

WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 7th April 2021 at 7.30pm (meeting held remotely)

Present: Councillors: Law (Chair), Watson, Harris, P King, L King, Cook, Mansfield, McKee
County Councillor: Wotherspoon
District Councillor: Handley
Parishioners: five

Clerk: Mandy Powell
Compliance Administrator: Annika Osborne

56/21 To receive apologies for absence.

In line with resolution 19/21, apologies were received and agreed from Councillors Tassell, Todd, and Manning. Apologies were also received from District Councillor Percival.

57/21 Declarations of interest.

None Declared

58/21 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes)

Two residents raised concerns regarding the planning application for the change of use of the craft shop on Green Street. They felt that the application was incomplete and provided limited information. They were also concerned about the impact on Highways safety, traffic, parking, noise, smells, and litter from the development. A resident raised the possibility of having wildlife corridors on the minor roads in and out of the village starting with Meadow Road. Councillor Handley advised that there were grants available for village groups to help with these schemes. Councillors L King and McKee confirmed that they were also looking at wildflower planting in the village and would liaise with the resident moving forward.

Action: L King/V McKee

59/21 To approve the minutes of the Parish Council meeting held on the 3rd March 2021.

Councillor Harris proposed the minutes be accepted as a true record of the meeting, seconded by Councillor L King, and **agreed** with seven votes in favour and one abstention due to leaving the meeting early. Minutes to be signed at a later date.

60/21 To deal with any matters arising from the minutes of the meeting on the 3rd March not covered elsewhere on the agenda.

Item 41/21 – Internal Auditor. The Clerk confirmed that MiJan had agreed to carry out the audit for financial year 2020/2021 and this was booked for late April.

Item 43/21 – Northstowe Medical Practice – Councillor Handley confirmed he had been liaising with the officers at SCDC and stated that the medical practice would be going ahead. He would report back when further details were known.

Action: B Handley

Item 43/21 – Open Space allocation – Councillor Handley had forwarded some information to Councillor L King which would be circulated to all.

Action: L King

61/21 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Questions were raised regarding the outstanding highways issues including potholes on Church Street, yellow lines on Church Street and signage on West Fen Road. Councillor Wotherspoon to chase these.

Action: T Wotherspoon

Councillor Wotherspoon also agreed to chase the re-siting of the village signs on Over Road and Station Road to reflect the new boundaries. Councillor Law asked if the 30mph sign on Over Road could be relocated at the same time.

Action: T Wotherspoon

Some questions were raised around speeding in the village and Councillor Harris agreed to forward the data that had been gathered to Councillor Wotherspoon.

Action: N Harris

62/21 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated. Some questions were raised with regards to the caravan site on Over Road and also a previous application that SCDC had failed to consult the Parish Council on. Councillor Harris agreed to resend the correspondence to Councillor Handley for investigation.

Action: N Harris/Handley

63/21 Chair's report including:

To receive an update on flooding and consider any actions.

The Council were continuing to liaise with Anglian Water and were due to meet on the 14th April. The Clerk had received correspondence from Longstanton Parish Council with regards to working in collaboration to approach the various agencies. It was agreed to share the results of the meeting with Longstanton.

Action: Clerk

To receive correspondence regarding damage to the Green as a result of neighbouring development and consider any actions.

Correspondence had been received regarding the damage to the green as a result of a neighbouring development. The Clerk was asked to write to the developer to ascertain when the damage would be made good.

Action: Clerk

To receive an update on the community plan and consider a Parish Council representative for the group.

The Group were planning two open sessions for parishioners during the summer and had also been invited to give a presentation at the annual parish meeting on the 28th April. It was agreed to defer the appointment of a Council representative on the group until the June meeting.

To receive an update on the footpath to Highgate and consider any actions.

Correspondence had been received requesting a footpath to the Highgate stores. It was agreed to defer looking at options for this until the June meeting.

64/21 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 on Covid regulations including the impact of the return to remote meetings and the elections and consider any actions.

The Clerk summarised the impact of the remote meetings ending on the 6th May, the Covid regulations and the forthcoming elections and the following resolutions were agreed:

Delegation of payments to Chair and Vice Chair – Councillor Cook proposed that the Council delegate the authorisation of accounts for payment due at the start of May to Councillors Law and P King, seconded by L King and **agreed** unanimously.

Action: RFO, Law, King

Delegation of authority of £500 to Clerk until Chair elected – Councillor Law proposed that the Council give delegated powers to the Clerk solely for expenditure of up to £500 for the period between the elections and the appointment of the new Chair. Seconded by Councillor P King and **agreed** unanimously.

Action: Clerk

Proposal for Annual meeting of the Parish Council to be held on the 18th May 2021 – Councillor McKee proposed that in light of the change to remote meeting legislation and in order to comply with Covid and election rules the annual meeting of the parish council should be moved to the 18th May 2021, seconded by Councillor Watson and **agreed** unanimously.

Action: Clerk

Government Call for Evidence consultation for remote meetings

It was agreed that the Clerk should complete the consultation survey on the Council's behalf.

Action: Clerk

Planning Committee – updates including:

Draft minutes from the meeting held on the 10th March had been previously circulated.

HALLS – Updates including:

To receive and consider proposal from the PHUC for minor improvement works to the public hall.

Proposal previously circulated. Councillor Watson proposed that the Council agree the proposal for minor improvements to the hall, seconded by Councillor Harris and **agreed** unanimously.

Action: Clerk

The proposal also mentioned more significant works that may be needed moving forward. Councillors P King and Cook both expressed concerns about spending significant amounts of money on the building and felt it may be better spent replacing it.

Cemetery – updates including

To receive an update regarding reinstatement of grave plots and consider any quotations.

Several quotations had been sought and Councillor Mansfield proposed that the quotation from M D Contracting for £4,542 be accepted. The funds would be taken from the cemetery budget for path reinstatement and the balance from cemetery maintenance. Seconded by Councillor L King and **agreed** unanimously.

Action: Clerk

Green & Boundaries – updates including:

Report previously circulated

Consider any quotations received for fencing at Barton Field.

Quotations had been sought for fencing one side of the field. Councillor Cook felt that the Council should not fence the area but instead plant a hedge around the site. It was agreed not to continue with the fence and look at hedging at a later meeting.

Action: Clerk

To receive an update on fly tipping on Meadow Road and consider CCTV

Following some discussion as to the feasibility of placing CCTV on the site, Councillor Watson agreed to investigate options and report back to the Council.

Action: J Watson

To receive correspondence from parishioner regarding planting wildlife corridors and planting on verges and consider any actions.

This was taken under the public forum item.

Leisure & Amenities - updates including:

Councillor L King reported that the verti draining and pipe jetting would take place on the recreation ground this month. Thanks were passed to the Wolves for all their help with the project.

Action: L King

65/21 Monthly accounts for payment

Items paid by bank transfer:

Salaries	March 2020	Salaries	£3277.96
HMRC	March 2020	PAYE	£ 934.88
Nest Pension	March 2020	Pension	£ 182.90

Items paid by direct debit/standing order:

South Cambs DC	Piper Lifeline	Section 142	£ 639.21
Pozitive	Pavilion Gas	L & A	£ 7.54
Pozitive	Ploughman Hall	Halls	£ 623.09
Pozitive	Public Hall	Halls	£ 6.88
Pozitive	Pavilion Elect	L & A	£ 106.25
Haven Power	Street Light	G & B	£ 69.25
Haven Power	Street Light	G & B	£ 2.21
Haven Power	Street Light	G & B	£ 4.29
South Cambs DC	Rates Ploughman	Halls	£3742.50
South Cambs DC	Rates Cemetery	Cemetery	£ 698.60
South Cambs DC	Rates Pavilion	L & A	£2020.95
British Gas	Electric Green	G & B	£ 7.92
Camb Water	Pavilion/Ploughman	L & A/Halls	£ 429.77
Camb Water	Rec Ground	L & A	£ 36.21
Camb Water	Cemetery	Cemetery	£ 40.16
Camb Water	Public Hall	Halls	£ 36.21

Items paid by credit card:

Amazon	Stationery	Est	£ 15.98
Adobe	Computing	Est	£ 15.17
Jetpak	Website backup	Est	£ 2.80
SLCC	Charles Arnold Baker	Est	£ 123.80

Items paid by bank transfer: Due to Covid-19 all payments will be made by bank transfer

Buchans	Spraying	L & A/Halls	£ 74.66
Prime Xeon	Domain renewal	Est	£ 24.00

Items to be paid by bank transfer: Due to Covid-19 all payments will be made by bank transfer

Suds & Bubbles	Cleaning Ploughman	Halls	£ 520.00
Suds & Bubbles	Pavilion	L & A	£ 281.00
Suds & Bubbles	Office	Est	£ 200.00
Edge IT	Epitaph Online	Cemetery	£ 254.40
Phone Co-op	Mobiles	Will Hub	£ 51.00
Broxap	Concrete base shelter	S106 Brickhills	£3720.00
Broxap	Installation shelter	S106 Brickhills	£ 960.00
Broxap	Shelter	S106 Brickhills	£2511.60
Atlas Tree Surg	Pollard willow	L & A	£ 732.00
MSP	Fencing Rec	L & A	£ 485.00
ACA Heating	Boiler repair	L & A	£ 43.22

It was noted that the highlighted payment should read £40 and not £200. Councillor Watson proposed that with the above change the accounts should be approved for payment, seconded by Councillor Harris, and **agreed** unanimously.

Action: RFO

66/21 Police update including:

Councillor Hutchcraft was not present, but the Chair reported that the two PCSOs for our area would be undertaking their police training shortly and had both applied to stay in the neighbourhood team that covers Willingham.

67/21 To receive an update on HCVs and traffic issues and consider any actions.

Unfortunately, the Minor Highways bid for the speed buffer on Earith Road had been unsuccessful. The Clerk had been liaising with Lucy Frazer MP regarding speeding in the village and Lucy had contacted CCC on the Parish Council's behalf. The Clerk would report back when she heard anything further. It was agreed that the information from Lucy Frazer would be included in the Willingham News article this month.

Action: N Harris

Councillor Harris also noted that there was an additional logger on Station Road, and he was making enquiries with CCC as whether it belonged to them.

Action: N Harris

68/21 To receive an update on environment and sustainability issues and consider any actions including:

Flower planting around the village

Councillors McKee and L King reported that they had been liaising with WAG with regards to flower planters and wildflower planting around the village. WAG had submitted a Community Chest Grant application to cover the cost of the planters and plants for this year. Quotations would be sought for work to the strip of rough grass on the East side of the QEII Field for wildflower planting. An update would be provided at the June meeting.

Action: L King/V McKee

69/21 To consider an update on the Council's use of Twitter.

The Chair reported that the Twitter account was now up and running.

70/21 To receive an update on the Defibrillator for the High Street and consider any actions.

Councillor Hutchcraft was not present to provide an update.

71/21 To consider annual renewal of SLCC/ALCC membership for the Clerk and Compliance Administrator

Councillor Law proposed the Council renew the memberships at a cost of £303 for the Clerk and £152 for the Compliance Administrator, seconded by Councillor Watson and **agreed** unanimously.

Action: Clerk

72/21 To receive and consider annual renewal to CAPALC.

Councillor Watson proposed that the renewal be accepted at a cost of £828.85, seconded by Councillor McKee and **agreed** unanimously.

Action: Clerk

73/21 Items for future meetings.

Footpath to Highgate

Boundary at Barton Field

CCTV Meadow Road

QEII Field wildflower planting

Defibrillator

Open Space allocation

Minor Highways improvement bid

Community Plan Group representative

74/21 Date of next meeting: 28th April, Annual Parish Meeting and 18th May Annual Meeting Of the Parish Council.

Meeting closed at 21:09