

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 4th October 2023 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Harris, Mansfield, Watson, Rogers, P King, L King, Law (Chair)

County Councillor: Gough

Parishioners: four

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

161/23 Apologies for absence, including:

Apologies were received and accepted from Councillors, McKee, Todd, Smith and Hutchcraft all with personal commitments as well as Councillor Ramsden as previously agreed under item 127/23

Apologies were also received from District Councillor Handley

162/23 Declarations of interest

None

Councillor Rogers arrived.

163/23 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)

Several issues were raised during the public forum including:

- The number of weeds that were building up on the curb sides around the village and the impact this could have during heavy rainfall. Councillor Gough confirmed there was a schedule for clearing the roads and the link would be put on the website.
- Inconsiderate parking in the village, people appear to be increasingly ignoring parking rules. The Chair explained that the District Council had applied for civil enforcement rights to be given to them and should this be approved by Parliament then traffic wardens could be used to control some of these issues.
- A resident asked the Council about preserving some of the village heritage and in particular the signage for one of the old pubs. The Chair confirmed that the Council would consider grant requests should one be submitted.
- 20mph limit in the village. Concerns were raised that the survey carried out by the Council did not truly reflect the views of the village. Councillor Harris explained the results of the survey and confirmed that it has been posted on the website, Facebook, Next Door and in the Willingham News in April and May of last year.
- Ian Barratt introduced himself to the Council. Ian had applied to be co-opted to the Council (item 164/23)

164/23 To consider applications for co-option for the position of Councillor.

One application had been received from Ian Barratt. Voting slips were passed round and the Clerk confirmed that Mr Barratt had been co-opted unanimously. Councillor Barratt signed his acceptance of office and joined the meeting. As he had not yet completed his register of interests, Councillor Barratt did not vote on any items during the meeting.

165/23 To receive and ratify minutes from the Council meeting held on the 6th September 2023.

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Harris, and ratified unanimously.

166/23 To deal with any matters arising from the meeting on the 6th September, not covered elsewhere on the agenda.

Item 142/23 - The Chair confirmed that he had now written to Lucy Frazer but had not yet received a response.

167/23 To receive and consider any actions from the County Council reports and communications not covered elsewhere on this agenda including:

Report previously circulated. Councillor Gough confirmed that Willingham had been successful with its application for a 20mph zone in the village and stated that similar schemes had been very successful in parts of London. Councillor Gough and the office team had met with the new Highways officer and the meeting had been positive. Councillor Gough also reported that he was in contact with Ofsted as Cottenham Village College was overdue a review visit following a previous rating of requires improvement.

168/23 To receive and consider any actions from the District Council reports and communications not covered elsewhere on this agenda, including:

Councillor Handley's report previously circulated. Councillor Lentell's report had been received by the Clerk but not circulated due to the confidential nature of its content. Councillors were subsequently sent the report directly by Councillor Lentell.

Councillor Watson raised a concern regarding a gate on the Drove way at Haden Way. The Clerk confirmed that District Councillor Handley had responded, and the information had been circulated to the planning committee.

169/23 Chair's report including:

To receive information regarding the free installation of EV charging points

The Chair summarised information that had been received and it was agreed to keep the information on file. In the meantime, the Clerk was asked to approach SCDC to ascertain the usage/demand on the units installed on Wilford Furlong.

Action: Clerk

To receive thanks from school for donation of Defib cabinet

The Council's De-fib at the school had been decommissioned due to age and replaced by a unit provided by the Department of Education. The Head Teacher passed on his thanks for the provision of the old unit and for allowing them to continue using the cabinet. This would ensure the unit was still available for residents to use.

To receive information regarding the pollution in the Lode and consider any action.

Previously circulated and noted.

To receive correspondence regarding meeting with an MP candidate

Councillor P King had agreed to speak to the candidate but had as yet not received a response.

Website/Email

The Chair advised the Council that were currently over the 25GB space allocation and reminded Councillors to delete old content that was not needed.

Action: All

County Council Roadside survey

The Chair volunteered to complete the survey on behalf of the Council.

Action: D Law

Utilities

The Clerk advised the Council that the street lighting fixed rate contract was coming to an end and as it was a small amount of usage, no one would offer a new fixed rate contract. The office was continuing to investigate this, and the Clerk also reminded Councillors that they would need to budget for an increase in utility costs once the remainder of the contracts come to an end in July 2024.

170/23 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 the annual external auditors report and consider any actions.

The report had been previously circulated, and no issues had been raised by the auditors. Thanks were passed to the RFO. Councillor Law proposed the Council accept the report, seconded by Councillor Watson, and **ratified** unanimously. The Clerk confirmed that the notice of conclusion had been posted on the website and notice board. The AGAR had also been posted on the website.

To consider appointment of internal auditor for financial year 2023-2024

Councillor Clark proposed the council appoint CAPALC as internal auditor for 2023-2024, seconded by Councillor L King and **ratified** unanimously.

Action: Clerk

To receive an update on the Community Warden Scheme and consider funding request for 2024-2025

Report previously circulated. Councillor P King proposed the Council delegate the allocation of funding to the F&GP Committee with a cap of three thousand pounds, seconded by Councillor Harris and **ratified** unanimously.

Action: F&GP

Planning Committee – updates including:

Draft minutes from the meetings held on the 18th September 2023 had been previously circulated.

HALLS – Updates including:

To receive an update regarding the ploughman hall custodian and consider any actions.

The Clerk gave an update regarding the system and confirmed the Insurers were happy for the Council to move forward with an automated system. Councillor P King proposed the Council accept the quotations for the remote system and the separated alarm system at a total one-off cost of £3,854 and annual charges of £259.50. The monies would be taken from Halls income and any left over from reserves. This was seconded by Councillor Clark and **ratified** unanimously.

Action: Clerk

To receive an update from the public hall working group regarding the future of the hall including consideration of a proposal for its future management and consider any actions.

This was ongoing. Quotes were being sought for various works needed. The Clerk confirmed that the expression of interest in the Cambridgeshire Priorities Capital Fund had been successful. The deadline for applications was the 15th December 2023.

Councillor Watson mentioned that a Historic Buildings grant may be worth looking at.

Action: Clerk

Cemetery – updates including:

Work to the cemetery wall was ongoing and had experienced some minor delays. The Clerk reported that she was liaising with the contractors and structural engineers regarding the join between the new wall and the old one.

Green & Boundaries – updates including:

To consider landowner agreement between Cambridgeshire ACRE and the Council regarding the habitat improvements on the Meadow Road site and consider any actions.

The agreement had been previously circulated. Councillor Law proposed the Council accept and enter the agreement and that he sign it on their behalf. Seconded by Councillor Watson and **ratified** unanimously.

Action: Clerk

Councillor Watson reported on various items under G&B including:

- Some damage to the gateway on Meadow Road which had been fixed.
- Quotation for additional works on the Meadow Road site at a cost of £1686 had been accepted from O Gawthrop and authorised by Councillors Watson and Law.
- A quotation for works on the Village Green trees at a cost of £640 had been accepted and approved by Councillors Watson and P King.
- The memory/wishing tree now appeared to have died and will be removed as part of the works listed in the above quote.

Leisure & Amenities - updates including:

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

The Clerk had submitted a small claims application, and the situation was ongoing. Councillor Law proposed the Clerk move forward with a CCJ, seconded by Councillor Clark, and **ratified** unanimously. The Clerk was asked to check the legal status with regards to both the contractor's and the Council's bills being paid.

Action: Clerk

Container on the Recreation Ground

Willingham Wolves were moving forward with the project and hoped to have things sorted in the next few weeks.

Dog Damage on the QEII Field

Since the installation of the camera the damage seems to have stopped.

MUGA Application

It was anticipated that the new planning application would be submitted in the next week or so.

171/23 To receive and ratify monthly accounts for payment.

Paid by Bank transfer

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|-----------------|-----------------------|--------------------|----------|
| Salaries | Salaries September | Salaries | £3599.44 |
| HMRC PAYE | PAYE | Salaries | £630.99 |
| Nest Pension | Pension September | Salaries | £146.16 |
| Buchans | Village grass cutting | Est | £3703.25 |
| Buchans | Weed Treatment | Halls/L&A/Cemetery | £124.14 |
| Andrew Deptford | Defib | Est | £94.74 |
| CAPALC | Training | Est | £75.00 |
| CAPALC | Training Est | Est | £75.00 |

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|-----------------------------|----------------------|--------------|----------|
| Nick Flower | Handyman | Est | £155.00 |
| Oliver Gawthroup | Sign Wildlife Meadow | G & B | £300.00 |
| S Dixon | Deposit Return | Halls | £100.00 |
| Jeremey Rogers | Deposit return | Halls | £100.00 |
| R M Browne | Deposit Return | Halls | £100.00 |
| <u>Paid by Direct Debit</u> | | | |
| British Gas | Electric Pavilion | L & A | £83.00 |
| British Gas | Electric Public Hall | Halls | £1.43 |
| British Gas | Electric Ploughman | Halls | £103.75 |
| Drax | Street Lighting | G & B | £4.82 |
| Co-op Phones | Mobile Phone | Will Hub | £10.20 |
| BT | Phone | Est | £95.00 |
| <u>Paid by Credit card</u> | | | |
| Post Office | Stamps | Est | £18.40 |
| Amazon | Tap | Cemetery/L&A | £22.47 |
| Giff Gaff | Phone | G & B | £6.00 |
| Civil Money Claim | Legal costs | Est | £115.00 |
| UK Venker ltd | Headset | Est | £22.93 |
| <u>Items to be Paid</u> | | | |
| Suds and Bubbles | Cleaning Pavilion | L & A | £241.00 |
| Suds and Bubbles | Cleaning Ploughman | Halls | £560.00 |
| Suds and Bubbles | Cleaning Office | Est | £40.00 |
| ACA Heating | Replace tap | Halls | £171.74 |
| Willingham PCC | Meetings | Est | £30.00 |
| PKF | Audit fee | Est | £1008.00 |

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

Action: RFO

172/23 Police update including:

Nothing to report.

173/23 To receive an update on HCVs and traffic issues and consider any actions including:

To receive and consider request for speed watch signage to be purchased.

Councillor Harris was still waiting to hear back from Cambs County Council and the Clerk had chased them.

174/23 Environment and Sustainability update including:

Nothing to report.

175/23 To consider meeting dates for 2024

Councillor Harris proposed the dates be agreed, seconded by Councillor Clark, and **ratified** unanimously.

176/23 Items for future meetings.

Quarterly budget statement

Public Hall future

177/23 Date of next meeting. 1st November 2023