



# WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on  
3<sup>rd</sup> May 2017 7.30pm, in the Octagon,  
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Croucher (Chair), Cook, Mansfield, Harding, Anderson, Law, Manning, Tassell, Harris  
Parishioners: one  
RFO – S Rutherford  
Admin Assistant – Annika Osborne

Clerk: Mandy Powell

<b>68/17 Election of Council Chairman and to receive their declaration of acceptance of office</b>	Actions
Councillor Manning proposed that Councillor Croucher take on the role of Chair, seconded by Councillor Anderson and <b>agreed</b> unanimously.  Councillor Croucher accepted the post and signed his acceptance of office.	
<b>69/17 Election of Vice Chairman of the Council and to receive their declaration of acceptance of office.</b>	
Councillor Croucher proposed Councillor King for the post of Vice Chair, seconded by Councillor Harris and <b>agreed</b> unanimously. <i>(Councillor P King had previously expressed a willingness to continue in the role)</i>  The Council agreed for Councillor P King to sign his acceptance of office upon his return from holiday.	P King
<b>70/17 Apologies for absence</b>	
Councillor Mellows due to a personal commitment. Councillor P King due to a personal commitment Councillor L King due to a personal commitment Councillor J Watson due to a personal commitment	
<b>71/17 Declarations of interest</b>	
Item 87/17 – Accounts – Councillor Manning declared an interest as one of the payments was for himself.	
<b>72/17 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</b>	
None	
<b>73/17 To elect Lead Councillors and Deputy Lead Councillors for the forthcoming financial year.</b>	
<u>Halls</u>	
Councillor Croucher proposed Councillor Tassell for the post of Lead Councillor, seconded by Councillor Harris and <b>agreed</b> unanimously.	
<u>L&amp;A</u>	
Councillor Croucher proposed Councillor L King for the post of Lead Councillor, seconded by Councillor Manning and <b>agreed</b> unanimously.	
<u>Green and Boundaries</u>	
Councillor Croucher proposed Councillor Cook for the post of Lead Councillor, seconded by Councillor Law and <b>agreed</b> unanimously.	
<u>Cemetery</u>	
Councillor Croucher proposed Councillor Mellows for the post of Lead Councillor, seconded by Councillor Anderson and <b>agreed</b> unanimously. <i>(Councillor Mellows had already expressed a willingness to continuing in the role)</i>	
Councillor Croucher proposed Councillor Mansfield for the post of Deputy Lead Councillor, seconded by Councillor Tassell and <b>agreed</b> unanimously	
It was agreed to defer the allocation of Deputy Lead Councillors for Halls, L&A, G&B for a later meeting.	

*Signature of Mandy Powell*  
07/05/2017

<p><b>74/17 To elect a planning committee</b> Councillor Cook stepped down from the committee and all other members agreed to remain. In addition Councillors Harding and Anderson joined the committee, meaning it would now consist of Councillors: Law, Harris, Croucher, Manning, P King, Harding, Anderson</p>	Planning
<p>The Council were reminded that the next Planning meeting would be on the 16<sup>th</sup> May</p>	
<p><b>75/17 To elect Council representatives including:</b></p>	June
<p><u>Police co-ordinator</u> - To be held over to a future meeting</p>	
<p><u>Willingham News contributors</u> – Councillor Harris agreed to join the rota so it would now consist of Councillors: Croucher, P King, D Law, B Mansfield, N Harris.</p>	
<p><u>British School Trust representatives</u> – Councillor Manning proposed that Councillors Cook and Croucher continue in the role as BST representatives, seconded by Councillor Tassell and <b>agreed</b> unanimously.</p>	
<p><u>Willingham Combined Charity Trustees</u> – Councillor Croucher proposed that Councillors Law and Harris continue as WCC Trustees on behalf of the Council, seconded by Councillor Tassell and <b>agreed</b> unanimously.</p>	
<p><b>76/17 To receive, agree and sign the annual governance statement for 2016/2017</b></p>	RFO
<p>The Chair read out the governance statement and all relevant questions were answered by the Council. The Chairman and Clerk signed the statement.</p>	
<p><b>77/17 To receive presentation of and agree Parish Council Annual Accounts for 2016/2017</b></p>	
<p>The RFO presented the annual accounts and answered any questions raised. Councillor Law proposed the annual accounts be accepted, seconded by Councillor Harris and <b>agreed</b> unanimously.</p>	
<p><b>78/17 To receive internal auditors report for 2016/2017 and consider any actions to be taken.</b></p>	F&GP
<p>The Chair summarised the report as issued from the Auditor and confirmed there were two areas that needed looking at. The Chair proposed that the Council accept the report and refer the items to be addressed to the F&amp;GP committee for their next meeting. This was seconded by Councillor Manning and <b>agreed</b> unanimously.</p>	
<p>Councillors Manning and Croucher congratulated the officers for an outstanding report.</p>	
<p><b>79/17 To appoint internal auditor for 2017/2018</b></p>	Clerk
<p>Councillor Croucher proposed that Michael Williamson of Mijan Ltd be reappointed, seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	
<p><b>80/17 To approve the minutes of the Parish Council meeting held on the 5<sup>th</sup> April 2017</b></p>	
<p>Councillor Manning proposed the Council accept the minutes as a true record of the meeting, seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	
<p><b>81/17 To deal with any matters arising from the meeting held on the 5<sup>th</sup> April 2017 not covered elsewhere on this agenda.</b></p>	
<p>None</p>	
<p><b>82/17 To receive the Chairman's report including:</b></p>	
<p>Annual report – previously circulated.</p>	
<p><u>Northstowe Invite 11<sup>th</sup> May 2017</u></p>	Clerk
<p>An invitation had been received for the launch of Northstowe. It was agreed that Councillors Harris and Manning would attend.</p>	
<p><u>Correspondence from Swavesey Village College regarding experience week 10<sup>th</sup> – 13<sup>th</sup> July</u></p>	All
<p>The chair read out the correspondence and Councillors were asked to pass on any suitable suggestions to the Clerk.</p>	
<p><u>Resignation of Councillor Smith</u></p>	Clerk
<p>Councillor Smith had tendered his resignation and SCDC had been advised accordingly. The Chair past on his thanks for the excellent contribution made by Councillor Smith and the Clerk was asked to write a letter of thanks to him.</p>	
<p><u>County Councillor Peter Hudson</u></p>	Clerk
<p>As the County Council wards have now changed, Councillor Hudson would no longer be our County Councillor. The Clerk was asked to send a letter of thanks to Councillor Hudson for his contributions during his time serving Willingham.</p>	

*Accepted by Clerk  
07/06/2017*

<p><u>Hot Pod Yoga Wifi Request</u> Hot Pod Yoga had requested access to the Council wifi during their sessions in the hall. It was agreed unanimously that as has been the case in the past, due to security this would not be allowed.</p>	Clerk
<p><u>Willingham Youth Trust Summer Event</u> A request had been received to hold a summer event and BBQ to mark the completion of the QEII field etc. It was agreed unanimously that the Council were happy for the event to be held as long as regulations regarding BBQs was adhered to.</p>	Clerk
<p><u>Alarm Key Holders</u> It was agreed that the following would be the alarm key holders: Ploughman Hall: R Croucher, D Law, R Tassell Pavilion: J Watson, D Law. Councillor L King would be asked if as Lead Councillor she was happy to be on the list and if she was unable Councillor Tassell had agreed to take her place.</p>	
<p><b>83/17</b> To receive and consider any County Council reports and communications not covered elsewhere on the agenda. Report previously circulated – no questions asked.</p>	
<p><b>84/17</b> To receive and consider any District Council reports and communications not covered elsewhere on the agenda. Annual report previously circulated – no questions raised.</p>	
<p><b>85/17</b> receive from the following Committees; annual reports from lead councillors, note any delegated decisions taken, and make any recommendations</p>	
<p><b>F&amp;GP Committee – updates including:</b> Nothing to report</p>	
<p><b>Planning Committee – updates including:</b> Annual report – previously circulated – no questions raised Planning minutes from meetings held on 10<sup>th</sup> April 2017 previously circulated</p>	
<p>Councillor Law was asked to compile a statement to SCDC regarding the Council's response to the boundary review. This is to be circulated and agreed by the planning committee prior to being forwarded. Correspondence had been received from Kingswater Lindum regarding their proposed application and the implementation of the 30mph limit on Station Road. Councillor Manning agreed to make SCDC planning aware and the Clerk was asked to forward this to the planning committee and Councillors Burling and Corney.</p>	Law Manning Clerk
<p>Councillor Harris provided an update on the recent Northstowe meeting and reported that: - the pond works were due to be completed by the end of June - there were water data logs on site - 26 properties had been sold on the Bloor Homes site. - the extension behind the Bloor Homes site had been a reserved area which had now been apportioned. This would have approximately 900 homes built on it.</p>	
<p><b>Green &amp; Boundaries – updates including:</b> Annual report – previously circulated – no questions raised. Correspondence had been received from SCDC regarding the footpath extending from Pound Lane.</p>	
<p><b>Cemetery - updates including</b> Annual report – previously circulated – no questions raised.</p>	
<p>Cemetery soil – the contractors had been passed Councillor Manning's contact details and it was hoped work would be underway very soon.</p>	Manning
<p><b>Leisure &amp; Amenities - updates including:</b> Annual report previously circulated – no questions raised. The Clerk reported that: - the tarmac areas and bins had now been installed on the QEII field. - the faulty floodlight on the Rec had been replaced. - work on the sinks and taps in the pavilion had been completed</p>	
<p>Councillor Tassell reported that he had received requests regarding BBQs on the QEII field. Councillor Cook proposed that a dedicated area could be created with a few concrete slabs and some suitable signage. Councillor L King would be asked to look into the feasibility of this proposal and report back at the June meeting.</p>	L King

*Laura King*  
07/06/2017

**HALLS – Updates including:**

Annual report previously circulated – no questions raised.

The Clerk was experiencing difficulties obtaining a response regarding the hall lights and would report back at the June meeting.

Clerk

**86/17 To receive Parish Council Annual report and approve for publication.**

Councillor Cook proposed the annual report be accepted and published, seconded by Councillor Law and agreed unanimously.

Clerk

**87/17 Monthly accounts for payment**

**Paid Items:**

Salaries	Salaries	April 17	2272.26
HMRC	Salaries	PAYE	576.82
NEST Pension	Salaries	Pension	21.94
Total Gas Gas	Pavilion	L & A	21.51
Total Gas Electric	Green	G & B	17.73
Total Gas Electric	Public Hall	Halls	42.43
Engie	Electric Ploughman	Halls	673.67
Intouch CRM	Licence	Est	35.99
Amazon	Call point signs	Est	2.50

**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	42.00
Buchans	Grass Cutting – Village	Est	371.71
Buchans	Hedges	L&A	270.00
Initial	San Bin – Ploughman	Halls	425.53
Cromwell Fire	Speech dialler	Est	138.00
SCDC	Piper Lifeline	Section 137	77.22
Manning & Son	Trees	G&B	60.00

Councillor Tassell proposed the accounts be accepted, seconded by Councillor Harris and agreed with eight votes in favour and one abstention due to a declaration of interest.

**88/17 Police matters update**

Police annual report previously circulated – no questions raised.

**89/17 To receive and consider CAPALC membership renewal**

Councillor Tassell proposed the Council renew the membership, seconded by Councillor Cook and agreed with eight votes in favour and one abstention.

Clerk

**90/17 To receive any other reports from outside bodies not on the agenda**

None received.

**91/17 Items for future meeting**

Deputy Lead Councillors/police co-ordinator

Cemetery soil

Ploughman Hall lights

QEII Field BBQs

Parish Council composition

**92/17 Date of next meeting: Annual Parish meeting - 17<sup>th</sup> May  
Parish Council meeting – 7<sup>th</sup> June**

Meeting closed at 8:55pm

**Legislation governing payments in the order in which they appear**

1. LGA 1972 s 112 (2)
2. Ditto
3. Ditto
4. LG (Misc Provs ) Act 1976 s19(1)
5. Ditto

*Legislative Clerk*  
07/06/2017

6. Ditto
7. Ditto
8. LGA 1972 s111
9. LGA 1894 s(8)(1)(i)
10. LGA 1972 s111
11. Ditto
12. Open Spaces Act 1906 s10
13. LG (Misc Provs) Act 1976 s19(1)
14. Open Spaces Act 1906 s10
15. LGA 1972 S111
16. Ditto
17. LGA 1972 s137
18. Open Spaces Act 1906 s10

Raymond Cuddy

07/08/2017

