

# WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall, West Fen Road, Willingham  
Cambridge, CB24 5LP, Tel: 01954 261027

Email: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk) Website: [www.willinghamparishcouncil.gov.uk](http://www.willinghamparishcouncil.gov.uk)

Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 2nd February 2022 at 7.30pm in the Octagon at St Mary and All Saints Church, Church Street, Willingham

Present: Councillors: Clark, Law (Chair), Mansfield, McKee, Rogers, Smith, Watson, Welton, Hutchcraft  
Parishioners: Six Clerk: Mandy Powell

---

## **01/22 To receive apologies for absence.**

Apologies were received and ratified from Parish Councillors, Harris (unwell), P King (personal commitment) and L King (personal commitment) Apologies were also received from County Councillor Gough and District Councillor Handley.

## **02/22 Declarations of interest.**

Item 10/22 F&GP - Fees – Councillor Smith declared an interest as secretary of the Wolves and Councillor Law declared an interest as secretary of the Badminton Club. Neither Councillor took part in the discussion or vote on this item.

## **03/22 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.**

A representative from the Beer Festival Group summarised the plans for the festival this year and asked the council to approve it being held at the same cost as previously. It was agreed that the event could go ahead and Councillor Smith would review the charges and get back to the group.

**Action: J Smith**

A resident raised concerns regarding the lack of drain clearance in the village. Despite continual reporting to Cambridgeshire County Council since 2019 their issues had still not been resolved. The Clerk was asked to follow up with Councillor Gough.

**Action: Clerk**

The Same resident also raised concerns regarding the junction at the Porterhouse and the loss of road markings showing the cycle box. The Clerk was asked to follow this up with Councillor Gough.

**Action: Clerk**

## **04/22 To consider applications for co-option to the position of Councillor.**

Votes were taken and Councillor Law proposed that Deborah Ramsden be co-opted, seconded by councillor Watson and **ratified** unanimously.

**Action: Clerk**

## **05/22 To approve the minutes of the Parish Council meeting held on the 1<sup>st</sup> December 2021.**

Councillor Watson proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Mansfield and **ratified** with seven votes in favour and two abstentions due to not being at the meeting. The Chair signed the minutes

## **06/22 To deal with any matters arising from the minutes of the meeting on the 1<sup>st</sup> December 2021 not covered elsewhere on the agenda.**

195/21 – Village Signs – still outstanding

195/21 – Asset of Community Value – still ongoing - the Clerk is waiting for requested information.

**Action: Clerk**

## **07/22 To receive and consider any County Council reports and communications not covered elsewhere on this agenda.**

Councillor Gough was not present, but his report had been circulated. The Clerk was asked to chase Councillor Gough regarding the various outstanding County actions.

**Action: Clerk**

## **08/22 To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:**

Councillor Handley was not present, but his report had been circulated. It was noted that the report stated one Digital Champion name had been put forward from Willingham. The Clerk was asked to reconfirm that she and the Chair had previously put their names forward.

**Action: Clerk**

**09/22 Chair's report including:**

Update on Finding Fitness correspondence

The Clerk had been asked to obtain further details of Finding Fitness and had circulated this to Council. It was agreed to contact the primary school to ascertain whether they have had contact with the scheme and the Clerk was asked to contact the scheme directly for more information. Councillor Clark agreed to liaise with the group and report back.

**Action: S Clark/Clerk**

Update on public meeting with Cambridge Water

The Clerk had spoken to Cambridge Water and a meeting had been pencilled in for April 20<sup>th</sup>. This date may change dependent on when the contract is placed.

Update on recent request for financial support for the Church

The Clerk had obtained confirmation of the legislation barring Council from supporting the Church financially and had written to the resident concerned.

Update on Councillor vacancies

The Council currently had three vacancies (prior to this evening's co-option) and District Council had confirmed that the vacancy caused by the resignation of Jo Pilsworth could be filled by co-option. Both remaining vacancies would be advertised.

**Action: Clerk**

**10/22** 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 approve minutes of the Meeting held on the 26<sup>th</sup> January 2022.

Councillor Smith proposed the minutes be accepted as true record of the meeting, seconded by Councillor Watson and **ratified** with four votes in favour and five abstentions due to not being at the meeting. The Chair signed the minutes

To consider committee recommendations from their meeting on the 26<sup>th</sup> January including:

The annual review of the Asset register, Council risk assessments, committee responsibilities, fees and policies.

Councillor Hutchcraft proposed the Council agree the recommendations made by the F&GP committee, seconded by Councillor Mansfield and **ratified** with seven votes in favour and two abstentions due to declaration of interests. The committee had also considered the recruitment of a Deputy Clerk. It was agreed that Councillor P King would look at other options prior to a decision being made. He and the Chair had met with the office staff and Councillor King confirmed he would not be putting an alternative option forward. The matter would now be added to the March Council agenda for consideration.

**Action: Clerk**

Planning Committee – updates including:

To receive and note draft minutes from meetings held 15<sup>th</sup> December 2021 and 18<sup>th</sup> January 2022.

Previously circulated and noted.

To consider committee recommendation to reduce membership to six.

Councillor Smith proposed the Council implement the recommendation made by the planning committee, seconded by Councillor Welton and **ratified** unanimously.

**Action: Clerk**

HALLS – Updates including:

Report previously circulated. Councillor Smith confirmed that he had met with the Public Hall User Committee who had raised concerns about the condition of the building and the amount of improvements that were needed. Councillor Smith agreed to look at options and costings and report back to the Council.

**Action: J Smith**

It was also noted that the Salvation Army Hall was currently up for sale.

To consider request for the annual Beer Festival to held in the Ploughman Hall in 2022.

This was taken under the public forum (item 03/22)

Cemetery – updates including

To consider quotations received for the removal of the tree by the Social Club.

Quotations had been received and previously circulated. Councillor Mansfield proposed the Council accept the quotation from Austen Tree Care for £2350 plus VAT. Seconded by Councillor Hutchcraft and **ratified** unanimously.

**Action: Clerk**

Green & Boundaries – updates including:

Report previously circulated and Councillor Watson reported that the hedgerow on site would be planted over the next few days with plants kindly donated by a parishioner. There had been various incidents of flytipping and the Clerk was asked to report these to South Cambridgeshire District Council.

**Action: Clerk**

To receive an update regarding the CCTV and tree planting at Meadow Road and consider any action.

This is ongoing and Councillor Watson had been passed the risk assessment to complete.

Now that the Christmas lights had been taken down the Clerk was asked to organise an electrician to check the cabling ready for this year's display.

**Action: Clerk**

Leisure & Amenities – updates including:

Councillor Clark reported that he and Councillor L King had met with Ian Ross to discuss the planning application for the MUGA. This was ongoing and an update would be provided once things had moved forward.

**Action: L King/S Clark**

**11/22 Monthly accounts for payment**

**Accounts paid in January – approved under delegated powers due to meeting being cancelled**

Paid

Salaries	December	Salaries	£2976.26
HMRC	PAYE Dec	Salaries	£ 761.19
Nest Pension	Pension December	Salaries	£ 155.97
SCDC	Piper Lifeline	Section 142	£ 639.21
British Gas	Pavilion Gas	L & A	£ 27.74
British Gas	Pavilion electric	L & A	£ 104.57
British Gas	Public Hall	Halls	£ 41.53
British Gas	Ploughman Hall	Halls	£ 666.59
British Gas	Green electric	G & B	£ 10.92
Drax	Street Lighting Dec	G & B	£ 17.94

Paid by bank transfer

Buchans	Village Grass Cut	Est	£1061.28
M Setchell	Deposit return Plough	Halls	£ 100.00
34SP	Hosting Renewal	Est	£ 95.40
Suds & Bubbles	Nov Cleaning	Halls	£ 560.00
Suds & Bubbles	Nov Cleaning	Est	£ 40.00
Suds & Bubbles	Nov Cleaning	L & A	£ 241.00

Paid by Credit Card

Amazon	Fly lead conv	G & B	£ 9.69
Amazon	Tablet	Est	£ 59.99

To be paid

Suds & Bubbles	Ploughman cleaning	Halls	£ 560.00
Suds & Bubbles	Pavilion cleaning	L & A	£ 241.00
Suds & Bubbles	Office	Est	£ 40.00
Konica Minolta	Photocopier	Est	£ 219.75
Willingham PCC	Meetings	Est	£ 70.00
Co-op Phones	Phones	Will Hub	£ 14.24
K Fergusons	Cemetery Cuts	Cemetery	£4710.00
SLCC	Conference	Est	£ 90.00
SLCC	Membership RFO	Est	£ 112.00
Atlas Tree Surgery	Dead wood chestnut	G & B	£ 192.00
Atlas Tree Surgery	Fallen tree	L & A	£ 48.00
CAPALC	Training	Est	£ 75.00
CBE Limited	Led lights	L & A	£ 110.40
CBE Limited	Christmas Lights	G & B	£ 72.00
Lawn Hopper	Treatment	L & A	£ 46.00
Progreen	Bowls Green Maint	L&A	£ 546.00

**Accounts for approval:**

Paid Items

Salaries	January	Salaries	£2625.72
----------	---------	----------	----------

Salaries	January	Paye	£ 582.51
Salaries	January	Pension	£ 114.60
Buchans	Village Grass cutting	Est	£ 189.84
Konica Minolta	Photo copier	Est	£ 118.55
A Deptford	Defib Pads (Schl)	Est	£ 144.00
<u>Paid by Direct Debit</u>			
British Gas	Dec Pavilion Electric	L & A	£ 222.16
British Gas	Pavilion Gas	L & A	£ 30.27
British Gas	Public Hall Elect	Halls	£ 43.04
British Gas	Ploughman Elect	Halls	£ 731.83
British Gas	Green Elect	G & B	£ 11.16
<u>Paid by Charge Card</u>			
Defib Store	Defib Machine	Est	£ 658.80
<u>To be paid</u>			
Suds & Bubbles	Cleaning Pavilion	L & A	£ 281.00
Suds & Bubbles	Cleaning Halls	Halls	£ 520.00
Suds & Bubbles	Cleaning Office	Est	£ 40.00
Co-op Phone	Hub Phones	Will Hub	£ 14.24
MSP Services	Handy Man	Est	£ 50.00
Simpson's Nurseries	Trees	Est/Grant	£1644.00
Will PCC	Octagon Hire Jan	Est	£ 40.00

**Action: RFO**

Councillor Watson proposed the Council agree the accounts as listed, seconded by Councillor Smith and **ratified** unanimously.

**12/22 To receive and ratify quarterly budget statement.**

Councillor Mansfield proposed the quarterly budget statement be agreed as listed, seconded by Councillor Welton and **ratified** unanimously.

**13/22 Police update including:**

Nothing to report.

**14/22 To receive an update on HCVs and traffic issues and consider any actions including:**

Councillor Harris was not present but had attended a recent meeting to present the minor highways bid and had also forwarded comments to Neigh Gough for his meeting regarding 20mph limits.

**15/22 Environment and Sustainability update including:**

Report previously circulated. Hedge had been planted at Barton Field and was ongoing. Thanks were passed to Mike Tidball for all his hard work in improving the site for parishioners to enjoy.

**16/22 To consider meeting venues moving forward.**

It was agreed to continue meetings in the Octagon for the time being.

**17/22 To review suggestions for the Platinum Jubilee and consider any actions**

Councillor Law proposed that the Council purchase bookmarks for the primary school children (provided the school haven't done this already), seconded by Councillor McKee and **ratified** unanimously.

Councillor McKee also suggested that the planters be planted with red, white and blue flowers this year and that residents be encouraged to do the same. Councillor McKee to put an item in the Willingham News.

**Action: V McKee/Clerk**

The Chair also asked all Councillors to give thought to any other ways to mark the Jubilee that they would like considering at the next meeting. Suggestions to be passed to the Clerk ahead of the meeting.

**Action: All**

**18/22 Items for future meetings.**

Public Hall  
Platinum Jubilee  
Electrical Charging Points  
Office Resource

**19/22 Date of next meeting: 2<sup>nd</sup> March 2022**

*Meeting closed at: 21:55*