



WILLINGHAM PARISH COUNCIL

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

Present: Councillors: J Anderson, A Cook, K Cook, S Croft, D Law, R Manning, B Mansfield,
V McKee, R Tassell, B Todd, J Watson

County Councillor: Wotherspoon
District Councillors: Percival and Handley
Parishioners: four

Clerk: Mandy Powell

<p>208/19 Apologies for absence Apologies were received from the following Councillors: L King ,P King and Harris all with personal commitments and Councillor S Anderson with a work commitment.</p> <p>209/19 None</p> <p>210/19 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>The meeting was adjourned</i> <i>The administrator for the village facebook page reported that they had found more volunteers to come forward to help run the page and urged the Council to set up a Council facebook page so that information could be passed out quickly to residents and also to reach those residents who prefer to use the social media platform rather than the village magazine or the website to obtain information. The Chair agreed to look into options and report back.</i> <i>Meeting reconvened.</i></p> <p>211/19 To approve the minutes of the Parish Council meeting held on the 6th November 2019 Councillor Manning proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Croft and agreed with nine votes in favour and two abstentions due to not being at the meeting.</p> <p>212/19 To deal with any matters arising from the minutes of the meeting on the 6th November not covered elsewhere on the agenda. Item 192/19 It was noted that Councillor A Cook did not declare a personal interest. The monitoring officer was informed and all Councillors were reminded of the need to declare both personal and pecuniary interests. The Clerk was asked to circulate guidelines for declaring interests under the Code of Conduct. The F&GP committee will look at whether a policy for co-options was needed.</p> <p>213/19 To receive and consider any County Council reports and communications not covered elsewhere on this agenda Councillor Wotherspoon reported that he was still chasing yellow lines on Church Street, the West Fen Road Signs and the A14 legacy grant application and would report back when he has any further news.</p> <p>214/19 To receive and consider any District Council reports and communications not covered elsewhere on this agenda (to include a presentation from SCDC (Lesley McFarlane) on mobile wardens) Councillor Percival reported that things were moving forward with the Northstowe traffic signs with the three signs for the site entrances due to be installed early January. The village signs would be installed as soon as possible and the CCTV was still ongoing. Councillor Handley was asked to look into reports that the Environmental Department had misplaced all records of business inspections since 2012 Councillors Percival and Handley were asked to notify the Council if the planning application for the Piggery on Haden way goes to committee as officers seem to keep missing Willingham off of notifications. They were also asked to note that the site is wholly in Willingham and not partially in Over.</p> <p>Lesley McFarlane presented a summary of the mobile warden scheme to the Council reporting that SCDC would be very keen for Willingham to set up a scheme. New schemes would be fully funded for two years by the District Council and following that period would be able to apply for grant funding to help support them. The various routes to set up a scheme were discussed including using a third party such as Age UK to run the scheme or setting up a board of</p>	<p>Actions</p> <p>D Law</p> <p>Clerk F&GP</p> <p>Wotherspoon</p> <p>Handley</p> <p>Percival/ Handley</p>
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<p>trustees. The Clerk was asked to liaise with Swavesey and Cottenham who both have schemes running and report back to the Council</p> <p>215/19 Chair's report including: <u>Receive and consider correspondence regarding national community energy campaign</u> The Council had been asked to pass a resolution in support of the scheme and publicise this support. It was agreed not to commit to the scheme at the current time.</p> <p><u>CCC Climate and Environment Emergency consultation</u> The consultation would run from the 20th December to the 31st January and it was agreed that Councillor Law would review the strategy and respond to the consultation on behalf of the Council.</p> <p><u>Receive correspondence relating to medical practice waiting times</u> The Council had been copied into correspondence highlighting concerns with the appointment waiting times at the surgery. The Clerk was asked to pass the information onto the District Councillors.</p> <p><u>Toilet Facilities</u> Councillor Percival had passed on some information regarding a request for toilet facilities on the QEII field. This had been considered by Council previously and the Clerk was asked to pass the report onto Councillor Percival and respond to the parishioner.</p> <p>216/19 To receive from the following Committees; reports from lead councillors, note any delegated decisions taken, and make any recommendations</p> <p><u>F&GP Committee – updates including:</u> <u>Approve the minutes of the meeting held on the 27th November 2019</u> Councillor Manning proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Mansfield and agreed with three votes in favour and eight abstentions due to not being at the meeting.</p> <p><u>To consider budget requirements for 2020-2021</u> Councillor Manning proposed that the budgets be accepted as listed, seconded by Councillor A Cook and agreed unanimously.</p> <p><u>To consider precept request for 2020-2021</u> Councillor Law proposed that the Council make a precept demand of £130,000 (one hundred and thirty thousand pounds), seconded by Councillor Tassell and agreed unanimously. The Clerk to advise SCDC.</p> <p><u>To consider F&GP recommendations including advice from Elysian Associates and future maintenance provision. Elysian</u> The Chair summarised the advice given by the representatives and the recommendation to opt to tax the MUGA and register for VAT. Some concerns were raised about the advice given and the Council agreed to ask the RFO to provide a report explaining the impact of the option on de minimis limits and report to the January meeting</p> <p><u>Maintenance</u> The F&GP Committee had recommended the officers be allocated an annual budget of £2,500 to cover minor adhoc maintenance from April 2020. The Clerk had found a handyman to carry out the work who would charge an hourly rate and invoice the Council accordingly. It was agreed unanimously to support the recommendation.</p> <p><u>Planning Committee – updates including:</u> <u>To appoint two councillors onto the planning committee</u> Councillors Watson and Todd both agreed to join the committee.</p> <p><u>Minutes of the meeting held on the 18th November 2019</u> Draft minutes previously circulated and noted. The next planning meeting would be on Monday 16th December.</p> <p><u>HALLS – Updates including:</u> <u>To appoint deputy lead councillor</u> Councillor Watson agreed to take on the role.</p> <p><u>Cemetery – updates including</u> <u>To receive an update regarding the cemetery gates and consider any actions</u> Councillor Mansfield reported that since the last meeting the maintenance contractors had collided with the gates causing damage to one of them and the pillar. They had repaired the gate and would be repairing the pillar. Once this work had been carried out the realignment work would be booked in. She further reported that three of the recently purchased bins had gone missing from the cemetery and if not found would need replacing. Thanks were passed to Councillor A Cook for repairing the small gate on Lane Style.</p>	<p>Clerk</p> <p>Law</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>RFO</p> <p>Clerk/RFO</p> <p>RFO</p> <p>Clerk</p> <p>Planning</p> <p>Clerk</p> <p>Mansfield/ Clerk</p>
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<p><u>Green & Boundaries – updates including:</u> The Christmas tree and lights were up on the Green and thanks were passed to all Councillors who helped to get this done. Meadow Road Site – the Council agreed that they would like the oak trees planted as an avenue. The Council had been offered some free trees but Councillor Manning reported that these would need to be dug up and transported. It was agreed to pass the information onto WAG to see whether they would like to make use of them. Councillor Manning reported that several of the Fen roads including Priest Lane and the Spong were in a poor condition and needed a long term plan from the County Council regarding their future. Councillor Wotherspoon agreed to look into this.</p> <p><u>Leisure & Amenities - updates including:</u> Report previously circulated. Councillor Croft reported that work on the MUGA was ongoing and that it had been agreed to allow the local running club access to the Recreation Ground and pavilion for a nominal fee on Monday evenings.</p> <p><u>217/19 Monthly accounts for payment</u></p> <p>Paid Items</p> <table border="0"> <tr> <td>Salaries</td> <td>November</td> <td>Salaries</td> <td>2957.01</td> </tr> <tr> <td>Paye</td> <td>November</td> <td>Salaries</td> <td>811.69</td> </tr> <tr> <td>Nest Pension</td> <td>November</td> <td>Pension</td> <td>157.32</td> </tr> </table> <p>Items paid by Bank transfer</p> <table border="0"> <tr> <td>Buchans</td> <td>Village Cuts</td> <td>Est</td> <td>2191.72</td> </tr> </table> <p>Items paid by direct debit</p> <table border="0"> <tr> <td>Pozitive</td> <td>Pavilion Electric</td> <td>L & A</td> <td>88.92</td> </tr> <tr> <td>Pozitive</td> <td>Pavilion Gas</td> <td>L & A</td> <td>29.23</td> </tr> <tr> <td>Pozitive</td> <td>Public Hall Electric</td> <td>Halls</td> <td>47.24</td> </tr> <tr> <td>Pozitive</td> <td>Ploughman Electric</td> <td>Halls</td> <td>540.97</td> </tr> </table> <p>To be Paid by bank transfer</p> <table border="0"> <tr> <td>Suds & Bubbles</td> <td>Cleaning Ploughman</td> <td>Halls</td> <td>425.00</td> </tr> <tr> <td>Suds & Bubbles</td> <td>Pavilion Cleaning</td> <td>L & A</td> <td>200.00</td> </tr> </table> <p>To Pay</p> <table border="0"> <tr> <td>Lawn Hopper</td> <td>Winter treatment</td> <td>L & A</td> <td>42.00</td> </tr> <tr> <td>ESPI Ltd</td> <td>Annual support</td> <td>Est</td> <td>720.00</td> </tr> <tr> <td>ACA Heating</td> <td>6 month water check</td> <td>L & A</td> <td>273.60</td> </tr> <tr> <td>Sage</td> <td>Pension module</td> <td>Est</td> <td>158.40</td> </tr> <tr> <td>Stocksigns</td> <td>Under fives sign</td> <td>L & A</td> <td>135.67</td> </tr> <tr> <td>CCC</td> <td>Street lighting</td> <td>G&B</td> <td>756.23</td> </tr> <tr> <td>Elysian Ass</td> <td>VAT Advice</td> <td>Est</td> <td>1,680.00</td> </tr> </table> <p>Councillor A Cook proposed the accounts be approved, seconded by Councillor Croft and agreed unanimously.</p> <p><u>218/19 Police update</u> Report previously circulated. Councillor Tassell reported that there had been concerns raised over the recent egging of vehicles on Over Road and the lack of lighting in the alley way between Over Road and Haden Way. The Clerk was asked to look into the cost of installing and maintaining a street light at the Over Road end of the alley way.</p> <p><u>219/19 To receive an update on HCVs and traffic issues and consider any actions including:</u> <u>Consider final submission of Minor highways bid application</u> Councillor Watson proposed the Council accept the feasibility report so that the application can be put forward to the panel for consideration, seconded by Councillor Tassell and agreed with eight votes in favour and three objections. It was also noted that the scheme was listed as being on Station Road instead of Earith Road.</p> <p><u>220/19 To appoint a working party for the adoption of BT phone box and installation of Defibrillator</u> The working party would consist of Councillors S Anderson, P King, K Cook and J Watson. The Clerk would create terms of reference for the working group.</p> <p><u>221/19 Items for future meeting</u> Visit from Cambridge Climate Emergency Grant application from the Bobby Scheme Willingham News contributors Parish facebook page VAT update</p> <p><u>222/19 Date of next meeting: Wednesday 8th January (note 2nd Wednesday of the month)</u></p>	Salaries	November	Salaries	2957.01	Paye	November	Salaries	811.69	Nest Pension	November	Pension	157.32	Buchans	Village Cuts	Est	2191.72	Pozitive	Pavilion Electric	L & A	88.92	Pozitive	Pavilion Gas	L & A	29.23	Pozitive	Public Hall Electric	Halls	47.24	Pozitive	Ploughman Electric	Halls	540.97	Suds & Bubbles	Cleaning Ploughman	Halls	425.00	Suds & Bubbles	Pavilion Cleaning	L & A	200.00	Lawn Hopper	Winter treatment	L & A	42.00	ESPI Ltd	Annual support	Est	720.00	ACA Heating	6 month water check	L & A	273.60	Sage	Pension module	Est	158.40	Stocksigns	Under fives sign	L & A	135.67	CCC	Street lighting	G&B	756.23	Elysian Ass	VAT Advice	Est	1,680.00	<p>Manning</p> <p>Wotherspoon</p> <p>RFO</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Meeting closed at 21:05