

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 7th August 2024 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Barratt, Clark, Harris, Hutchcraft, L King, Law (Chair), Mansfield, Ramsden, Todd, Watson, Wilkinson
County Councillor: None
District Councillors: None
Parishioners: One

Clerk: Mandy Powell
Deputy Clerk and minute taker: Amy Rudderham
RFO: Sarah Rutherford

122/24 Apologies for absence

Apologies were received and accepted from Councillors McKee and P King due to personal commitments. Apologies were also received from District Councillor Handley and County Councillor Gough.

123/24 Declarations of interest

130/24 – Clerk and Deputy Clerk declared an interest as the proposal related to their working patterns and the Deputy Clerk's pay.

124/24 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

There was one member of the public present, who expressed their concern with the parking on Fen End and Church Lane. They confirmed there had been instances where buses were unable to get through due to how cars were parked. The Chair confirmed as this was a Highways issue, the Parish Council had no authority. However, the Chair asked the office to contact County Councillor Gough to make him aware of the situation. The Clerk also confirmed the office would contact Stagecoach and ask them, if they had not already done so, to report the incidents to the County Council too. The resident present confirmed that they had reported the matter to highways also. Councillor Watson confirmed that on one occasion himself and Councillor Moore had to assist a bus in reversing back onto Earith Road, as they could not get through due to parked cars.

Action: Clerk

The same resident also queried whether there was any update on Community Speedwatch signage. Councillor Harris confirmed that he was still waiting to hear, but he would continue to chase and provide an update as soon as one was received.

Action: Councillor Harris

125/24 To receive and ratify minutes from the Council meeting held on the 3rd July 2024.

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor L King, and **ratified** with eight votes in favour and three abstentions due to not being present at the meeting.

126/24 To deal with any matters arising from the meeting on the 3rd July 2024 not elsewhere on the agenda. None raised.

127/24 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

A report was received from County Councillor Gough, circulated to all Councillors and tabled at the meeting.

Councillor Watson raised a concern over residents parking along Over Road for the proposed Road Closure. The Clerk confirmed that a leaflet drop had happened to residents in the area, so residents would be aware of the road closure.

128/24 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Reports were received from District Councillors Handley and Lentell, circulated to all Councillors and tabled at the meeting. No questions were raised relating to either report.

129/24 Chair's report including:

To receive correspondence regarding Cambridgeshire County Council's (CCC) consultation regarding Active Travel Hierarchy and consider any actions.

Correspondence previously circulated to full Council. Councillor L King queried whether the Council should respond with regards to the cycle track which was in need of maintenance. Councillor Law confirmed he would respond on behalf of the Council and would mention this. If anyone else had any points to include, to notify Councillor Law.

Action: Councillor Law/All Councillors

To receive information regarding CCC proposed action plan to support community energy and consider any actions

Correspondence previously circulated to full Council and noted. Councillor Law also agreed to complete the survey and input from Councillors should be passed to him by 10th August.

130/24 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 and ratify minutes of the F&GP Meeting held on the 18th July 2024

Councillor Todd proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Clark and **ratified** with six votes in favour and five abstentions due to not being present at the meeting.

To ratify recommendations from the above meeting.

Councillor Harris proposed the Council approve the proposed changes to the office working arrangements of the F&GP Committee's proposal. This was seconded by Councillor Ramsden and **ratified** unanimously.

Action: Clerk

Councillor Harris also proposed the Council approve the proposed increase to the Deputy Clerk's salary of the F&GP Committee's proposal. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

To receive and consider proposal from the RFO on Alternative Bank Accounts.

The proposal had been previously circulated to full Council. Councillor Hutchcraft proposed the Council follow the proposal from the RFO. This was seconded by Councillor Clark and **ratified** unanimously. It was agreed that the RFO would proceed with opening an account and the F&GP committee would meet to consider how the funds should be distributed within it.

Action: RFO

To receive and ratify biodiversity policy and action plan.

In line with recent legislation a biodiversity policy and action plan was created to complement the work that the Council had already been carrying out. Councillor Law proposed the Council approve the Policy and Action Plan. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk

To receive an update regarding the Asset of Community Value application and consider any actions

The Chair advised the Council that the application had been successful and the owner had notified South Cambs District Council of its intention to dispose of the asset.

The Clerk was asked to ascertain whether SCDC were notified of people intending to purchase the site.

Action: Clerk

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

Councillor Law confirmed the Office had written to the new MP and were in the process of trying to arrange a meeting with Ian Sollom MP, Anglian Water, Environment Agency and representatives of the Parish Council.

Action: Clerk

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 8th July and 31st July 2024.

Minutes had been previously circulated and noted.

HALLS – Updates including:

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

The PHUC had returned their comments on the new booking forms and these would be looked at by the working group.

To receive any other updates regarding the Public Hall and consider any actions

Councillor Clark had met with contractors regarding quotations for the windows, damp proofing and drainage and provided a list of the quotations received. Councillor Clark was concerned regarding black mould which had been identified on an internal door which was for the electric cupboard. Councillor Clark requested the Office look into obtaining quotations for replacing the door identified.

Councillor Clark confirmed that in light of the quotations received, he would provide a full proposal at the next Council meeting but was open to discussions with Councillors in the meantime if anyone had any thoughts on the matter.

Action: Councillor Clark/ Clerk

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

The Clerk had received some requests from WYT regarding the new arrangements for next year and the working group would be looking at and liaising with WYT.

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

The Strategic Facilities Working Group had prepared a proposal to the Council, which had been tabled. Councillor Clark proposed the Council accept the proposal and accept the quotation provided by A J Group. This was seconded by Councillor Harris and **ratified** unanimously.

Action: Clerk

To receive any other updates regarding the Ploughman Hall

None provided.

Cemetery – updates including

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

Councillor Mansfield confirmed that Cottage Forge had confirmed they would begin the repairs during the third week of August, and had confirmed the works would be completed by the first week of September at the latest.

To receive any other cemetery updates and consider any actions.

Councillor Mansfield confirmed the office were in the process of obtaining quotations relating to the two large 'obelisk' memorials in the cemetery which had been identified as being unsafe.

Action: Clerk

Councillor Harris raised a concern regarding the grass cutting. The Clerk confirmed she had liaised with the contractor and the Cemetery Grass will be back to an acceptable standard by the end of the week. The contractor apologised profusely about the grass cutting and confirmed that this was due to some staffing issues they had had.

Councillor Mansfield also confirmed that the Topple Testing works had been completed and the next Topple Test would be due in five years time.

Councillor Harris also confirmed to the Council that the Church Clock had been serviced two weeks prior.

Green & Boundaries – updates including:

Councillor Watson confirmed that the grass cutting at the Community Orchard and Meadow Road was now complete. The invoice had been received and the RFO confirmed that she would settle the invoice.

Action: RFO

Councillor Watson confirmed that the supportive wire for the Christmas lights on the Village Green had been removed by two children. A member of the public had interrupted them, and retrieved the wire which was now with Councillor Watson. Councillor Watson and Councillor Clark confirmed they would reinstate the support wire. The Clerk confirmed the office had reported the incident to the police and were awaiting an update.

Action: Councillor Clark and Councillor Watson

Leisure & Amenities - updates including:

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

Councillors Law and Harris confirmed they approached the Combined Charities regarding the piece of land near the recreation ground, which may be suitable for extra football pitches. The Combined Charities had confirmed they would be open to discussion regarding this.

It was agreed the office would formally write to the Combined Charities regarding the land.

Action: Clerk

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

Councillor L King confirmed she and the Clerk had met with Michael Carter, the Consultant for the tendering process, at the proposed site for the MUGA. Michael's measurements of the MUGA came out further into the recreation field than Councillor L King had first anticipated. The current plans are for two tennis courts and two netball courts. Councillor L King was going to look into the pros and cons of reducing the size of the MUGA and will liaise with the Clerk on this.

The Council agreed to Councillors L King, Law and Clark to make the final decision on the size of the MUGA on behalf of the Council. This motion was proposed by Councillor L King, seconded by Councillor Hutchcraft and **ratified** unanimously.

Action: Clerk/L King/Law/Clerk

131/24 To receive and consider quarterly budget statement.

Councillor Watson proposed the quarterly budget statement be accepted, seconded by Councillor Mansfield and **ratified** unanimously.

132/24 To receive and ratify monthly accounts for payment

Paid Items:

Salaries	July 2024	Salaries	4953.72
HMRC	PAYE	Salaries	961.72
Nest Pension	Pension	Salaries	264.44
Mick George	Skip Hire	L&A	270.00
Drax	Street Lighting	G & B	18.65
C Littlefair	Halls Deposit	Halls	100.00

Items paid by credit card

Amazon	Camera & Insurance	G & B	121.28
Amazon	Stationery	Est	53.46
Amazon	Padlocks	Halls	16.98

Items to be paid by BACS:

Suds & Bubbles	Cleaning Ploughman	Halls	560.00
Suds & Bubbles	Cleaning Pavilion	L & A	241.00
Suds & Bubbles	Cleaning Office	Est	40.00
Willingham PPC	Meetings	Est	90.00
Konica Minolta	Photocopier	Est	166.45
CBE Ltd	Bowls club RCD	L & A	84.00
Roger Mason	Manhole key	Est	16.99
A J King	Spraying rec Fields	L & A	1020.00
Atlas Tree Surgery	Pyrethrum Way	G & B	276.00
Atlas Tree Surgery	Cemetery tree works	Cemetery	516.00
ACA Heating	Disabled toilet	L&A	52.79
CAPALC	Annual Conference	Est	75.00
Proludic	Replacement parts	L&A	£583.26

Councillor Todd proposed the accounts be accepted as listed, this was seconded by Councillor Ramsden and **ratified** unanimously.

Action: RFO

133/24 Police update including:

Councillor Hutchcraft encouraged Councillors to complete the Crime Commissioner survey referred to in Councillor Handley's report.

134/24 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.

Ongoing – nothing new to report.

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

Ongoing – nothing new to report.

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

Councillor Harris confirmed that Highways won't allow a Convex Traffic Mirror on their land, however they may be put on private property. Councillor Harris confirmed that the post already in place, was on the pavement and therefore on County Council Land, so was not able to be used.

135/24 Environment and Sustainability update including:

Councillor L King confirmed that the funding application had been submitted in relation to Meadow Road, but nothing had been received yet.

136/24 Items for future meetings.

Public Hall

Flooding

Public Hall User Committee Agreement

Willingham Youth Trust Agreement

Cemetery Memorials

MUGA

Recreation Land

Insurance

137/24 Date of next meeting

4th September 2024

Meeting closed at 21.03.