

## WILLINGHAM PARISH COUNCIL

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### Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 2<sup>nd</sup> April 2025 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

#### Present:

Councillors: Barratt, Clark, Hutchcraft, Law (Chair), Mansfield, McKee, Ramsden, Todd, Watson, Wilkinson

County Councillor:

District Councillors: Handley

Parishioners: Three

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

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#### **48/25 Apologies for absence**

Apologies were received and accepted from Councillors L King and Harris with prior commitments and as previously agreed for Councillor P King (minute number 169/24) and Councillor Moore (minute number 33/25)

Apologies were also received from County Councillor Gough.

#### **49/25 Declarations of interest**

None declared.

*Councillor Hutchcraft joined the meeting at 19.31.*

**50/25 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 cycle path provisions between Willingham and Northstowe. The resident expressed that the cycleways were very narrow and not safe. Concern was raised over the increase of the use of this cycleway and especially the increase of children who used it to get to and from school.

The resident explained they had read the Greenways report which was conducted in 2016. The report appeared to focus on the need to connect Willingham to the Guided Busway, but the resident would now argue that the need had changed somewhat with the development and provisions of Northstowe. The resident questioned whether this could be re-assessed now.

Councillor Ramsden explained that the Council had raised this issue before and it was not simply a funding issue, but also an issue of the space available for the works necessary to widen the cycleways.

District Councillor Handley expressed he had communicated with the resident on this issue before. Councillor Handley confirmed he would raise the issue with the Liberal Democrats candidate and requested the Parish Council raise it with the new County Councillor, when elected.

Councillor Law expressed his thanks to the resident for attending and raising their concerns. He confirmed the Council would continue to raise the issue where they could.

Councillor Wilkinson encouraged the resident to collect data regarding accidents and near-misses to strengthen the argument that the Greenways report needed to be conducted again.

*Councillor Todd left the meeting at 19.41.*

#### **51/25 To receive and approve minutes from the Council meeting held on the 5<sup>th</sup> March 2025.**

Councillor Watson proposed the minutes be accepted as a true record, this was seconded by Councillor Wilkinson and **resolved** unanimously.

**52/25 To deal with matters arising from the meeting on the 5<sup>th</sup> March not covered elsewhere on the agenda.**

None raised.

**53/25 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:**

Report previously circulated and tabled. It was noted that Councillor Gough would not be re-standing in the forthcoming election.

**54/25 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:**

Report previously circulated and tabled.

The Clerk suggested Lee Hillam attend the Annual Parish Meeting which was scheduled for 14<sup>th</sup> May. Councillor Handley confirmed he would contact Lee Hillam to arrange this.

**Action: B Handley**

**55/25 Chair's report including:**

To receive an update on the Community Warden Scheme and consider any actions.

Some discussion took place amongst the Council, and it was noted that Over Parish Council were no longer financially supporting the scheme.

Councillor Law proposed the Council support the scheme as it stands with its current users for financial year 2025/2026 with the pre-budgeted grant of £3,000.00. Councillor Law also proposed that as Over had withdrawn funding, the Council request that the Community Wardens did not recruit new users from Over. This was seconded by Councillor Hutchcraft and **resolved** unanimously.

**Action: Clerk**

To receive correspondence from a resident regarding Over Mereway and consider any actions.

Correspondence had been received by a resident, which had been previously circulated to the Council. The Parish Council agreed to support the resident in their views regarding the right of way. It was requested the Office reply to the resident to confirm the Council's support.

**Action: Clerk**

Councillor Law also confirmed to the Council that he would be attending the Licencing of the new Vicar.

**Action: D Law**

**56/25 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 the RFO financial package.

The Clerk advised that following the last meeting the quotation received for payroll had a lot of hidden extras within the charges. As a result, with the agreement of the chair a contract with Bright Pay was taken up. This was cheaper than the previous quotation received and is used by other local parish councils.

To consider change to payment date for staff members.

To help bring payments in line with the new finance package the RFO requested the salary payment date be changed to the 25<sup>th</sup> of the month. All relevant staff had been approached, and all were happy with the change. Councillor Law proposed the Council support the RFO's request. This was seconded by Councillor Clark and **resolved** unanimously.

**Action: RFO**

To consider renewal of CAPALC membership.

Councillor Law proposed the Council continue with the membership renewal for the fee of £951.13. This was seconded by Councillor Hutchcraft and **resolved** unanimously.

**Action: Clerk**

To consider adoption of revised model finance regulations.

These had been previously circulated to the Council. Councillor Law proposed the Council adopt the new financial regulations. This was seconded by Councillor Ramsden and **resolved** unanimously.

**Action: Clerk**

To consider renewal of SLCC membership for the Clerk and Compliance Administrator

The renewal costs had been previously circulated to the Council. Councillor Law proposed the Council approve the renewals. This was seconded by Councillor Mansfield and **resolved** unanimously.

**Action: Clerk**

To receive an update on flooding

Councillor Law provided an update to the Council following his attendance at the recent MAG meeting. It was confirmed the flooding issue previously faced by the school, was starting to be actioned. Councillor Law also confirmed Cambridge Water and Anglia Water had finished their works on Over Road.

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

To receive draft minutes from the meetings held on the 5<sup>th</sup> and 25<sup>th</sup> March 2025 and consider any actions.

Previously circulated and noted.

To receive and consider the planning committee’s recommendation regarding compiling a Neighbourhood Plan.

The planning committee had recommended that the Council did not complete a neighbourhood plan at the current time. Councillor Law proposed their recommendation be accepted, seconded by Councillor McKee, and **resolved** unanimously.

To receive an update regarding the asset of community value application and consider any action.

Councillor Law confirmed the office had notified the new owners of the Duke of Wellington, the Councils intention to re-register for the Asset of Community Value, as requested by South Cambridgeshire District Council. This has resulted in some back-and-forth communication. The Council requested the office continue with the application as the owner was now aware.

**Action: Clerk**

HALLS – Updates and actions to be taken, including:

Councillor Clark provided a report which had been tabled at the meeting.

To consider request from the Scouts regarding the potential purchase of the Salvation Army Hall, the survey carried out on behalf of the Council and clarification of previous minutes.

Councillor Clark confirmed the Scouts wished for some clarification to be noted. The Salvation Army Hall would be purchased by the South Cambridgeshire District Scouts who would Lease it to the 1<sup>st</sup> Willingham Scouts groups. It was also clarified that the funds for the purchase were dependant on the sale of another property, which would soon be completing.

Councillor Clark proposed the Council provide the Scouts with the results of its structural survey on the Salvation Army Hall, free of charge. This was seconded by Councillor Ramsden and **resolved** with eight votes in favour and one abstention.

**Action: Clerk**

To receive updates regarding the Ploughman Hall and Public Hall and consider any actions.

A resident had requested a copy of the Public Hall survey conducted towards the end of 2024. This had been provided to them and also placed on the Council’s website.

To receive a proposal from Willingham Youth Trust regarding its future and consider any actions.

Councillor Law proposed the Council allow Connections to hire the side hall of the Ploughman Hall as a regular user and run the youth club themselves, gaining their own volunteers. The Council would then pay Connections for the service provided in running a youth club. This was seconded by Councillor Clark and **resolved** unanimously.

**Action: Clerk**

Cemetery – updates and actions to be taken, including:

Councillor Mansfield reported she was still waiting to hear from Michael Church regarding the Cemetery pathways. The Clerk confirmed she would chase this.

**Action: Clerk**

Councillor Mansfield also confirmed the office was in the process of obtaining quotation for clearing the southern boundary and these would be put on next months’ Agenda.

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

Councillor Watson confirmed there had been some fly tipping on Meadow Road. The burnt items had been cleared, and South Cambridgeshire District Council were due to attend that afternoon to assess the remainder of the items.

Councillor Watson also reported the ashes were still in the Orchard from the burning from the brush, which Willingham Action Group confirmed would be dealt with.

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

To receive correspondence from a resident regarding the possible upgrade of the skate park and consider any actions.

Councillor Clark read aloud the correspondence. It was agreed the Office should reply asking the resident to liaise with the community to gauge their views, including whether they would want to see it expanded, an ideal location, size, and makeup of the proposed facility.

**Action: Clerk**

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

Councillor Clark confirmed that Councillor L King and the Clerk were meeting with Ian Ross on Friday 4<sup>th</sup> April 2025.

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

No update provided.

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

It was confirmed this matter was still ongoing.

**57/25 To receive and ratify monthly accounts for payment.**

**Please see attached appendix 1.**

Subject to some minor amendments, Councillor Barratt proposed the accounts be accepted as listed, seconded by Councillor McKee, and **resolved** unanimously.

**Action: RFO**

**58/25 Police update including:**

Report had been previously circulated to Council. The Clerk confirmed the local Police Officer was keen to host another 'Coffee with a Cop' and would provide some proposed dates.

**59/25 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:**

To receive an update regarding the storage of lithium batteries by the community roadwatch team and consider any actions.

The Highways report was tabled at the meeting. Councillor Law proposed the Council accept the Manufacturers confirmation regarding the storage of lithium batteries not requiring separate secure storage, this was seconded by Councillor Clark and **resolved** unanimously.

To receive and consider correspondence received from a resident regarding the Over Road closure.

Councillor Law confirmed Over Road was due to close again in August for gas works.

The Council requested the office contact Ian Sollom MP and advise him of the situation and request any assistance he may be able to provide.

**Action: Clerk**

**60/25 Environment and Sustainability update including:**

Councillor McKee confirmed her, and Councillor L King had completed some litter picking. They had also attended the bulb planting walk organised by Willingham Action Group.

**61/25 Items for future meetings**

Cemetery quotations

**62/25 Date of next meeting**

7<sup>th</sup> May 2025

*Meeting closed at 21.03.*

## APPENDIX 1

### Accounts to be authorised 03.04.2025

#### Payments made in advance of the Meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
5891741560	07.03.2025	DD	Tomato Energy	Street Lighting	EST	23.11	1.16	24.27
GP01059774	15.03.2025	DD	BT	Cloud Voice and Broadband	EST	93.57	18.71	112.28
	17.03.2025	BACS	Abgail McGeachie	Ploughman Hall Hire Deposit Refund	Halls	83.33	16.67	100.00
35389530	17.03.2025	BACS	Initial	Service Increase to cover the Youth Trust	Halls	16.81	3.36	20.17
	18.03.2025	Credit Card	Co-Op	Refreshments for Coffee with a Cop event	EST	18.97	-	18.97
6259758353	21.03.2025	DD	Tomato Energy	Street Lighting	EST	0.64	0.03	0.67
631564163	26.03.2025	DD	GiffGaff	Monthly payment for mobile phone for CCTV purposes	G&B	8.00	-	8.00
	28.03.2025	BACS	Staff	Salaries and PAYE	SAL	4,518.27	-	4,518.27
	28.03.2025	BACS	HMRC	Pension	SAL	215.40	-	215.40
BGL141912	30.03.2025	DD	British Gas	Village Green Electricity – Estimated	G&B	38.44	5.49	43.93
BGL141911	30.03.2025	DD	British Gas	Pavilion Gas	L&A	21.72	1.09	22.81
BGL141909	30.03.2025	DD	British Gas	Public Hall Electricity – Estimated	Halls	75.82	12.58	88.40
BGL141908	30.03.2025	DD	British Gas	Ploughman Hall	Halls	1,633.30	326.66	1,959.96

#### Payments to be made following the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
CB250317	04.04.2025	BACS	CBE Limited	Hire of Cherry Picker for Flood Lights	L&A	670.00	134.00	804.00
				Replacement of 7x LED Floodlights	L&A	686.00	137.20	823.20
				Replacement of Faulty Socket	Halls	60.00	12.00	72.00
					<b>Total</b>	<b>1,416.00</b>	<b>283.20</b>	<b>1699.20</b>
38450	04.04.2025	BACS	EDGE IT Systems Ltd	Epitaph – 5 year contract	Cem	255.00	51.00	306.00
2098	04.04.2025	BACS	The Lawncare Company	Scarification and Moss Control for Willingham Cricket Club	L&A	168.00	-	168.00
				Reimbursement of Broom and Brush and Dustpan – Side Hall	Halls	9.00	-	9.00
I4635	04.04.2025	BACS	ACA Heating & Plumbing Ltd	Pavilion – Boiler call out re hot water	L&A	39.50	7.90	47.40
	04.04.2025	BACS	Suds and Bubbles	New Mop, mop heads and bucket	Halls	115.76	-	115.76
BR247	04.04.2025	BACS	Ben Rudderham	Supply of posts for QE11 entrance	L&A	59.16	-	59.16
				Supply of postcrete for QE11 entrance posts	L&A	20.00	-	20.00

				6 hours labour at £20.00 p/h	EST	120.00	-	120.00
					<i>Total</i>	<i>199.16</i>		<i>199.16</i>
BGL141910	10.04.2025	DD	British Gas Lite	Pavilion Electricity	L&A	65.09	3.25	68.34