

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 4th September 2024 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Barratt, Harris, L King, Law (Chair), McKee, Moore, Ramsden, Watson, Wilkinson

County Councillor: None

District Councillors: None

Parishioners: None

Clerk: Mandy Powell

Deputy Clerk and minute taker: Amy Rudderham

138/24 Apologies for absence

Apologies were received and ratified from Councillors Clark, Hutchcraft, Smith, P King, and Todd due to personal commitments and Councillor Mansfield due to being unwell. Apologies were also received from County Councillor Gough and District Councillor Handley.

139/24 Declarations of interest

147/24 – Deputy Clerk declared an interest as her husband's invoice was listed for works he had completed to the QE11 gate post.

140/24 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)

None present.

141/24 To receive and ratify minutes from the Council meeting held on the 7th August 2024.

Councillor Watson proposed the minutes be accepted, this was seconded by Councillor Barratt and **ratified** with seven votes in favour and two abstention due to not being present at the meeting.

Action: Clerk

142/24 To deal with any matters arising from the meeting on the 7th August 2024 not elsewhere on the agenda.

None.

143/24 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

Councillor Gough's report had been received, previously circulated and tabled.

Regarding the Government review of transport referred to in Councillor Gough's report, Councillor P King had expressed concern to the Chair that the B1050 could be impacted by the review. It was agreed that the Clerk would write to Councillor Gough to raise the Council's concerns.

Action: Clerk

Some discussion took place between Councillors regarding the buses, but this item was on the Agenda under Chair's report and would be addressed there.

144/24 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Councillor Handley's report had been received, previously circulated and tabled. Councillor Law had noted that parking enforcement had only visited Willingham once and perhaps once schools were up and running again, they could visit again.

Correspondence had been received from District Councillor Lentell with regards to a resident complaint about parking at Bourneys Manor Close. The Clerk would advise the resident to contact the police on 101, as the issue raised was illegal. The Clerk confirmed she would also pass the concern to Enforcement to request if there was any action they could take.

Action: Clerk

145/24 Chair's report including:

To receive and consider invitation from Fen Edge Twinning Association to and their French visitors reception on the 1st November 2024.

Councillors Watson and Moore confirmed they would attend this event.

Action: Councillors Watson and Moore

To receive and consider invitation from Cambridgeshire & Peterborough Combined Authority regarding Bus Franchising Consultation and consider any actions.

Councillor Harris confirmed he would attend this event at Duxford.

Action: Councillor Harris

To receive information regarding the potential closure of the Post Office and consider any actions.

The Council agreed to keep an eye on the situation as it developed. At present the building is for sale and the Post Master was due to retire.

146/24 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

F&GP Committee – updates and actions to be taken, including:

To receive and ratify quotations for Parish Council's insurance renewal and consider any actions.

Three quotes were sought and only two had been received. Councillor Law proposed the Council accept the quotation received from Clear Insurance. Councillor Law also proposed the Council proceed with the three year contract. This was seconded by Councillor Watson and **ratified** unanimously.

Action: Clerk

To receive and ratify external audit report and consider any actions.

Councillor Watson proposed the Council formally accepted the External Audit report. This was seconded by Councillor Harris and **ratified** unanimously.

Action: Clerk

To receive notification of the intention of the RFO to step down from her role with the Council and consider any actions.

Councillor Law proposed the Council pass the responsibility of the recruitment process to the F&GP Committee for them to action. This was seconded by Councillor Wilkinson and **ratified** unanimously.

Action: Clerk

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

A remote Multi Agency meeting was scheduled for Thursday 5th September 2024. Councillor Law confirmed he would be attending the meeting.

Action: Councillor Law

Planning Committee – updates and actions to be taken, including:

To receive draft minutes from the meeting held on the 14th August 2024 and consider any actions.

Councillor Harris confirmed the draft Minutes had been circulated to the Council. Councillor Harris also confirmed that Councillor Todd had attended the South Cambridgeshire District Council Planning Meeting with regards to the proposed Meadow Road development. South Cambridgeshire District Council approved the proposal.

HALLS – Updates and actions to be taken, including:

To receive and consider a proposal regarding the public hall future and works potentially needed

This item was deferred until the October meeting as Councillor Clark had sent his apologies for the September meeting.

Action: Councillor Clark

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

The Clerk confirmed this item was still ongoing and she was liaising with PHUC regarding the booking forms.

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

The Clerk confirmed the Deputy Clerk was in the process of obtaining quotations for the replacement of the internal door under the stairs. This was ongoing and would be added to the Agenda for next month.

Action: Deputy Clerk

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

The Clerk confirmed this matter was still ongoing.

To receive and consider the additional proposal from the Strategic Facilities Working Group

Councillor Law proposed the Council accept the proposal from the Strategic Facilities Working Group for the additional work to the small kitchen, this was seconded by Councillor McKee and **ratified** by eight votes in favour and one abstention.

Action: Deputy Clerk

To receive any other updates regarding the Ploughman Hall

The Clerk confirmed the five year electrical survey had been carried out on all Parish Council owned buildings. The requested remedial work required in the Ploughman Hall had been completed and all buildings were now fully compliant. The survey would need to be carried out again in another five years' time (2029).

Action: Clerk

Cemetery – updates and actions to be taken, including:

To receive an update regarding large memorials that need to be laid down and consider any quotations/actions.

The Council requested this item be added to next months' Agenda for consideration when the appropriate references could be obtained.

Action: Deputy Clerk

Green & Boundaries – updates and actions to be taken, including:

Councillor Watson confirmed there was a Community Forum meeting in Northstowe on 11th September. Councillor Watson confirmed that he and Councillors Ramsden and Moore would attend the meeting.

Action: Councillors Watson, Ramsden and Moore

Leisure & Amenities – updates and actions to be taken, including:

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

The Clerk confirmed she had written to Willingham Combined Charity and was awaiting a response. Councillor Harris confirmed the next Combined Charity meeting was due to be held on 10th October.

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

Councillor L King confirmed that following a meeting with resident volunteer Monday, they were considering reducing the MUGA to one netball court, one tennis court and one padel court. Councillor L King confirmed discussions with planning were ongoing as to the permission needed for the changes.

Councillor L King also confirmed that work was ongoing regarding the Tender document and it would hopefully soon be ready for sending out.

147/24 To receive and ratify monthly accounts for payment

Paid Items:

Salaries	August	Salaries	4321.27
PAYE	August	Salaries	734.91
Nest Pension	August	Salaries	198.04
Sports & Play Con	MUGA	S106/L & A	3500.00
CBE	Fire Risk Assessment	L& A/Halls	5544.00
CBE	Fault Youth Center	Halls	240.00
CBE	PAT Testing	Est	148.08
Baruch	Speedwatch Batt	Est	237.50
PKF	Audit 2023/24	Est	756.00
MC Grden Maint	Grass cutting	Est	1884.00
O S Gawthrop	Grass cutting	Est	1454.40

Items paid by credit card:

Amazon	Headset	Est	43.98
Amazon	SD Cards	Cemetery	15.99
Garrison Locks	Pavilion Keys	L & A	56.09
Amazon	Cable ties	L & A	8.79
Amazon	Stationery - Paper	Est	18.50

Items to be paid by BACS:

Suds & Bubbles	Cleaning	L&A/Halls/Est	841.00
Cromwell Fire	Ploughman fire ext	Halls	384.12
Cromwell Fire	Pavilion fire ext	L & A	296.08
Cromwell Fire	Public Hall alarm Halls/	L & A	489.48
RS Memorials	Topple Test	Cemetery	496.80
A R Aspinnall	Steel Chain	L & A	17.23

PPL/PRS	Licence	Halls	700.90
Briar Security	Ploughman Door	Halls	107.40
5 Folds	Octagon Hire	Est	45.00
Ben Rudderham	QE11 Gate	L & A	500.00
Peacock Farms	Bowls Club Platform	L & A	288.00
The Lawn Care Company	Fertilizer	L & A	48.00
RPM	QE11 Equipment	L & A	4560.00

Councillor Harris proposed the accounts be accepted and paid as shown. This was seconded by Councillor Ramsden and **ratified** unanimously.

Action: RFO

148/24 Police update including:

The Clerk confirmed a complaint had been received from a resident regarding anti-social behaviour on Hereford Way. The Clerk confirmed she had advised the resident to report the matter to the police on 101, and had also notified Councillor Hutchcraft.

Councillor Harris also confirmed the Police had completed a Speedwatch on Earith Road last week.

149/24

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

Nothing new was reported.

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

Councillor Harris confirmed that the proposed scheme was due to be discussed at the County's October Committee meeting.

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

Councillor Harris confirmed that County Council Committee were not meeting until October, and therefore did not expect to hear further until early November.

Councillor Harris also confirmed that he was liaising with Cambridgeshire County Council regarding Speedwatch signs.

150/24 Environment and Sustainability update including:

Nothing to report.

151/24 Items for future meetings.

Public Hall
 Barton Field gate
 New land opportunity
 WYT Agreement
 Cemetery – Large Memorials

152/24 Date of next meeting

2nd October 2024

Meeting closed at 20:36.