

# WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall, West Fen Road, Willingham

Cambridge, CB24 5LP, Tel: 01954 261027

Email: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk)

Website: [www.willinghamparishcouncil.gov.uk](http://www.willinghamparishcouncil.gov.uk)

Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 2<sup>nd</sup> September 2020 at 7.30pm (meeting held remotely)

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

District Councillor: Handley

Parishioners: Five

Clerk: Mandy Powell

---

## **119/20 Apologies for absence including reviewing approval of waiver of the six-month rule for Councillors**

In line with resolutions 50/20 and 85/20 apologies were received and accepted from Councillors Manning, Anderson, K Cook, A Cook and Todd. The Council reviewed the waiver of the six-month attendance rule and agreed to extend the waiver for the above councillors and Councillor Tassell for a further six months. This would be reviewed at the February 2021 meeting.

Apologies were also received and accepted from Councillor Hutchcraft due to personal reasons, District Councillor Percival due to work commitments and County Councillor Wotherspoon due to a prior commitment.

## **120/20 Declarations of interest**

None received

## **121/20 Public forum**

The Chair of the Public Hall User Committee summarised his request to Council for the Scout Group to use some of the open space around the ploughman hall or pavilion along with access to the toilets (this was taken under Chair's report)

## **123/20 To approve the minutes of the Parish Council meeting held on the 5<sup>th</sup> August 2020**

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Harris and **agreed** with seven votes in favour and two abstentions due to not being at the meeting. (the minutes would be signed at the first available physical meeting)

## **124/20 To deal with any matters arising from the minutes of the meeting on the 5<sup>th</sup> August not covered elsewhere on the agenda.**

Item 71/20 – No Dogs Signs – Councillor L King had met with the Wolves to discuss locations of the signs and they would soon be ordered and put in place.

**Action: L King**

## **125/20 To receive and consider any County Council reports and communications not covered elsewhere on this agenda**

Councillor Wotherspoon was not present but his report was previously circulated. Councillor Wotherspoon would be meeting with Highways officers to discuss issues within Willingham and the Clerk was asked to remind him of the following issues:

The widespread flooding within the village as a result of the drains being blocked

Double Yellow lines missing from Church Street

Resurfacing and road markings on Berrycroft near the traffic lights

The ridges on the edge of the roadway along Station Road

**Action: Clerk/T Wotherspoon**

**126/20 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:**

Report previously circulated. Councillor Handley reported that once officers have finished reviewing it, SCDC would be commenting on the white paper regarding changes to the planning system. He would update the Council once he had further information.

**Action: B Handley**

**127/20 Chair's report including:**

**To receive a request from the Scout Group to use open space and toilet facilities at the Recreation Ground or Ploughman Hall for their sessions during Covid-19**

It was agreed to allow the Scout Group to use the space behind the Ploughman Hall and the disabled toilet. It was also agreed to allow them to use the back of the QEII Field for any cookout activities etc (subject to agreement with hiring conditions). M Medland would liaise with the Clerk when the group were in a position to move forward.

**To receive and consider participation in Cambs County Council's winter gritting scheme**

It was agreed that the Council did not wish to take part in the scheme, but details would be added to the website so that any interested volunteers could be made aware of the scheme. It was also noted the Council do have a supply of sandbags if anyone is concerned about their property flooding,

**Action: Clerk**

**128/20 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations**

F&GP Committee – updates including:

To receive an update regarding land donation and consider any actions.

The Clerk had contacted the Solicitors and things were progressing.

To receive and consider annual insurance renewal

The annual renewal had been received and circulated to all Councillors. The Council were still within the three-year long-term agreement. The insurance cost for 2020-2021 would be: £5,474.25.

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

**Action: Clerk/RFO**

To receive an update on Parish Council activities during Covid-19 and consider any actions

The Clerk reported that the pavilion was now open with limited access and the Ploughman Hall would be open from 7<sup>th</sup> September. Users of both facilities had been asked to provide risk assessments and sign additional conditions of hire. The Council's risk assessment had been updated accordingly.

Planning Committee – updates including:

To receive draft planning minutes from meetings held on the 19<sup>th</sup> August 2020

Councillor Harris summarised the minutes of the meeting and reported that the next planning meeting would be on the 9<sup>th</sup> September 2020

To receive information regarding Government White paper on proposed changes to the planning system and consider any response

This was taken under District Council report

HALLS – Updates including:

To consider zero energy grant application and consider any actions

Councillor L King summarised the progress to-date and the quotes received. Councillor L King proposed that the application be submitted in line with the recommendation of PECT for infra-red heating with the Council committing up to £13,000 towards the cost of the project. Funds would be taken from S106 monies for the Rockmill End development. This was seconded by Councillor Tassell and **agreed** unanimously. District Councillor Handley offered his formal support of the grant application.

**Action: L King**

The Clerk reminded the Council of the rules relating to the de minimis values for VAT and was asked to seek clarification from the RFO.

**Action: Clerk**

To receive an update on the installation of the hall doors and consider any actions.

The doors had been installed at the Ploughman Hall and Public Hall. There were some minor additional costs due to the intruder alarm needing to be reinstalled (£360.60 inc VAT) and the emergency light in the Public Hall to be refitted (cost yet to be advised)

Discount request from regular user

One of the regular users had asked for a discount on their hire period due to having to limit numbers in the hall and for the floor to be marked out for their session. Following discussion Councillor Tassel proposed that the Council did not offer a discount but the Clerk be authorised to spend up to £50 in order to purchase some small marker cones so that all users could mark out social distance spaces as appropriate for their classes. Seconded by Councillor Watson and **agreed** unanimously.

**Action: Clerk**

Cemetery – updates including

Nothing to report

Green & Boundaries – updates including:

Receive a report regarding the dying trees near the ploughman hall and consider any actions

Report previously circulated. It was agreed to remove the two dead trees from the front of the Ploughman Hall. Councillor Manning had offered to undertake the work.

**Action: R Manning**

Councillor Manning was looking into sourcing a Christmas tree this year and would report back to Council at a later date.

**Action: R Manning**

Leisure & Amenities - updates including:

To receive an update on the MUGA and consider any actions.

Councillor L King reported that she and the Clerk had met with Ian Ross to look at the provision of a cycle park and footpath. Once the plans were amended to accommodate these, they would be submitted to SCDC.

**Action: L King/Clerk**

It was noted that users of the recreation ground and ploughman hall had been causing some issues with parking along West Fen Road making it difficult for farm vehicles to pass. The Clerk was asked to remind all users to park considerately.

**Action: Clerk**

To receive an update on maintenance on the QEII field and recreation ground and consider any actions

Councillor L King reported that the maintenance on the QEII field had been agreed at an additional cost of £190 over that approved by Council. The expenditure had been approved using Lead Councillor delegated powers and was for two additional logs that needed replacing. Costs to be taken from L&A maintenance budget. A quotation had been accepted for the floodlight repair on the recreation ground at a cost of £300

## **129/20 Monthly accounts for payment**

### Paid Items:

Salaries	August	Salaries	2692.22
PAYE	August	Salaries	647.28
Nest Pension	August	Salaries	128.88
Pozitive	Gas Pavilion	L & A	8.46
Pozitive	Electricity Public H	Halls	38.81
Pozitive	Electricity Plough	Halls	188.32
Pozitive	Pavilion Pav	L & A	47.79
B. Gas	Electric Green	G & B	12.49
British Telecom	Phone/Internet	Est	220.71

Haven Power	Street Lighting	G & B	83.79
<u>Items paid by BACS:</u>			
Buchans	Village Cut	Est	1166.93
Wendy Oldfield	Traffic Man	Est	22.80
MSP Services	Handy Man	Est	87.50
<u>Items to be paid by BACS:</u>			
Suds & Bubbles	Cleaning	L&A/Halls	841.00
K Fergusons	Grass Cutting	Cemetery	1200.00
SCDC	Piper Lifeline	Section 142	88.11
Cromwell Fire	Alarm Public Hall	Halls	132.30
Cromwell Fire	Alarm Pavilion	L & A	129.29
Cromwell Fire	Alarm Ploughman	Halls	114.00
Universal Fencing	Repair Doors Cricket	L & A	1020.00
Aztek	Attend CCTV	L & A/ Halls	324.00
Aztek	Call out	Halls	360.60
ACA Heating	Annual Inspection	L & A/Halls	621.60
Atlas Tree	Broken Limb Haden	Est	144.00 See note
Spectrum	Hall doors	Halls	19034.00

Note: This will be recharged to SCDC as the damaged tree is their responsibility.

Councillor Croft proposed the accounts be approved as listed, seconded by Councillor Harris and **agreed** unanimously.

**Action: RFO**

#### **130/20 Police update**

Nothing to report

#### **131/20 To receive an update on HCVs and traffic issues and consider any actions including:**

##### **- Consider Minor Highways Improvement Bid application**

Councillor Harris summarised the proposal which had been previously circulated and proposed that the Council submit the application with a commitment from the 2021/2022 budget for a contribution of £3,200. This was seconded by Councillor Watson and **agreed** unanimously.

**Action: N Harris**

#### **132/20 To receive an update on the Defibrillator for the High Street and consider any actions.**

Councillor Hutchcraft was not present but his report had been previously circulated.

It was agreed unanimously that the Council should proceed with the project in line with Councillor Hutchcraft's proposal and any shortfall left once funding avenues had been explored would be made up by the Council.

**Action: J Hutchcraft**

#### **133/20 Items for future meeting**

Defibrillator

F&GP recommendations from their meeting on the 24<sup>th</sup> September

#### **134/20 Date of next meeting**

7<sup>th</sup> October 2020

*Meeting closed at 20:58*