

## WILLINGHAM PARISH COUNCIL

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### Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 5<sup>th</sup> June 2024 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

#### Present:

Councillors: Barratt, Clark, Harris, L King, P King, Law (Chair), Mansfield, McKee, Moore, Ramsden, Smith, Watson

County Councillor: None

District Councillors: None

Parishioners: Three

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham (Minute Taker)

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#### **90/24 Apologies for absence**

Apologies were received and accepted from Councillor Hutchcraft due to being unwell and Councillor Todd due to a prior commitment. Apologies were also received from District Councillor Handley and County Councillor Gough.

#### **91/24 Declarations of interest**

Item 99/24 – Councillor Smith declared an interest as the secretary of Willingham Wolves and did not vote on this item.

Item 99/24 – Deputy Clerk declared an interest as it was the firm her husband works for who completed the works on the Velux windows in the Ploughman Hall.

#### **92/24 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)**

The Chair of Willingham Wolves attended the meeting and wished to address the Council regarding item 99/24 – Leisure and Amenities. Councillor L King had circulated her report and proposal regarding the FA Application. This also outlined the difficulties that were currently being faced with the Recreation Ground and unfortunately, looked as though these issues would persist.

The Willingham Wolves were on the cusp of applying for the Football Foundation Grant. The Grant would bring together the Parish Council's continued Maintenance of the ground, together with the needed improvements allowing the pitches to be brought into the best possible condition. The Grant would bring in a big chunk of investment which would be put into the pitches.

The Wolves were currently at their busiest time of their season, and they had unfortunately had to move their matches and scheduled upcoming tournaments to Northstowe as the pitches in Willingham were too wet to use.

The Football Foundation Grant would bring in a number of aspects and ultimately cement the relationship between the Willingham Wolves and the Parish Council, in order to achieve the best results for the recreation field.

Councillor Law confirmed the Grant was due for debate further on the Agenda under Leisure and Amenities, and the Council would make a decision then.

Councillor L King expressed her thanks to both The Chair and Secretary of the Wolves for the huge amount of work involved in the application. Councillor L King conveyed the work that could be done with funds from the Grant would be beneficial to the entire village.

Another resident wished to raise whether the Parish Council would consider adding a Convex Traffic Mirror at the junction of West Fen Road. The resident expressed the visibility issues at the junction due to shrubbery from neighbouring gardens. There was a post on the pavement opposite the junction, which the mirror could be attached to.

Councillor Harris confirmed that this would be a County Council matter. They had been reluctant to add mirrors previously due to liability claims if accidents occurred at areas where they had placed mirrors.

Councillor Law confirmed this was something the Parish Council could certainly raise with Highways (County Council), and requested the Clerk do this on behalf of the Parish Council.

**Action: Clerk**

#### **93/24 To receive and ratify minutes from the Council meeting held on the 1<sup>st</sup> May 2024.**

Councillor Ramsden proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson, and **ratified** with 9 votes in favour and three abstentions due to not being present at the meeting.

#### **94/24 To deal with any matters arising from the meeting on the 1<sup>st</sup> May not elsewhere on the agenda.**

None raised.

**95/24 To receive and ratify minutes from the Annual Parish meeting held on the 15<sup>th</sup> May 2024**

Councillor Harris 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 four abstentions due to not being present at the meeting.

**96/24 To receive and consider County Council annual report and any other reports and communications not covered elsewhere on this agenda including:**

No report received and Councillor Gough not present.

**97/24 To receive and consider District Council annual reports and any other reports and communications not covered elsewhere on this agenda, including:**

No report received from Councillor Handley and Councillor Handley not present.

Councillor Lentell's report previously circulated and noted, Councillor Lentell not present.

**98/24 Chair's report including:**

To receive correspondence regarding lithium batteries and consider any action

Correspondence had been received requesting support for the bill relating to the safe storing and disposal of lithium batteries. This had been previously circulated.

Councillor Harris raised the issue of the SID lithium batteries which the Council had supplied to the Speedwatch volunteers, as these were being charged by the volunteers in their homes. Councillor Harris queried whether the Council currently had a policy in place to cover this. The Clerk confirmed the guidance was for no lithium batteries to be left to charge unattended, but there was no Council policy currently in place relating to this issue.

Councillor Barratt confirmed that there were fireproof charging bags which could be purchased for a relatively small fee, which would contain a fire should a lithium battery catch fire whilst charging. Councillor Harris confirmed he would look into this for the Speedwatch Volunteers.

**Action: Councillor Harris**

To receive correspondence from a resident regarding vehicle parking on Berrycroft.

Correspondence had been received regarding a vehicle consistently parked on Berrycroft causing an obstruction opposite a junction. The resident had requested that the Council apply for double yellow lines on the road. The Clerk had responded to outline the procedure for doing so via the minor highways bid and confirmed that the Council had already submitted an application for this year.

To receive information regarding WAG event on the 14<sup>th</sup> July and consider any actions.

Councillor Law expressed this was something which the Parish Council should be present at and requested volunteers to assist in the manning of a stall. Councillors Law, Clark, L King and Barratt confirmed they would volunteer. A rota would be drawn up to cover the stall.

**Action: Clerk**

**99/24 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

Councillor Law expressed his congratulations to the Office following the excellent report.

Councillor Law proposed the Council accept the Internal Auditor's report, this was seconded by Councillor Clark and **ratified** unanimously.

**Action: Clerk**

To receive an update regarding the Asset of Community Value application and consider any actions

The Clerk confirmed that the application had been received by South Cambs District Council and they would make a decision by the 10<sup>th</sup> July 2024.

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

A Multi-Agency meeting had been held via Zoom which was attended by one of the resident volunteers assisting the Council. The next meeting had been scheduled and Councillor P King would attend this on behalf of the Parish Council.

Councillor Law also confirmed that a flooding page had now been added to the website, which had minutes from previous meetings with Anglia Water and their presentation from the Annual Parish Meeting. This would be kept up to date with any information regarding the flooding issues in the village.

**Action: Councillor P King**

To receive and consider ratification of new Finance Regulations.

These had been circulated to the finance committee for review and passed to full council previously. Councillor Law expressed his thanks to the Clerk and the Finance Officer for their work on this.

Councillor Clark proposed the Council accept the new Financial Regulations, this was seconded by Councillor Mansfield and **ratified** unanimously.

**Action: Clerk/RFO**

To receive and consider grounds maintenance contract quotations for 2024 -2027

Due to the sudden end to the grounds maintenance contract the Clerk had sought quotes for a replacement contractor. Five quotations had been requested but only two had been received. The Clerk reported that whoever was awarded the contract would need to cut the cemetery every week for a month rather than every other week. Councillor Law proposed that the Council waive the Finance Regulations due to the urgency of the matter and the contract be awarded to MC Groundworks and also proposed that the additional cuts for the cemetery be agreed. This was seconded by Councillor Watson and **ratified** unanimously.

**Action: Clerk**

Councillor Mansfield confirmed there had been a lot of complaints from visitors to the Cemetery and she expressed her thanks to the office for how they had dealt with the complaints.

To consider request for additional ground maintenance for the Orchard

Due to WAG volunteers being unable to continue with grass cutting in the orchard a quotation had been received from the Council's contractor for the works and additional cuts on Meadow Road. Councillor Law proposed the quote be accepted, seconded by Councillor Watson and **ratified** with eleven votes in favour and one abstention.

**Action: Clerk**

To consider utility contract quotations.

Some information was outstanding so it was agreed to consider these at the July meeting.

To consider S106 indemnity agreement for land off Rockmill End

South Cambs District Council had forwarded the Section 106 agreement for the land off Rockmill End. Councillor Smith proposed the Council ratify the agreement and for the Chair and Vice Chair to sign it on behalf of the Council. This was seconded by Councillor Moore and **ratified** with ten votes in favour and two abstentions.

**Action: Clerk**

To appoint vacant council representative roles and positions

The posts of Halls deputy, G&B deputy and British Schools Trust Representative remained vacant.

Councillor Moore agreed to fill the position of Green and Boundaries deputy and Councillor Barratt agreed to fill the role of British Schools Trust Representative. The position of Halls deputy remained vacant.

**Action: Clerk**

Planning Committee – updates including:

To receive draft minutes from the meetings held on the 14<sup>th</sup> May and 4<sup>th</sup> June 2024

Previously circulated and noted.

HALLS – Updates including:

Councillor Clark confirmed that he had met with Propotec at the Public Hall, following the Damp Report they had provided. Councillor Clark was also looking to meet Coulsons at the Public Hall regarding their proposed works relating to damp at the hall. The three main areas of concern had been identified as; lack of damp-proof membrane, windows, and high footpath and lack of guttering at the front of the building. Councillor Clark confirmed that the damp proofing work was likely to cost in the vicinity of £30,000.00.

Councillor P King confirmed that looking at quotes the office had received, the works needed to rectify the three areas identified was likely to cost near £100,000.00.

Councillor Clark confirmed he was looking at grant funding available, Councillor Watson would send over some information he had previously obtained.

The Clerk confirmed the Council do not currently have funds budgeted for the needed improvements, but there were options available to the Council, such as grants or loans.

**Action: Councillor Clark/Councillor Watson**

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

Councillor Clark confirmed that the working group were in the process of arranging a meeting with the PHUC and would hopefully bring a proposal to the July meeting for the Council's consideration.

**Action: S Clark**

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.

This was confirmed by Councillor Clark to be ongoing.

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

Councillor Clark confirmed that an Architect had been to look at storage options at the Ploughman Hall. The recommendation received was to erect a stud wall and use the large kitchen as a storage area and have the small kitchen as the only kitchen. Councillor Clark confirmed the working party had requested the Deputy Clerk to obtain quotations for the works and they would revert to the Council once quotations had been received.

Councillor Clark also confirmed the Architect had drawn up plans for a small extension to the Pavilion. Councillor L King confirmed this was a future, long view suggestion. The immediate storage issue at the Pavilion had been addressed by the agreement regarding the Storage Container.

**Action: Deputy Clerk**

To receive a report regarding recent issue with the velux windows and consider any actions.

The Clerk reported that a piece of the trim of the window had fallen during a hall hire. No one was injured and the office had all the remainder of the window trims checked and secured as soon as they were notified of the incident.

To consider approval of list of automatic regular payments by the RFO.

A list of regular payments had been presented to the council for automatic approval. Councillor Law proposed that the list be accepted as well as the addition of the Grounds Maintenance Contractors and the cleaning contractor. This was seconded by Councillor Smith and **ratified** unanimously.

**Action: Clerk/RFO**

Cemetery – updates including

Councillor Mansfield confirmed that the office was in the process of obtaining quotations regarding the gate on Lane Stile, and she requested this was added to the July Agenda.

**Action: Clerk**

Green & Boundaries – updates including:

Councillor Watson requested the Office schedule a meeting with WAG to discuss the ongoing maintenance of the Community Orchard.

**Action: Clerk**

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

The Deputy Clerk had written to the home owner but had not received a response. Councillor Moore requested Councillor P King speak with the resident to understand their feelings regarding the Mural.

**Action: Councillor P King**

Leisure & Amenities - updates including:

Councillor L King confirmed she was actively seeking new land opportunities to be used for Recreational Facilities as the issues with the Recreational Field continue.

**Action: L King/Clerk**

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

Documentation had been previously circulated and Councillor L King proposed that the Council enter the agreement as listed in the documentation, including the expenditure. This was seconded by Councillor Clark and **ratified** with eleven votes in favour and one abstention due to declared interest.

Councillor Law thanked the Chair and Secretary of the Wolves for all of their help with this.

**Action: Clerk**

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

This was ongoing.

**100/24 To receive and ratify monthly accounts for payment**

Items paid by bank transfer

Salaries	May Salaries 2024	Salaries	£4712.10
HMRC	PAYE May 2024	Salaries	£919.02
Nest Pension	Pension May 2024	Salaries	£231.93
Buchans	Grass Cutting	Est	£1000.00
A J King	Grass seed & application	Est	£2139.00
Various	Deposit Return	Halls	£300.00
Over & district RBL	Wreath D Day	Est	£20.00
Willingham News	Donation	Donation	£2816.00
Wave	Sewerage Public Hall	Halls	£63.41

Items paid by Direct Debit

BT	Phone/Internet	Est	£257.55
British Gas	Pavilion Gas	L & A	£27.89
British Gas	Pavilion Electric	L & A	£65.26

British Gas	Public Hall Electric	Halls	£32.79
British Gas	Ploughman Hall Electric	Halls	£584.82
British Gas	Green Electric	G & B	£13.99
DRAX	Street Lighting	G & B	£298.64
Co-op Phone	Mobile Phone	Will Hub	£10.20
Camb Water	Cemetery Water	Cemetery	£77.34
Camb Water	Public Hall Water	Halls	£44.54
<u>Items paid by Charge Card</u>			
Amazon	Stationery	Est	£67.95
Giffgaff/Lebara	Mobile green	G & B	£13.00
The Bridge	First Aid Course	Est	£98.95
<u>Items to be paid by bank transfer</u>			
ACA Heating	Annual Inspection	L & A/Halls	£621.60
ACA Heating	Isolation valve	L&A	£45.60
Over & Will Drainage	Drainage rates	Est	£45.00
Suds & Bubbles	Cleaning Ploughman	Halls	£560.00
Suds & Bubbles	Cleaning Pavilion	L & A	£241.00
Suds & Bubbles	Cleaning Office	Est	£40.00
Willingham PCC	Meetings	Est	£135.00
ROSPA	Inspection	L & A	£278.40
Camb Sign Company	Signs Barton Field	G & B	£290.35
O S Gawthrop	Grass Cutting Orchard/Meadow	Est	£518.40
O S Gawthrop	Trees Orchard	G & B	£552.00
Architectural House Pl	Storage plans	Halls	£364.80
CBE Limited	Outside RCD Ploughman	Halls	£329.76
Smiths Of Derby	Clock fault	Est	£780.00
Cromwell Fire	Anti Tamper Tag	Halls	£2.20
Andrew Deptford	Defib Pads	Est	£77.94
A J King (Inv 0489)	fertiliser bags	Est	£1440.00
MC Grounds Maint	Grass Cutting	Est	£1,314.00
Eco Green Living	Dog Bag dispenser	G&B	£373.87

It was noted that AJ King invoice 0489 for £1,440 had an error and had been resubmitted at a value of £1,260 and the Camb Sign Company invoice for £290.35, should be taken from the Leisure and Amenities budget, rather than the Green and Boundaries budget. Subject to these amendments Councillor Watson proposed the accounts be accepted as listed, seconded by Harris and **ratified** unanimously.

**Action: RFO**

**101/24 Police update including:**

To consider proposal for changes to the police liaison role.

Councillor Hutchcraft had put forward a proposal reforming the role into a police and crime prevention co-ordinator. Due to Councillor Hutchcraft's absence from the meeting, this was deferred to the July meeting.

**Action: Clerk**

**102/24 To receive an update on HCVs and traffic issues and consider any actions including:**

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

Nothing new to report. Councillor Harris had chased for an update but was still waiting to hear.

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

Nothing new to report.

**103/24 Environment and Sustainability update including:**

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

Information on the scheme had been previously circulated and it was agreed to complete the agreement in principle form with the County Council.

**Action: Clerk**

**104/24 Items for future meetings.**

Public Hall

Willingham Youth Trust Agreement

Asset of Community Value

Utility Contracts

Police Liaison Role

Cemetery Gates

**105/24 Date of next meeting**

**3<sup>rd</sup> July 2024**

Meeting closed at 21:00.