

## 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 2<sup>nd</sup> August 2023 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

#### Present:

Councillors: Law (Chair), P King, L King, Clark, Harris, Mansfield, McKee, Watson, Rogers (19:37), Hutchcraft (19:32)

Parishioners: Two

Clerk: Mandy Powell

---

#### **127/23 Apologies for absence, including:**

Consider extended absence approval for Councillor Ramsden

Councillor Ramsden had been unwell and was expected to be unavailable for Council meetings for a while. Councillor Law proposed the Council accept her apologies until the end of the year, to be reviewed in January 2024. Seconded by Councillor P King and **ratified** unanimously.

Councillor Moore sent apologies as he was unwell. Councillor Moore had not yet signed his acceptance of office and Councillor Law proposed that this requirement be extended, and Councillor Moore be required to sign the declaration ahead of the September meeting, seconded by Councillor Harris and **ratified** unanimously.

**Action: Clerk**

Apologies were also received and accepted from Councillors Todd and Smith due to personal commitments. As well as District Councillor Handley and County Councillor Gough.

*Councillor Hutchcraft joined the meeting.*

#### **128/23 Declarations of interest**

None declared.

**129/23 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)**

No one wished to speak.

#### **130/23 To receive and ratify minutes from the Council meeting held on the 5<sup>th</sup> July 2023.**

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

#### **131/23 To deal with any matters arising from the meeting on the 5<sup>th</sup> July, not covered elsewhere on the agenda.**

None raised.

#### **132/23 To receive and consider any actions from the County Council report and communications not covered elsewhere on this agenda including:**

Report previously circulated. No questions raised.

#### **133/23 To receive and consider any actions from the District Council reports and communications not covered elsewhere on this agenda, including:**

Both reports previously circulated and no questions were raised.

#### **134/23 Chair's report including:**

To receive an update regarding recent councillor resignation.

The Chair reported that Councillor Gibbs had resigned, and South Cambs District Council (SCDC) had been notified. An election had not been called and the Council could now co-opt the position. It was agreed to do this at the October meeting and the Clerk would advertise the post accordingly.

**Action: Clerk**

To receive an update on the purchase of the memorial wreath and consider any actions.

The Chair reported that the wreath had been ordered at the same cost as last year (£100) and would be delivered to him in time for Remembrance Sunday.

*Councillor Rogers joined the meeting.*

**135/23 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 appoint a councillor for the following roles: Lead Councillor for Halls, Deputy Police Liaison, Clock minder.

Councillor Law proposed that the Lead Councillor for Halls role be filled by Councillor Clark and the Clock Minder role be filled by Councillor Harris. This was seconded by Councillor Hutchcraft and **ratified** unanimously. The role of Deputy police liaison was not filled at this time.

To receive notification of an accident report filed for the QEII Field

The Chair informed the Council that a child had fallen in the under 5s area and bumped their head. An Ice pack had been applied and no other treatment given.

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 24<sup>th</sup> July 2023.

Previously circulated and noted

To receive correspondence from SCDC regarding S106 public art section contribution and consider any actions.

Information previously circulated. Councillor Harris proposed the Council accept the contribution and use it for benches (possibly along Station Road), seconded by Councillor McKee and **ratified** unanimously.

**Action: Clerk**

HALLS – Updates including:

To receive a proposal from the Public Hall User Committee regarding the lease and improvements to the public hall and consider any actions.

Information previously circulated. It was agreed to set up a working group to look at the needs of the Public Hall, Ploughman Hall and Pavilion buildings collectively. The working group would comprise, Councillors Clark, L King, P King, and the Clerk.

To receive an update regarding the ploughman hall custodian and consider any actions.

This was ongoing, deferred to September meeting.

Cemetery – updates including:

Councillor Mansfield reported:

- The work on the cemetery wall had been delayed for a few weeks and was expected to start middle/to end of August.
- The Tap housing had finally been installed correctly.
- The plaque indicating Commonwealth Graves in the Cemetery had been put up. The office had produced a table showing the graves and where they were located, and this information would be added to the website.

**Action: Clerk**

Green & Boundaries – updates including:

To receive an update regarding grass cutting at the Meadow Road site and consider any actions.

Councillor Watson reported:

- The grass cutting at Meadow Road had been carried out at a cost of £360, approved by himself and Councillor P King in line with the Council Finance Regulations.
- A new sign had also been ordered for the site at a cost of £250. This had been approved by Councillor Watson and Councillor Law in line with Finance Regulations.
- Meadow Road had been resurfaced but there had been another incident of rubbish being burnt in the entrance to the Parish Council's site.
- Councillor Ramsden was looking into replacement whips for those that had not survived on Meadow Road
- Councillor Watson was liaising with the office to replace the chain on the village green pump.
- A gate had been installed across the Droveaway on Haden Way; this had been previously reported to South Cambs District Council.

To receive and consider a request from Willingham Action Group (WAG) volunteers for equipment needed to trim the orchard.

Information previously circulated. It was agreed that the maintenance should be included in the Council's ground maintenance contract. The Clerk would liaise with WAG as to the requirements and it would be added to the specification.

**Action: Clerk**

Leisure & Amenities - updates including:

To receive an update on the proposal for a table tennis club and storage issues and consider any actions.

This was ongoing and it was agreed that the newly formed working group would look at storage options at the Ploughman Hall.

To receive an update regarding the pavilion ceiling and consider any actions.

The Clerk confirmed that she had written again to the company requesting acceptance of the quotation. Councillor Law proposed that if nothing was heard within the next two weeks that a formal action should be taken and a letter sent accordingly, seconded by Councillor P King, and **ratified** unanimously.

**Action: Clerk**

To receive an update on the Wolves container storage and consider any quotations and actions.

This was ongoing and it was agreed to obtain further quotations and liaise with the Wolves.

**Action: Clerk**

Bat Survey

Councillor L King reported that the second survey had been completed and confirmed that the Council's plans would not interfere with foraging bats. The planning application would be resubmitted shortly.

**Action: L King/Clerk**

**136/23 To receive and ratify monthly accounts for payment.**

**Paid Items:**

Salaries	July 2023	Salaries	3656.16
HMRC	PAYE	Salaries	566.62
Nest Pension	Pension	Salaries	138.04
Buchans	Village grass cutting	Est	1993.41
CBE Ltd	Water heater Bowls	L & A	90.00
RBL	Wreath	Est	100.00
1 <sup>st</sup> Scouts	Deposit refund	Halls	100.00

**Items paid by Direct Debit**

British Gas	Electric Green	G & B	12.39
British Gas	Pavilion gas	L & A	26.91
British Gas	Pavilion electric	L & A	77.82
British Gas	Ploughman Electric	Halls	479.88
British Gas	Public Hall	Halls	35.22 cr
Drax	Street Lighting	G & B	36.69
British Telecom	Phone etc	Est	95.00
Co-op mobile	Mobile phone	Will Hub	10.20

**Items paid by credit card**

Amazon	Line marker	Cemetery	12.40
Amazon	Watering can	Cemetery	15.99
Post Office	Stamps	Est	12.10
Land Registry	Cemetery	Cemetery	6.00
Amazon	Towels	Halls/L & A	44.99

**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	30.00
HMK	Toilet rolls	Halls/L & A	33.74
Universal Fencing	Supply & fix Fence	G & B	316.20
Nick Flower	Painting	G&B	135.00
Konica Minolta	Photocopier	Est	395.05

Councillor Watson proposed the accounts be accepted as listed, seconded by Councillor Clark, and ratified unanimously.

**137/23 To receive and consider quarterly budget statement.**

Previously circulated. Councillor Clark proposed the quarterly budget statement be accepted as listed, seconded by Councillor McKee, and **ratified** unanimously.

**138/23 Police update including:**

Nothing to report. Councillor Hutchcraft would be attending the meeting scheduled in August.

**139/23 To receive an update on HCVs and traffic issues and consider any actions including:**

To receive and consider requests for speed watch signage to be purchased.

This was ongoing and Councillor Harris would report back at the September meeting.

**Minor Highways Improvement Bid**

Unfortunately, the Council's application for road narrowing/give way works on Rampton Road and Over Road had been unsuccessful in the latest round of LHI bids.

**140/23 Environment and Sustainability update including:**

Councillor L King reported that the Biodiversity officer at South Cambs was producing a report which would include some of the works that had been carried out in Willingham.

**141/23 To receive an update regarding the future of the Citi 5 bus route and consider any actions.**

Following the recent meeting the Clerk had requested the survey information from Stagecoach and was waiting for a response.

**142/23 To receive and consider proposal for the support of a unitary council.**

Councillor P King proposed that the Council support a more streamlined higher local authority and if possible, a unitary authority and the Council write to the MP outlining their views. Seconded by Councillor Law and **ratified** unanimously. It was agreed that the Chair would write on the Council's behalf.

**Action: D Law**

**143/23 To receive correspondence regarding community companionship scheme and consider any actions.**

Whilst the Council does not have appropriate volunteers for such a scheme, they noted that there were several groups in the village offering support for residents. It was agreed that should the group be set up and need access to the Council's facilities they would be more than happy to consider any such requests.

**Action: Clerk**

**144/23 Items for future meetings.**

Speedwatch signage  
Custodian  
Public Hall  
Container  
Co-option (October)  
Pavilion roof

**145/23 Date of next meeting**

6<sup>th</sup> September 2023

*Meeting closed at 20:44*