

WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall, West Fen Road, Willingham
Cambridge, CB24 5LP, Tel: 01954 261027

Email: clerk@willinghamparishcouncil.gov.uk

Website: www.willinghamparishcouncil.gov.uk

Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 2nd March 2022 at 7.30pm in the Octagon at St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Clark, Hutchcraft, L King, P King, Law (Chair), Mansfield, McKee, Rogers, Todd, Watson, Welton, Ramsden

County Councillor: Gough

District Councillor: Handley

Parishioners: Four

Clerk: Mandy Powell

20/22 To receive apologies for absence.

Apologies were received and ratified from Councillor Harris due to personal commitments and Councillor Smith due to work commitments. Apologies were also received from District Councillor Percival.

21/22 Declarations of interest.

None Declared

22/22 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*)

A resident presented plans for a Jubilee picnic on the afternoon of 5th June. It was hoped that a band and mobile bar could be arranged and proceeds from the event would be given to charity (probably the NHS charity). The Group requested some financial support from the Council and free use of the Recreation Ground and Pavilion.

The President of the Women's Institute (WI) requested permission for a bench to be sited on the Green next to the village sign. The WI would purchase the bench but requested that the Council install it.

(See item 33/22 for resolutions on these proposals)

A resident asked for clarification regarding the ACRE Housing Survey and how this fits in with the Community Plan. The Chair confirmed that the Survey is conducted independently by ACRE and not on behalf of Council.

23/22 To approve the minutes of the Parish Council meeting held on the 2nd February 2022.

Item 9/22 – The Council currently has one vacancy and not two as minuted. Subject to that amendment Councillor Hutchcraft proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson, and **ratified** with eight votes in favour and four abstentions due to not being at the meeting.

24/22 To deal with any matters arising from the minutes of the meeting on the 2nd February 2022 not covered elsewhere on the agenda.

Item 6/22 – The Chair confirmed that the children playing signs were finally in place on West Fen Road.

25/22 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Gough confirmed that the planning application by Mick George in Swavesey had been approved but with a reduced number of daily vehicle movements permitted. Gully clearance in the village had been arranged for the current cleaning period and Councillors were asked to notify Councillor Gough of any drains that were not clear. Questions were raised regarding Greenways and timelines for cycle routes connecting the villages. Councillor Gough confirmed that no timescale or funding was currently available, and it would most likely be post 2024. Councillor Gough was also asked to clarify whether the new B1050 road would include a cycle way.

Action: N Gough

26/22 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated. Questions were raised regarding the budget figures in the report not adding up. Councillor Handley confirmed that it was an error in the report and the figures do tally. Concerns were raised

regarding the lack of Medical Practice at Northstowe and the ever-increasing pressure this was adding to Willingham Medical Practice resulting in lengthy delays obtaining appointments etc. Councillor Handley agreed to try and obtain a date for when the Practice would be in place in Northstowe and report back.

Action: B Handley

The Clerk was also asked to write to NHS England raising the Council's concerns.

Action: Clerk

27/22 Chair's report including:

Update on the Community Warden Scheme

Information had been previously circulated. The latest report showed that numbers of clients had declined. The Clerk was due to meet with the scheme organisers and Over Clerk on Monday 11th April.

28/22 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 consider amendment to the Terms of Reference for the F&GP Committee

Amendments were made to add responsibility for dealing with Data Protection and FOI requests. Councillor Law proposed the amendments be implemented. Seconded by Councillor L King and **ratified** unanimously.

To consider proposal for office resources

This item was taken after item 36/22

The Council had previously budgeted for additional office resource and the F&GP committee had reviewed options. Councillor Law proposed that the Council recruit a part time Deputy Clerk on ten hours a week, seconded by Councillor Todd and **ratified** with eleven votes in favour and one against.

Councillor Hutchcraft proposed that the Council delegate authority for the recruitment process and appointment of the post to Councillor Law, Councillor Welton and the Clerk, seconded by Councillor Clark and **ratified** with eleven votes in favour and one abstention.

Action: D Law, J Welton, Clerk

Planning Committee – updates including:

To receive and note draft minutes from meeting held on 23 February 2022

Previously circulated and noted.

HALLS – Updates including:

To receive a report and consider any actions regarding future plans for the Public Hall

Deferred until the April meeting as Councillor Smith was still looking into options and costings.

Action: J Smith

Cemetery – updates including

To receive a report regarding possible land for a new cemetery and consider any actions

Report previously circulated. The Council had been offered a piece of land for possible use as a cemetery. Councillors Mansfield and McKee had met with the landowner. It was agreed that further investigation should be undertaken.

Action: B Mansfield/Clerk

To consider request from parishioner for works to a tree neighbouring their property

The Clerk and Councillor Mansfield were due to meet with Acacia Trees on Monday 7th March to establish whether any work was needed. It was agreed that if urgent work was required Councillor Mansfield and the Chair would authorise the necessary action and report back.

Action: Clerk/B Mansfield/D Law

Slates added to Grave Space

Councillor Mansfield reported that a grave space had recently had slate chippings added to the top which were spilling onto the grass. The Clerk had contacted the burial right owner and it was agreed these would be removed by the 8th April.

Action: Clerk

Green & Boundaries – updates including:

To appoint a Deputy Lead Councillor

Councillor Watson proposed that Councillor Ramsden take on the role, seconded by Councillor Todd and **ratified** with eleven votes in favour and one abstention.

To consider offer of a tree sapling for planting in the village

Councillor Watson confirmed a horse chestnut sapling had been offered and would be planted on the Meadow Road site.

Action: J Watson

Meadow Road Drainage Ditch

Councillor Watson reported that the ditch was not draining correctly and once the water level had dropped, they would check to see what was causing the blockage.

Action: J Watson

Councillor Watson was continuing to progress the installation of the telegraph pole and CCTV. The Clerk reminded Councillor Watson that a full risk assessment must be completed and approved prior to any installation.

Action: J Watson

Leisure & Amenities - updates including:

To receive and consider quotations for LED lights in the pavilion

The office had tried to obtain three quotations but had only received one response. Councillor L King proposed the financial regulations be waived and the quotation for CBE for £2088 plus VAT. Seconded by Councillor Clark and **ratified** unanimously.

Action: Clerk

Councillor L King also reported that they were still looking at possible solution to improve the issues with water on the recreation ground and the replacement of the cricket nets.

29/22 Monthly accounts for payment

Items paid by bank payments:

Salaries	February	Salaries	£2832.41
HMRC	February	PAYE	£ 611.48
Nest	Pension	Salaries	£ 130.09

Items paid by direct debit/standing order:

British Telecom	Phone	Est	£ 266.46
British Gas	Pavilion gas	L & A	£ 43.85
British gas	Public hall electric	Halls	£ 44.38
British gas	Green	G & B	£ 11.36
Drax	Street Lighting	G & B	£ 2.42
Drax	Street Lighting	G & B	£ 4.84
Drax	Street Lighting	G & B	£ 76.71

Items paid by bank transfer

Camb ACRE	Membership	Est	£ 57.00
Camb ACRE	Training	Est	£ 15.00
Buchans	Cutting back Lode	L & A	£ 189.84
S Rackham	Hall Deposit	Halls	£ 100.00
Insigna	Jubilee Bookmarks	Est	£ 324.00

Items paid by charge card

Amazon Stationery		Est	£ 55.46
-------------------	--	-----	---------

Items 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 Phones	Will Hub	Willingham Hub	£ 10.20
Berrycroft stores	Tree buckles	G & B	£ 211.25
Lawn Hopper	Scarification	L & A	£ 129.00

Councillor Watson proposed the accounts be agreed as listed, seconded by Councillor L King, and **ratified** unanimously.

Action: RFO

30/22 Police update including:

Nothing to report.

31/22 To receive an update on HCVs and traffic issues and consider any actions including:

Nothing to report.

32/22 Environment and Sustainability update including:

Nothing to report.

33/22 To consider options for events and other ways to mark the Platinum Jubilee

This item was taken after the public forum (item 22/22)

Councillor Law proposed the Council agree to a donation of £500 towards the cost of the Jubilee Picnic, seconded by Councillor P King and **ratified** unanimously.

Councillor P King proposed the Council purchase a bench for the QEII field and approve a budget of £1,500 to do so. Seconded by Councillor Welton and **ratified** unanimously.

The Clerk would apply for a Community Chest Grant and would consult with the Chair and Vice regarding the purchase.

Action: Clerk

Councillor Law proposed the Council agree the expenditure of £200 for plaque on the cemetery wall, seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

It was agreed that the WI could install a bench on the Green and the Clerk was asked to check whether planning permission was needed as it is in a conservation area.

Action: Clerk

It was also agreed that the Council would have a table at the Jubilee Picnic to promote the Council work and forthcoming projects. The following Councillors agreed to run the table – Councillors P King, L King, V McKee, Welton, Clark, Rogers, and Law)

34/22 To consider proposal for electric vehicle charging points at the Ploughman Hall

Report previously circulated. It was agreed that Councillor Welton should continue with a scoping exercise to investigate the feasibility of providing the charging points.

Action: J Welton

35/22 To receive and consider CAPALC affiliation fee renewal for 2022/2023

Councillor Law proposed the Council reaffiliate with CAPALC, seconded by Councillor Mansfield and **ratified** unanimously.

Action: RFO

36/22 To receive an update on the Finding Fitness project and consider any actions.

Councillor Clark had spoken to the providers, and it was agreed not to take this proposal any further.

37/22 Items for future meetings.

Public Hall

Electric car charging

Lighting on the Green

38/22 Date of next meeting – 6th April 2022

Meeting closed at 21:21