

# WILLINGHAM PARISH COUNCIL

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Minutes of the Ordinary Meeting of Willingham Parish Council, held on Wednesday 1<sup>st</sup> June 2022 at 7.30pm in the Octagon at St Mary and All Saints Church, Church Street, Willingham

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

County Councillor: Gough

District Councillor: None

Parishioners: None

Compliance Administrator: Annika Osborne

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**80/22** To receive apologies for absence.

Apologies were received from Councillors Hutchcraft, Todd and Smith due to personal reasons. Apologies were also received from District Councillors Handley and Lentell.

**81/22** Declarations of interest.

Item 90/22 - Councillor Law declared a personal interest as his wife is editor of the Willingham News.

**82/22** 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.

None

**83/22** To approve the minutes of the Parish Council meeting held on the 4<sup>th</sup> May 2022.

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

**84/22** To deal with any matters arising from the minutes of the meeting on the 4<sup>th</sup> May not covered elsewhere on the agenda.

Item 68/22 - District Councillor's update regarding issues on Haden Way. Defer to July meeting as Councillor Handley not present.

**85/22** To approve the minutes of the Annual Parish meeting held on the 18<sup>th</sup> May 2022

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

**86/22** To deal with any matter arising from the minutes of the meeting held on the 18<sup>th</sup> May not covered elsewhere on the agenda.

None

**87/22** To receive and consider any County Council reports and communications not covered elsewhere on this agenda.

Report previously circulated. Councillor Gough requested the information about the Household Support Grant be posted to the Parish Council website.

ACTION: Compliance Administrator

To receive an update as to whether the new B1050 will include a cycle route.

Councillor Gough provided an update advising it was unlikely due to the cost for the current proposed works and the fact there was unlikely to be the space on this route to include a cycle path. Discussion was had about the lack of cycle routes north and whether other routes would be possible. A question was raised about the cost of the proposed work on the B1050 and whether a Bypass would be a better use of the money or whether a weight limit would be possible once the works were completed. Councillor Gough was asked to report on the costs of repairs to the road so far since the proposal of a bypass was rejected. Councillor Gough advised there would be a scheme by which weight limits for roads could be proposed but whether it would be successful for the B1050 was not clear.

ACTION: Neil Gough

**88/22** To receive and consider any District Council reports and communications not covered elsewhere on this agenda, including:

Report previously circulated and noted.

**89/22** Chair's report including:

Chair advised Councillor Welton had resigned so there was a vacancy on the Parish Council.

To review final arrangements for Jubilee picnic and consider any actions.

There was some discussion about changing the event to Saturday due to the weather but this was not yet decided by the organisers. Councillor Law and L. King were being copied in on the correspondence so would advise Councillors if a decision was made to change the date of the event. Councillor L. King would discuss the boards needed with Councillor Smith following the cancellation of the purchase due to its delayed delivery.

To receive and consider proposal for the purchase of hedgehog highways.

The email and information had been previously circulated. The Council discussed the proposal but decided not to take up the offer.

ACTION: Clerk

**90/22** 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 receive and consider request from Willingham Youth Trust for the release of grant funds for the period September 2022 to July 2023

The Council discussed the grant. Councillor McKee proposed requesting more detailed information on what the previous grant had been spent on and where the current users of the Willingham Youth Trust came from, was it just Willingham or surrounding villages as well. After discussion it was agreed that the Council would write to the Willingham Youth Trust to request this information before releasing the grant funds for 2022 and 2023.

ACTION: Clerk

To receive and consider request for grant funding from Willingham News

Councillor L. King proposed the request for £2,919 be agreed but that for future requests the Parish Council should request a full proposal for the grant requested together with evidence that the Willingham News had considered options to reduce their costs, for example reducing the number of

editions, less hard copies, etc. Councillor McKee seconded this proposal and **ratified** with eight votes for, one against and one abstention due to a declared interest.

Planning Committee – updates including:

To receive and note draft minutes from meeting held on 24<sup>th</sup> May 2022

Previously circulated and noted.

HALLS – Updates including:

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

Deferred until July meeting as Councillor Smith was not present. Councillor Watson provided a general update for Halls.

ACTION: Clerk

Cemetery – updates including

To receive an update on the new cemetery and consider any actions.

Nothing to report.

Green & Boundaries – updates including:

To receive an update on the electrics on the Green and consider any quotations and actions moving forward

Quotation circulated. Discussion was had regarding the safety requirements and whether an isolator was already in place. Councillor Watson asked that UK Power Network be contacted about the isolator prior to the approval of the quotation to establish the position.

ACTION: Compliance Administrator

Update provided on Meadow Road CCTV. The CCTV Camera is currently not working and the Compliance Administrator was liaising with the company who provided it to resolve this. It was queried whether the CCTV should be accessed via a Councillor's phone and whether this complied with the Parish Council's CCTV Policy.

ACTION: Clerk

To consider proposal from Willingham Action Group for the future management of the Orchard

Proposal previously circulated. Discussion was had regarding the obligations the Parish Council would be taking on. Councillor P. King proposed more clarity be sought regarding the work Willingham Action Group did at the Orchard and what they wanted to hand over to the Parish Council, including whether Willingham Action Group proposed a formal agreement to be signed, consideration of what costs would be involved moving forward and whether there was a handover period, seconded by Councillor Law and **ratified** unanimously.

ACTION: Clerk

To receive an update regarding additional benches in the village and consider any actions.

Deferred to July meeting as Clerk still awaiting information.

Leisure & Amenities - updates including:

To consider proposals for Recreation Ground maintenance and improvements to cricket nets.

Councillor L. King reported on the repair costs for the QEII playing field following the ROSPA inspection. Repairs totalling £2,600 had been agreed with Councillor Law as Chair in line with Finance Regulations. Awaiting a date for the repairs to take place.

ACTION: Compliance Administrator

To receive an update on the multi-use games area and consider any actions.

Deferred to July meeting as awaiting a report from Helen Parish.

## 91/22 Monthly accounts for payment

### Items paid by bank transfer

Salaries	May Salaries 2022	Salaries	£2811.35
HMRC	PAYE May 2022	Salaries	£705.07
Nest Pension	Pension May 2022	Salaries	£131.61
Fen Edge	Membership	Est	£15.00
ALCC	Membership AP	Est	£50.00
SLCC	Membership AP	Est	£270.00
SLCC	Membership AO	Est	£112.00
Jim Watson	Meadow Road CCTV	G & B	£28.98
K Shorter	Refund Hall Deposit	Halls	£100.00
Buchans	Grass Cutting	Est	£1744.07

### Items paid by Direct Debit

BT	Phone/Internet	Est	£296.36
British Gas	Pavilion Gas	L & A	£24.42
British Gas	Pavilion Electric	L & A	£113.20
British Gas	Public Hall Electric	Halls	£40.62
British Gas	Ploughman Hall Electric	Halls	£310.02
British Gas	Green Electric	G & B	£11.84
DRAX	Street Lighting	G & B	£26.07 credit

### Items paid by Credit Card

Amazon	Laminator	Est	£50.99
Amazon	Laminator	Est	£50.99 refund
Post office	Stamps	Est	£29.00
Amazon	Soap & Towels	Est	£34.99
XL Displays	Display Board	Est	£244.80
Amazon	Paper	Est	£71.96

### Items to be paid by bank transfer

ACA Heating	Annual Inspection	L & A	£712.86
HMK	Toilet Rolls	Halls	£32.40
Over & Will Drainage	Drainage rates	Est	£33.75
Co-op Phone	Mobile Phone	Will Hub	£10.20
ALCC	Membership AO	Est	£50.00
Suds & Bubbles	Cleaning Ploughman	Halls	£560.00
Suds & Bubbles	Cleaning Pavilion	L & A	£241.00
Suds & Bubbles	Cleaning Office	Est	£40.00
Aztec Services	CCTV Maintenance	L&A	£551.31
Konica Minolta	Photocopier	Est	£94.49
Willingham PCC	Octagon Hire	Est	£70.00

Councillor Harris proposed the accounts be agreed as listed, seconded by Councillor Clark and **ratified** unanimously.

ACTION: RFO

92/22 To receive and ratify internal auditors report.

Previously circulated. Noted and no questions raised.

93/22 To receive and ratify Annual Governance statement (section 1) and consider any actions.

RFO advised she is investigating the recommendation regarding banking and will report to the Parish Council.

ACTION: RFO

The Chair read out the statement and put the required questions to the Council. It was agreed unanimously that all necessary measures had been put in place and all questions 1-8 were answered yes unanimously. Question 9 was not applicable. Councillor Watson proposed the Annual

Governance Statement (section 1) be ratified, seconded by Councillor Clark and ratified unanimously. The Chairman then signed the statement on behalf of the Council.

**94/22** To consider and ratify Annual Governance accounting statement (section 2) and consider any actions.

Councillor L. King proposed the Annual Governance Accounting Statement (section 2) be ratified, seconded by Councillor Harris and ratified unanimously.

**95/22** Police update including:

- An update on the meeting held on the 5<sup>th</sup> May 2022

No update as Councillor Hutchcraft was not present. Councillor P. King advised the lack of police presence in the community had been reported on the recent survey.

**97/22** To receive an update on HCVs and traffic issues and consider any actions including: To receive and ratify acceptance of the Minor Highways Improvement Scheme successful application.

Councillor Harris advised the Minor Highways Improvement Scheme bid had been successful (including a contribution of £2,000 by the Parish Council). It was noted that the effect of inflation, price rises and the commencement date could impact on the level of the Parish Council's contribution. He proposed the Council accept the Minor Highways Improvement Scheme conditions as listed including the cost of £2,000 to be paid by the Parish Council, seconded by Councillor Watson and **ratified** unanimously. It was further agreed to review any additional cost prior to the commencement of the project.

ACTION: Clerk

To receive and consider response to Cambridgeshire County Council Transport Strategy.

Previously circulated. Councillor Law proposed no response from the Parish Council but Councillors could respond as individuals, seconded by Councillor Harris and **ratified** unanimously.

**98/22** Environment and Sustainability update including:

To receive an update on the electrical car charging project and consider any actions

Deferred to July meeting due to resignation of Councillor Welton. Councillor P. King proposed asking UK Power Network what the maximum power capacity of the Ploughman Hall would be for electrical charging units.

ACTION: Clerk/Compliance Administrator

**99/22** Items for future meetings:

Willingham Youth Trust grant

Willingham News grant

District Councillor update regarding Haden Way

Electricity on The Green

Community Orchard proposal

Future banking provision

Additional benches in the village

Future plans for the Public Hall

Electrical car charging project

**100/22** Date of next meeting

6<sup>th</sup> July 2022

*Meeting closed: 21:00*