

WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 4th August 2021 at 7.30pm in the Ploughman Hall, West Fen Road, Willingham

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

County Councillor: Gough

District Councillor: Handley

Parishioners: One

Clerk: Mandy Powell

120/21 To receive apologies for absence.

Apologies were received and agreed from Councillors L King due to a personal commitment and Councillor Cook due to work commitments.

121/21 Declarations of interest.

Item 128/21 L&A – Defibrillator – Councillor Smith declared a personal interest as Chair of the Wolves and did not vote on this item.

122/21 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

The Acting Chair of the Community Plan Group summarised progress to-date and their funding request of £4,500 (*this was taken under item 128/21*)

123/21 To approve the minutes of the Annual Parish Council meeting held on the 7th July 2021.

Councillor Todd proposed the minutes be accepted as a true record of the meeting, seconded by Councillor King, and **agreed** with ten votes in favour and one abstention due to not being at the meeting.

124/21 To deal with any matters arising from the minutes of the meeting on the 7th July 2021 not covered elsewhere on the agenda.

Item 109/21 – Willow Farm Gravel extraction – The Chair reported that the application had been granted with conditions meaning that traffic should not come through the village. Vehicles would be monitored for any breaches.

125/21 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Gough confirmed details of the above Willow Farm planning application and stated that should the Earith Bridge be closed, vehicles would be required to follow the diversion routes in place which could include coming through Willingham. He also confirmed that the first quarterly Highways meeting would be held on Friday 6th August and the Clerk would be attending.

Action: Clerk/N Gough

Councillor King raised the issue of illegal parking around the village and asked that District and County look at a way to address the problem. Councillor Gough stated that civil parking should be considered by the County's Highways and Transport Committee in September 2021.

126/21 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated. Councillor Handley reported that he had looked into concerns raised about the capacity of the medical practice and had been assured that recent issues were because of administrative issues rather than a lack of medical staff.

127/21 Chair's report including:

British Schools Trust Representative

Councillor McKee agreed to stand as a representative alongside Councillor Hutchcraft. Clerk to advise the Schools Trust.

Action: Clerk

Bus and cycle routes

The Chair reported that he had been advised of some monies available for Cambridgeshire for additional bus/cycle routes. Councillors were asked to put forward any proposed routes to the Clerk by Monday 23rd August. These would then be considered at the September meeting.

Action: All

Footpath Flooding – Rampton Road/Long Pond

Correspondence had been received regarding recent flooding. Councillor Handley confirmed that the drainage officer would be assessing the site and he would report back once he had further information.

Action: B Handley

128/21 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 and consider any actions.

The Clerk reported that the risk assessment had been updated and circulated to all Councillors. The changes included the halls and pavilion changing rooms opening with some restrictions in place and reduced numbers permitted. The office staff were now back working together in the office and safety precautions had been put in place to mitigate transmission risks.

To receive an update on the Community Plan and consider any actions including consideration of a request for funding.

Councillor Law confirmed that the Council had currently budgeted £2,000 for the project and proposed that the Council agree the funding request of £4,500 with the excess being taken from reserves. Seconded by Councillor Harris and **agreed** with nine votes in favour and two abstentions.

Action: Clerk/RFO

To review and consider changes to terms of reference for the planning committee

Councillor Law proposed that the terms of reference be amended to remove the requirement for the Vice Chair to be part of the committee. The committee would then be made up of seven Councillors including the Parish Council Chair. Seconded by Councillor Harris and **agreed** with ten votes in favour and one abstention.

Action: Clerk

Planning Committee – updates including:

To receive and note draft minutes from meeting held on 15th July 2021

Previously circulated and noted – no questions raised.

To review planning committee numbers and consider any vacancies

Councillor Pilsworth agreed to stand on the committee in place of Councillor P King.

HALLS – Updates including:

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

Councillor Smith reported that due to the electrician testing positive for Covid the start date had been delayed and should now commence in the next two weeks. Councillor Smith was also due to meet with Willingham Youth Trust and the Public Hall User Committee over the next week and report back at September's meeting.

Action: J Smith

Cemetery – updates including

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

Councillor Mansfield reported that the seed was growing, and quotations were being sought for some minor maintenance to some of the trees and hedges.

Green & Boundaries – updates including:

Report previously circulated. In line with the Council's finance regulations the following expenditure had been approved during the month: Haden Way bench repair - £50; Pyrethrum Way fence repair - £20; works to red chestnut tree on the village green - £160. All costs to be taken from G&B Sundry expenses.

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

This continues to be deferred until the footpath to the orchard is complete.

To receive an update on the CCTV at the Meadow Road site and consider any actions.

Councillor Watson reported that the camera on loan from Councillor Todd had been erected and had caught some fly tipping. Councillor Handley advised the Council that in order for enforcement to take place the images must show the individual clearly fly tipping and they must be clearly identifiable.

Leisure & Amenities - updates including:

To receive an update on the all-weather sports facilities project and consider any actions.

Councillor Clark reported that the design statement for the tennis courts would be completed in the next week or so and the planning application could then be submitted.

To consider re-siting of defib at pavilion and replacing it with one provided by the Wolves.

This item was deferred until the September meeting.

129/21 To receive and consider Quarterly Budget Statement and consider any actions

Councillor Hutchcraft proposed the quarterly budget statement be agreed, seconded by Councillor Todd, and **agreed** unanimously.

130/21 Monthly accounts for payment

Paid Items:

Salaries	July 2020#1	Salaries	2882.23
HMRC	PAYE	Salaries	693.76
Nest Pension	Pension	Salaries	135.50
Pozitive	Pavilion gas	L & A	23.17
Pozitive	Pavilion electric	L & A	60.83
Pozitive	Ploughman Electric	Halls	115.17
Pozitive	Public Hall Electric	Halls	7.59
Community Road watch	Donation	Donation	200.00
Buchans 1.5.21	Village grass cutting	Est	1563.59
Buchans 1.7.21	Village grass cutting	Est	1103.02
Haven Power	Street Lighting	G & B	17.94
Camb Water	Pavilion	L & A	429.77
Camb Water	Public Hall	Halls	36.21
Camb Water	Cemetery	Cemetery	40.16

Items paid by credit card

Amazon	Laminator	Est	39.98
Amazon	Ethernet cable	Est	12.48

Items to be paid by BACS:

Suds & Bubbles	Cleaning Ploughman	Halls	520.00
Suds & Bubbles	Cleaning Pavilion	L & A	281.00
Suds & Bubbles	Cleaning Office	Est	40.00

Old West Internal Dr	Drainage	Est	60.06
Willingham PPC	Meetings	Est	60.00
Aztek Services	Ploughman CCTV	Halls	2377.20
Cromwell Fire	Pavilion	L & A	200.96
Cromwell Fire	Public Hall	Halls	154.45
Cromwell Fire	Ploughman	Halls	260.49
PPL/PRS	Music Licence	Halls	816.32
Co-Op Phone	Phones Hub	Will Hub	23.46
MD Contracting	Remove Path	Cemetery	4542.00
Willingham PCC	Octagon Hire	Est	20.00
Wendy Oldfield	Nit Oxide Analysis	Est	45.60
A Sherwood	Biodiversity Audit	L&A	200.00

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

131/21 Police update including:

Councillor Hutchcraft reported that neither he or the Clerk had received an update from the Police regarding the recent vandalism and intimidating behaviour on the QEII Field.

132/21 To receive an update on HCVs and traffic issues and consider any actions including:

Consider minor highways improvement bid application

Councillor Law proposed that the Council delegate the decision to submit the application as it stands or compile a new one to the Council Chair, Vice Chair and Chair of Planning. This would be brought back to the September meeting for ratifying.

133/21 To receive an update on environment and sustainability issues and consider any actions.

Report previously circulated. Councillor McKee reported that the zero grant application had been submitted.

134/21 To receive an update on the Defibrillator for the High Street and consider any actions.

Councillor Hutchcraft reported that this was ongoing, and he would be passing the project back to the office to complete.

Action: Clerk

135/21 Items for future meetings.

Additional Bus/cycle routes
 Additional Defibrillator at the pavilion
 Minor Highways Bid
 Meeting locations

136/21 Date of next meeting

The next meeting would be on the 1st September in the Ploughman Hall.

Meeting closed at 20:41