

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 7th June 2023 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Gibbs, Harris, P King, Law (Chair), Watson,
County Councillor: Gough
District Councillors: None
Parishioners: Two

Clerk: Mandy Powell
Deputy Clerk: Amy Rudderham

90/23 Apologies for absence

Apologies were received and accepted from the following Councillors:
Ramsden and L King due to being unwell.
McKee due to holiday.
Todd, Smith, Mansfield, and Rogers due to personal commitments
Apologies were also received from District Councillor Handley

91/23 Declarations of interest

Item 110/23 Halls – Councillor Gibbs declared a pecuniary interest regarding the storage of his caravan at the side of the public hall. Councillor Gibbs left the meeting during this item and took no part in debate or vote.

92/23 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)

This item was taken after 94/23

The Director of Hope CIC summarised the scheme they are running to help those residents in need with food parcels etc. The scheme works in partnership with SCDC and would like to offer support to Willingham residents. It was agreed that the Council had no objection at all with help being provided to those who need it and suggested the group may want to liaise with the warm hub at the Church.

Marketing information would be past to the Clerk to share.

The Chair of the Community Plan Group advised the meeting that they will be holding a public meeting on 27th June at 8pm in the primary school. Councillor King thanked the team for all their efforts.

93/23 To receive and ratify minutes from the Council meeting held on the 3rd May 2023.

The following information had been missed from the minutes.

Item 79/23 Councillor Handley had reported that Electric Charging points had been installed at Wilford Furlong and that funding was available for similar schemes. The Parish Council had looked into this previously but had received very little interest from residents. Councillor Handley was asked to check how well they were used and report back to the Council.

Action: B Handley

It was also noted that the emergency committee membership listed Councillor Harris, but it was agreed that this should be the Chair of planning and Councillor Todd was now Chair.

Action: Clerk

Subject to the above amendments, Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Gibbs, and **ratified** unanimously.

94/23 To deal with any matters arising from the meeting on the 3rd May, not covered elsewhere on the agenda.

None raised.

95/23 To receive and ratify minutes of the Annual Parish meeting held on the 17th May 2023.

Councillor Harris proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Law, and **ratified** with two votes in favour and four abstentions due to not being at the meeting.

96/23 To deal with any matters arising from the meeting on the 17th May, not covered elsewhere on the agenda.
None raised.

97/23 To receive and consider County Council reports and communications not covered elsewhere on this agenda including:

Following receipt of numerous complaints and discussions, Councillor Gough provided a summary of the current situation with the road closure on Over Road. A lengthy discussion took place, and many concerns were raised, including the lack of planning from County officers in allowing residents to be cut off from accessing the High Street, and poor communication with residents by contractors. Councillor King felt very strongly that with better planning and communication from Highways both this project and other Highways schemes could be managed better. Councillor Gough confirmed that communication with residents was the responsibility of the contractor and that officers were very concerned and mindful of the impact of works on residents and businesses. He confirmed that running the works with traffic lights rather than a closure was not possible as the stretch of works was too long which would cause an issue with co-ordinating traffic through the lights. Councillor Gough and the Clerk would be meeting with South Staffs/Cambridge Water over the next day or so to see what could be done to alleviate the issues.

Action: N Gough/Clerk

Councillor Gough also reported that the potholes were being filled in and encouraged Councillors and residents to report any issues they notice on the Highways on-line portal.

98/23 To receive and consider District Council reports and communications not covered elsewhere on this agenda, including:

Neither District Councillor was present.

To receive information regarding Hope CIC Mobile Food Hub and consider any actions.

Taken under public forum.

Councillor Handley's report had been previously circulated, and it was noted that the Civil Parking Enforcement scheme was moving forward. Councillor Handley had also advised the Council that the Housing Department at SCDC had objected to the planning application in Haden Way.

99/23 Chair's report including:

To receive correspondence regarding dog fouling on Black Pit Drove and consider any actions.

A resident had written to the Council regarding the above. It was agreed to put a reminder in the Willingham News regarding both dog mess and not driving cars down Black Pit Drove.

To receive correspondence from a resident regarding joint working between the Patient Participation Group, Willingham Medical Practice, and the Parish Council

This had been circulated and noted.

Beer Festival

The Chair clarified on his comment last month regarding the Beer Festival not taking place this year. The festival not taking place was the one due to be held in the Ploughman Hall, the Festival due to take place in July in the Social Club was still going ahead.

Parish Liaison Meeting

The Chair had attended the recent meeting and reported that the Mayor spoke on the subject of buses and that it is hoped that they will establish a franchise system to take up the routes and scheduling the County needed. Funding would continue for the buses until this could be put in place. With regards to the sustainable transport survey, the Chair reported that the Council's comments had not been included in the results. Councillor King stated that Cambridgeshire should have a Unitary Council and requested this be added to the August agenda.

100/23 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

F&GP Committee – updates including:

Nothing to report.

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 10th May, 22nd May and 6th June 2023

Previously circulated and noted.

The Clerk had raised two enforcement queries that had been outstanding for some time with SCDC who had confirmed they are still ongoing due to SCDC errors and staff leaving.

HALLS – Updates including:

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

Ongoing, still waiting to hear from the Public Hall User Committee.

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

The office had obtained a proposal/quotation for automating the alarm system on the hall. They had also spoken to the Council's insurers and another Parish Council adopting a similar scheme. The Insurers had indicated that the hall should really be checked by an individual and the other Council confirmed that they also have an individual to check and lock the buildings at the end of the day. Councillor King proposed that the Council continue investigating an acceptable automated solution and present the insurers with their proposal and requesting cover. Seconded by Councillor Gibbs and **ratified** unanimously.

Action: Clerk

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

The Clerk reported that Delta Dore had visited and installed a second hub to cover the faulty session. If this worked, they would be back to transfer the remaining data onto the new hub.

Action: Clerk

To receive an update regarding the gate repair at the Ploughman Hall

A quotation had been accepted under delegated powers, in-line with the Councils financial regulations for £240. The work would be carried out on the 27th June.

To receive a proposal for the parking of a caravan next to the Public Hall

Councillor Gibbs left the room.

The proposal had been previously circulated. Councillor King proposed the Council oppose the proposal as the area is leased to the Public Hall User Committee and approving the proposal would set a precedent for others wishing to use Council land to store their vehicles. Seconded by Councillor Law and **ratified** unanimously.

Councillor Gibbs re-joined the meeting.

Cemetery – updates including:

To receive an update regarding the repair of the cemetery gate and consider any actions.

The Clerk reported that the gate had been repaired and no invoice had been received.

To receive an update regarding the repair of the tap housing and consider any actions.

A quotation had been accepted under delegated powers, in-line with the Councils financial regulations for £380. The work would be carried out on the 27th June.

Donation

The Chair reported that the Council had received a donation of £60 towards the upkeep of the cemetery. Thanks had been passed to the member of the public concerned and the monies would be allocated as requested.

Action: RFO

Green & Boundaries – updates including:

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

Councillor Watson reported a recent fly tip at the site that had been set on fire. The CCTV had been unable to pick up the vehicle or individuals involved.

A few of the recent trees that had been planted had not survived. Councillor Watson asked what would be done with regards to future maintenance and the Clerk confirmed that Councillor Watson would need to put together a specification of his requirements which would be passed to contractors at the end of the year in time for the new contract in March 2024.

Neither the water company or Cambridgeshire County Council could provide the location of the water pipes and it was suggested that a check be done with a metal detector to see if they could be found.

Action: J Watson

Community Orchard – the dog waste bag dispenser had been installed by the office and Councillor Watson passed on his thanks.

Pyrethrum Way – The tree had been removed and Councillor Watson reported that he did not feel that the fence panel needed replacing. The Clerk was asked to advise the resident.

Action: Clerk

Leisure & Amenities - updates including:

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

Ongoing

To receive an update regarding the damaged ceiling in the pavilion and consider any actions.

The Clerk reported that a quotation had been obtained and passed to the cleaning company. This had yet to be accepted and would be chased so that the work could be done. An invoice had also been received for the work carried out but not yet paid.

To consider any actions arising from the recent ROSPA inspection reports for the QEII Field etc.

Councillor Clark reported that following the inspection a list of repair costs had been put together and proposed that the Council approve a cost of £5508. Seconded by Councillor Gibbs and **ratified** unanimously.

101/23 To receive and ratify Annual Governance Accountability Return (AGAR) (section1) and consider any actions.

The Chair read out the statement and put the required questions to the Council. It was agreed unanimously that all necessary measures had been in put in place and questions 1 – 8 were answered yes unanimously. Question 9 was not applicable.

Councillor Gibbs proposed the Annual Governance Statement (section 1) be ratified, seconded by Councillor Watson, and **ratified** unanimously. The Chair signed the statement on behalf of the Council.

Action: RFO

102/23 To receive and ratify Annual Governance accounting statement (section 2) and consider any actions.

Councillor Law proposed the accounting statement be ratified seconded by Councillor Harris and **ratified** unanimously.

Action: RFO

103/23 To receive and ratify monthly accounts for payment.

Items paid by bank transfer.

Salaries	May Salaries 2023	Salaries	£4525.05
HMRC	PAYE May 2023	Salaries	£819.45
Nest Pension	Pension May 2022	Salaries	£203.19
L Burton	Refund Hall Deposit	Halls	£100.00
Buchans	Grass Cutting	Est	£1984.27
Eco Green Dispensing	Dog bins	L & A	£370.74
R Smith	Refund hall deposit	Halls	£100.00
O S Gawthrop	Moving woodchip	G & B	£378.00
Lawnhopper	Treatment	L & A	£177.00

Items paid by Direct Debit

BT	Phone/Internet	Est	£95.00
British Gas	Pavilion Gas	L & A	£31.64
British Gas	Pavilion Electric	L & A	£92.30
British Gas	Public Hall Electric	Halls	£43.71
British Gas	Ploughman Hall Electric	Halls	£338.30
British Gas	Green Electric	G & B	£12.76
DRAX	Street Lighting	G & B	£36.69
Co-op Phone	Mobile Phone	Will Hub	£10.20

Items paid by Credit Card

Amazon	Paper towels	Halls/L&A	£22.00
Amazon	Toilet seat	Halls	£18.49

Items to be paid by bank transfer.

ACA Heating	Annual Inspection	L & A/Halls	£621.60
ACA Heating	Immersion heater	Halls	£381.97
ACA Heating	Leak/waste	Halls	£223.90
HMK	Toilet Rolls	Halls	£67.49
Over & Will Drainage	Drainage rates	Est	£37.50
Suds & Bubbles	Cleaning Ploughman	Halls	£560.00
Suds & Bubbles	Cleaning Pavilion	L & A	£241.00
Suds & Bubbles	Cleaning Office	Est	£40.00
GM Pake	External Lighting	Halls	£429.60
Coulson Building	Stop valve	L & A	£662.22
Willingham PCC	Meetings	Est	£60.00
ROSPA	Inspection	L & A	£259.80
Atlas tree surgery	Tree works Spring	Est	£4704.00

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

Action: RFO

104/23 Police update including:

The Clerk reported that a car had been left in the carpark at the Ploughman Hall for the last two weeks and she had passed on the information to the Police. Councillor King stated his frustration with the Police and them not enforcing issues such as illegal parking and breaches of 20mph limits. He felt there should be more presence and more feedback.

105/23 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.

Training had been completed and a few sessions had taken place. The new Morelock sign was in place on Earith Road,

To receive correspondence from two residents regarding pedestrian safety around the primary school and consider any actions.

It was agreed that the Council were happy with the proposal for residents to park at the Ploughman Hall and walk their children to school from there. Concerns were raised about extending the time restricted no parking (as with Thodays Close) onto Long Lane as Thodays Close is coned off and marshalled. This would cause problems for other drivers if this were extended outside the cul-de-sac. It was hoped that once the Civil Enforcement scheme comes into being, these issues could be addressed more robustly.

Action: Clerk

To receive updates regarding any other HCV/traffic issues and consider any actions.

Nothing to report.

106/23 Environment and Sustainability update including:

The Clerk reported that she, Councillor L King, and Councillor McKee had met with an officer from SCDC to discuss future environmental projects. The officer was putting together a paper highlighting schemes that had been put in place and would be using some of the work done by the Parish Council as an example for others.

107/23 To receive an update regarding the future of the Citi 5 bus route and consider any actions.

Nothing new to report other than that reported under the Parish Liaison meeting (Chairs report).

108/23 Items for future meetings.

Co-option

Remote Custodian System

Unitary Authority (August)

Meeting closed at 21:30

109/23 Date of next meeting: 5th July