

WILLINGHAM PARISH COUNCIL

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Minutes of the Annual Meeting of Willingham Parish Council of Willingham Parish Council held on Wednesday 3rd May 2023 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Gibbs, Harris, L King, P King, Law (Chair), Mansfield, McKee, Ramsden (*arrived 7:40pm*), Todd, Watson (*arrived 7:40pm*),

County Councillor: Gough

Parishioners: Two

Clerk: Mandy Powell Deputy Clerk: Amy Rudderham

68/23 Election of Council Chairman and to receive their declaration of acceptance of office.

Councillor Harris proposed that Councillor Law be elected as Chair of the Council, seconded by Councillor Todd, and **ratified** unanimously. Councillor Law signed his acceptance of office.

69/23 Election of Council Vice Chairman and to receive their declaration of acceptance of office.

Councillor Law proposed that Councillor P King be elected as Vice Chair of the Council, seconded by Councillor Todd, and **ratified** unanimously. Councillor King signed his acceptance of office.

70/23 Apologies for absence

Apologies were received and accepted from Councillors Rogers, Hutchcraft and Smith, all with personal commitments. Apologies were also received from District Councillors Handley and Lentell.

71/23 Declarations of interest

Item 81/23 – F&GP- Willingham News funding support request – Councillor Law declared an interest as his wife was the Secretary of the Willingham News. Councillor Law did not take part in the discussion or vote on this item.

72/23 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. (Please see important note above)

The Chair of the Community Plan Group reported that all sections of the plan were now in draft and were being checked through. It was hoped to hold a public meeting on the 26th June where the group would present the recommendations and results.

A resident raised concerns about the appalling state of the roads. Councillor Gough agreed the roads were in a terrible state and confirmed that 3.6 million pounds was being passed to the County Council to address the issues. A programme was in place, but the funds would not be sufficient to solve all the problems. County Council had made representation to Government for the roads to be fixed. Councillor Gough encouraged everyone to report the potholes and if possible, to photograph them. Councillor King reiterated the concerns, stating that this was something that had been raised again and again for the last ten years.

73/23 To consider applications for co-option.

No applications had been received. The position would be readvertised and considered at the July meeting.

Action: Clerk

74/23 To receive and ratify minutes from the Council meeting held on the 5th April 2023.

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

75/23 To deal with any matters arising from the meeting on the 5th April not elsewhere on the agenda.

None raised.

76/23 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months.

Councillor Law proposed the Lead and Deputy Lead Councillor roles be filled as below, seconded by Councillor Harris, and **ratified** unanimously.

Halls Lead	Councillor Gibbs
Halls Deputy	Councillor Watson
L&A Lead	Councillor L King

L&A Deputy	Councillor Clark
Cemetery lead	Councillor Mansfield
Cemetery Deputy	Councillor McKee
G&B Lead	Councillor Watson
G&B Deputy	Councillor Ramsden

Action: Clerk

76/23 To elect a planning committee.

Councillor Watson proposed the Council elect the following Councillors to form the planning Committee, seconded by Councillor Ramsden and **ratified** unanimously.
Councillors Harris, Law, Watson, Rogers, McKee and Todd

Action: Clerk

77/23 To elect Council representatives including:

Councillor Law proposed the various Council roles be filled as below, seconded by Councillor Clark, and **ratified** unanimously.

- Police co-ordinator – Councillor Hutchcraft (Lead), Gibbs (Deputy)
- Willingham News Contributors – Councillors, Harris, Law, Mansfield, Hutchcraft, P King and McKee
- British School Trust representatives – Councillors Mansfield and McKee
- Willingham Combined Charity Trustees – Councillors Harris and Law
- Emergency Plan Committee – Councillors Law, P King, Harris, and the Clerk
- Environmental representatives – Councillors L King and McKee
- Willingham News representative – Councillor McKee
- Community Plan representative – Councillor P King
- Highways representative- Councillor Harris
- Clock Minder – Councillor Gibbs

Action: Clerk

78/23 To receive and consider County Council annual report and any other reports and communications not covered elsewhere on this agenda including:

Annual report and monthly report previously circulated. Councillor Gough made the Council aware of the planned closure of Rampton Road in June which would impact on Cottenham College students taking their GCSEs. The Clerk was asked to write to Highways requesting that the works be rescheduled.

Councillor Gough supported the recent 20mph zone application and requested a copy of the application.

Councillor Gough also responded to the question raised by a resident regarding the Cambourne's bus service and stating that it was his role to represent all of Cambridgeshire's residents and that the Cambourne bus vote was for the approval of a planning application for a busway for which he voted in favour. A high-quality transportation link was a critical part of the Local Plan supporting development in Cambourne and Bourn. Without it the Local Plan could collapse causing issues of unwanted development in many villages including Willingham. The bus would also provide a vital link for students needing to get to the colleges in Cambridge. The Chair commented that Councillor Gough had been working hard to support the Council's drive to ensure Willingham has a decent bus service for residents.

Councillor Harris raised concerns as he had received a phone call from a resident regarding the upcoming road closure of Over Road. The closure would impact the businesses at Highgate and the resident had asked for clear signage to show the businesses were still accessible during the closure. The Clerk also raised concerns about the Community Warden being able to gain access between Over and Willingham without having to follow the diversion. Councillor Gough agreed to pass both concerns on to see what could be done to help.

Action: N Gough

79/23 To receive and consider District Council annual reports and any other reports and communications not covered elsewhere on this agenda, including:

Annual reports and monthly reports previously circulated. Councillor L King referred to the electric charging points at Wilford Furlong mentioned in Councillor Handley's report and requested that the Council ascertain how well they are used.

Action: Clerk

80/23 Chair's report including:

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

Taken under County Council report.

To receive an update on the Coronation and consider any actions.

Preparations were underway. The Clerk confirmed that the mugs had been delivered to the school with the spares being passed to WAG for distribution during the picnic.

Fair

The Chair reported that the Fair wished to arrive on Sunday 24th September, open on Thursday 28th September and then leave on Sunday 1st October. The Council agreed to these dates.

Action: Clerk

81/23 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 and consider Internal Auditor’s report.

The report had been previously circulated. No issues were raised, and the auditor had commended the staff for their attention to detail. The Council congratulated the staff on a very good audit. Councillor Law proposed the Council accept the report as issued, seconded by Councillor P King, and **ratified** unanimously.

To receive and consider Parish Council’s Annual report.

Councillor Law proposed the Council approve the annual report with the addition of a piece on Highways submitted by Councillor Harris, seconded by Councillor Watson and **ratified** unanimously.

Councillor Gibbs left the room.

Action: Clerk

To receive an update regarding the HUB grant money and consider any actions.

Councillor Law proposed that the Council request the fund balance and the phone (if not being used) be returned to the Council, seconded by Councillor Watson, and **ratified** unanimously. The Chair also requested that the Council’s thanks be passed onto the HUB for all their efforts.

Action: Clerk

Councillor Gibbs returned to the meeting

To receive an update on staff reviews and consider any actions.

Reviews had been carried out and no concerns had been raised.

To receive funding request from Willingham News

Councillor P King reported that Willingham News had requested funding support of £1867 for year end 31/12/22. Councillor Clark proposed the Council approve the request, seconded by Councillor L King, and **ratified** with ten votes in favour and one abstention due to a declaration of interest.

Action: Clerk/RFO

Planning Committee – updates including:

To receive draft minutes from the meeting held on the 17th April 2023

Minutes had been previously circulated and noted. The next meeting would take place on the 10th May 2023

HALLS – Updates including:

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

Nothing new to report.

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

This was ongoing, and the office were researching options.

Action: Clerk

To receive an update on issues with the Ploughman Hall heating system and consider any actions.

There had been some intermittent faults with the heating system in the Hall. The Officers were liaising with the supplier. It was agreed to write to Bloor regarding the warranty.

Action: Clerk

Regular User Hall Bookings

The office had received requests for regular bookings at the weekend. The Lead Councillor, Chair and Vice Chair had agreed that the weekends should be kept free of regular users so that residents could book one off functions. The Council agreed with this, and the policy would be amended accordingly.

Action: Clerk

Beer Festival

The Chair reported that the beer festival would not be going ahead this year.

Cemetery – updates including.

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

Councillor Mansfield proposed the Council support the planned path from the churchyard into the cemetery and agree an approximate budget of £600 to cover any minor works needed on the Council’s side of the boundary wall. This was seconded by Councillor Harris and **ratified** unanimously.

Action: Clerk

Volunteer

Councillor Mansfield reported that the volunteer previously approved to carry out some work in the cemetery would not now be coming due to change in circumstances. The Charity passed on their thanks to the Council for their willingness to support the request.

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

No Quotations received to date. Defer to June meeting.

To receive an update on possible site for a new cemetery and consideration quotations and actions.

The working party had met and was continuing to investigate the suitability of the land and the ownership of the neighbouring driveway. Councillor Mansfield proposed that subject to their findings, the working party be given delegated powers to enlist the services of the CDS Group to carry out Stage 1 and Stage 2 site assessments at a cost of £4,557.50 plus vat, seconded by Councillor Todd and **ratified** unanimously.

Green & Boundaries – updates including:

To receive an update on the Meadow Road site including water supply and consider any actions.

Councillor Watson and the Deputy Clerk had met with Camb Water to look at the water supply to the land. The nearest Camb Water connection was on Rockmill End and the nearest connection was privately owned further down Meadow Road. Should the Council wish to pursue that route they would need to ascertain the owner of the mains connection and obtain the consent of all the users and then pay for it to be extended to the site and a meter fitted. It was agreed that the office would contact the County Council to ascertain whether they had a map of the water piping and Councillor Watson would try to ascertain the owners of the privately owned connection.

Action: Clerk/J Watson

To receive an update on planned tree works on Pyrethrum Way and consider any actions.

The tree work around the village was due to start on the 15th May including the tree neighbouring the property on Pyrethrum Way. The Clerk was asked to contact the resident to discuss the removal of the tree and replacement of one fence panel.

Action: Clerk

Leisure & Amenities - updates including:

To receive an update regarding storage at the pavilion for the Wolves and consider any actions.

Ongoing. The Clerk was looking into costs of ground clearance next to the existing container and the Wolves were looking into the availability of a container from the Football Foundation. In the meantime, the Wolves were moving all of their equipment in the pavilion into one of the changing rooms.

Action: Clerk/ Wolves

To receive an update regarding a recent accident report in the pavilion.

The Clerk reported that whilst carrying out works on the Extractor Hood, the contractor had put his leg through the ceiling. The accident report was completed, the area made safe, and the company involved had agreed to pay for the repairs. Quotations were being sought.

82/23 To receive and consider annual accounts for 2022-2023

Previously circulated. Councillor Harris proposed the accounts be approved, seconded by Councillor Gibbs, and **ratified** unanimously.

Action: Clerk

83/23 To receive and ratify monthly accounts for payment.

Items paid by Direct Debit

Camb Water	Water pavilion	L & A	534.54
Camb Water	Water public hall	Halls	38.22
Camb Water	Water cemetery	Cemetery	42.97
Camb Water	Water Earith Road	L & A	38.22
Co-op Phones	Mobile	Will Hub	10.20
British Gas	Electric	G & B	13.67
British Gas	Electric Public Hall	Halls	48.80
British gas	Electric Pavilion	L & A	16.98cr
British Gas	Electric Ploughman	Halls	597.58
Drax	Street Lighting	G & B	39.84
BT	Phone/Broadband	Est	135.25

Items paid by Bank transfer:

Salaries	Salaries	April	3718.49
HMRC	Salaries	PAYE	620.83
NEST Pension	Salaries	Pension	154.45
Parish Online	Website	Est	120.00
Majestic Trees	Village Green	G & B	662.28
Morelock	Speed sign	F & GP Traffic	3423.60
ALCC	Membership	Est	50.00
SLCC	Membership	Est	277.00
R Smith	Hall deposit refund	Halls	100.00
Over Day Center	Donation	Donation	3000.00
Will Bowls Club	Donation	Donation	1400.00

WYT	Donation	Donation	6912.00
RoadWatch	Donation	Donation	200.00
Com Warden	Donation	Donation	2000.00
Fen Edge	Membership	Est	15.00
Laurie Pearce	Hall deposit refund	Halls	100.00
<u>Items to be paid</u>			
Suds & Bubbles	Cleaning Ploughman	Halls	560.00
Suds & Bubbles	Cleaning Pavilion	L & A	241.00
Suds & Bubbles	Cleaning Office	Est	40.00
O S Gawthrop	Tractor + Man	G & B	1248.00
Cambs Lock	Rear Door	L & A	108.00
SLCC	Membership Annika	Est	112.00
ALCC	Membership Annika	Est	50.00
SLCC	Membership Amy	Est	149.00
ALCC	Membership Amy	Est	50.00
5Folds Admin	Octagon Hire	Est	30.00

Action: RFO

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

84/23 Police update including:

Nothing to report.

85/23 To receive an update on HCVs and traffic issues and consider any actions including:

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

Councillor Harris reported that the group is almost up and running and is due to undertake training during the week or so. It had been suggested that a tripod be purchased for the cameras, but Councillor Harris felt that we should see how things go with the units in their static positions first. Councillor Harris was also looking into the costs of signage notifying drivers of speed watch in the area.

Action: N Harris

To receive an update on the proposal for a 20mph zone in the village and consider any actions.

The application had been submitted following the survey results. 65% of the responders had been in favour of the 20mph scheme with the majority preferring to include the B1050/High Street. There had been 185 responders at the time of application. It was agreed to leave the survey running for the time being. The planned timetable for the scheme was as below:

Prioritisation undertaken – May to July 2023

Report to committee including prioritised list for approval - July 2023

Programming, design, and consultation with applicants - September 2023 to March 2024.

Pricing and construction – March 2024 to July 2024.

Action: D Law

86/23 Environment and Sustainability update including:

Councillor L King reported that SCDC had contacted the Council as they were preparing a new project that will seek to assist Parish Councils to make the most of forthcoming Local Nature Recovery Strategies (LNRS) and Biodiversity Net Gain (BNG). The Clerk had responded to say the Council would welcome their suggestions for future projects.

87/23 To receive an update regarding the future of the Citi 5a bus route and consider any actions.

Councillor L King reported that the latest timetables had been put up at the bus stops and confirmed that the funding had been extended to May 2024.

88/23 Items for future meetings.

AGAR Approval

Ploughman hall custodian

Public hall

Pavilion storage solution

New Cemetery

Cemetery Gates

Medical practice

89/23 Date of next meeting

Annual parish meeting – 17th May

Full Council – 7th June

Meeting closed: 9:02pm