

WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 4th November 2020 at 7.30pm (meeting held remotely) *Meeting started at 7.33pm*

Present:

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

County Councillor: Wotherspoon

District Councillor: Handley

Parishioners: Six

Clerk: Mandy Powell

Compliance Administrator: Annika Osborne

153/20 To receive apologies for absence

In line with resolution 85/20 apologies were received and accepted from Councillors, Manning, Todd, Tassell, Anderson, K Cook and A Cook. Apologies were also received from District Councillor Percival due to personal commitments.

154/20 Declarations of interest

None

155/20 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

A resident raised concerns regarding the lack of accessible footpaths around the village and requested that the Council actively pursue the registration of pathways in Willingham. County Councillor Wotherspoon confirmed that he had made some enquiries as to what could be done and was waiting a response. It was agreed to add this item to the next agenda. The resident would also contact Councillor P King who agreed to look at the issue with them.

Action: T Wotherspoon/P King/ Dec Meeting

Concerns were raised by a resident regarding the footpath on the corner of Berrycroft needing railings and also the lack of a safe footpath to Highgate stores. Councillor Wotherspoon advised that two issues would need to be addressed via either a minor highways improvement grant or a privately funded bid. Concerns were raised with Councillor Wotherspoon as to the safety implications of both issues and the frustration that County Council seem unable to do very much about it. Councillor Wotherspoon confirmed that a review of the Minor Highways Grants was being undertaken to look at whether safety issues could be a higher consideration for approval.

Action: T Wotherspoon

A parishioner asked for confirmation of what was happening with the Community Plan and felt it should address many areas including dog walking, traffic, and developments. He also stated that the early election of 2021 as a result of the Northstowe Governance Review should be publicised. The Chair confirmed that information on the Community Plan would be published in the Willingham News at the end of November and that the outcome of the Governance Review would not be finalised until SCDC Full Council ratified the recommendations later in November.

A representative from the village Facebook group raised concerns regarding the planned reduction in PCSOs. This item was discussed under item 164/20, but it was confirmed that the Council have developed a very good relationship with the local policing team and are in regular contact with both the Sergeant and PCSO.

156/20 To approve the minutes of the Parish Council meeting held on the 7th October 2020

Councillor Hutchcraft proposed the minutes be accepted as a true record of the meeting, seconded by Councillor McKee, and **agreed** with seven votes in favour and two abstentions due to not being at the meeting.

157/20 To deal with any matters arising from the minutes of the meeting on the 7th October not covered elsewhere on the agenda.

Item 140/20 – Meeting with Highways and diversion signs littered around the village

County Councillor Wotherspoon confirmed that the officer was currently on long term sick leave and he was hoping to arrange a visit as soon as possible.

Action: T Wotherspoon

Item 146/20 – Particulate measuring device and minor highways bid (visit by officers)

Councillor Harris was still waiting for information for the particulate device and was hoping the visit would take place during November.

Action: N Harris

158/20 To receive and consider any County Council reports and communications not covered elsewhere on this agenda

Report previously circulated and the following issues were raised:

Road Gullies - Following complaints from residents and the Parish Council, Councillor Wotherspoon had escalated concerns about the jetting of road gullies and had met with senior committee members. He confirmed that officers had been asked to reassess work priorities to see what could be done. Councillor Wotherspoon would also be encouraging residents to forward photos with dates of flooded roads so that he could put a portfolio of evidence together. Councillor Wotherspoon would forward the Clerk some information so it could be added to the website and Facebook page.

Action: T Wotherspoon

Roadworks on Berrycroft - Concerns were raised that businesses on Berrycroft had not been notified of the forthcoming surfacing works and were anxious about how customers would access their businesses. Councillor Wotherspoon agreed to look into this.

Action: T Wotherspoon

Bus stop on the High Street - An update was given on the newly erected bus timetable on the High Street. It was confirmed that there is a bus stop on both sides of the road and CCC would be reinstating the flag sign to mark the stop.

Overgrown hedge on Short Lane – This had been reported several times and Councillor Wotherspoon agreed to chase.

Action: T Wotherspoon

159/20 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated. Councillor Handley reported that the latest Community Update had been well attended and a video of the presentation would be available.

Councillor Handley was asked to check what will happen with District Councillors should the Governance Review for Northstowe go ahead as recommended.

Action: B Handley

160/20 Chair's report including:

To receive correspondence from a resident regarding dog walking facilities and land donation in the village and consider any actions.

This was discussed under the public forum and the Chair confirmed that further information on the land donation should be made available at the December meeting.

To receive correspondence from a resident regarding the need for railings on the corner of Berrycroft and Mill Road and consider any actions.

This was taken under the public forum

To receive correspondence from a resident regarding the speed of traffic on Station Road and consider any actions.

This was missed during the meeting, but the Clerk had sent a general response to the resident outlining what the Council had been working on with regards to traffic issues in the village. The specific requests listed in the correspondence would be covered at the December meeting.

Action: December mtg

Northstowe Boundary Review

It was understood that the District Council Civic Affairs Committee had made a recommendation for option A of the boundary review meaning Longstanton north of the Guided Busway would become part of Willingham. They also voted that it would be called Northstowe Town Parish Council, with 11 councillors. There was a minor adjustment to the western boundary between Northstowe and Longstanton. The recommendation would be put to District Council Full Council in November.

Remembrance Sunday

Under the latest Government guidance, a reduced service would be permitted provided it were organised by the local council. The Parish Council had worked with the Church and British Legion to ensure a reduced service could take place outside by the memorial.

Action: Clerk

161/20 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 the External Audit report and consider any actions.

The external audit had been received from PKF Littlejohn and they confirmed that no matters of concern were raised, and the information provided in sections 1 and 2 of the AGAR were in accordance with proper practices.

To consider F&GP Committee recommendations for renewal of grounds maintenance contracts

Given the current situation with Covid, the instability of some local businesses and the difficulties faced by our local contractors the F&GP Committee recommended that the Council extend the contracts by 12 months. This would give the Council continuity with contractors they are familiar with and who have a proven track record. Councillor Harris proposed the recommendation be ratified, seconded by Councillor Watson, and **agreed** unanimously.

Planning Committee – updates including:

To receive draft planning minutes from meetings held on the 14th and 28th October 2020

Previously circulated and noted

To review and consider planning committee members

Due to being unable to attend meetings at the moment Councillors Manning and Todd stepped down from the committee. Councillors McKee and Hutchcraft volunteered to join the committee and this was **agreed** unanimously.

HALLS – Updates including:

The Chair reported that in-line with current guidance the halls were closed to hirers.

Cemetery – updates including

To receive an update on the north west corner of the cemetery wall and consider any actions.

Councillor Mansfield had met with GAWN and they would forward their report and recommendations in due course. The survey had cost £250 plus VAT

Green & Boundaries – updates including:

Report previously circulated. Councillor Manning reported that he had been unable to source an accessible cheaper tree and requested that if the Council were still minded to purchase the tree at £500 plus they also agree to it being installed by the provider at a cost of £50. Councillors Cook and Manning would decorate it once installed. It was **agreed** unanimously that the tree should be ordered and erected by the company for the additional £50.

Leisure & Amenities - updates including:

Councillor L King reported:

- The MUGA planning application had now been submitted to SCDC

- Although the floodlight on the recreation ground had been replaced it was not working and the Clerk was in negotiations for the issues to be rectified. Payment for the work was being withheld until the situation was resolved.
- Unfortunately, the pavilion was closed, and grass root football was unable to take place. Councillor L King passed on her thanks to the Wolves for all their hard work in getting football going again. Councillor P King proposed the Council send a letter of support for the Wolves to the FA, this was seconded by Councillor Harris and **agreed** with three votes in favour and six abstentions.

162/20 To receive and consider the Quarterly Budget Statement

Councillor Law proposed the quarterly budget statement be accepted as listed, seconded by Councillor L King, and **agreed** unanimously.

163/20 Monthly accounts for payment

Paid items:

Salaries	Salaries	October	3242.26
HMRC	Salaries	October PAYE	854.04
Nest	Salaries	October Pension	157.92
British Gas	G & B	Electric Green	12.07
Camb Water	Halls	Water Pav/Plou Mar – Sept 18	434.39
Pozitive	Halls	Public Hall electric	84.69
Pozitive	Halls	Ploughman electric	167.83
Pozitive	L & A	Pavilion electric	56.11
Pozitive	L & A	Pavilion gas	15.34
Haven power	G & B	Street lighting	81.19

Paid by Credit card

DZD Christmas	G & B	Christmas lights	325.98
34SP.com	Est	Domain name	7.50
Amazon	Est	Stationery	82.73
Planning App	L & A	MUGA Planning	256.00
Amazon	Est	Stationery	65.57

Paid by Bank transfer

Buchans	Est	Village grass cutting	1396.33
Willingham News	Halls	Advert Ploughman	320.00
MSP Services	Est	Handyman Budget	165.00
Will Bowls	Donation	Donations	1200.00
MAGPAS	Donation	Donations	300.00
WYT	Donations	Donations	6000.00

To be paid by Bank Transfer

Suds & Bubbles	Halls	Cleaning Ploughman	520.00
Suds & Bubbles	L& A	Pavilion Cleaning	281.00
Suds & Bubbles	Est	Office Cleaning	40.00
CAPALC	Est	RFO VAT	30.00
PKF	Est	Auditor	480.00
Reids Playground	L & A	Dolphin rocker repair	588.00
LC Electrical	L & A	LED Flood lights pavilion	300.00
CO-OP Phone	Est	Phones Willingham Hub	51.00

Councillor Watson proposed that with the exception of the invoice to LC Electrical (see item 161/20 L&A), the Council accept the accounts as listed, seconded by Councillor L King, and **agreed** unanimously.

Action: RFO

164/20 Police update including:

To consider a response to the proposed reduction of local PCSOs

Councillor L King proposed that the Council write to the Chief Constable and Crime Commissioner raising the Council's concerns regarding the proposal, seconded by Councillor Law, and **agreed** unanimously.

Action: Clerk

To appoint a deputy police liaison contact

It was agreed that Councillor Hutchcraft would take on the role. The information would be added to the website.

Action: Clerk

165/20 To receive an update on HCVs and traffic issues and consider any actions including:

Councillor Harris reported that two of the flashing signs would be relocated during the coming week. One onto Over Road and the second on the opposite carriageway on Station Road.

166/20 To receive an update on the Defibrillator for the High Street and consider any actions.

Councillor Hutchcraft was waiting for a decision on two grant applications.

Action: J Hutchcraft /December meeting

167/20 To consider meeting dates for 2021

These had been previously circulated. It was noted that the January meeting will be held on the second Wednesday of the month (13th January 2021)

Action: Clerk

168/20 Items for future meeting

- Rights of Way
- Land Donation
- Minor Highways Improvement Bid
- Defibrillator
- Governance Review
- Speeding on Station Road

169/20 Date of next meeting - 2nd December 2020

Meeting closed at 21:07