

WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on Tuesday 18th May 2021 at 7.30pm at the Ploughman Hall, West Fen Road, Willingham, Cambridgeshire, CB24 5PZ

Present: Councillors: Law, P King, L King, Harris, Watson, Mansfield, Hutchcraft, Todd, Smith,
County Councillor: Gough
District Councillor: Handley
Parishioners: One

Clerk: Mandy Powell
Compliance Administrator: Annika Osborne

75/21 Election of Council Chairman and to receive their declaration of acceptance of office.

Councillor P King proposed Councillor Law for the post, seconded by Councillor Watson and **agreed** unanimously. Councillor Law signed his acceptance of office, witnessed by the Clerk.

76/21 Election of Council Vice Chairman and to receive their declaration of acceptance of office.

Councillor Harris proposed Councillor P King for the post, seconded by Councillor Watson and **agreed** unanimously. Councillor P King signed his acceptance of office, witnessed by the Clerk.

77/21 To receive any outstanding acceptance of office from councillors following the election and ratify any requests for signing at a later date.

All Acceptance of office forms had been received, duly signed, and witnessed.

78/21 Apologies for absence

Apologies were received and agreed from Councillor McKee due to personal reasons. Apologies were also received from District Councillor Percival.

79/21 Declarations of interest

Item 95/21 – MUGA – Councillor Smith declared a non-pecuniary interest as Secretary of the Wolves and did not vote on this item.

80/21 Public forum

No members of the public wished to speak.

81/21 To consider applications for co-option to the position of Councillor.

Two applications had been received, Mr Andrew Cook and Mr Simon Clark. Both applicants received an overall majority and were duly co-opted. Simon Clark signed his acceptance of office which was witnessed by the Clerk and joined the meeting. Andrew Cook was not present at the meeting.

82/21 To receive and ratify minutes from the Council meeting held on the 7th April 2021.

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

83/21 To deal with any matters arising from the meeting on the 7th April not elsewhere on the agenda.

43/21 - Northstowe medical Practice – this was still ongoing.

Action: B Handley

61/21 – There were various outstanding County Council actions and the Clerk agreed to forward these to Councillor Gough.

Action: Clerk

64/21 – CCTV Meadow Road -Councillor Watson had been investigating the possibility of installing a camera and proposed the Council agree a budget of £300 from Green and Boundaries sundry expenses to enable him to obtain and site a camera. This was seconded by Councillor P King and **agreed** with five votes in favour and four abstentions.

Action: J Watson

64/21 – Cemetery footpath – Work was due to start on the project on the 1st June 2021.

84/21 To receive and ratify minutes from the Annual Parish meeting held on the 28th April 2021.

Councillor Hutchcraft proposed the minutes be ratified as a true record of the meeting, seconded by Councillor L King, and **agreed** with six votes in favour and three abstentions due to not being at the meeting.

85/21 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months.

Councillor Law proposed that the following posts be filled as listed, seconded by Councillor Harris, and **agreed** unanimously:

HALLS: Lead – Councillor Smith, Deputy – Councillor Watson

L&A: Lead – Councillor L King, Deputy – Councillor Clark

G&B: Lead – Councillor Watson, Deputy – To be decided.

CEMETERY: Lead – Councillor Mansfield, Deputy - Councillor Mckee

Action: Clerk

86/21 To elect a planning committee.

Councillor Law proposed that the committee comprise of Councillors Harris, P King, Law, Hutchcraft, McKee, Todd and Watson. seconded by Councillor Harris, and **agreed** unanimously.

87/21 To elect Council representatives including:

It was agreed unanimously that the following posts would be filled as listed:

Police co-ordinators – Councillors Hutchcraft and P King

Willingham News Contributors – Councillors Law, P King, McKee, Hutchcraft, Mansfield, Harris.

British School Trust representatives – Councillor Hutchcraft

Willingham Combined Charity Trustees - Councillors Law and Harris

Emergency Plan Committee – Chair, Vice Chair, Chair of Planning, Clerk

Environmental representatives – Councillors L King and McKee

Willingham News representative – Councillor McKee

Community Plan representative – Councillor Watson – *Post meeting note: Following the meeting and in discussion with the Chair Councillor Watson decided to step down from the role as he already had significant responsibilities. Councillor P King kindly volunteered to take the role on instead.*

Action: Clerk

88/21 To review and agree terms of reference for committees and Lead Councillor roles

Councillor Law proposed that the F&GP terms of reference be amended to show the committee is chaired by the Chair of the Parish Council. All other terms of reference to remain the same. This was seconded by Councillor Harris and **agreed** unanimously.

Action: Clerk

89/21 To receive and agree internal auditors report 2020/2021

An excellent report had been received and thanks were passed to the office staff. Councillor Hutchcraft proposed the Council ratify the report, seconded by Councillor Watson, and **agreed** unanimously.

Action: Clerk

90/21 To receive, ratify and sign the annual governance statement for 2020/2021

The Chair read out all questions in section one of the AGAR. These were answered by all councillors and the Chair signed the statement, witnessed by the Clerk.

Action: RFO/Clerk

91/21 To review and ratify continued eligibility for adopting the General Power of Competence

The Clerk summarised the Power and confirmed that the Council were still eligible to adopt it. Councillor Hutchcraft proposed the Council adopt the power, seconded by Councillor Watson, and **agreed** unanimously.

92/21 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Gough introduced himself to the Council and summarised the agenda recently issued by the new joint administration. Councillor Gough was asked to look at the Haddenham gravel extraction application and the possible implications of increased HCV traffic through the village to ensure the least impact possible on the village.

Action: N Gough

Concerns were also raised about the number of potholes and the status of the proposed B1050 improvements. Councillor Gough confirmed that County Council would be looking at the contract agreement for road repairs and would report back on the B1050 improvement status.

Action: N Gough

93/21 To receive and consider any District Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Handley reported that SCDC were seeking 'digital champions' to pass on urgent information to residents. It was agreed that the Clerk and the Chair would be the Council's contact points.

Action: B Handley

Councillor Handley also reported that there had been a delay in installing the ANPR system at Northstowe to monitor HCVs leaving the site. This had been chased and should be in place shortly.

Concerns were raised over a recent application for the development on Over Road. It would appear that no provision had been put in place for surface water removal other than the drainage system. The Clerk was asked to forward the comments to Councillor Handley and Toby Williams

Action: Clerk

Councillor Handley and Councillor Gough left the meeting (8.30pm)

94/21 Chair report including:

Bus Shelter

Correspondence had been received from CCC with regards to two new bus shelters on Station Road. It was agreed to delegate the decision to the planning committee at their next available meeting. All Councillors were asked to pass their views onto the Clerk by 1st June 2021.

Action: All/Planning

Parking Green Street

Correspondence had been received from a resident regarding the sale of cars in the layby adjoining the Green. The Clerk was asked to contact Highways.

Action: Clerk

Speeding in the village

Following the recent correspondence with Lucy Frazer regarding speeding in the village and the unsuccessful minor highways improvement bid, her office had written offering to facilitate a meeting with Highways, the Police and themselves. It was agreed that Councillor Harris and Councillor P King would attend.

Action: P King/N Harris/Clerk

95/21 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

F&GP Committee – updates including:

Staff appraisals

These had been carried out and were noted.

To receive a Covid update and consider dates/venues for council and committee meetings, delegated powers and changing of meeting dates.

The Chair gave an update on the latest Covid restrictions and in light of these restrictions proposed that the June meeting be cancelled, and payment authorisation delegated to the Chair and Vice Chair. The next meeting would therefore be on the 7th July. This was seconded by Councillor Smith and **agreed** unanimously.

Action: RFO

To consider new communications policy

The Chair reminded Councillors of the rules around commenting on social media particularly when related to Council business. Subject to a minor change Councillor Watson proposed that the new policy be adopted, seconded by Councillor L King, and **agreed** unanimously.

Action: Clerk

To appoint internal auditor for 2021/2022

Councillor Hutchcraft proposed that the Council appoint CAPALC as internal auditors for 2021/2022, seconded by Councillor Harris and **agreed** unanimously.

Action: Clerk

Planning Committee – updates including:

Meetings held on the 13th April and 5th May 2021 – draft minutes previously circulated and no questions were raised.

HALLS – Updates including:

To receive and consider quotation for upgrade to Ploughman Hall CCTV

The Council's service contractors had been contacted for a quotation to upgrade the CCTV at the Ploughman Hall. Councillor Law proposed that the Council waive the finance regulations to obtain further quotations and

accept the one provided by Aztek for £1,981 plus VAT. Seconded by Councillor L King and **agreed** unanimously.

Action: Clerk

Councillor Watson reported that he had not attended the public hall but would be restarting the inspections this month.

Action: J Watson

Cemetery – updates including.

Councillor Mansfield reported that the cherry tree encroaching on the grave space had been removed and the footpath work was due to start on the 1st June.

Green & Boundaries – updates including:

Nothing to report. Meadow Road CCTV taken under item 83/21

Leisure & Amenities - updates including:

To consider proposal for a grant from Willingham Bowls Club

Councillor L King summarised the proposal and confirmed that all current S106 monies had been allocated to projects. For the Council to consider allocating future funds to the project they would need a much more detailed proposal from the Bowls Club in order to consider it. The Clerk was asked to write to the Bowls Club.

Action: Clerk

To receive and consider revised proposal for the MUGA project.

Councillor L King summarised the current situation with the MUGA and the issues caused by the flooding over the Christmas period. She proposed that the Council agree to move forward with a revised proposal and planning application whereby a permeable hard surface tennis/netball court would be provided at the site of the original application and a 3G rubber crumb football pitch would be installed on the top Recreation Ground area. This was seconded by Councillor Hutchcraft and **agreed with** eight votes in favour and one abstention due to a declaration of interest.

Action: Clerk

96/21 To receive and consider parish council year end accounts and AGAR accounts Statement.

Councillor Law proposed the accounts be ratified along with section 2 of the AGAR, seconded by Councillor Watson, and **agreed** unanimously. The Chair signed section 2 of the AGAR.

Action: RFO/Clerk

97/21 Monthly accounts for payment

The following accounts were authorised ahead of the meeting by the Chair and Vice Chair in-line with resolution 64/21

Paid Items:

Salaries	Salaries	April 21	2906.41
HMRC	Salaries	PAYE	709.62
NEST Pension	Salaries	Pension	138.51
British Gas	Electric	G & B	19.02
Pozitive Energy	Electric Public Hall	Halls	8.32
Pozitive Energy	Electric Pavilion	L & A	113.38
Pozitive Energy	Electric Ploughman	Halls	587.40
Haven Power	Street Lighting	G & B	76.65
Haven Power	Street Lighting	G & B	4.70
Haven Power	Street Lighting	G & B	2.44
Initial	San Bin – Ploughman	Halls	500.86
Buchans	Grass Cutting – Village	Est	1092.27
Over Day Centre	Donation	Donation	3000.00
Lawn Hopper	Scarification	L & A	125.00
Parish Online	Website	Est	108.00
Hanson	Sand Verti draining	L & A	1632.00
M Smith	Zoom	Willingham Hub	143.88
CAPALC	Affiliation Fee	Est	828.85
SLCC	A Powell Member	Est	263.00

Items paid by credit card.

Amazon	Stationery	Est	58.18
Post Office	Stamps	Est	17.16
Amazon	Stationery	Est	79.19
Amazon	Stationery	Est	60.20

Items to be paid.

Suds & Bubbles	Cleaning Ploughman	Halls	560.00
Suds & Bubbles	Cleaning Pavilion	L & A	241.00
Suds & Bubbles	Cleaning Office	Est	40.00
Wendy Oldfield	Defib NO2	Est	45.60
MSP	Handyman	Handyman budget	95.00
Universal Fence	Fix gates	G & B	936.00
Wave	Sewerage Public Hall	Halls	57.75
CBE Ltd	Floodlights Rec	L & A	683.41
PJR Contract	Jetting Rec Ground	L & A	294.00
Camb Sign Co	CCTV Signs	L & A	92.88
Greenbarnes Ltd	Noticeboard Keys	Est	16.58
The Lock Shop	Mortice Key	Halls	16.20
SLCC	A Osborne Member	Est	112.00
Co-op Phones	Phones	Will Hub	51.00
Konica Minolta	Photocopier	Est	122.83
Konica Minolta	Photocopier	Est	57.10
Rospa	QEII Inspection	L&A	244.20
Fergusons	Cemetery Cut	Cemetery	1,404.00

The above were all agreed and noted.

98/21 Police update

Nothing to report.

99/21 To receive an update on HCV and traffic issues and consider any actions.

Councillor Harris would check the deadline for this year's minor highways improvement bid and provide a proposal to the Council.

Action: N Harris

100/21 To receive an update on environment and sustainability issues and consider any actions including:

Councillor L King reported that WAG had been successful in the Community Chest Grant application for plant tubs and Hayden Nursery in Willingham had agreed to donate some plants. Two tubs would each be placed outside the Ploughman Hall, the Public Hall and on the Village Green. The wildflower strip project was ongoing.

Councillor King also reported that she had contacted Acre regarding the 'New Life in the Old West Project' to see if the Landing Ground would be an appropriate site. Currently all monies had been allocated but the site has been put on a reserve list.

Councillor King was working on an application for the 2021 Zero Community Grant application and would present this at the July meeting.

Action: L King

101/21 To receive and ratify grant request from Cambridgeshire Search and Rescue

Councillor Watson proposed the Council award a grant of £250, seconded by Councillor Harris and agreed unanimously.

Action: Clerk

102/21 Items for future meeting

Zero Carbon Community Grant
Minor Highways Improvement Bid
Wildflower strips
Footpath to Highgate
Boundary at Barton Field
Open Space allocation.
Defibrillator.

103/21 Date of next meeting

7th July 2021

Meeting closed at 21:20