





WILLINGHAM PARISH COUNCIL

Minutes of the Annual meeting of Willingham Parish Council held on
16th May 2018 7.30pm, in the Octagon,
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: P King, L King, Carlton, Law, Harris, Watson, Manning, Croucher Mellows, Croft
District Councillors: Bill Handley & Dawn Percival
Parishioners: Two
RFO: Sarah Rutherford

Clerk: Mandy Powell

<p>64/18 Election of Council Chairman and to receive their declaration of acceptance of office Councillor Croucher opened the meeting and confirmed he was stepping down as Chair. Councillor Manning proposed Councillor P King become Chair, seconded by Councillor Croft and agreed unanimously. Councillor King accepted the post and signed his acceptance of office.</p> <p>Councillor King thanked Councillor Croucher for the excellent service he had given in post over the last two years.</p> <p>65/18 Election of Council Vice Chairman and to receive their declaration of acceptance of office Councillor P King proposed that Councillor Carlton become Vice Chair, seconded by Councillor Harris and agreed unanimously. Councillor Carlton accepted the post and signed his acceptance of office.</p> <p>66/18 To receive Councillors acceptance of office and agree any delays in acceptance Acceptance of office were outstanding from Councillors Tassell and Mansfield. It was unanimously agreed to approve the delay and request that both declarations are made prior to the next Council meeting.</p> <p>67/18 Apologies for absence Apologies were received and accepted from Councillors: Anderson – prior commitment Mansfield – personal commitment Tassell – work commitment County Councillor Wotherspoon – prior commitment</p> <p>68/18 Declarations of interest Item 84/18 – Councillor Law declared a non-pecuniary interest as a member of the badminton club</p> <p>69/18 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 <i>Meeting adjourned</i> <i>A resident from Rampton Road spoke regarding the lack of public toilet facilities at the QEII Field and Recreation Ground. This was taken under item 83/18</i> <i>The meeting was reconvened.</i></p> <p>70/18 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months Green and Boundaries Councillor Croucher proposed Councillor Manning for Lead, seconded by Councillor Harris and agreed unanimously.</p> <p>L&A Councillor Manning proposed Councillor L King for Lead, seconded by Councillor Carlton and agreed unanimously</p> <p>Cemetery Councillor P King proposed Councillor Mellows for Lead, seconded by Councillor Harris and agreed unanimously.</p> <p>Halls As Councillor Tassell was not present, It was agreed to defer this to the June meeting</p> <p>It was agreed to defer all Deputy Lead Councillor roles to the June meeting.</p> <p>71/18 To elect a planning committee Councillor P King proposed that the Planning Committee remain as it stands (P King, R Manning, D Law, N Harris, D Carlton, R Croucher, J Anderson), seconded by Councillor Croft and agreed unanimously.</p>	<p>Actions</p> <p>Tassell/ Mansfield</p> <p>June</p> 
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

<p>72/18 To elect Council representatives including: <u>Police co-ordinator</u> Councillor Carlton agree to continue in post <u>Willingham News Contributors</u> It was agreed that there would be six councillors contributing in rotation: P King, R Croucher, B Mansfield, N Harris, D Law, D Carlton</p> <p><u>British School Trust representatives</u> Councillor Croucher agreed to remain in post and it was agreed to defer the second position until the June meeting.</p> <p><u>Willingham Combined Charity Trustees</u> Councillors Harris and Law agreed to continue as Trustees</p>	<p>June</p>
<p>73/18 To receive and agree Parish Council Annual Accounts for 2017/2018 The RFO presented the accounts and summarised the layout of the new opening balance sheets. Councillor Croucher proposed the Council accept the accounts, seconded by Councillor Law and agreed unanimously.</p>	<p>RFO</p>
<p>74/18 To receive, agree and sign the annual governance statement for 2017/2018 The Chair read out the statement and put the required questions to the Council. It was agreed unanimously that all necessary measures had been put in place and all questions were answered 'yes'.</p>	<p>RFO</p>
<p>75/18 To receive and agree internal auditors report 2017/2018 Councillor Croucher proposed the Council accept the internal auditors report, seconded by Councillor Law and agreed unanimously. Councillor Croucher congratulated the Clerk and RFO the excellent service provided by them to the Council.</p>	<p></p>
<p>76/18 To appoint internal auditor for 2018/2019 Councillor P King proposed the Council reappoint Michael Williamson (MJan Ltd), seconded by Councillor Carlton and agreed unanimously.</p>	<p>Clerk</p>
<p>78/18 To consider adoption of General Power of Competence Councillor Mellows proposed the Council adopt the power, seconded by Councillor Manning and agreed unanimously.</p>	<p></p>
<p>79/18 To approved the minutes of the Parish Council meeting held on the 4th April 2018 Councillor Carlton proposed the Council accept the minutes as a true record of the meeting, seconded by Councillor L King and agreed with nine votes in favour and one abstention due to not being at the meeting.</p>	<p></p>
<p>80/18 To deal with any matters arising from the minutes of the meeting on the 4th April not covered elsewhere on the agenda. None</p>	<p></p>
<p>81/18 To receive and consider any County Council reports and communications not covered elsewhere on this agenda Councillor Wotherspoon was not present but his annual report had been previously circulated . The Clerk was asked pass concerns onto Councillor Wotherspoon regarding the state of Meadow Road and also to request an update on the cycle way to Rampton (item 60/18). The Clerk was also asked to pass on the Council's disappointment with the Rights of Way officer failing to attend an agreed meeting or provide any feedback as to why.</p>	<p>Clerk</p>
<p>82/18 To receive and consider any District Council reports and communications not covered elsewhere on this agenda Annual report circulated (written by Councillor Manning). The two new District Councillors introduced themselves and confirmed that in the short term they would both attend Council meetings but in the future Dawn would most likely take the lead for Willingham.</p>	<p></p>
<p>83/18 Chairman's report including: Annual report (previously circulated – written by Councillor Croucher)</p>	<p></p>
<p><u>To consider correspondence received regarding the provision of public toilets</u> Raised under public forum. It was agreed that Councillors L King and Croucher would review the feasibility of providing public facilities and would report back at the July meeting.</p>	<p>L King / Croucher</p>
<p><u>To consider correspondence received regarding Lords Ground Drove</u> It was agreed that the Council support the request and the Clerk was asked to forward the correspondence to County Councillor Wotherspoon to see what action could be taken.</p>	<p>Clerk </p>

84/18 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 and agree staff pay scales for 2018/2019

Councillor Croucher proposed the Council accept the pay scales as listed, seconded by Councillor Carlton and **agreed** unanimously.

RFO/
Clerk

To consider and adopt GDPR policies as reviewed by the F&GP Committee

Councillor Croucher proposed the Council accept the recommendations of the F&GP committee and adopt the policies as circulated, seconded by Councillor Watson and **agreed** unanimously.

Clerk

Planning Committee – updates including:

- Annual report previously circulated

Minutes of the meetings held on the 18th April 2018, 1st May 2018 and 14th May 2018

Previously circulated

To consider and agree S106 agreement for Aspinals Yard

As the allocation had been linked to phase II of the QEII field project and this was now complete, the Clerk was asked to liaise with SCDC to ascertain what was needed to agree a change in project allocation.

Clerk

HALLS – Updates including:

Annual report

Previously circulated

To receive and consider correspondence regarding the ploughman hall lights

It was agreed that the new Lead and Deputy Lead for Halls would look into this once they were in post.

Cemetery – updates including

Annual report

Previously circulated

Green & Boundaries – updates including:

Annual report

Previously circulated

To consider request from Willingham WI to have a marquee on the Green

Councillor Manning proposed the request be accepted, seconded by councillor Croucher and **agreed** unanimously.

Clerk

Leisure & Amenities - updates including:

Annual report

Previously circulated

To receive an update on recent legionella inspections and costings and agree any changes

As some additional areas of inspection were highlighted the annual cost had been increased by £96. Councillor P King proposed that the Council accept the increase, seconded by Councillor Carlton and **agreed** unanimously.

85/18 Monthly accounts for payment

Paid Items:

<i>Salaries</i>	<i>Salaries</i>	<i>April 18</i>	<i>2523.89</i>
HMRC	Salaries	PAYE	597.34
NEST Pension	Salaries	Pension	57.07
Total Gas	Gas Pavilion	L & A	40.87
Total Gas	Electric Green	G & B	17.51
Total Gas	Electric Public Hall	Halls	221.07
Engie	Electric Ploughman	Halls	739.37
Camb Water	Rec – Water	L & A	4.81
Camb Water	Pavilion/Hall	L & A	337.12
SLCC	Membership	Est	395.00
LC Advisory	Data Protection	Est	950.00
Amazon	Paper	Est	82.45

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	1545.35
Buchans	Grass Cutting Village	Est	384.44
Initial	San Bin – Ploughman	Halls	425.53
Cromwell Fire	Batteries	Est	105.60
SCDC	Piper Lifeline	Section 137	77.22
Wave/Ang Wat	Sewerage Public Hall	Halls	67.66
ACA Heating	Legionella Serv	L & A	408.00
ACA Heating	Legionella Serv	Halls	213.60
CBS Office	Stationery	Est	70.95
David Ogilvie	World War One Seat	Est	902.40
Camb County C	Street Lighting	G & B	600.85
CSR Perf Tubes		Est	30.24
A R Aspinall	Cabin Hook	Est	19.92
Petty Cash	Office	Est	54.16

Councillor Law proposed the Council accept the accounts for payment, seconded by Councillor Manning and **agreed** unanimously.

RFO

86/18 To receive and consider Parish Council Annual Report for publication

Councillor Law proposed the annual report be accepted and issued, seconded by Councillor Manning and **agreed** unanimously.

Clerk

87/18 Police update

It was noted that there is a new Sergeant covering the area (Emma Hilson). Concerns were raised regarding reports of crimes not being dealt with or responded to as expected.

88/18 To receive and consider CAPALC annual renewal

Councillor P King proposed the Council accept the renewal, seconded by Councillor Watson and **agreed** unanimously.

Clerk

89/18 To receive an update on HCVs and traffic issues and consider any actions

Councillor Harris reported that two nitrous oxide tubes had been installed (although sadly one had gone missing again) and he was trying to organise some sound testing at two locations. It was agreed that Councillor Harris would present the Council with a proposal for a scheme of work and costings for the June meeting. This would include a recommendation as to whether the Council move forward with a shared purchase of an interactive speed sign with neighbouring parishes.

Harris

90/18 Items for future meeting

Halls Lead Councillor
Deputy Lead Councillors
British Schools Trust representative
S106 monies
Public Facilities feasibility (July)
HCVs

91/18 Date of next meeting: APM 23 May, FPC 6th June

Manning
6/6/18