

WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on 7th July 2021 at 7.30pm in the Ploughman Hall, West Fen Road, Willingham

Present: Councillors: Law (Chair), L King, P King, Mansfield, Harris, Todd, Pilsworth, Watson, McKee, Clark, Smith

County Councillor: Gough

Parishioners: One

Clerk: Mandy Powell

104/21 To receive apologies for absence.

Apologies were received and agreed from Councillor Hutchcraft due to personal reasons and Councillor Cook due to work commitments. Apologies were also received from District Councillor Handley.

105/21 Declarations of interest.

None received.

106/21 Public Forum

The Chair of WAG explained the recent work of the Environmental Group with reducing plastics. They would be hosting a coffee and cake morning on the 18th July for those who had taken part. This would be under strict covid rules and restricted to thirty people. The Council agreed that the group could erect a marquee on the green and borrow the crockery from the Ploughman Hall. The marquee would be erected between the 16th/17th July.

107/21 To approve the minutes of the Annual Parish Council meeting held on the 18th May 2021.

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

108/21 To deal with any matters arising from the minutes of the meeting on the 18th May not covered elsewhere on the agenda.

Item 83/21 – CCTV Meadow Road – this was still ongoing. Councillor Watson would liaise with the office with regards to signage and installation.

Action: J Watson

Item 92/21 – Haddenham Gravel Extraction and potholes. Both still ongoing and Councillor Gough agreed to chase.

Action: N Gough

109/21 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Gough reported that a Highways Improvement Board was being set up to oversee and improve the works program in the County. He would also be holding quarterly meetings with the Highways officer and Clerks for his area. The first meeting would be held on the 6th August. Clerk to attend.

Action: Clerk

Councillor Gough reminded Councillors of the cycle way consultation and it was agreed that Councillor L King would complete it on behalf of the Council.

Action: L King

Councillor P King advised the Council that at a recent Community Plan meeting the issues of the need for yellow lines, particularly in Saxon Way was raised again. He summarised the issues with installing them and enforcement and asked what the County Council could do. Councillor Gough confirmed that the Greater Cambridge Partnership were looking into the feasibility of introducing parking enforcement in certain hotspots within the district.

110/21 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated. Councillor Handley was not present, and no questions were raised.

111/21 Chair's report including:

Correspondence from SCDC in relation to Statement of Gambling Principles Consultation and consider any response.

The Council had been invited to comment on the above consultation. Councillors were asked to pass any comments to the Clerk for submission.

Action: All Councillors

To receive an update regarding bus shelter renewal on Station Road

Cambridgeshire County Council had confirmed that the existing bus shelter on Station Road (near the busway) would be replaced under Northstowe S106 agreement and funds of £7,000 passed to the Parish Council for all future maintenance etc.

To receive correspondence from SCDC regarding local Government (misc Provs) Act 1982 – Street Trading and consider any response.

The Council had been invited to comment on the above consultation. Councillors were asked to pass any comments to the Clerk for submission.

Action: All Councillors

To receive correspondence from SCDC regarding provision of bus shelters in line with the S106 Agreement for Rockmill End.

Correspondence had been received regarding the provision of S106 monies (approx. £8,000) from the Rockmill End development for future maintenance of the bus shelter on Wilford Furlong. Councillor King proposed the Council agree to the proposed agreement, seconded by Councillor McKee, and **agreed** unanimously.

Action: Clerk

To receive an update regarding parking on Mill Road and consider any actions.

A parishioner had raised concerns with the Chair and the Clerk regarding the above. The Clerk had responded to the resident and had advised the local policing team. The Chair confirmed there was little more that could be done.

To receive and consider request for additional lifeline provision by the Parish Council

The Clerk confirmed that the Council currently fund fourteen units and have five residents on the waiting list. It was agreed not to change the number of units provided for the time being.

112/21 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 Office computer equipment and note action taken.

It was noted that due to the office computers needing urgent replacement. The Chair and Vice Chair had authorised the replacement of computers at a cost of £1,610. This was to be taken from computer maintenance and the balance (£610) from establishments.

To receive an update on registering for VAT and consider any actions.

It was noted that the process for the Council registering for VAT and opting to tax the ploughman hall was now complete.

To receive an update on Covid regulations and consider any actions.

It was agreed that if restrictions were lifted on the 19th July as anticipated then the office staff would return to their original working days. Councillor Law proposed that until September, full council meetings should be held in the Ploughman Hall and planning meetings in the Octagon. This was seconded by Councillor Pilsworth and **agreed** with eight votes in favour, two against and one abstention. The situation would be reviewed at the September meeting.

To receive an update on the Community Plan and consider any actions.

The Chair and Vice Chair had each attended a public open session. Both sessions went well, and the team are starting to collate information and helpers for the plan moving forward. As mentioned under County Council report, concern was raised about the need for yellow lines around the village.

Planning Committee – updates including:

To receive and note draft minutes from meetings held on 19th May, 7th June and 30th June.

The above were all noted.

HALLS – Updates including:

To receive an update on the heating project for the hall and consider any actions.

The heating contractors were due to start work on the 19th July. As agreed in the contract a 50% deposit of £13,307.23 had been paid ahead of the work.

To receive an update on the CCTV around the ploughman hall and consider any actions.

The new CCTV had been installed at the Ploughman Hall and was working well.

Cemetery – updates including:

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

Councillor Mansfield reported that the footpath had been removed and the grass reseeded. The map would need to be updated to account for the additional plots.

Action: B Mansfield/Clerk

Green & Boundaries – updates including:

To appoint a Deputy Lead Councillor

Councillor Law proposed Councillor Pilsworth for the post, seconded by Councillor Smith and **agreed** unanimously.

To consider circumference/hedging options at Barton Field

Councillor L King had previously circulated options and approximate costs. This was to be included in the Zero Carbon Grant application. (See item 116/21)

Councillor Watson reported that the Chestnut tree opposite the library on the village green was showing signs of rot and the tree outside 6 Green Street may need some work. He was asked to liaise with the office to arrange for inspection of the trees as quickly as possible.

Action: J Watson/Clerk

To receive an update and consider actions to be taken regarding the requests received for a footpath to Highgate.

It was agreed to review this once the footpath to the Orchard was finalised.

Leisure & Amenities - updates including:

To receive an update on the all-weather sports facilities project and consider any actions to be taken or taken under delegated powers.

Councillor L King summarised the plans for the new layout and reported that in line with the finance regulations £200 + VAT had been spent on a new Flood Risk Assessment. The Council agreed to move forward with the planning application for the netball/tennis courts.

Action: L King

To receive an update on the Open Space Allocation for the village.

This was ongoing, nothing further to report.

To receive and consider a request for the possible use of the Recreation Ground by Northstowe Cricket Club next season.

The Council considered the request for Northstowe cricket club to use the Recreation Ground next year and it was agreed to allow the use and to delegate the fixing of the charges to Councillors L King and Clark.

Action: L King/S Clark

To approve expenditure for repairs by Reids to QEII field equipment

Report previously circulated. Only one quotation had been received from the company the Council had agreed to use for maintenance last year. Councillor L King proposed that the work be placed with Reids at a cost of £5,510, seconded by Councillor Smith and **agreed** unanimously.

Action: Clerk

113/21 Monthly accounts for payment

ITEMS AUTHORISED BY CLLR LAW AND CLLR KING BY EMAIL 1st JUNE 2021

Paid Items by Direct Debit:

Salaries	May 2021	Salaries	£3126.66
HMRC	May 2021	Salaries	£ 885.72
Nest Pension	May 2021	Salaries	£ 173.23
Pozitive Energy	Electric Pavilion	L & A	£ 123.81
Pozitive Energy	Electric Public Hall	Halls	£ 7.63
Pozitive Energy	Electric Ploughman	Halls	£ 482.42
Pozitive Energy	Gas Pavilion	L & A	£ 17.39
British Telecom	Phone/Internet	Est	£ 226.40
Haven Power	Street lighting	G & B	£ 81.19
British Gas	Electric	G & B	£ 13.15

Items paid by bank transfer:

Camb Search & rescue	Donation	Donation	£ 250.00
SCDC	Piper lifeline	Section 142	£ 232.44

To be paid by bank transfer:

Suds & Bubbles	Cleaning Ploughman	Halls	£ 560.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 241.00

Suds & Bubbles	Cleaning Office	Est	£ 40.00
Co-op Phone	Willingham Hub	Hub	£ 51.00
C Hunt	Bowling Green	Donation	£ 100.00
Over & Will Drainage	Rates	Est	£ 32.50
MD Contracting	Meadow Road	L & A (Sect 106)	£ 3444.00
ACA Heating	Inspection Water	Halls	£ 317.33
ACA Heating	Inspection Water	L & A	£ 317.33
MiJan	Internal Audit	Est	£ 140.00
Atlas	Felling Cherry Tree	Cemetery	£ 192.00
<u>Paid by Credit Card</u>			
ALCC	Membership	Est	£ 40.00
ALCC	Membership	Est	£ 40.00
Amazon	Stationery	Est	£ 8.44
<u>ITEMS NOT PREVIOUSLY AUTHORISED – FOR APPROVAL AT THE MEETING</u>			
<u>Paid by Bank transfer/Direct debit</u>			
Salaries	June 2021	Salaries	£2918.52
HMRC	June 2021	Salaries	£ 646.59
Nest Pension	June 2021	Salaries	£ 126.77
Pozitive Energy	Electric Pavilion	L & A	£ 77.27
Pozitive Energy	Electric Public Hall	Halls	£ 7.63
Pozitive Energy	Electric Ploughman	Halls	£ 431.28
Pozitive Energy	Gas Pavilion	L & A	£ 18.68
Haven Power	Street lighting	G & B	£ 83.79
British Gas	Electric	G & B	£ 10.85
SCDC	Refuse Ploughman Hall	Halls	£ 975.00
SCDC	Refuse Cemetery	Cemetery	£ 461.50
SCDC	Piper Lifeline (11 Units)	S142	£ 639.21
Elysian Assoc	VAT Registration	Est	£ 540.00
Nick Flowers Handy Man	Toilet locks	Halls	£ 75.00
ACA Heating	Hot water pump	L & A	£ 508.20
Wendy Oldfield	Defib Nit Oxide	Est	£ 45.60
LC Electrical	LED Flood lights	L & A	£ 252.00
ARC Energy	Heating Ploughman	Halls (S106)	£13,307.23
C Hunt	Bowls green	Donation	£ 120.00
K Fergusons	Cemetery grass cutting	Cemetery	£2370.00
A R Aspinall	Railway Sleepers	L & A	£ 30.00
CAPALC	Training	Est	£ 50.00
Lawn Hopper	Treatment Rec	L & A	£ 46.00
<u>Paid by Credit card</u>			
Amazon	Cleaning roll	Halls	£ 18.98
Amazon	Stationery	Est	£ 43.42
Gear 4 music	Microphone system	Est	£ 154.98
Green magic	Clip frame	L & A	£ 33.72
<u>Items to be paid</u>			
Buchans	Village grass cutting	Est	£1103.02
Suds & Bubbles	Cleaning Ploughman	Halls	£ 560.00
Suds & Bubbles	Cleaning Pavilion	L & A	£ 241.00
Suds & Bubbles	Cleaning Office	Est	£ 40.00
Co-op Phone	Willingham Hub	Hub	£ 51.00
ACA Heating	Toilet inlet valve	L & A	£ 126.98
SCDC	Piper Lifeline	S142	£ 58.11
ESPI Limited	New PC	Est	£1610.40
ESPI Limited	PC Setup	Est	£ 200.00
Cromwell Fire	Alarm Callout Pub Hall	Halls	£ 114.00
Konica Minolta	Photocopier usage	Est	£ 93.05

Councillor L King proposed the Council approved the accounts as listed, seconded by Councillor Todd, and **agreed** unanimously.

Action: RFO

114/21 Police update including:

Councillor P King had attended a recent community meeting with the new Crime Commissioner where the presentations were given on speedwatch (project Edward). The Council agreed to put some information in the Willingham News.

Action: B Mansfield

There was also a presentation on the increase of scams. Councillor P King proposed the Council sign up to the Cambridgeshire and Peterborough Against Scams scheme so that information could be disseminated to residents as appropriate. Seconded by Councillor Harris and **agreed** unanimously.

Action: Clerk

Councillor P King advised the Council that although Cambridgeshire was a relatively peaceful area. County Lines and modern slavery were both something that residents needed to be vigilant for and report any concerns to the police.

115/21 To receive an update on HCVs and traffic issues and consider any actions including:

To consider proposals for A14 legacy grant footpath to orchard

Plans for the proposed works had been received. Councillor Harris proposed that the Council agree to the proposal along with the minor points he had raised with Highways, seconded by Councillor Law, and **agreed** unanimously.

Action: Clerk

Consider minor highways improvement bid application.

The application had been previously circulated. It was the same as last year, to provide a 40mph buffer on Earith Road. This was deferred until the August meeting.

Consider response to 20's plenty for Cambridgeshire statement

Councillor Harris proposed the Council support 20s Plenty for Cambridgeshire's aim for wide-area default signed 20mph limits with public engagement for the parish and across Cambridgeshire's urban and village settlements. Seconded by Councillor Law and **agreed** unanimously.

Action: Clerk

116/21 To receive an update on environment and sustainability issues including:

To receive and consider the Zero Carbon Community Grant Application and consider match funding request.

Councillor L King summarised the application she wanted to put forward for hedging at Barton Field and the wildflower strip on the QEII Field. Councillor L King proposed that the Council agree to allocate £2,000 from S106 monies (Brickhills) towards the project. Seconded by Councillor Watson and **agreed** unanimously.

Action: L King

To receive an update on the wildflower planting and consider any actions.

Taken with the item above.

Consider any actions to be taken and note actions taken under delegated powers.

Councillor L King reported that in line with finance regulations she and the Clerk had approved an expenditure of £200 for a biodiversity survey of the Council's green spaces.

117/21 To receive an update on the Defibrillator for the High Street and consider any actions.

This was ongoing and Councillor Hutchcraft would liaise with the Clerk regarding the installation.

Action: J Hutchcraft/Clerk

118/21 Items for future meetings.

Minor Highways Bid

CCTV Meadow Road

Future meeting venues (Sept)

Terms of reference for the planning committee

Footpath to Highgate

119/21 Date of next meeting – 4th August- Ploughman Hall

Meeting closed at 20:49