

## WILLINGHAM PARISH COUNCIL

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### Minutes of the Annual meeting of Willingham Parish Council held on Wednesday 1<sup>st</sup> May 2024 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

#### Present:

Councillors: Barratt, Clark, Harris, L King, Law, Mansfield, McKee, Ramsden, Watson

Parishioners: Three

Deputy Clerk: Amy Rudderham

RFO: Sarah Rutherford

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#### **67/24 Election of Council Chairman and to receive their declaration of acceptance of office.**

Councillor Harris proposed that Councillor Law be elected as Chair of the Council, seconded by Councillor Ramsden, and **ratified** unanimously. Councillor Law signed his acceptance of office.

#### **68/24 Election of Council Vice Chairman and to receive their declaration of acceptance of office.**

Councillor Harris proposed that Councillor P King be elected as Vice Chair of the Council, seconded by Councillor McKee, and **ratified** unanimously.

#### **69/24 Apologies for absence**

Apologies were received and ratified for Councillor Hutchcraft and Councillor Smith due to personal commitments and Councillor Todd and Councillor P King due to being unwell.

Apologies were also received for District Councillor Handley.

#### **70/24 Declarations of interest**

Item 82/24 - Deputy Clerk declared an interest, as her husband had completed the works on the Cemetery tap and his invoice was listed.

86/24 - RFO declared an interest as she also works for Barry Papworth.

#### **71/24 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)**

A parishioner addressed the Council regarding the application for the Duke of Wellington to become an Asset of Community Value. Once the Duke of Wellington had become empty, he contacted WAG and they were quickly able to obtain 21 signatures which was a requirement. The parishioner felt that a nomination from the Parish Council may hold more weight and asked the Parish Council to consider this. He also confirmed that he and the other interested parties were having a meeting on 2<sup>nd</sup> May to look into funding and grant options available.

Councillor Law confirmed that this was an item on the Agenda for discussion.

Councillor Harris confirmed that the planning committee had been approached by a gentleman who was interested in purchasing the building to convert it into two cottages and build more property in the rear garden, and wanted to know the Council's view on this. Councillor Harris confirmed the Planning Committee could only debate ongoing applications when received from the District Council, however they would be minded not to support back land development and it was his personal view that there would be discontent in the village if this was lost as a community building.

Councillor McKee confirmed that the building was a grade II listed building and within the conservation area. In her opinion, as it was so close to the Village Green, it would be a great community venue. Councillor McKee confirmed she would support the nomination.

**72/24 To receive and ratify minutes from the Council meeting held on the 3<sup>rd</sup> April 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 one abstention due to not being at the meeting.

**73/24 To deal with any matters arising from the meeting on the 3<sup>rd</sup> April not elsewhere on the agenda.**

None raised.

**74/24 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months.**

Councillor Law proposed the Lead and Deputy Lead Councillor roles be filled as below, seconded by Councillor Watson and **ratified** unanimously.

Halls Lead	Councillor Clark
Halls Deputy	Vacant
G&B Lead	Councillor Watson
G&B Deputy	Vacant
L&A Lead	Councillor L King
L&A Deputy	Councillor Clark
Cemetery Lead	Councillor Mansfield
Cemetery Deputy	Councillor McKee

**Action: Clerk**

**75/24 To elect a planning committee.**

Councillor Law proposed the Council elect the following Councillors to form the Planning Committee, seconded by Councillor Watson and **ratified** unanimously.

Councillors Todd, Harris, McKee, Law, Watson, Barratt and Hutchcraft

**Action: Clerk**

**76/24 To elect Council representatives including:**

Police co-ordinator, Willingham News Contributors, British School Trust representatives, Willingham Combined Charity Trustees, Emergency Plan Committee, Environmental representatives, Willingham News representative, Community Plan representative, Highways representative, clock minder and council buildings committee

Councillor Law proposed the various council roles be filled as below, seconded by Councillor Watson and **ratified** unanimously.

British School Trust representative – Councillor Mansfield  
Willingham Combined Charities – Councillors Law and Harris  
Police Liaison representative – Councillors Hutchcraft (Lead) and Moore (Deputy)  
Emergency Plan Committee – Councillors Law, P King, Todd and the Clerk  
Environment Liaison representatives – Councillors L King, McKee and Hutchcraft  
Highways representatives – Councillors Harris (Lead) and Watson (Deputy)  
Clock Minder – Councillor Harris  
Willingham News Contributors – Councillors Law, P King, McKee, Harris, Hutchcraft and Mansfield  
Willingham News Representative – Councillor McKee  
Council Buildings Committee – Councillors Hutchcraft, L King, Barratt, Clark and Law

**Action: Clerk**

**77/24 To receive and consider County Council annual report and any other reports and communications not covered elsewhere on this agenda including:**

Annual report received, circulated and tabled.

Councillor Harris raised a question regarding the reference to the new white lines in the High Street. This was not Willingham.

Councillor Watson raised a question regarding white lines and give way markings, would these be re-painted? Councillor Watson also wanted to make Councillor Gough aware there are an increasing number of potholes on the village roads.

**Action: Clerk**

**78/24 To receive and consider District Council annual reports and any other reports and communications not covered elsewhere on this agenda, including:**

Report was received from District Councillor Handley. This was circulated and tabled.

Councillor Watson confirmed he would be interested in more information regarding the Shared Prosperity Fund when more information is available.

Report was received from District Councillor Lentell. This was circulated and tabled. No questions were raised.

**79/24 Chair's report including:**

To receive and consider invitation to FECA AGM on the 8<sup>th</sup> May 2024

Councillor Law confirmed we had received an invitation to the FECA AGM. The Council have renewed their membership and should anyone wish to attend, they need to let the office know.

**Action: All**

To consider commemoration of D-Day 80.

Councillor Law confirmed that as a commemoration of the D-Day 80, the Council would be laying a wreath at the War Memorial in the Cemetery. Information of when the wreath would be laid etc would be circulated at a later date.

**Action: Clerk**

**80/24 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 consider Internal Auditor's report.

The Auditor's report had not yet been received. This item would be added to next month's Agenda.

**Action: Clerk**

To receive and consider Parish Council's Annual report.

The Annual Report prepared by the Clerk had been circulated to all Councillors for their approval. Councillor Harris noted that his full name had been omitted from the report and it just showed 'N'.

Subject to the amendment above, Councillor L King proposed the Council approve the draft for publication. This was seconded by Councillor Clark and **ratified** unanimously.

Councillor Law expressed thanks to the Clerk for her work on this.

**Action: Clerk**

To receive and consider funding request from Willingham News

Councillor Harris proposed the Council support the funding request. This was seconded by Councillor Barrat and **ratified** unanimously.

**Action: Clerk/RFO**

To receive and consider quotation for works to the Parish Clock

Councillor Ramsden proposed the Council accept the quotation for the repair works to the Parish Clock. This was seconded by Councillor Mansfield and **ratified** unanimously.

**Action: Clerk**

To receive correspondence and consider applying for an 'Asset of Community Value' status for the Duke of Wellington Pub.

Councillor Law proposed the Council apply for an 'Asset of Community Value' status for the Duke of Wellington Pub. This was seconded by Councillor Harris and **ratified** unanimously.

**Action: Clerk**

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

Councillor Law confirmed that himself and the Clerk had had a meeting with various members of Anglian Water regarding the flooding in the village. The Minutes of the meeting had been circulated to all Councillors.

Planning Committee – updates including:

To receive draft minutes from the meeting held on the 16<sup>th</sup> April 2024

Minutes following the meeting had been circulated to all Councillors.

HALLS – Updates including:

To receive an update from the public hall working group regarding the 2014 PHUC agreement due expire in December 2024.

Councillor Clark confirmed the office had received some quotations regarding the damp at the Public Hall and would liaise with the companies who provided the quotations.

**Action: Councillor Clark/Clerk**

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

Councillor Clark confirmed they Youth Trust had not come back with any other questions following those answered by the Council last month.

To receive an update on storage at the ploughman hall and consider any actions.

Councillor Clark confirmed the office were liaising with himself and a builder to arrange a meeting regarding the proposed works for the Ploughman Hall.

**Action: Councillor Clark/Clerk**

Cemetery – updates including

Councillor Mansfield confirmed the small gate leading to Lane Stile had come off the bottom hinge again. The office were in the process of obtaining quotations for the repair work.

Councillor Mansfield confirmed the metal bins in the middle of the Cemetery had been moved into the shed. The two wheelie bins were now in place from South Cambridgeshire District Council and these were emptied weekly.

The Cemetery tap had now been repaired and was working well.

To receive an update on the Cemetery biodiversity project and consider any actions.

Councillor Mansfield confirmed the area had been taped off after it has received its first cut. This is a qualifying factor of the project. Councillor Mansfield confirmed that moving forward, she would liaise directly with the resident leading the project.

**Action: Councillor Mansfield**

Green & Boundaries – updates including:

Councillor Watson confirmed the new bins were installed at the Community Orchard and he was in the process of arranging for the old one to be removed. Councillor Watson had noted that there were a few fruit trees which were not looking their best and was going to liaise with WAG about this, via the office.

**Action: Councillor Watson/Clerk**

Councillor Watson confirmed there was an issue with the camera on Meadow Road. He was arranging to remove the camera to see if the issue could be resolved. Also with regards to Meadow Road, Councillor Watson confirmed the works for the pond should begin later this month.

**Action: Councillor Watson**

To receive an update regarding the Ringers Rest Mural and consider any quotations/actions.

The Deputy Clerk confirmed the office had written to the resident directly, but had not yet received a response.

To receive correspondence from Willingham Action Group regarding changes to Orchard volunteers

The Council noted the correspondence they had received from WAG.

Councillor Law requested the office write to Graham Mumby to formally thank him for all of his efforts as a volunteer for the village.

**Action: Clerk**

To receive a proposal from Willingham Action Group regarding additional planting and mowing options in the village.

Councillor Law proposed the Council support WAG's proposal regarding the additional planting in the village, but refuse their proposal for 'no mow May'. This was due to the fact the Grass Cutting contracts for the areas which the Parish Council are responsible, have already been agreed and signed. This was seconded by Councillor Ramsden and **ratified** with seven votes in favour and two abstentions.

**Action: Clerk**

Leisure & Amenities - updates including:

Councillor L King confirmed she was concerned with the amount of flooding in the area where the MUGA would be located, and would seek expert advice regarding this issue.

To consider Wolves application to the FA for pitch improvement and any other improvements to the recreation ground.

The Council confirmed they would consider this item at the June meeting, as much of the information had only just been received.

**Action: Clerk**

To consider continued use of the extractor fan in the pavilion.

Councillor L King proposed the extractor fan and the grill at the Pavilion be decommissioned. This was seconded by Councillor McKee and **ratified** with eight votes in favour and one abstention.

**Action: Clerk**

To receive an update regarding Pavilion storage and consider any actions.

Councillor L King confirmed this item is still ongoing and there was nothing to report.

**81/24 To receive and consider annual accounts for 2023-2024**

Previously circulated. Councillor Law proposed the accounts be approved, seconded by Councillor Barratt and **ratified** unanimously.

**Action: RFO/Clerk**

**82/24 To receive and ratify monthly accounts for payment**

Items paid by Direct Debit

South Cambs DC	Piper Lifeline	Section 142	679.25
Camb Water	Water pavilion	L & A	563.84
Camb Water	Water Earith Road	L & A	43.56
Co-op Phones	Mobile	Will Hub	10.20
British Gas	Pavilion Gas	L & A	28.17
British Gas	Electric	G & B	14.52
British Gas	Electric Public Hall	Halls	34.35
British gas	Electric Pavilion	L & A	93.98
British Gas	Electric Ploughman	Halls	671.52
Drax	Street Lighting	G & B	406.97
BT	Phone/Broadband	Est	101.57

Items paid by Bank transfer:

Salaries	Salaries	April 21	4065.86
HMRC	Salaries	PAYE	603.66
NEST Pension	Salaries	Pension	161.44
Parish Online	Website	Est	120.00
CAPALC	Affiliation fee	Est	941.44
SLCC	Membership	Est	428.00
R Smith/Pearce	Hall deposit refund	Halls	200.00
Over Day Centre	Donation	Donation	3000.00
Will Bowls Club	Donation	Donation	1400.00
Com Warden	Donation	Donation	2000.00
Fen Edge	Membership	Est	15.00
Oliver Gawthroupp	Orchard/Meadow rd	G & B	828.00
Initial Hygiene	Cleaning Ploughman	Halls	636.42
Will Garden Club	Plants	L & A	17.60
HMK	Toilet rolls	Halls/L & A	54.07
Buchans	Grass cutting	Est	525.52
Will Library	Donation	Donation	500.00
PrimeXeon	Domain renewal	Est	24.00

Items paid by Charge card

Amazon	Stationery	Est	46.34
Amazon	Soap	Halls	29.56
Amazon	CO2 bracket	Halls	11.12

Items to be paid

Suds & Bubbles	Cleaning Ploughman	Halls	560.00
Suds & Bubbles	Cleaning Pavilion	L & A	241.00
Suds & Bubbles	Cleaning Office	Est	40.00
G M Pake	Electric inspection	G & B	96.00
Konica Minolta	Photocopier	Est	373.49
Ben Rudderham	Tap	Cemetery	300.00
AJ King	Over seeding rec	L & A	1410.00

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

**Action: RFO**

**83/24 To receive and ratify Annual Governance Accountability Return (AGAR) (section1) and consider any actions.**

The Chair read out the statement and put forward the required questions to the Council. It was agreed unanimously that all the necessary measures had been put in place and questions 1-8 were answered yes unanimously. Question 9 was not applicable. Councillor Law proposed the Council ratify section 1 of the Annual Governance Statement, seconded by Councillor Watson and **ratified** unanimously.

**Action: RFO**

**84/24 To receive and ratify Annual Governance accounting statement (section 2) and consider any actions.**

Councillor Law proposed the accounting statement be ratified, seconded by Councillor Ramsden and **ratified** unanimously.

**Action: RFO**

**85/24 Police update including:**

Nothing to report.

**86/24 To receive an update on HCVs and traffic issues and consider any actions including:**

Councillor Harris proposed the Council confirm they are happy to move forward with the LHI bid for the footpath to Highgate Farm with the applicant contribution of £30,000 being split equally between the Parish Council and the owner of Highgate Stores. This was seconded by Councillor Ramsden and **ratified** unanimously.

**Action: Clerk**

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

Councillor Harris confirmed the proposed scheme would progress with the amendment to Rampton Road.

Councillor Harris also confirmed that the Section 106 monies which were going to be used for the speed cushions on Rampton Road, could be re-allocated to a different traffic calming method and he would look into what options were available.

**Action: Councillor Harris**

To consider the purchase of two lithium batteries for the Morelock speed signs.

Councillor Harris proposed the Council purchase the two batteries. This was seconded by Councillor Ramsden and **ratified** unanimously.

**Action: Councillor Harris**

**87/24 Environment and Sustainability update including:**

To Receive an update on CCC Electric vehicle charging points and consider any action.

Councillor Law confirmed he tried to attend the virtual meeting hosted by the County Council, but was unable to gain access. Councillor Watson confirmed he had the same issues. The meeting was to be held again, and both Councillor Law and Councillor Watson, would endeavour to attend.

**Action: Councillor Law and Councillor Watson**

**88/24 Items for future meetings.**

Internal Auditor's Report  
Public Hall Agreement  
Youth Trust Agreement  
Storage at the Ploughman Hall  
Ringers Rest Mural  
Minor Highways Bid  
Wolves Pitch Grant

**89/24 Date of next meeting**

15<sup>th</sup> May 2024 – Annual Parish Meeting  
5<sup>th</sup> June 2024 – Full Council Meeting