



# WILLINGHAM PARISH COUNCIL

Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 4<sup>th</sup>  
September 2019 7.30pm, in the Octagon,  
St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: P King, L King, Cook, Manning, Mansfield, Croft, Watson, Tassell, Harris  
County Councillor: Wotherspoon  
District Councillors: Handley, Percival  
Parishioners: **five**

Clerk: **Mandy Powell**

	<b>Actions</b>
<p>As there was no Chair or Vice Chair at the meeting Councillor Cook proposed that Councillor P King take the chair, seconded by Councillor Watson and agreed unanimously.</p>	
<p><b>155/19 To elect a Parish Council Chairman and Vice Chairman</b> Councillor Harris proposed that Councillor Law be elected as Parish Council Chair, seconded by Councillor Croft and <b>agreed</b> with eight votes in favour and one abstention. Councillor Cook proposed that Councillor P King be elected as Parish Council Vice Chair, seconded by Councillor Manning and <b>agreed</b> unanimously.</p>	
<p><b>156/19 Apologies for absence</b> Apologies were received from Councillors Law and J Anderson due to a personal commitments and Councillor S Anderson due to a work commitment.</p>	
<p><b>157/19 Declarations of interest</b> Item 165/19 – Councillor Manning declared an interest as a payment was for Manning and Son. Councillor Manning did not take part in the discussion or vote on this item.</p>	
<p><b>158/19 Public forum (<i>maximum 3 minutes per person, with an overall limit of 15 minutes</i>) 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> <i>Meeting adjourned</i> <i>A resident presented a proposal for an interim solution to the dog walking facilities on the recreation ground, proposing that a temporary fence be put around approximately 100m x 50m of the top field which would be removed by dog walker volunteers and cleared of any mess when needed for grass cutting or sporting events. The Chair reminded everyone that as the recreation ground had already been considered three times, the item could only come back to full council in line with council procedures but suggested that the working party look at the proposal and then report back to full council.</i> <i>A representative from the social club attended to summarise their request for the trees between the social club and the cemetery to be cut back. (This was considered under item 164/19 cemetery)</i> <i>Meeting reconvened</i></p>	
<p><b>159/19 To approve the minutes of the Parish Council meeting held on the 7<sup>th</sup> August 2019</b> Councillor Manning proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson and <b>agreed</b> with eight votes in favour and one abstention due to not being at the meeting.</p>	
<p><b>160/19 To deal with any matters arising from the minutes of the meeting on the 7<sup>th</sup> August not covered elsewhere on the agenda.</b> Item 145/19 halls – Prior to his resignation, Councillor Croucher had agreed to submit grant applications for the heating system in the ploughman hall. Councillor Tassell agreed to take this item forward.</p>	

<p><b>161/19 To receive and consider any County Council reports and communications not covered elsewhere on this agenda including an update from the Highways Officer</b></p> <p>Report previously circulated. Councillor Wotherspoon introduced the Highways Officer, James Broder who explained his role and some of the work that was due to be completed in Willingham. This included: B1050 Shelfords Road – Further repairs were scheduled for later this year (end of October/beginning of November).</p> <p>Station Road running south of the crossroads had been scheduled for gulley cleansing Church Street, Green Street, Rampton End and Long Lane – white line replacement Berrycroft (near the traffic lights) – was being put forward for next year’s patch sealing Church Street – Yellow lines outside the Duke of Wellington were due to be reinstated in the next week or so.</p> <p>Over Road – puddling and raised iron works. Highways were aware of the issue and had passed this up to the project team to schedule works in the area.</p> <p>The Earith Road needed resurfacing, but this was unlikely to happen until a permanent solution had been agreed for the Shelfords Road. A permanent solution was being discussed and ideas included re-aligning the road off the embankment or reconstructing in situ. A lot of concern was raised regarding the Shelford Road and the fact that it was becoming increasingly dangerous. The Chair commented that despite the officer stating that it was considered that the current state of the road was not likely to cause an accident, he felt that it was bad enough that someone was likely to die and stated that he felt Highways did not understand the problems and act accordingly.</p>	
<p><b>162/19 To receive and consider any District Council reports and communications not covered elsewhere on this agenda</b></p> <p>Report previously circulated. Councillor Percival summarised her recent meeting with Northstowe developers regarding the issue of HCVs through the village. They were reminded of their responsibilities and an action plan was put in place to try and address the issues including providing signage warning HCVs that they could not travel on the B1050 through Willingham and also installing CCTV at the entrance and exit of the site so that the route direction of vehicles could be monitored. They were due to meet again in October to review the situation.</p> <p>Thanks were passed to Councillors Handley and Percival for all their hard work on this issue.</p> <p>Councillor Handley confirmed that litter picking equipment and collection of waste would be available for the Meadow Road site should the Council need it.</p>	
<p><b>163/19 Chair’s report including:</b></p> <p><u>To receive and consider a request from CCC regarding gritting volunteers</u></p> <p>It was agreed not to join the scheme this year.</p>	
<p><u>To receive correspondence from the Village Facebook administrator and consider any actions.</u></p> <p>A request had been received for the Council to take over the administration of some of the village facebook areas. Following discussion, it was agreed that the page should remain independent, but the Council would look at possibly setting up their own page. This would be considered at the December meeting.</p>	Dec
<p><u>To receive an update regarding placing articles in the Willingham News and consider any actions.</u></p> <p>A recent request to the Willingham News for a right of reply to correspondence in the same edition of the magazine had been turned down. Councillor Watson proposed that the Council write to Willingham News explaining that the Council disagreed with this decision and felt that as there is a month between each publication, anyone should, wherever possible, have the right of reply in the same edition. This was seconded by councillor Harris and <b>agreed</b> with eight votes in favour and one abstention.</p>	Clerk
<p><u>To receive notice of the Conclusion of the External Audit</u></p> <p>It was noted that the external audit report had been received and no concerns were raised with regards to the Council meeting their legislative and regulatory requirements. Notice had been put on the website</p>	
<p><u>To receive an invitation to attend the summer reading challenge award ceremony on 24<sup>th</sup> September.</u></p> <p>Councillors L King and Watson agreed to attend the event.</p>	L King/ Watson
<p><u>Flailing along Ploughman Hall/QEII Field</u></p> <p>The Chair reported that the Dog walking working group had received a quotation to flail the area so that they could ascertain what was there and whether the strip was suitable for a dog walking area. The quote was for £169.75 plus VAT. Councillor Cook proposed the Council accept the quotation and undertake the work, seconded by Councillor Croft and <b>agreed</b> unanimously.</p>	Clerk

<p><b>164/19 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations</b></p>	
<p><b>F&amp;GP Committee – updates including:</b></p>	
<p><u>To receive and consider Council Insurance renewal quotation</u></p>	
<p>The quotation had been received as part of the three-year long-term agreement and it was agreed to make payment as listed.</p>	Clerk
<p><u>To receive and consider Cyber insurance quotation</u></p>	
<p>Councillor Manning proposed the Council did not take up the insurance this year, seconded by Councillor Watson and <b>agreed</b> with seven votes in favour, one against and one abstention.</p>	Clerk
<p><b>Planning Committee – updates including:</b></p>	
<p><u>To appoint Councillors to fill committee vacancies</u></p>	
<p>The first vacancy was automatically filled by the Vice Chairman in line with Standing Orders and Councillor Manning proposed the second post should be held open until the after the Council vacancies are co-opted. This was seconded by Councillor Croft and <b>agreed</b> with six votes in favour, one against and two abstentions.</p>	Clerk
<p><u>Minutes of the meeting held on the 21<sup>st</sup> August 2019</u></p>	
<p>Previously circulated and noted</p>	
<p><b>HALLS – Updates including:</b></p>	
<p><u>To elect Lead and Deputy Lead Councillors</u></p>	
<p>Councillor Tassell was happy to step up from Deputy to Lead and it was agreed unanimously for him to take on the role. As with the planning vacancy it was agreed to hold over the Deputy role until the vacancies had been co-opted.</p>	
<p><u>To receive a report and consider actions in relation to the floor in the youth facility</u></p>	
<p>It had been noted that an area of the floor was lifting and bubbling. The office had received some advice and a quote to replace the floor but were seeking a second opinion.</p>	Clerk
<p><b>Cemetery – updates including</b></p>	
<p><u>To receive a report and consider future actions in relation to the cemetery gates</u></p>	
<p>Report previously circulated. Councillor Mansfield proposed the Council take option one and would be obtaining quotes to bring back to the next meeting.</p>	Mansfield /Clerk
<p><u>To receive and consider a request to provide a permanent memorial pathway in memory of a parishioner.</u></p>	
<p>It was agreed unanimously to agree in principle to the idea and the Clerk was asked to write back and obtain further information.</p>	Clerk
<p><u>To receive and consider a request to place memorial plaques in the cemetery</u></p>	
<p>Councillor Manning proposed that the Council turn down the request as there is nowhere to site the plaques and it would set a precedent for anyone else not buried in the cemetery. Seconded by Councillor Watson and <b>agreed</b> with seven votes in favour and two abstentions.</p>	Clerk
<p><u>To receive an update regarding the trees neighbouring the social club and consider any quotations/action.</u></p>	
<p>A quotation had been received for the work. Councillor Cook stated that the trees were getting very old and pushing against the cemetery wall and the Council should consider removing them altogether and planting a suitable replacement. The Clerk was asked to investigate with SCDC whether there were any restrictions in doing this and to advise the Social Club.</p>	Clerk
<p><b>Green &amp; Boundaries – updates including:</b></p>	
<p><u>To receive an update on the Meadow Road site and consider any actions</u></p>	
<p>Councillor Manning gave an update on the site and proposed that the Council pay for a litter pick of the site costing no more than £300. The edges would then be cultivated and seeded leaving the middle stretch down to the bottom field. This was seconded by Councillor Watson and <b>agreed</b> unanimously. It was confirmed that as the site was going to become a natural recreation space for users that encouraged wildlife it would always have some rough ground and rabbit holes etc.</p>	Manning
<p><u>Village Green</u></p>	
<p>The contractor had started the process with planning for the tree requiring work.</p>	

<p><u>Long Pond</u> The Parrot Feather had been removed but was re-growing. This was being monitored but may need to be cleared by the Parish Council (the owners of the pond).</p> <p><b>Leisure &amp; Amenities - updates including:</b> Report circulated Councillor L King reported that the MUGA survey had been completed and the report compiled. Things were progressing with the MUGA and the location and size of the unit had been discussed. The Environment agency had been contacted for advice regarding the flood plain. The working group would be putting a pre application together for planning and would report back at a future meeting with regards to progress.</p> <p><b>165/19 Monthly accounts for payment</b> <b>Paid Items:</b></p> <table border="0"> <tr> <td>Salaries</td> <td>August</td> <td>Salaries</td> <td>2644.03</td> </tr> <tr> <td>PAYE</td> <td>August</td> <td>Salaries</td> <td>614.37</td> </tr> <tr> <td>Nest Pension</td> <td>August</td> <td>Salaries</td> <td>119.90</td> </tr> <tr> <td>Positive</td> <td>Gas Pavilion</td> <td>L &amp; A</td> <td>28.90</td> </tr> <tr> <td>Total Gas</td> <td>Electricity Public H</td> <td>Halls</td> <td>49.55</td> </tr> <tr> <td>Total Gas</td> <td>Electricity Plough</td> <td>Halls</td> <td>520.64</td> </tr> <tr> <td>Total Gas</td> <td>Pavilion Pav</td> <td>L &amp; A</td> <td>67.44</td> </tr> <tr> <td>B. Gas</td> <td>Electric Ploughman</td> <td>Halls</td> <td>22.97</td> </tr> <tr> <td>British Telecom</td> <td>Phone/Internet</td> <td>Est</td> <td>559.53</td> </tr> </table> <p><b>Items paid by BACS:</b></p> <table border="0"> <tr> <td>Buchans</td> <td>Village Cut</td> <td>Est</td> <td>1658.41</td> </tr> <tr> <td>Binder Ltd</td> <td>New Pump</td> <td>L &amp; A</td> <td>1166.85</td> </tr> </table> <p><b>Items paid by credit card:</b></p> <table border="0"> <tr> <td>Garrison Locks</td> <td>Multi lock Pav</td> <td>L &amp; A</td> <td>90.35</td> </tr> <tr> <td>Ironmongery</td> <td>Handrail bracket</td> <td>Halls</td> <td>45.84</td> </tr> <tr> <td>Amazon</td> <td>Paper</td> <td>Est</td> <td>59.03</td> </tr> <tr> <td>Amazon</td> <td>Padlock</td> <td>Est</td> <td>24.43</td> </tr> </table> <p><b>Items to be paid by BACS:</b></p> <table border="0"> <tr> <td>Suds &amp; Bubbles</td> <td>Cleaning</td> <td>L&amp;A/Halls</td> <td>625.00</td> </tr> </table> <p><b>To be Paid:</b></p> <table border="0"> <tr> <td>CBS</td> <td>Stationery</td> <td>Est</td> <td>25.90</td> </tr> <tr> <td>Manning &amp; Son</td> <td>Concrete Block</td> <td>G &amp; B</td> <td>204.00</td> </tr> <tr> <td>Willingham PCC</td> <td>Meeting</td> <td>Est</td> <td>210.00</td> </tr> <tr> <td>KGS Home &amp; Garden</td> <td>Column Cemetery</td> <td>Cemetery</td> <td>250.00</td> </tr> <tr> <td>Came &amp; Co</td> <td>Insurance</td> <td>Insurance</td> <td>5301.31</td> </tr> <tr> <td>PKF Littlejohn</td> <td>Audit</td> <td>Est</td> <td>480.00</td> </tr> <tr> <td>M Tickner</td> <td>Sample Painting Pav</td> <td>L&amp;A</td> <td>240.00</td> </tr> <tr> <td>Lawn Hopper</td> <td>Cricket Green</td> <td>L&amp;A</td> <td>42.00</td> </tr> <tr> <td>HAGS</td> <td>QEII Equipment repair</td> <td>L&amp;A</td> <td>1,753.80</td> </tr> </table> <p>Councillor Cook proposed the accounts be accepted, seconded by Councillor Mansfield and <b>agreed</b> with eight votes in favour and one abstention due to a declaration of interest.</p>	Salaries	August	Salaries	2644.03	PAYE	August	Salaries	614.37	Nest Pension	August	Salaries	119.90	Positive	Gas Pavilion	L & A	28.90	Total Gas	Electricity Public H	Halls	49.55	Total Gas	Electricity Plough	Halls	520.64	Total Gas	Pavilion Pav	L & A	67.44	B. Gas	Electric Ploughman	Halls	22.97	British Telecom	Phone/Internet	Est	559.53	Buchans	Village Cut	Est	1658.41	Binder Ltd	New Pump	L & A	1166.85	Garrison Locks	Multi lock Pav	L & A	90.35	Ironmongery	Handrail bracket	Halls	45.84	Amazon	Paper	Est	59.03	Amazon	Padlock	Est	24.43	Suds & Bubbles	Cleaning	L&A/Halls	625.00	CBS	Stationery	Est	25.90	Manning & Son	Concrete Block	G & B	204.00	Willingham PCC	Meeting	Est	210.00	KGS Home & Garden	Column Cemetery	Cemetery	250.00	Came & Co	Insurance	Insurance	5301.31	PKF Littlejohn	Audit	Est	480.00	M Tickner	Sample Painting Pav	L&A	240.00	Lawn Hopper	Cricket Green	L&A	42.00	HAGS	QEII Equipment repair	L&A	1,753.80	Manning
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<p><b>166/19 Police update</b> Previously circulated and noted – no questions raised.</p> <p><b>167/19 To receive an update on HCVs and traffic issues and consider any actions including:</b> Report tabled and summarised by Councillor Harris. The latest monitoring session had highlighted a lot of speeding on Station Road.</p>	RFO																																																																																																				
<p><b>168/19 To consider adoption of BT Phone Box on the High Street</b> As Councillor S Anderson was not present this was deferred until the October meeting.</p>	Oct																																																																																																				
<p><b>169/19 To consider grant request from MAGPAS</b> Councillor Manning proposed the £200 requested be granted, seconded by Councillor Cook and <b>agreed</b> unanimously.</p>	Clerk																																																																																																				

**170/19 Items for future meeting**

Dog walking facilities

MUGA

WYT Floor

Cemetery Gates

Phone Box/Defibrillator

Cemetery Trees

Planning vacancy (December)

Hall Deputy (December)

**171/19 Date of next meeting: 2<sup>nd</sup> October 2019**

***Meeting closed at 21:38***