

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 5th August 2020 at 7.30pm (meeting held remotely)

Present: Councillors: Law (Chair) P King, L King, Harris, Hutchcraft, Mansfield, McKee, Watson

County Councillor: Wotherspoon

District Councillors: Handley (arrived 19:38)

Parishioners: two

Clerk: Mandy Powell

RFO: Sarah Rutherford

Compliance Administrator: Annika Osborne

102/20 Apologies for absence

In line with resolutions 50/20 and 85/20 apologies were received and accepted from Councillors Manning, Tassell, Anderson, K Cook, A Cook and Todd. Apologies were also received and accepted from Councillor Croft due to personal reasons.

103/20 Declarations of interest

None

104/20 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

A resident asked the Council when they would be reviewing their emergency plan and when the mobile warden scheme would be up and running. The Chair confirmed that the Council would be looking at the plan over the coming months. It was pointed out that when revising the plan the Council needed to consider the limited staff resources available to implement any outcomes. The Chair confirmed that SCDC had advised that the mobile warden scheme would hopefully be up and running by November.

105/20 To approve the minutes of the Parish Council meeting held on the 1st July 2020

Councillor Harris proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson and **agreed** unanimously (the minutes would be signed at the first physical meeting of the Council).

106/20 To deal with any matters arising from the minutes of the meeting on the 1st July not covered elsewhere on the agenda.

Item 94/20 – Haden Way Planning infringement. Councillor Handley confirmed that the confusion over neighbour consultation letters had been due to teething problems with the system.

Item 71/20 – No Dog signs on recreation ground – ongoing

Action: L King

107/20 To receive and consider any County Council reports and communications not covered elsewhere on this agenda

Report previously circulated. Councillor Wotherspoon briefly summarised the Governments proposed changes to the planning system. No questions were raised.

108/20 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated and no questions were raised. Councillor Handley would provide further information on the proposed planning changes once Cabinet had considered them.

109/20 Chair's report including:

To receive details of possible land donation and consider any actions.

The Chair summarised the offer of land donation for open space in the village and confirmed that the Council would be required to cover all legal costs. The Chair proposed that the Council speak with their solicitors and start the process of the transfer. The expenditure would be taken from S106 (Brickhills) monies. This was seconded by Councillor Harris and **agreed** unanimously.

Action: Clerk

To receive an update on COVID/Willingham HUB and consider any actions

The HUB was starting to wind down and was receiving less than ten calls a week. The HUB had requested that the Council take on the role of administrative contact for information being passed down from County and District. Some concerns were raised about the capacity of the office staff to take on the role but the Council were assured that the role was not an emergency response role and was very limited, only resulting in one or two calls/emails a week. Councillor Law proposed that the Council office staff take on the role, seconded by Councillor L King and **agreed** unanimously. The Clerk was requested to notify the Council should the role have an impact on workload.

It was further agreed to cancel fifteen of the phone contracts in September, leaving five operational.

Action: Clerk

Rampton Road Closure – Cambridge Water

The Chair had recently attended a meeting with CCC and Cambridge Water regarding the proposed road Closure at Rampton. He reported that the closure had been postponed and should it be rescheduled, Cambridge Water confirmed that they would investigate and alternative solution.

Website

The Chair reported that an accessibility statement had been added to the website and it was now compliant.

110/20 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations

F&GP Committee – updates including:

Nothing to report

Planning Committee – updates including:

To receive draft planning minutes from meetings held on the 22 July 2020

Draft minutes were previously circulated and noted – no questions raised. Councillor Harris reported that he had attended the recently held 'Meet the Planners' session.

HALLS – Updates including:

To consider energy survey quotes for the Ploughman Hall

Three quotations had been received (as per attached report) and Councillor L King proposed that following further investigation since issuing her report that the Council accept the quotation from PECT for £300 with the additional approval of £250 for possible additional work. The expenditure would be taken from the Halls – signage budget. This was seconded by Councillor Watson and **agreed** unanimously.

Action: Clerk

Councillor Watson reported that the Chair of the PHUC would like to meet to discuss ongoing maintenance etc for the Public Hall. Councillor Watson would meet with the Chair and report back at the September meeting.

Action: J Watson

Cemetery – updates including

To receive an update on under 18 cemetery fees and consider review of charges

It was agreed to defer this item until the annual review of fees and policies at the end of the year.

Memorial Rose

Councillor Mansfield had been asked to look into the possibility of siting a memorial rose near the war memorial in the cemetery. Upon investigation it was decided that this was not feasible. It was agreed that as the Council already had the memorial, the bench and the oak trees on Meadow Road that this would be sufficient and the rose would not be purchased.

Green & Boundaries – updates including:

Report previously circulated. The Chair reported that further enquiries had been received regarding access over the Green and the Clerk had provided a copy of the Deed showing ownership.

Leisure & Amenities - updates including:

To receive and consider quotations for maintenance work on the QEII Field play equipment

The office had tried to obtain three quotations but only one was received from Reid. Councillor L King proposed that the Council accept the quotation with an additional approval of £500 for some minor maintenance needed but not yet quoted for. This would bring the total expenditure to £2,345 and would be taken from the L&A maintenance budget. Seconded by Councillor Hutchcraft and **agreed** unanimously.

Action: Clerk

MUGA update

Councillor L King and the Clerk had met with a planning officer to discuss the planning application and were advised of the need to include a covered cycle park area. The Clerk was asked to check whether S106 monies could be used. The application would be revised and submitted.

Action: Clerk

111/20 Monthly accounts for payment

Items Paid

Salaries	July 2020	Salaries	3256.77
HMRC	PAYE	Salaries	867.31
Nest Pension	Pension	Salaries	165.28
Pozitive	Pavilion gas	L & A	8.19
Pozitive	Pavilion electric	L & A	40.93
Pozitive	Ploughman Electric	Halls	175.79
Pozitive	Public Hall Electric	Halls	21.34
Buchans	Village grass cutting	Est	1209.13
Willingham News	Donation	Donation	1564.67
Hibbitt & Sons	Cemetery Gates	Cemetery	4081.80
Initial	Covid – 19 Gel	Est	174.98
Haven Power	Street Lighting	G & B	71.37
MI Tickner Décor	Decorating	L&A	7440.00
British Gas	Electricity Green	G&B	12.07

Items to be paid by BACS:

Suds & Bubbles	Cleaning Ploughman	Halls	560.00
Suds & Bubbles	Cleaning Pavilion	L & A	281.00
Konica Minolta	Photocopier	Est	43.40
Old West Internal Dr	Drainage	Est	55.44
Camb County Coun	Final Street Lighting	G & B	64.50
Oracle Hedging	Cemetery hedges	Cem	670.00
Over & Will Int Dr	Drainage	Est	32.50
Konica Minolta Copier	rental	Est	122.83

Councillor L King proposed the Accounts be approved as listed, seconded by Councillor Watson and **agreed** unanimously.

Action: RFO

112/20 To receive and approve quarterly budget statement

Report had been previously circulated and no questions were raised. Councillor Law proposed that the statement be accepted as listed, seconded by Councillor P King and **agreed** unanimously.

113/20 Police update

Councillor Watson reported that he had been advised by a resident of Wilford Furlong that the road was being used as a race track. Councillor Watson would advise the resident to report the issue to the police either via the on-line portal or on 101.

Action: J Watson

**114/20 To receive an update on HCVs and traffic issues and consider any actions including:
Update on Minor Highways Improvement Bid application**

Following the unsuccessful bid last year, Councillor Harris was working on an enhanced application and would submit it for consideration at the September meeting. If approved this would need budgeting for the next financial year.

Action: N Harris

115/20 To receive correspondence from Crosskeys Homes regarding transfer of on-site open space and consider any actions.

Councillor Law proposed that the Council did not take on the on-site open space, seconded by Councillor McKee and **agreed** unanimously.

Action: Clerk

116/20 To receive an update on the Defibrillator for the High Street and consider any actions.

Councillor Hutchcraft had requested an updated quotation from the Heartbeat Charity and would submit a report for the September meeting. The Clerk confirmed that £1,120 had been allocated in the budget for the defibrillator and any shortfall would either need to be obtained via a grant or further approval from the Council.

Action: J Hutchcraft

117/20 Items for future meeting

Minor Highways Improvement Bid
Zero Carbon Communities Grant
Defibrillator
Apologies

118/20 Date of next meeting: 3 September 2020

Meeting close at: 20:56