

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 5th April 2023 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Gibbs, Harris, L King, P King, Law (Chair), Mansfield (19:50), McKee, Ramsden, Watson, Hutchcraft,

District Councillor: Handley

Parishioners: One

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

51/23 To receive apologies for absence.

Apologies received and ratified from Councillor Todd due to a personal commitment and Councillors Smith and Clark due to work commitments. Apologies were also received from County Councillor Gough.

52/23 Declarations of interest.

Item 59/23 Cemetery wall – Councillor Mansfield declared a personal interest as she had used one of the contractors personally. Councillor Mansfield did not take part in the discussion or vote on this item.

53/23 Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative.

None (member of public had not arrived at this point).

54/23 To approve the minutes of the Parish Council meeting held on the 1st March 2023.

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

55/23 To deal with any matters arising from the minutes of the meeting on the 1st March 2023 not covered elsewhere on the agenda.

None.

56/23 To receive and consider any County Council reports and communications not covered elsewhere on this agenda including:

Councillor Gough not present. Report previously circulated and tabled. No questions raised.

57/23 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Councillor Lentell not present. Report previously circulated and tabled. No questions raised.

Councillor Handley's report had been previously circulated and tabled. Councillor Handley gave a brief summary of the current situation with the "Making Connections" consultation. The Council reiterated their concerns about the importance of an effective bus service and the issues for residents needing to reach Addenbrookes.

58/23 Chair's report including:

To receive correspondence regarding Cambridge Water draft water resources management plan consultation and consider any action.

The Council had been invited to comment on the consultation and also to attend an overview session on either the 12th or 13th April. No one agreed to attend the sessions, but Councillor Law agreed to complete the consultation survey on the Council's behalf.

Action: D Law

To receive correspondence from a resident regarding Cambourne's bus service and consider any response.

A resident had written to ask the Council's response to the County Councillor's support of the Cambourne bus service. As Councillor Gough was not present it was agreed to defer the question until the May meeting.

Councillor Mansfield joined the meeting.

59/23 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 the Deputy Clerk's training and consider future training needs.

This was taken after item 65/23

The Deputy Clerk had completed her ILCA training, and it was agreed to put her forward for CILCA training on the next available course. Councillor Law proposed the Council pay for the cost of the course, registration, face to face training and one hour a week home study for six months. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

To consider renewal of CAPALC membership

Councillor Watson proposed the Council renew its membership at a cost of £891.12, seconded by Councillor Gibbs and **ratified** nine votes in favour and one objection.

Action: Clerk

To receive and consider quotations for tree works around the village.

Quotes had been received from Acacia Tree Surgery, Atlas Tree Surgery and Cambridge Trees. Councillor Law proposed the quotation from Atlas Tree Surgery for £3,920 plus VAT be accepted, seconded by Councillor Harris and **ratified** unanimously.

Action: Clerk

To receive an update on the community lifelines and consider any actions

It had been noted that there was a waiting list of six, some of whom had been on the list for quite some time. The units were currently provided on a first come basis as opposed to financial need. Councillor P King suggested if those residents using units who could afford to pay towards them made some contribution, it may free up some of the budget to provide units to people who were waiting. It was agreed to defer this until the May meeting.

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 6th and 27th March 2023

Previously circulated and noted. Councillor Harris reported that he had attended the recent South Cambridgeshire District Council planning meeting and had spoken regarding the application for a replacement Bungalow at the Piggery. The application was approved.

HALLS – Updates including:

To receive an update on the public hall and consider any actions.

Ongoing. Waiting to hear back from the Scouts and the Public Hall User Committee.

To receive an update on hall custodian's role and rota and consider any actions.

Councillor P King had raised concerns regarding the volume of custodian duties Councillors were asked to cover. It was agreed that the office and Councillors should look at alternative options including technology solutions that may work as an alternative.

Action: All

Cemetery – updates including.

To consider quotations for repairs to the cemetery wall.

Three quotations had been received and Councillor McKee proposed that the Council accept the quotation from Herringbone Restoration at a cost of £8,580 (Plus a provisional sum of £500 if needed for extra bricks), seconded by Councillor Hutchcraft and **ratified** with nine votes in favour and one abstention due to a declaration of interest.

Action: Clerk

To receive and consider correspondence regarding a proposed disability access path from the church to the cemetery.

A proposal had been received and previously circulated. Councillor Mansfield reported that there would be some cost to the Council but as this was not yet known it was agreed to defer this item to the May meeting.

Action: B Mansfield

To receive quotation for repair to cemetery gate and consider any actions.

Not quotations received. Deferred to the May meeting

To receive and consider request for volunteer to work in the cemetery

Correspondence had been received from a charity asking if one of their students could carry out some volunteer work in the cemetery. The Council agreed with the idea in principle and it was agreed that Councillor Mansfield would liaise with the charity and report back at the May meeting.

Action: B Mansfield

Green & Boundaries – updates including:

To receive an update on the Meadow Road project including an update on potential biodiversity offset proposal.

Councillors Watson and Law had met with a developer from Over who wished to offset their development conditions by enhancing the biodiversity of the site. A rough outline had been tabled and a formal proposal would be put forward in due course.

Councillor Watson reported that a group of about ten volunteers had helped plant the whips on Meadow Road and fly tipping had significantly reduced on the Council's site although it is still happening along the Droveaway.

The information board had been unveiled on Barton Field.

Councillor Ramsden reported that the pump handle on the Green had been damaged again and was in need of repair.

Action: Clerk

Leisure & Amenities - updates including:

To receive an update regarding storage at the pavilion for the Wolves.

The Clerk was organising a follow up meeting for those involved and the working party would report back at a future meeting.

To receive and consider quotations for professional clean of the extractor fan system.

Four quotations had been received. Councillor L King proposed the Council accept the quotation from Pro-Duct Clean at a cost of £560 plus VAT and also enquire on the cost of an annual cleaning contract. Seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

To receive an update onto the installation of pavilion spot lights and consider any actions.

Councillor L King reported that the security spotlights had been replaced at a cost of £600. This was approved by Councillor L King and the Chair in line with the Council's finance regulations.

60/23 To receive and ratify monthly accounts for payment

Items paid by direct debit/standing order:

South Cambs DC	Piper Lifeline	Section 142	£ 679.25
South Cambs DC	Rates Ploughman	Halls	£3929.63
South Cambs DC	Rates Cemetery	Cemetery	£ 733.53
South Cambs DC	Rates Pavilion	L & A	£2020.95
South Cambs DC	Waste Coll	Halls	£1086.80
South Cambs DC	Waste Coll	Cemetery	£ 512.20
Drax	Street Lights	G & B	£ 35.51
Co-op phone	Mobile	Will Hub	£ 10.20
British Gas	Pavilion Electric	L & A	£ 236.26
British Gas	Public Hall Electric	Halls	£ 86.05
British Gas	Green Electric	G & B	£ 13.41
British Gas	Pavilion Gas	L & A	£ 28.73
British Gas	Ploughman Electric	Halls	£ 781.34
British Gas	Public Hall	Halls	£ 53.22

Items paid by bank transfer:

Salaries	March	Salaries	£4178.66
HMRC	March	PAYE	£ 789.22
Nest Pension	March	Pension	£ 194.27
P Jagarlapudi	Ploughman Deposit	Halls	£ 100.00
R Smith	Ploughman Deposit	Halls	£ 100.00
H Berry	Ploughman Deposit	Halls	£ 100.00
Buchans	Extra Ditch work	Est	£ 171.00
Tristar Media Ltd	Mugs Coronation	Est	£1257.55
Prime Xeon	Domain Renewal	Est	£ 24.00
CBE Ltd	Green/Pavilion	G & B/L & A	£1189.20
Buchans	Grass cutting March	Est	£1,157.65

Items paid by charge card:

Post Office	Stamps	Est	£ 18.05
Cable ties	Cable ties	Est	£ 10.98

Items to be paid by bank transfer:

Suds & Bubbles	Cleaning Ploughman	Halls	£ 520.00
Suds & Bubbles	Pavilion	L & A	£ 281.00

Suds & Bubbles	Office	Est	£ 40.00
Willingham PCC	Meetings	Est	£ 30.00
Camb & Pet ACL	Training	Est	£ 75.00
Camb Lock & Safe	Closer/door frame	L & A	£ 240.00
Initial Hygiene	Ploughman	Halls	£ 581.40
Konica Minolta	Photocopier	Est	£ 246.05
Parish Online	Digital Mapping	Est	£ 120.00
Smiths of Derby	Clock 36 mth contract	Est	£ 842.40
Edge IT Syst	Epitaph Classic	Cemetery	£ 283.20
A J King	Verti Draining	Est	£1236.00

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

Action: RFO

61/23 Police update including:

Councillor Hutchcraft reported that concerns had been raised about illegal parking outside the Co-Op. The Police confirmed that they do not have the resources to enforce this from photographs provided by the Public but would endeavour to increase their passing patrols.

It was also noted that following the closure of Histon Police Station in anticipation of Milton opening, the Milton Station opening had been subject to delay. This results in less officers patrolling in the locality. The Council agreed to write requesting that the station at Histon be re-opened until such time as the Milton Station opens to replace it.

Action: Clerk

62/23 To receive an update on HCVs and traffic issues and consider any actions including:

To receive an update on the speed bumps on Rampton Road and consider any actions

Documentation from County Council detailing the plans had been circulated. Councillor Harris proposed that the Council accept the proposed plans either as they are or if County will allow it, by moving one or two of the bumps to be located North of the Newington junction. This was seconded by Councillor Watson and **ratified** with six votes in favour and four abstentions.

Action: Clerk

To receive an update on Speed watch and consider any actions.

Councillor Harris reported that the group now had around twenty three volunteers and that he and the lead co-ordinator had a successful meeting with police officers who also carried out some speed monitoring.

To consider proposal for a 20mph zone in the village.

Councillor Harris summarised the scheme and stated that if possible the Council apply for a village wide zone with five access points. County Highways advised that we should demonstrate resident support of the scheme. Councillor Harris proposed that the Council carry out a short electronic survey and then move forward with the application either for the whole village or part of, depending on the survey results, seconded by Councillor Gibbs and **resolved** unanimously. Councillor Law agreed to set up the survey with Councillor Harris. Councillor Harris to submit the application.

Action: D Law/N Harris

LHI Bid Rampton Road and Willingham Road

County Council had sent through the feasibility study for the latest Minor Highways Initiative. Councillor Harris proposed the Council accept the proposal along with the commitment of the budgeted Council contribution of £2,500, seconded by Councillor L King and **ratified** unanimously.

Action: Clerk

SIDs (Speed Indication Device)

Councillor Harris had received a quotation from Morelock for a new SID. The Council had budgeted £3,000 for a new unit and the quotation was for £3,153 (plus VAT). Councillor Harris confirmed that he would try and negotiate a discount so that the cost was within budget and proposed that the Council go ahead with the purchase. If a discount was not available the balance would be taken from Establishment or Reserves. This was seconded by Councillor P King and **ratified** unanimously.

Action: N Harris

63/23 Environment and Sustainability update including:

Nothing to report.

64/23 To receive an update regarding the future of the Citi 5 bus route and consider any actions.

Ongoing, County Councillor Gough was trying to organise a meeting with Stagecoach.

Action: N Gough

65/23 To consider renewal of SLCC and ALCC membership for the office staff.

Councillor Law proposed that the Council approve the renewals and new membership for the Clerk, Deputy and Compliance Officer, seconded by Councillor Hutchcraft and **ratified** unanimously.

*The following item was taken at this point and due to the confidential nature of the item, Councillor Law proposed that the meeting be closed the public, seconded by Councillor Hutchcraft and **ratified** unanimously.*

The one member of the public left the meeting and the Deputy Clerk left the room.

Item 59/23 F&GP - To receive an update on the Deputy Clerk's training and consider future training needs (see item 59/23 for minute).

The deputy Clerk returned to the meeting.

66/23 Items for future meetings.

Parishioner question regarding Cambourne Bus

Community Lifelines

Cemetery footpath

Cemetery gate

Custodian duties

Public Hall

67/23 Date of next meeting

3rd May 2023

Meeting closed at 21:18