

## 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 6<sup>th</sup> November 2024 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

#### Present:

Councillors: Clark, Harris, Hutchcraft, L King, Law (Chair), Mansfield, McKee, Moore, Watson, Wilkinson

County Councillor Gough

Parishioners: Two

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

---

#### **169/24 Apologies for absence**

Apologies were received and ratified from Councillor Smith due to a personal commitment and Councillors Barratt, Ramsden, and P King due to being unwell. Apologies were also received from District Councillor Handley.

Councillor P King had advised the Clerk and Councillor Law that he was facing ongoing health issues. Councillor Law proposed the Council accepted automatic apologies for Councillor P King, for any meetings he was due to attend, for a period of six months. This was seconded by Councillor Watson and **ratified** unanimously. This would be reviewed in May 2025.

**Action: Clerk**

#### **170/24 Declarations of interest**

None declared.

#### **171/24 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)**

Sarah Lees, Service Manager for the Age UK warden scheme in Willingham and Over, addressed the Council. Her report had been previously circulated to the Council. Sarah confirmed there were currently thirteen residents on the programme, made up of ten residents from Willingham and three from Over. The age range for current residents was 85-94. Sarah confirmed that Joanne Twinn, the Community Warden, was working closely with the service users to build their confidence. As Joanne was seeing the service users on a regular basis, she was able to identify any early signs of change in the service users' health and wellbeing. Sarah went on to confirm that South Cambridgeshire District Council had committed a financial contribution for the next ten years. Age UK were currently looking into the financial forecast for the next financial year, and unfortunately they were facing a deficit if a fee increase to service users was not implemented. Having said that, Sarah confirmed she was positively optimistic about the future of the service.

Councillor Clark questioned what the Community Warden does for the service users. Sarah confirmed that Joanne did their shopping if needed, collected prescriptions, dropped samples requested to the Doctors surgery and identified early signs of change in the service user's general health and wellbeing. Joanne directly contacted each service user daily from Monday to Friday, sometimes this was by telephone or text. Each service user received 1 to 2 visits per week from Joanne.

Councillor Clark also questioned how much service users were currently charged. Sarah confirmed that the fee for a single service user was £10 per week, and this increased to £12 per week for a couple.

Councillor Law questioned how much South Cambridgeshire District Council had agreed to contribute. Sarah confirmed that for the financial year 2025/2026 they had committed to £368.00 per service user.

Councillor Watson commented that he knew of some of the service users and they had reported that they were happy with the service Age UK provided.

Councillor Law thanked Sarah and Joanne for their continued work and support to the programme and service users. Sarah thanked the Council for their support and time before leaving the meeting.

A resident of Willingham addressed the Council regarding a number of issues he had noticed. Firstly, the resident complained that gutters at the roadside in Church Street/Green Street area had not been cleaned and the resident had taken it upon themselves to do some clearing on Sunday. Councillor Law thanked the resident for their efforts and confirmed the roadside cleaners had been out this week. In addition, the resident reported that several drains around the Green were blocked and hadn't been cleared. The office would check the drains and report any issues to County Council Highways.

**Action: Clerk**

The resident also raised concerns regarding the bus service being irregular and not always coming into the village. Councillor Law confirmed the Council shared the resident's concerns and frustrations and had been addressing the issue for a number of years and would continue to do so.

A concern regarding speeding traffic on the Priest Lane/Green Street junction was also raised by the same resident. Councillor Harris confirmed that the area identified would fall into the recently approved 20MPH speed restriction, which had now been approved for the village.

Councillor Law thanked the resident for raising the concerns and the resident left the meeting.

**172/24 To receive and ratify minutes from the Council meeting held on the 2<sup>nd</sup> October 2024.**

Councillor McKee proposed the Minutes be accepted as a true record of the meeting. This was seconded by Councillor Moore and **ratified** with nine votes in favour and one abstention due to not being at the meeting.

**Action: Clerk**

**173/24 To deal with matters arising from the meeting on the 2<sup>nd</sup> October not covered elsewhere on the agenda.**

No matters were raised.

**174/24 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:**

County Councillor Gough had previously provided his report which had been circulated to the Council.

Councillor Gough reported that the 20MPH speed restriction in the village had been approved. This should be implemented around February 2025. Councillor Gough confirmed that this speed restriction would be enforced by the police. Councillor Gough also confirmed that the speed restriction in relation to the successful LHI bid of the footpath to Highgate farm, would be reviewed following the completion of the footpath. County Council may deem it necessary to extend the 20MPH limit along the footpath.

Councillor Gough confirmed the next round of LHI bids would be opening soon and this had been extended until mid January.

The Clerk raised a query to Councillor Gough regarding the roadworks which had been advertised for Rampton Road. The Clerk confirmed there would be two sets of roadworks, one would be aided by traffic lights, the other would be a complete road closure with a long diversion and asked whether the full road closure was necessary. Councillor Gough confirmed he would liaise with Street Works about the proposal and would revert to the Clerk with any update.

**Action: Councillor Gough**

Councillor Law commented that there had been recent roadworks at the crossroads which had taken place with no prior notification. At the same time there were other road works in the village that had caused a lot of delays. Councillor Gough confirmed this should not happen and he would again liaise with Street Works regarding the issue.

**Action: Councillor Gough**

**175/24 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:**

Report had been previously received and circulated to full council. No questions were raised by the Council.

**176/24 Chair's report including:**

Councillor Law confirmed he was in receipt of the wreath and would be laying it on Sunday at 11am if anyone from the Council would like to attend.

Councillor Law also confirmed the Government had opened a consultation on hosting and attending meetings remotely, which had been circulated to the Council. The Clerk encouraged Councillors to complete the survey as it was their opportunity to have their say.

**Action: All Councillors**

To receive information regarding the highways stakeholder survey and consider any actions.

It was confirmed the office would forward this to all Councillors for all to complete.

**Action: Clerk**

**177/24 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.**

F&GP Committee – updates and actions to be taken, including:

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

Councillor Law confirmed he had recently attended the Multi Agency Group meeting. The most recent update was that the water table was too high with September seeing more rain than that month since records had begun. Councillor Law confirmed this matter was ongoing and the relevant agencies were continuing their research and surveys and would be looking at the Sewers.

Councillor Law confirmed that no update had been received by the Council on the drainage investigation works which were carried out at the crossroads. It was agreed the Clerk would chase for an update.

**Action: Clerk**

To receive and ratify the LGPS 2024/2025 pay award for staff.

Councillor Watson proposed the pay award should be paid to all staff. This was seconded by Councillor Moore and **ratified** unanimously.

**Action: RFO**

To receive report and ratify funding request from the Community Warden scheme.

The report and funding request had been previously circulated to the Council. Councillor Law proposed the Council offer a grant of £3,000.00 to the Community Warden Scheme. If this amount was not achievable in the budget review, a grant of £2,500.00 should be awarded. This was seconded by Councillor Harris and **ratified** unanimously.

**Action: Clerk/RFO**

To receive report and ratify funding request from Willingham Youth Trust.

The report and funding request had previously been circulated to the Council. Councillor Harris proposed the Council pay the grant amount requested of £7,416.00. This was seconded by Councillor McKee and **ratified** unanimously.

**Action: Clerk/RFO**

To consider and ratify appointment of internal auditor.

Councillor Law proposed the Council appoint a CAPALC internal auditor. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

**Action: Clerk**

To ratify minutes of the finance and General purpose (F&GP) committee meeting held on 7<sup>th</sup> October 2024

Councillor Law proposed the minutes be accepted as a true record of the meeting. This was seconded by Councillor L King and **ratified** with three votes in favour and seven abstentions due to not being present at the meeting.

**Action: Clerk**

To ratify recommendations made during the F&GP meeting held on the 7<sup>th</sup> October in relation to Council bank accounts and the (Finance Officer) RFO position moving forward.

Councillor Law proposed the Council accept the recommendations received from the F&GP committee regarding the bank accounts and the RFO role. This was seconded by Councillor Hutchcraft and **ratified** unanimously.

**Action: Clerk/RFO**

To appoint a new clock minder.

Councillor Law confirmed that there had been some interest received in the role however, the resident lived near Newmarket. The Council agreed that the clock minder needed to be someone local to Willingham. Councillor Law asked the office to thank the individual who had registered their interest but keep the advertisement open in the Willingham News.

**Action: Clerk**

Planning Committee – updates and actions to be taken, including:

To receive draft minutes from the meetings held on the 14<sup>th</sup> and 22nd October 2024 and consider any actions.

The Minutes had been previously circulated to the Council. No queries were raised.

To receive and ratify notice of license application for the café at Highgate Farm.

Councillor Harris proposed the Council support this application. This was seconded by Councillor Clark and **ratified** unanimously.

**Action: Clerk**

HALLS – Updates and actions to be taken, including:

To receive an update/proposal regarding the future works for the public hall and the potential purchase of the Salvation Army Hall and ratify any actions.

Councillor Clark confirmed this matter was ongoing.

To receive an update regarding the 2014 PHUC agreement due to expire in December 2024 and ratify any actions.

It was confirmed this matter was ongoing.

To receive an update regarding Willingham Youth Trust user agreement due to expire February 2025 and ratify any other actions.

It was confirmed this matter was ongoing.

To receive any other updates regarding the Ploughman Hall.

Councillor Law reported that the works were due to start on the Ploughman Hall kitchen area soon and regular users had been notified.

Cemetery – updates and actions to be taken, including:

To receive an update regarding large memorials that need to be laid down and ratify any quotations/actions.

Councillor Mansfield updated the Council on the struggle to obtain a third quotation for both memorials. Councillor Mansfield proposed the Council instruct Ivett and Reed to carry out the works. This was seconded by Councillor Harris and **ratified** unanimously.

**Action: Clerk**

Green & Boundaries – updates and actions to be taken, including:

To receive correspondence from Willingham Action Group regarding funds raised from the sale of Willow and ratify any actions.

Councillor Law proposed the proceeds received should be held by WAG for the purpose of future works carried out by WAG in the village of Willingham. This was seconded by Councillor Watson and **ratified** unanimously.

**Action: Clerk**

To receive an update regarding carols on the Green and ratify any actions.

Councillor Clark confirmed that he was working with the Compliance Administrator to produce a risk assessment for the event. He would produce a proposal for the Council to consider at the next month's meeting.

**Action: Councillor Clark**

Meadow Road

Councillor Watson reported that the contractor had cut along the front of the site. The Clerk reminded all Councillors again of the need to ensure that in line with financial regulations, work/purchases must not be undertaken without the necessary approval.

Leisure & Amenities – updates and actions to be taken, including:

To receive an update on new land opportunities and ratify any actions.

Councillor Law confirmed this matter was ongoing. Councillor Harris confirmed the next meeting of Willingham Charity would be held on 19<sup>th</sup> November 2024.

To receive an update on the MUGA and ratify any proposals and actions.

Councillor L King confirmed that herself, the Clerk and Deputy Clerk had attended a meeting with South Cambridgeshire District Council regarding the Section 106 monies held. It was confirmed there was some flexibility however if the MUGA was not to proceed, there were some funds which would require re-allocation.

Councillor L King confirmed she was liaising with a local resident who had helped during the application process to see if there was any more they could do to enable the project to progress.

To receive an update regarding the Bowls Club fencing and ratify any actions.

Councillor L King confirmed this matter was ongoing.

**178/24 To receive and ratify quarterly budget statement.**

Councillor Harris proposed the quarterly budget statement be accepted. This was seconded by Councillor Watson and **ratified** unanimously.

**Action: Clerk/RFO**

**179/24 To receive and ratify monthly accounts for payment.**

Paid by Direct Debit

British Gas Lite	Electric	G&B	72.46
British Gas Lite	Electric Pav	L&A	124.61
British Gas Lite	Electric Pub Hall	Halls	62.74
British Gas Lite	Electric PI Hall	Halls	639.32
British Gas Lite	Gas Pav	L&A	34.25
Wave	Foul Water	PI Hall	65.69
Source for Bus	Water Pav/PI Hall	L&A/Halls	132.19

Paid by Bank transfer

Salaries	Salaries	October	4876.34
HMRC	Salaries	October PAYE	881.49
Nest	Salaries	October Pension	227.98
Willingham News	Advertising	Halls	425.00
WAG	Deposit refund	Halls	175.00
Amy Peachy	Hall	Deposit refund	100.00
Anna Harris	Tree Labels	L & A	84.00
ESPI	Network support	Est	898.80
SLCC	Conference	Est	626.00
RESCProp Com	Schedule P Hall	Halls	2400.00
British Legion	Wreath	Est	100.00
Will Action Group	Contribution	Donation	400.00
Spectrum Doors	Public Hall door	Halls	1851.00
Newnham Trees	Christmas Tree	G & B	650.00

Paid by Credit card

Timpson	Keys	Est	22.50
Amazon	Stationery	Est	17.69
Amazon	Stationery	Est	15.72
Amazon	Paper etc	Est	86.30

To be paid by Bank Transfer

Suds & Bubbles	Cleaning	Halls/Est/L&A	841.00
Konica Minolta	Photocopier	Est	491.51
Will PCC	Meeting	Est	45.00
GM Pake	Green Electrics	G&B	149.40
Cottage Forge	Cemetery Gate	Cem	1450.00

Councillor Moore proposed the accounts be agreed as listed. This was seconded by Councillor Harris and **ratified** unanimously.

**Action: RFO**

**180/24 Police update including:**

Councillor Hutchcraft reported there had been a number of shed/outbuilding break-ins recently on Station Road. The police were aware, and the matter was ongoing.

Councillor Hutchcraft confirmed he would complete the rural survey on behalf of the Council.

Councillor Hutchcraft had liaised with residents of Hereford Way regarding the recent reports of anti-social behaviour. The Management Company should have completed the relevant works, and the office would check this had been done.

**Action: Deputy Clerk**

Councillor Hutchcraft confirmed he was also liaising with the District Councillor for Longstanton/Northstowe, and they were looking into the issues of speeding between the villages.

**181/24 To receive an update on HCVs and traffic issues and ratify any actions including:**

Councillor Harris reported he had attended the meeting at Duxford regarding the bus service. Councillor Harris would encourage as many people as possible to complete the survey.

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

Councillor Harris confirmed the 20 MPH zone had been approved.

To receive proposals for the next round of Local Highway initiatives and consider any actions.

Councillor Harris confirmed the closing date had been extended until January 2025. Councillor Harris would like to look into the possibility of yellow lines being installed at some junctions. The Clerk and Councillor Law confirmed that funds for the project were being considered in the budgeting process.

**182/24 Environment and Sustainability update including:**

No update provided.

**183/24 To ratify meeting dates for 2025.**

These had been circulated and the Council were happy with the dates suggested.

**Action: Clerk**

**184/24 Items for future meetings.**

Carols on the Green

Flooding

Clock Minder

Budgets

Precept

20MPH limit

PHUC Agreement

WYT Agreement

Public Hall

Salvation Army Hall

MUGA

LHI Bid

**185/24 Date of next meeting**

4<sup>th</sup> December 2024

*Meeting closed at 21:23.*