



# WILLINGHAM PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on 1<sup>st</sup> March 2017  
7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Cook, Mellows (*arrived 7.40pm*), L King, Law, P King, Manning, Croucher (Chair), Watson, Harris, Mansfield, Harding

Parishioners: six

Clerk: Mandy Powell

## **35/17 Apologies for absence**

Apologies were received from the following councillors:  
County Councillor Hudson – personal commitment  
Councillor Slater – unwell  
Councillor Tassell – personal commitment  
Councillor Smith – work commitment  
Councillor Anderson – personal commitment

## **36/17 Declarations of interest**

Item 43/17 – Boundary Review - Councillor Manning declared a non-pecuniary interest  
Item 43/17 – Cemetery plots – Councillor Cook declared a pecuniary interest and left the room during this item

## **37/17 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**

*Mr Papworth gave the meeting an update on the review and recent correspondence was tabled. He raised concerns about the inaccuracy of an unnamed item in the Willingham News and was following this up. He had also responded to Over Parish Council regarding recent articles in the Over News and on Social media. The Chairman confirmed the support of Willingham Parish Council for the change in boundary and thanked Mr Papworth and those involved for their efforts.*

*Mr Garner thanked the Council for flailing the community orchard hedge and asked what plans were in place for a new cemetery. Councillor King confirmed that the Council were still looking for appropriate land and would encourage anyone with land that could be considered to come forward.*

*Mr Mumby presented WAGs proposal for signage on the QEII Field for the sponsored trees that had now been planted.*

*Mrs Barber raised concerns regarding the congestion on Over Road at the approach to the traffic lights. The Chair explained the situation with Highways and the Clerk was asked to advise County Councillor Hudson of the issue.*

## **38/17 To approve the minutes of the Full Parish Council meeting held on the 1<sup>st</sup> February 2017**

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

## **39/17 To deal with any matters arising from the meeting held on the 1<sup>st</sup> February not covered elsewhere on this agenda**

None

## **40/17 To receive and consider any County Council reports and communications not covered elsewhere on this agenda**

Councillor Hudson was not present but his report had been previously circulated. The Clerk was asked to advise Councillor Hudson that the high vehicle barriers at the Longstanton Guided Bus car park had been broken for some time. The Clerk was also asked to notify Councillor Hudson of the concerns that had been raised at the recent planning meeting regarding access to the proposed development on Station Road.

## **41/17 To receive and consider any District Council reports and communications not covered elsewhere on this agenda**

Councillor Manning reported that the budget had been passed and that a Government White paper on planning had recently been published. He hoped to see some positive changes to the planning system as a result of the paper.

## **42/17 To receive the Chairman's report including:**

### To receive an update on the proposed Cottenham shuttle bus

The Clerk had approached Cottenham Parish Council and the Chair read their response. They had hoped to use S106 monies from proposed developments but the applications had yet to be approved. The Clerk was asked to monitor the progress of the project and Councillor Law was asked to present a project proposal for the next planning meeting on the 14<sup>th</sup> March.

Actions

Clerk  
Hudson

Clerk  
Hudson

*Mandy Powell*

05/04/2017

<p><u>To receive correspondence from Parishioner regarding parking in Bourneys Manor Close and consider any actions</u> Correspondence previously circulated. It was agreed that this was an issue throughout the village and a more comprehensive solution was needed. The police should monitor and enforce where appropriate.</p>	Law
<p><u>To receive correspondence from Parishioner regarding the footpath at the end of Pound Lane and consider any actions</u> Correspondence previously circulated. The pathway belongs to CCC and the Clerk was asked to notify them of the issue.</p>	Clerk
<p><u>To receive an update regarding Parish and District Council elections.</u> All out elections would take place in 2018. There would now only be 2 District Councillors and Parish Council elections would take place at the same time.</p>	Clerk
<p><u>To receive an update on Shelford Road and consider any actions</u> An update from CCC regarding the 1.4million pounds was circulated. The monies are to be used towards a highways application for improvements/replacement of the road. Applications are likely to be submitted for the 2018/2019 financial year.</p>	
<p><u>To receive correspondence re volume of traffic around the cross roads and consider any actions.</u> This item was taken under the public forum.</p>	
<p><u>Community Safety Day</u> Councillors were notified of the above event on the 18<sup>th</sup> March and asked to notify the Clerk if they wished to attend.</p>	
<p><u>SCDC Affordable Housing Briefing Event</u> The event was to take place on the 13<sup>th</sup> March and Councillors were asked to notify the Clerk if they wished to attend.</p>	All
<p><u>Willingham News Articles</u> Following on from the un-named inaccurate letter in the latest issue it was agreed to discuss this at the next meeting. In the meantime Councillor King was due to attend a meeting with the Willingham News as their treasurer and would raise the Councils concerns.</p>	All
<p><b>43/17 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations</b></p>	April P King
<p><b>F&amp;GP Committee – updates including:</b></p>	
<p><u>To receive and consider proposal for custodian role</u> The proposal had been previously circulated and Councillor Manning proposed it be accepted, seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	
<p><u>To part rescind resolution 24/17 and consider revised proposal</u> Five councillors had requested that the requirement to sign the policy be rescinded (see attached). Councillor Law proposed that the Council remove this element from the policy and adopt the policy in line with the Councils normal practice whereby policies are accepted and adopted by resolution. This was seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	Clerk
<p><u>To receive an update on personnel issues.</u> The Chair confirmed that he had recently completed annual reviews with the Clerk and Admin Assistant.</p>	Clerk
<p><b>Planning Committee – updates including:</b> <u>Minutes of the meeting held on the 27<sup>th</sup> February 2017</u> The minutes had been previously circulated and Councillor Law summarised the presentation from Kingswater Lindum and the concerns raised by parishioners regarding access to the proposed site.</p>	
<p><u>To receive an update on the boundary review</u> This was also discussed under the public forum. It was agreed that the Parish Council's preference of the proposed boundaries was the nearest boundary to Willingham (Boundary A – Green). Councillor Law agreed to draft a response to SCDC for the April meeting.</p>	Law April
<p><b>HALLS – Updates including:</b> <u>To receive an update on the Legionella survey and consider any actions</u> Ongoing – The Clerk had received the reports but had yet to review them.</p>	
<p><b>Cemetery – updates including</b> <u>To receive an update regarding the cemetery wall/soil</u></p>	Clerk

*Raymond Cook*

05/04/2017

Ongoing – Councillors Mellows and Cook were liaising regarding the soil removal.

To consider renewal of Cemetery database contract

Councillor Mellows proposed the Council accept the renewal on a 5 year basis, seconded by Councillor Harris and **agreed** unanimously.

Mellows  
Cook

To discuss recent issues with cemetery plots and consider any actions *Councillor Cook left the room*

Correspondence had been received regarding placing a headstone on an old plot in the cemetery, the ownership of which was not known. Councillor Croucher proposed that the Council allow the parishioner to place a new headstone on the plot on the understanding that they first advertise their intentions in the Willingham News so that any interested party could come forward and also on the understanding that should the rightful owner become known at any time, they would, if requested by the owner, must remove the headstone. This was seconded by Councillor Mellows and **agreed** with 10 votes in favour and one abstention due to a declaration of interest.

Clerk

*Councillor Cook returned to the meeting.*

Clerk

**Green & Boundaries** – updates including:

The monthly report had been tabled. Councillor Cook confirmed the flailing in the orchard had taken place and as a result it had become apparent the beehive would need to be moved 4 metres from the boundary as well as several trees on the North-West Corner to allow future maintenance of the hedges. Clerk to liaise with WAG. Some minor pruning and clear up of debris was also needed. Councillor Cook to liaise with Admin Assistant

Clerk  
Cook  
Admin Asst

The four newly planted trees on the green were the wrong species. White Hornbeam had now been obtained and Councillor Manning offered to remove the Common Hornbeam and plant the replacements. The Clerk was asked to liaise with WAG to plant the Common Hornbeam along the lode by the Ploughman Hall – ensuring the required strip is left for the Environment Agency.

To receive tree survey report and consider any actions.

Ongoing – The survey had been completed but the report had not yet been received.

**Leisure & Amenities** - updates including:

To consider request from WAG for tree signage on the QEII Field

This was also discussed under the public forum. The Clerk and Chair were asked to liaise with WAG to ensure a suitable sign was erected.

Clerk  
Croucher

To consider quotes for pavilion lighting

Three quotes had been requested and two had been received from CBE Ltd and GM Pake and Sons. Councillor Croucher proposed the Council accept the quote from CBE Ltd, seconded by Councillor Watson and **agreed** unanimously.

Clerk

Pavilion Roof Damage

The Clerk reported that the roof had been damaged during the storm on the 23<sup>rd</sup> Feb. Coulson had been contacted to carry out the repairs and had quoted £907 plus VAT. Councillor Cook proposed that due to the urgency of the work that the quote be accepted, seconded by Councillor Watson and **agreed** unanimously.

Clerk

It was also agreed that the Clerk should speak to the insurers to assess the implication of making a claim on future costs. Once this had been ascertained, the Clerk in conjunction with the Chair and Vice Chair would decide on whether to make a claim or not.

Clerk

**44/17 Monthly accounts for payment**

**Items paid by bank payments:**

Salaries	February 2016	Salaries	£2228.17
HMRC	February 2016	PAYE	£ 565.71
Nest	Pension	Salaries	£ 36.25
Gritbins/Kingfisher	Grit Bins		£ 935.98
Salvum Ltd	Legionella Risk Ass	Est	£ 714.00

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

British Telecom	Phone	Est	£ 408.86
Total Gas	Pavilion gas	L & A	£ 25.48
Total Gas	Village green electric	G & B	£ 76.55
GDF Suez	Ploughman Electric	Halls	£ 133.55
Intouch CRM	Licence & Hosting	Est	£ 35.99

**Items paid by cheque between meetings:**

Universal Fencing	Fixings Gate	G&B	£ 404.40
Camb County C	Reading Challenge	Donation	£ 500.00
Over Day Centre	Donation	Donation	£1750.00

05/04/2017

**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:**

Cromwell Fire	Alarm Serv Pavilion	L & A	£ 114.00
Cromwell Fire	Alarm Serv Ploughman	Halls	£ 568.32
SLCC	Conference	Est	£ 405.20
Lawn Hopper	Scarification – Bowls	L & A	£ 125.00
HMK	Toilet rolls	Est	£ 19.63
A R Aspinall	Litter picker tools	Est	£ 27.00
MD Contracting	Flailing Orchard	G&B	£ 918.00

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

**45/17 Police update**

Councillor Slater was not present but had reported that he had attended the recent police panel meeting which had been poorly attended. Its focus was mainly on crime prevention.

**46/17 To consider request to purchase some Parish Council land.**

A request to purchase a strip of the 'Pound' had been received and circulated to Councillors. Following discussion, it was agreed that the Council were not minded to move forward with the proposal at the current time.

Clerk

**47/17 To receive request for endorsement of a grant application by the Social Club**

Previously circulated. The Council agreed they were happy to endorse the proposal for a grant application for disabled toilets in the social club. Clerk to write to confirm.

Clerk

**48/17 Items for future meeting**

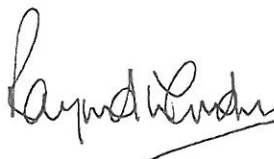
Willingham News articles  
Boundary Review  
Legionella Survey  
Tree Survey  
Cemetery soil

**49/17 Date of next meeting – 5<sup>th</sup> April 2017**

Meeting closed at:9:05pm

Legislation governing payments in the order in which they appear:

1. LGA1972s112(2)
2. Ditto
3. Ditto
4. LGA 1972 s111
5. Ditto
6. Ditto
7. LG (Misc Provs) Act 1976 s19 (1)
8. Ditto
9. Ditto
10. LGA 1972 s111
11. LGA 1894 s(8)(1)(i)
12. LGA 1972 s 137
13. Ditto
14. LGA 1972 s111
15. Ditto
16. Ditto
17. Ditto
18. Ditto
19. LGA 1894 s(8)(1)(i)
20. LGA 1972 s111
21. Ditto
22. LGA 1894 s(8)(1)(i)

 05/04/2017