

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 3rd July 2024
7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Harris, Hutchcraft, L King, P King (Chair), Mansfield, McKee, Watson

County Councillor: Councillor Gough

District Councillors: None

Parishioners: Three

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham (Minute Taker)

106/24 Apologies for absence

Apologies were received and ratified for Councillor Law and Councillor Smith due to a personal commitments and Councillor Ramsden, Councillor Moore and Councillor Barratt due to being unwell. Apologies were also received for District Councillor Handley.

107/24 Declarations of interest

The Deputy Clerk declared an interest relating to item 116/24, as her husband's invoice was listed for the works he had completed at the QE11 field.

108/24 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)

A Willingham resident and member of WAG (Willingham Action Group) addressed the Council. They confirmed that WAG was in support of the Parish Council's application for funding for the Wildlife Meadow on Meadow Road, and if WAG volunteers could help with any works on the site, they would be happy to. The resident then addressed the request for funding which was due to be discussed under item 115/24 regarding hedge laying. It was confirmed that the group had applied to the Community Chest for some of the funding and some of the volunteers would also contribute to the costs. The amount they were requesting from the Council was therefore £400 rather than the £1,500 stated in the proposal. Councillor Clark proposed that the Council support this application and grant the working group their updated request of £400.00. This was seconded by Councillor L King and **ratified** with six votes in favour and two abstentions.

Another member of the public addressed the Council as a member of the Carers Group (see item 115/24 F&GP). The group had been running for 12 years and is run by volunteers. Any attendees of the group are offered refreshments, free of charge. The group had been meeting in the waiting room of the Willingham Doctor's Surgery, however had now outgrown this space. The volunteers had been working on securing a new venue and had successfully secured a meeting room at Wilford Furlong. The resident confirmed that the space is being funded by the Doctor's Surgery and was an excellent space and is very much what the group needed. The first meeting had been held on the morning of 3rd July, and it was a great success. The new space had been well received by the attendees of the group. The Carers Group were requesting a grant of £100, to allow them to get speakers and other helpers to attend the group. It was confirmed that if the full £100 was not spend within a year, any funds left over would be returned to the Parish Council. The volunteers had identified that one of the biggest needs to the group attendees was assistance with filling out forms and this was something that the volunteers were looking into securing. Councillor Hutchcraft proposed that the Council support this application, this was seconded by Councillor Harris and **ratified** unanimously.

Adrian Wilkinson confirmed that he had applied for the vacant Councillor position. He had submitted his application and supporting statement to the Council and was willing to answer any questions Councillors had. No questions were raised.

109/24 To consider applications for co-option for the position of Councillor.

The Council voted by anonymous voting slips, which were then handed to the Clerk for verification. The Clerk confirmed that the Council had voted unanimously in favour of the co-option and Adrian Wilkinson was therefore requested to join the meeting but did not vote on items. Councillor Wilkinson signed his acceptance of office.

110/24 To receive and ratify minutes from the Council meeting held on the 5th June 2024.

Councillor Harris proposed the minutes be accepted as a true record of the meeting. This was seconded by Councillor Clark and **ratified** unanimously.

111/24 To deal with any matters arising from the meeting on the 5th June 2024 not elsewhere on the agenda.

None were raised.

112/24 To receive and consider County Council annual report and any other reports and communications not covered elsewhere on this agenda including:

The report was previously circulated and tabled at the meeting. Councillor Gough confirmed there was a forthcoming meeting on 18th July with several Clerks together with the Highways department. Councillor P King confirmed the Council had received correspondence from a resident regarding overgrown hedges and this would be addressed later on the agenda.

Councillor Harris raised the Proposed Over Road closure, which had been circulated to the Council on Monday. Councillor Gough confirmed that he had raised his concerns regarding the proposal, as had the Clerk.

113/24 To receive and consider District Council annual reports and any other reports and communications not covered elsewhere on this agenda, including:

No reports were received, due to the election period. No questions were raised for the District Councillor's.

114/24 Chair's report including:

To receive information regarding WAG event on the 14th July and consider any actions.

Councillors L King, Law and Barratt had confirmed to the office they were willing to attend the event. Councillor Watson confirmed that we could assist for an hour on the day. Draft documents had been created and circulated. The Clerk requested that Councillors provided their photographs, if they were willing to, for the 'Who we are and what we do' document.

Action: All/Clerk

The Chair also mentioned correspondence that had been received from a resident regarding overgrown hedges in the village. Councillor Gough confirmed this was a big issue and encouraged the Council to report any complaints they received. The Chair confirmed the Council would include this in the Willingham News report this month and the Office would also reply to the resident, explaining to them this is the responsibility of the County Council and the Parish Council had no powers in this area, however if the resident could be specific with properties/areas, the Parish Council would be able to report it to the County Council. The Chair also suggested that the power to enforce the cutting of trees/hedges could be passed to the Parish Council who are much closer to the issues as they arise. Councillor Gough did not think this was something that would happen.

Action: Clerk

115/24 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 regarding the Asset of Community Value application and consider any actions

The Parish Council had received correspondence requesting further information and whether the Parish Council intended to purchase the site if the Asset of Community Value was granted. The Office had confirmed that this was not the intention of the Parish Council, however, they were aware of a group within the village who were looking into funding options available to them and a plan for the site. A response to the application should be received by 10th July.

To receive an update on flooding in the village and consider any actions.

Councillor P King confirmed that he had attended a zoom meeting with Anglian Water on Friday. A local resident who is assisting the Council regarding flooding, also attended the meeting. Councillor King confirmed Anglian Water were doing everything within their powers to make sure that all their assets (eg Pipes, Pumping Stations etc) were operating at the correct capacity.

Anglian Water had confirmed that most problems had been weather related and the water table reference point was reading 10m higher than this time last year. They confirmed that if we received similar weather conditions this winter, they could not guarantee that the village would not suffer similar flooding again.

Councillor King thanked the local resident for all their continued help and support with regards to flooding matters in the village.

To consider utility contract quotations received

A summary and comparison of the quotations received was tabled. The Clerk apologised that this was late being presented to the Council, however, prices changed daily, and the office wanted to be able to present the most up-to-date information possible. Only one broker had managed to quote for both the streetlights and the utilities. This would bring both contracts into the same time frame and renewals would be at the same time in the future. Councillor P King proposed the Council accept the prices from Energy Prices Direct. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

To appoint vacant council representative roles and positions (Halls Deputy)

The Clerk confirmed that Councillor Todd had expressed an interest in the role but had not formally confirmed whether he intended to take it on. The Council agreed that the Clerk should speak to Councillor Todd, and if he wished to take on the role he did so if not.

Action: Clerk

To receive an update on the Community Lifelines and consider any actions

The Clerk provided an update to the Council confirming that any lifelines which had not been transferred to Sanctuary remotely, would remain with South Cambridgeshire District Council until the transfer completed. This was to ensure that residents were not left without the lifeline service. The Clerk also confirmed that all fourteen lifelines were now allocated to residents and if the office received any further requests, they would be added to a waiting list.

A resident had expressed their thanks to the Parish Council and Sanctuary for the lifeline service.

To receive information from the RFO on Alternative Bank Accounts and consider any actions

Councillor P King had requested further information on the bank accounts. The Council wanted to know if the £85,000 cover offered by banks is per account, and whether there are alternative options the Council could look into for their reserve funds such as trusts/bonds etc.

Action: RFO/Clerk

To receive the proposal from Willingham Carers Group and consider any actions

This item was taken under the Public Forum. Councillor Hutchcraft proposed that the Council support this application, this was seconded by Councillor Harris and **ratified** unanimously.

Action: Clerk

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 18th June 2024

Councillor Harris confirmed the minutes had been circulate to the Council. No questions were raised.

HALLS – Updates including:

To receive an update regarding the 2014 PHUC agreement due to expire in December 2024 and consider any actions

Councillor Clark confirmed the notes from the meeting had been circulated and the identified actions were being carried out.

To receive an update regarding the Public Hall and consider any actions

Councillor Clark confirmed he had met with Coulsons last week regarding the quotation they had provided. Coulsons were viewing the quotation and Councillor Clerk would circulate it to the Council when he had received it.

Action: S Clark

To receive an update regarding Willingham Youth Trust user agreement due to expire February 2025 and consider any other actions.

This matter was ongoing.

To receive an update on storage at the Ploughman Hall and consider any actions

This matter was ongoing.

Cemetery – updates including

To receive an update regarding the grass cutting and maintenance at the Cemetery and consider any actions

Councillor Mansfield confirmed that herself, Councillor P King and Councillor Law had approved an extra cost of £600.00+VAT, under their powers, for the grass cutting contractors to complete extra work in the Cemetery in order to

bring it back to an acceptable standard. This work was completed, and positive feedback had been received from members of the public.

Councillor Mansfield expressed her thanks to the Contractor and his team for their hard work in the Cemetery and to the office staff for their hard work managing complaints and concerns regarding the Cemetery.

To receive an update on the Cemetery Gate repairs (Lane Stile) and consider any actions

Councillor Mansfield confirmed that quotations received had been circulated to the Council. Councillor Mansfield proposed the Council accept the quotation from Cottage Forge for £1,450.00. This was seconded by Councillor Clark and **ratified** unanimously.

Action: Clerk

To receive an update on the tree works for the Cemetery and consider any actions

Councillor Mansfield confirmed that the quotations had been circulated. The quotations received were within her spending authority powers and having been approved by Councillor P King, she would therefore be accepting the quotations.

Action: Clerk

Green & Boundaries – updates including:

To receive an update regarding the Ringers Rest Mural and consider any quotations/actions.

Councillor P King confirmed that he had spoken with the resident concerned, and they did not wish to proceed with the Mural.

To receive an update on the Grass Cutting at the Community Orchard

The Clerk confirmed that there had been some confusion relating to this. The existing volunteer who currently cuts the Community Orchard had confirmed they were happy to continue for this year but did not wish to carry on next year. Therefore, the contractor would carry on with this work next year, in line with the quotations received at last month's meeting.

To receive the Funding Request from the Willingham Orchard Working Group to lay the South hedge of Willingham Orchard - £1,500.00

This item was taken under the Public Forum. Councillor Clark proposed that the Council support this application and grant the working group their updated request of £400.00. This was seconded by Councillor L King and **ratified** with six votes in favour and two abstentions.

Action: Clerk

Leisure & Amenities - updates including:

To receive an update on the Wolves application to the FA for pitch improvement and any other improvements to the recreation ground.

The office had signed the document and had notified the Willingham Wolves of this. No further updates were provided.

To receive an update regarding Pavilion storage and consider any actions.

Councillor L King confirmed that the Willingham Wolves did not get their application in before the deadline, and therefore they would have to submit it into the next 'round.'

The Wolves were hoping that the container would be in place for the new season in September.

To receive an update on new land opportunities and consider any actions

Councillor L King confirmed that the office had written to some owners of land within the village, but no response had been received.

Councillor Harris also confirmed that there was another Willingham Combined Charities meeting next week or so, at which he would raise the point of the land owned by the Charity and report back to the Council.

Action: Councillor Harris

To receive an update on the Fire Risk Assessment and consider any actions

The actions from the Fire Risk Assessment were circulated to the Council.

The Council agreed these works needed to be completed and therefore with regards to the electrical work at the Public/Ploughman Hall would be paid from the Halls budget and the electrical work to be completed at the Pavilion, would be taken from the L&A Budget. If either budget did not have the appropriate funds, the remainder would be taken from

either reserves or establishments. It was proposed by Councillor Clark, that inline with this, the quotation provided by Clive Bass be accepted. This was seconded by Councillor McKee and **ratified** unanimously.

Action: Clerk/RFO

With regards to the Fire Doors at the Public Hall, it was confirmed this should be taken from the Halls budget. If there were not enough funds in the Halls budget, the remainder would be taken from either reserves or establishments. It was proposed by Councillor McKee, that in line with this, the quotation provided by Spectrum be accepted, this was seconded by Councillor Clark and **ratified** unanimously.

Action: Clerk/RFO

To receive the ROSPA Repairs quotation and consider any actions

Councillor L King confirmed that the repairs to some of the QE11 equipment had been received and circulated. Councillor L King proposed that the quotation be accepted. This was seconded by Councillor McKee and **ratified** unanimously.

Action: Clerk

To receive a proposal on the employment of a consultant to progress the MUGA project and consider any actions

Councillor L King confirmed that herself and the Deputy Clerk had a zoom meeting with Michael Carter. Michael explained the tender process and what he would do for the Council with regards to this. Michael's fee would be between £3,000.00 - £3,500.00 and this would be taken from the Section 106 monies allocated to the MUGA.

Councillor L King proposed that the Council accept Michael's quotation of his fees and services. This was seconded by Councillor McKee and **ratified** unanimously.

Action: Clerk

116/24 To receive and ratify monthly accounts for payment

Items paid by bank transfer:

Salaries	May 2024	Salaries	£4320.74
HMRC	May 2024	Salaries	£ 667.77
Nest Pension	May 2024	Salaries	£ 191.91
Clements/Joseph	Hall Refund	Halls	£ 339.00
Buchans	Village cuts May 24	Est	£ 725.62
Buchans	Village Cuts April 24	Est	£ 675.22
J B Sweet	Tree ties Orchard	G & B	£ 13.20
Aplas Windows	Ploughman liners	Halls	£ 636.00

Items paid by Card:

Amazon	Fluorescent tube	Halls	£ 19.35
Post Office	Stamps	Est	£ 27.00
Amazon	Hand towels/soap	Halls	£ 33.97

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
Old West Drainage	Rates	Est	£ 85.47
O S Gawthrop	Grass cutting orchard/Meadow Rd	Est	£1214.40
CBE Ltd	Extractor hood pavilion	L & A	£ 108.00
City of Ely Council	RPII Course	Est	£ 342.00
A J King	Verti drain Rec	L & A	£ 618.00
ACA Heating	Replace taps/blending valve	L & A	£ 669.18
Atlas Tree Surgery	Fallen Branch Rec	L & A	£ 120.00
Ben Rudderham	QE11 Gate repairs	L & A	£ 500.00
The Lawncare Company	Cricket Club Lawn Treatment	L & A	£ 48.00
M C Garden Maintenance	Grass Cutting	Est	£2,364.00
Aztek Services	CCTV	Est	£ 117.60

Councillor Harris proposed the accounts be accepted as listed. This was seconded by Councillor L King and **ratified** unanimously.

Action: RFO

117/24 Police update including:

Councillor Hutchcraft confirmed there had been several reports of damaged tyres on Facebook, and he would be following up with this. The Clerk confirmed that residents should be encouraged to report any incidents to 101.

Action: J Hutchcraft

To consider proposal for changes to the police liaison role.

Councillor Hutchcraft confirmed his proposal had been circulated. He therefore proposed the Council accept the proposal document. This was seconded by Councillor Clark and **ratified** unanimously.

Action: Councillor Hutchcraft

118/24 To receive an update on HCVs and traffic issues and consider any actions including:

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

Councillor Harris confirmed that Highways had raised some questions regarding the survey conducted by the Council and the Clerk had responded to them.

To receive an update on the minor highways bid application and consider any actions.

Councillor Harris confirmed he had received notification that this would be taken to the September Highways meeting for discussion.

To receive an update on the Convex Traffic Mirror at the junction of West Fen Road and consider any actions

The Clerk confirmed this had been raised with the County Council and we were awaiting a response.

Action: Clerk

119/24 Environment and Sustainability update including:

Councillor Harris and Councillor L King attended a zoom meeting re buses. The option to combine the 1A and 5A was discussed together with extending 8 from Cottenham to Willingham.

To receive an update on the CCC Electric Vehicle Charging points and consider any actions

The Clerk confirmed the office had responded to register the Council's interest, but nothing further had been received.

To receive an update on the Shared Prosperity Fund Year 2 Application and consider any actions

The Council agreed to complete the Application, there would be no cost implications to the Council for this.

Action: Clerk

120/24 Items for future meetings.

Bank Accounts

Public Hall

Land

Asset of Community Value

Flooding

Recreational land

20mph scheme

Minor Highways bid

EV Charging

121/24 Date of next meeting

7th August 2024