photocopier	Est	£ 139.51
Camb County C	Street Lighting	Est	£ 512.13
CBS Office Sol	Stationery	Est	£ 58.29
Parish Online	Annual Fee	Est	£ 84.00
Buchans	Grass cutting + hedge/tree	Est	£ 572.02
SLCC Enterprises	books	Est	£ 43.00
ProLudic	Play equipment	L&A S106	£8758.66
CBE Ltd	Lights pavilion	L & A	£ 924.84
Coulson Building	Pavilion roof	L & A	£1088.40
Petty Cash	Office	Est	£ 81.10

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

**60/17 Police update**

Nothing to report

**61/17 To discuss Willingham News articles and consider any actions.**

This item was taken under the Chairs report. Willingham News had confirmed it would not publish un attributed articles and had restated this in the magazine.

**62/17 To consider Clerks renewal of SLCC membership**

The Clerk's membership is due for renewal. Full membership of the SLCC and membership of the ILCM (Institute of Local Council Management) would cost £252.00

Clerk

Councillor Manning proposed the above be agreed, seconded by Councillor Anderson and **agreed** unanimously.

**63/17 To receive and consider actions resulting from the tree survey**

The tree survey had been completed and a report detailing the urgency of works required circulated to councillors. It was agreed that the clerk should seek quotes for the work and then relook at a programme to address what is needed.

Clerk

**64/17 To receive and consider actions resulting from legionella survey**

The survey had been completed and a report of the works needed tabled at the meeting. It was agreed unanimously for the Clerk to go ahead and organise the contracts for regular checks etc.

Clerk

**65/17 To discuss recent piper lifeline issue and consider any actions**

It had come to light that there has been a mix up at SCDC regarding piper lifeline. The Clerk had been liaising with SCDC and the issue would be rectified imminently.

**66/17 Items for future meetings**

Tree Survey  
Hall lighting

**67/17 Date of next meeting:**

3<sup>rd</sup> May – Annual Meeting of the Parish Council

17<sup>th</sup> May – Annual Parish Meeting

*Raymond Enderby*  
05/05/2017



Legislation covering payments in the order in which they appear

1. LGA 1972 S112 (2)
2. Ditto
3. LGA 1972 s111
4. LGA 1894 s(8)(1)(i)
5. LGA 1972 s111
6. Ditto
7. LGA 1972 s112 (2)
8. LGA 1972 s137
9. LG (Misc Provs) Act 1976 s19(1)
10. Ditto
11. Ditto
12. Ditto
13. Ditto
14. LGA 1972 s111
15. LGA 1972 s214
16. Ditto
17. LGA 1972 S111
18. Ditto
19. Ditto
20. Ditto
21. Ditto
22. Ditto
23. LGA 1894 s(8)(1)(i)
24. LGA 1972 s111
25. Ditto
26. Ditto
27. Ditto
28. Ditto
29. Ditto
30. LG (Misc Provs) Act 1976 s 19(1)
31. LGA 1972 s111
32. Town & Country Planning Act 1990 s106
33. LGA 1894 s(8)(1)(i)
34. Ditto
35. LGA 1972 s111
- 36.

Raymond Pender

03/05/2017

