

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

#### Present:

Councillors: Clark, Harris, Hutchcraft, L King, Law, Mansfield, McKee, Ramsden, Todd, Watson, Wilkinson

District Councillors: Handley

Parishioners: One

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

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#### **186/24 Apologies for absence**

Apologies were received and ratified from Councillor Smith due to a work commitment and Councillors Barratt and Moore due to being unwell. Apologies were also noted from Councillor P King as per the pre-agreed apologies under minute reference: 169/24 .

Apologies were received from County Councillor Gough.

#### **187/24 Declarations of interest**

194/24 - Councillor McKee declared a non pecuniary interest as a member of the Bowls Club.

#### **188/24 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 resident addressed the council regarding the drains along Church Street. The resident had raised the issues previously. The Clerk confirmed the Compliance Officer would take photographs of the drains in question and report the matter as appropriate. Councillor Watson reported that he had walked along Green Street with the resident and there was a clear issue with the drains.

**Action: Compliance Officer**

The resident further raised concern for the condition of the footpath on Church Street at the junction with Long Lane. Councillor Handley confirmed that this was a highways issue, which was the responsibility of County Council. However, he was aware there were funds available for repair works and he would liaise with Councillor Gough to get more information on the matter.

**Action: Councillor Handley and Councillor Gough**

The resident also raised concerns regarding the speed of traffic in the village. Councillor Law confirmed a new 20MPH initiative had been approved for the village. Councillor Harris confirmed this was on schedule to be implemented in February (weather dependant to enable the road markings to be installed). The resident specifically mentioned Rockmill End as a problem with excessive speeds. Councillor Harris confirmed this area would form part of the 20MPH limit.

The resident thanked the Council for their time and left the meeting.

#### **189/24 To receive and ratify minutes from the Council meeting held on the 6<sup>th</sup> November 2024.**

Councillor Hutchcraft proposed the minutes be accepted as a true record of the meeting, seconded by Councillor McKee and **ratified** with nine votes in favour and two abstentions due to not being present at the meeting.

**Action: Clerk**

#### **190/24 To deal with matters arising from the meeting on the 6<sup>th</sup> November not covered elsewhere on the agenda.**

None raised.

#### **191/24 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:**

To receive notification of meeting to discuss CCC draft business plan and consider attendance.

Councillor Hutchcraft raised concerns that the new bus timetable for the 5A excluded any buses before 7am through Willingham which would cause issues for those needing to catch the previous 6.30am for work. It was requested that the office contact Councillor Gough to make representation on behalf of the Council to resolve the issue. It was also requested the office contact the Mayor raising the concerns.

**Action: Councillor Gough/Clerk**

**192/24 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:**

Councillor Handley's report had been previously circulated.

Councillor Handley was pleased to hear that the footpath to Highgate had been approved, as he had not been made aware of this.

With regards to the Planning Application on Haden Way, Councillor Handley confirmed that he was aware of the application outcome. Councillor Handley confirmed that he would be happy to arrange for Toby Williams to come and meet with the Council at the next meeting. Councillor Todd stated that he would prefer Stephen Kelly to come to the meeting as he was a more senior member of the team. Councillor Todd requested the office contact Stephen Kelly to request his attendance at the January meeting. Councillor Harris pointed out that the report for the five-year plan produced in September, stated that there were sufficient traveller pitches in South Cambridgeshire. The Council agreed that the Clerk would work with Councillor Handley to formulate an email from Councillor Handley to Stephen Kelly and the Council would also email him direct (also discussed under item 194/24)

**Action: Councillor Handley/Clerk**

Councillor Watson reported he had been informed that more caravans have been added to the pitch on Haden Way. Councillor Handley agreed to look into this situation with planning officers.

Councillor Ramsden expressed people are concerned that the planning process has been undermined.

**193/24 Chair's report including:**

**To receive notice of Over Day Centre's Annual General Meeting**

The invitation had already been circulated to full Council and Councillor Wilkinson confirmed that he would attend. The Clerk was asked to notify them.

**Action: Clerk/Councillor Wilkinson**

**To receive correspondence regarding hazardous parking near the school**

The Clerk had received correspondence regarding the above and had confirmed that issues around the school had been reported to parking enforcement on more than one occasion. Councillor Handley confirmed he would raise the issue with the Community Safety department.

*Item 197/24 was taken here*

**194/24 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.**

*Councillor Harris left the meeting.*

Councillor Law confirmed the budget proposal would be presented to Council at the January meeting. The F&GP Committee would be meeting again on Tuesday 17<sup>th</sup> December 2024.

**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 reported the council were still awaiting the final report regarding the investigations carried out at the Crossroads.

Councillor Law also confirmed the works needed to rectify the flooding which occurred in the school were scheduled to be completed by February half term.

**To appoint a new clock minder.**

Two volunteers had come forward for the role and the Clerk had responded to both. The Clerk confirmed the volunteer had been in the office that day and had filled out the relevant paperwork and had also met with Councillors L and P King to run through what was needed in the role.

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

To receive draft minutes from the meeting held on the 20<sup>th</sup> November 2024 and consider any actions.

Also discussed under item 192/24. Draft minutes had been previously circulated. Following the recent decision made regarding the Piggery on Haden Way, the Clerk had written to South Cambs District Council to raise the Council's concerns. The Council requested the Clerk work with Councillor Todd to form a further response to South Cambridgeshire District Council. The next planning meeting had been scheduled for 10th December 2024.

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 the Scouts had visited the Salvation Army and had written to the Council to raise their thoughts regarding the purchase of the property. Work on this would continue and a report provided to the Council at the January meeting.

**Action: Councillor Clark**

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

Booking forms had been sent out to the Scouts and the dance group who use the hall and a calendar for bookings had been set up ready for the handover. A First aid kit and accident book had also been ordered.

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

This was ongoing, booking forms were being put together and an online calendar for bookings had been created.

To receive any other updates regarding the Ploughman Hall.

Councillor Clark confirmed the works scheduled in the Ploughman Hall would be coming to an end this week.

Councillor Law confirmed the recent annual maintenance of the pumping station at the Ploughman Hall had identified essential work that need to be carried out. This had been agreed by Councillor Law and P King.

**Action: Clerk**

Cemetery – updates and actions to be taken, including:

Councillor Mansfield confirmed the memorial works were still to be completed and some quotations had been requested for additional tidying up work in the cemetery.

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

Councillor Watson confirmed the Christmas tree had been installed on the Village Green and the lights were now on.

With regards to the hedge trimmings at the Community Orchard. Councillor Watson confirmed he was not happy these had not been removed. Councillor Watson confirmed he would monitor the cuttings and would bring any necessary proposal to the January meeting.

**Action: Clerk**

Councillor Watson agreed that the hedge outside 1 Haden Way had overgrown. The Compliance Officer would raise this with Highways.

**Action: Compliance Officer**

Councillor Watson and Councillor Mansfield confirmed they would like the trees for the Cemetery and Meadow Road. It was confirmed the office would accept the offer.

**Action: Clerk**

To receive an update and consider a proposal for funding for the carols on the Green event and consider any actions.

Councillor Clark had presented a proposal for £300 to cover the cost of refreshments/equipment at the event. A risk assessment had been compiled and it was confirmed that the road would not be closed as there was not a suitably qualified person available to do so. Instead marshals would be appointed to oversee residents crossing the road to the Green. Councillor Clark proposed the Council continue with the event and approve the funding, seconded by Councillor Ramsden and **ratified** unanimously.

To consider proposal for works to the pump steps on the Green.

Councillor Moore reported that the steps to the pump were uneven and should be either fenced off, signage provided or raisings installed.

The Council unanimously agreed that this was not necessary and they did not wish to proceed with the proposal.

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

Councillor L King reported the floodlights on the recreation ground have failed again. A quotation had been received for the use of a cherry picker to investigate the issue and replace the lights whilst they are up there. This had been approved by L King and the Chair in line with the financial regulations.

**Action: Clerk**

Wolves would be applying for the funding for the Storage container in January.

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

The Combined Charities were yet to meet and once they had done so would report back to the Council. This would be added to the next Agenda.

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

Having looked further into the options available, Councillor L King had presented a report to Council. The Council confirmed they are happy for Councillor King to continue looking into the possibility of one court for the MUGA.

**Action: Clerk**

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

The matter was ongoing.

**195/24 To receive and ratify monthly accounts for payment.**

Paid Items

Salaries	November	Salaries	5322.46
Paye	November	Salaries	1043.91
Nest Pension	November	Pension	259.69
Briar Security	Annual Maintenance	Halls	311.40
MSP Plumbing	Tap Comm Orchard	G & B	355.00
Binder	Service	L & A	96.60
MC Garden Main	Grass Cutting	Est	1416.00
Scouts Fireworks	Deposit Refund	Halls	100.00

Paid by Credit Card

Amazon	Fluorescent light bulb	L&A	21.51
Lenova	Laptop – office	Est/IT	649.99
Amazon	Accident Books	Halls	10.00
Amazon	First Aid Boxes	Halls	71.99
Kaspersky	IT Security	Est	54.99
Tesco	Kettle/toilet roll for PI Hall	S106/Est	18.49
Currys	Fridge for PI Hall	S106	174.00

To be Paid by bank transfer

Suds & Bubbles	Cleaning Ploughman	Halls	520.00
Suds & Bubbles	Pavilion Cleaning	L & A	281.00
Suds & Bubbles	Office Cleaning	L & A	40.00
ACA Heating	6 months water check	Halls/L & A	464.40
Berrycroft Stores	Refuse Bags	G & B	5.33
O S Gawthrop	Grass cutting/Hedge cutting	Est	3715.20
Berrycroft Stores	Refuse bags	G&B	5.33
Binder	Pumping Station Maint	Halls	197.40
Binder	Pumping Station Maint	L&A	96.60
Cromwell Fire	Fire Survey works PI Hall	Halls	1892.40
Cromwell Fire	Fire Survey works Pavilion	L&A	1680.00
Cromwell Fire	Fire Survey works Pub Hall	Halls	2262.00
Willingham PCC	Octagon Hire	Est	45.00
HMK Supplies	Toilet Roll	Halls/L&A	33.70

It was noted that the Binder invoice for £96.60 and the Berrycroft invoice for £5.33 had been entered twice on the accounts for payment. Subject to these amendments Councillor Todd proposed the accounts be accepted as listed, seconded by Councillor Clark and **ratified** unanimously

**196/24 Police update including:**

Councillor Hutchcraft confirmed the Community Engagement meeting had been moved to tomorrow, so the report from this will follow at a later date.

**Action: Councillor Hutchcraft**

**197/24 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:**

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

Councillor Harris proposed that a scheme be put forward for double yellow lines on various junctions including:

- East side of Long Lane to Berrycroft
- Junction of Long Lane and Silver Street
- Junction of High Street and Saxon Way
- Junction of High Street and Bourney's Manor Close
- Junction of Earith Road and Fen End
- Church Street and Church Lane
- Church Street opposite no. 27

It was agreed for Councillor Harris to put together an application with the roads listed above and if anyone had any other areas they felt should be included they should contact Councillor Harris before the New Year so they could be added to his formal proposal which would be considered at the January meeting.

To receive correspondence regarding Capital Highways Schemes and consider any response/action.

The Clerk had received correspondence and the Council were invited to put forward proposals for the scheme. The Clerk would put forward the B1050 as a candidate for the scheme.

**198/24 Environment and Sustainability update including:**

Nothing to be reported.

**199/24 Items for future meetings.**

**Precept**

**Budgets**

**Flooding**

**Public Hall/Salvation Army Hall**

**Youth Trust Agreement**

**LHI Bid**

**Community Orchard Cuttings**

**MUGA**

**Octagon Grant Request**

**200/24 Date of next meeting: 8<sup>th</sup> January 2025**

Meeting closed at 21.07.