

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 7th May
2025 7.30pm in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors:	Barratt, Harris, Hutchcraft, L King, Law, Mansfield, McKee, Moore, and Watson	
County Councillor:	Councillor Deter	
District Councillor:	Councillor Handley	Clerk: Mandy Powell
Parishioners:	One	Deputy Clerk: Amy Rudderham (minute taker)

63/25 To elect the Chair of the Parish Council and to receive their declaration of acceptance of office.

Councillor Watson proposed Councillor Law be elected as the Chair of the Parish Council, seconded by Councillor Hutchcraft, and **resolved** with eight votes in favour and one abstention.
Councillor Law signed his acceptance of office.

Action: Clerk

64/25 To elect the Vice Chair of the Parish Council and receive their declaration of acceptance of office.

Councillor Law proposed Councillor Hutchcraft be elected as the Vice Chair of the Parish Council, seconded by Councillor Harris, and **resolved** with eight votes in favour and one abstention.
Councillor Hutchcraft signed his acceptance of office.

Action: Clerk

65/25 Apologies for absence

Apologies were received from Councillor Wilkinson due to a prior commitment and Councillors, P King, Clark, and Ramsden due to being unwell.

66/25 Declarations of interest

None declared.

67/25 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)

None present wished to address the Council.

68/25 To receive and approve minutes from the Council meeting held on the 2nd April 2025.

Councillor Hutchcraft proposed the Council accept the Minutes as a true record of the meeting, seconded by Councillor McKee and **resolved** with eight votes in favour and three abstentions due to not being present at the previous meeting.

Action: Clerk

69/25 To deal with matters arising from the meeting on the 2nd April not covered elsewhere on the agenda.

None raised.

70/25 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months.

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

Halls Lead	Councillor Clark
Halls Deputy	Councillor Wilkinson
Green and Boundaries Lead	Councillor Watson
Green and Boundaries Deputy	Councillor Moore
Leisure and Amenities Lead	Councillor L King
Leisure and Amenities Deputy	Councillor Clark
Cemetery Lead	Councillor Mansfield
Cemetery Deputy	Councillor McKee
Finance and General Purpose	Councillors Clark, L King, Law, Mansfield, Todd and Watson.

Action: Clerk

71/25 To elect a planning committee.

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

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

Action: Clerk

72/25 To elect Council representatives including:

Willingham News Contributors, British School Trust representatives, Willingham Combined Charity Trustees, Emergency Plan Committee, Environmental representatives, Willingham News representative, Community Plan representative, Highways representative, police liaison representative and council buildings committee.

Councillor Law proposed the various roles be filled as below, seconded by Councillor Mansfield, and **resolved** unanimously.

British School Trust Representative	Councillors Barratt and Mansfield
Council Buildings Committee	Councillors Barratt, Clark, Hutchcraft and Law
Emergency Plan Committee	Councillors Hutchcraft, Law, Chair of Planning Committee and the Clerk
Environmental Representatives	Councillors L King and McKee
Highways Representative	Councillors Harris (Lead) and Watson
Police Liaison Representative	Councillor Hutchcraft (Lead) and Councillor Moore (Deputy)
Willingham Combined Charity Trustees	Councillors Law and Wilkinson
Willingham News Contributors	Councillors Harris, Hutchcraft, Law, Mansfield, McKee, and Wilkinson
Willingham News Representatives	Councillor McKee

Action: Clerk

73/25 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

Newly elected County Councillor Deter introduced herself to the Council and Councillor Law thanked her for attending the meeting.

74/25 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

The report was received and previously circulated.

District Councillor Handley confirmed he had been contacted by a resident of Wilford Furlong regarding planting a tree on land owned by SCDC. Councillor Handley confirmed he had sought permission for the planting and this had been granted. Councillor Handley confirmed he would liaise with the resident regarding the tree and the maintenance going forward.

Councillor Harris addressed Councillor Handley regarding the number of Ukrainian refugees in the village, as a member of the public had raised the question. Councillor Handley believed there are eight and would confirm with Councillor Harris if the number had changed.

75/25 Chair's report including:

Councillor Law requested more volunteers for the WAG event and asked Councillors to confirm their availability with the office.

Action: All Councillors

To receive correspondence from Over Day Centre expressing thanks for the recent grant provided by the Parish Council.

Correspondence was received and circulated from Over Day Centre and was noted by the Council.

76/25 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 and consider Internal Auditor's report.

The Internal Auditor's report had been received and circulated to Councillors. Councillor Law proposed the Council accept the Internal Auditor's report, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

To receive and consider Parish Council's Annual report.

The Annual Report had been prepared by the Clerk and circulated to all Councillors for their approval. Councillor Harris proposed the Council approve the draft for publication, seconded by Councillor Watson and **resolved** unanimously.

The Chair expressed thanks to the Clerk and Councillors for all their hard work on this.

Action: Clerk

To consider adoption of revised model standing orders.

The revised Model Standing Orders had been circulated to all Councillors. Councillor Hutchcraft proposed the Council adopt the revised Model Standing Orders, seconded by Councillor Barratt and **resolved** unanimously.

Action: Clerk

To receive an update on flooding

Councillor Law provided an update to the Council following his recent conversation with the local expert and volunteer.

It had been discovered that ground water levels were the responsibility of the County Council not Anglian Water or the Environment Agency. It was suggested the Council speak to other local parishes experiencing flooding issues and formulate a joint complaint to Cambridgeshire County Council for them to investigate. It was confirmed this would be looked into further. Gratitude was again expressed from the Council to the resident expert for all their continuing hard work.

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

To receive draft minutes from the meeting held on the 24th April 2024

Noted.

HALLS – Updates and actions to be taken, including:

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

Councillor Clark had confirmed to the Clerk ahead of the meeting, that there was no update to provide.

To consider quotations received for a new height barrier at the Ploughman Hall.

Councillor Law proposed the Council accept the Stop Em quotation for £5,176.15 (inc. VAT). This was seconded by Councillor L King and **resolved** unanimously.

It was noted the funds for this project would be taken from the Section 106 monies allocated to the Ploughman Hall.

Action: Clerk

To receive and consider quotations for remedial building works for the pavilion and public hall following recent fire risk assessment (to be taken under L&A)

The Council noted that its Financial Orders state that it would strive to obtain 3 quotations for works between £1,000 and £5,000, however the office had so far been unsuccessful in obtaining any further quotations.

Councillor Harris proposed the Council accept the quotation from AJ Group for £5,061.75 (inc. VAT), as the office had strived to obtain three quotations, but could not do so on this occasion. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

Cemetery – updates and actions to be taken, including:

To receive and consider quotations for work to the South Boundary

A table showing all quotations received for the works had been previously circulated. Councillor Mansfield proposed the Council accept the quotation received from Green Leaves Gardening for £1,350 + VAT. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

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

Councillor Watson updated the Council on the Wildlife Meadow pond. It was confirmed the adaptations to the pond should take place at the end of this month.

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

Councillor L King advised a letter of response had been received from Willingham Combined Charity. It was confirmed the Council are still actively looking for alternative recreational sites.

With regards to the MUGA, Councillor L King confirmed that once the flood risk assessment report was received, the planning application would be ready to be submitted.

A recent inspection had taken place on the play equipment at the QEII Field raising some minor remedial works needed. Councillor L King would report back further with a plan to address the issues at the next meeting.

Action: L King

To receive and consider quotations for remedial building works for the pavilion and public hall following recent fire risk assessment.

This item was taken Halls.

The Council noted that its Financial Orders state that it would strive to obtain 3 quotations for works between £1,000 and £5,000, however the office had so far been unsuccessful in obtaining any further quotations.

Councillor Harris proposed the Council accept this quotation from AJ Group for £5,061.75 (inc. VAT),, as the office had strived to obtain three quotations, but could not do so on this occasion. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

77/25 To receive and consider annual accounts for 2024-2025.

The Annual Accounts were previously circulated to all Councillors. Councillor Law proposed these be approved, seconded by Councillor Watson, and **resolved** unanimously.

Action: RFO/Clerk

78/25 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 one - eight were answered yes unanimously. Question nine was not applicable.

Councillor Law proposed the Council ratify section one of the Annual Governance Statement, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: RFO

79/25 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 Harris, and **resolved** unanimously.

Action: RFO

80/25 To receive and ratify monthly accounts for payment.

Please see attached appendix 1.

This had been previously circulated to all Councillors. Councillor Barratt proposed the accounts be accepted as listed, seconded by Councillor Moore, and **resolved** unanimously.

Action: RFO

81/25 Police update including:

Councillor Hutchcraft provided an update to the Council and again urged all Councillors to complete the survey ahead of the next policing meeting at the end of May. Councillor Hutchcraft confirmed he would re-circulate the survey to all Councillors.

Action: Councillor Hutchcraft

82/25 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

Councillor Harris confirmed that the new 20MPH signs were being placed in the village. Councillor Harris also confirmed that he would be attending a meeting with the Highways Officer to do a walk-around the village to review the signs. It was explained that the Council had received confirmation that the speed camera could not be re-calibrated to 20 MPH, despite what was previously confirmed. Councillor Harris advised he would look into the future possibility of average speed cameras in its place.

Action: Councillor Harris

Councillor Mansfield queried whether the new speed restriction would be painted onto the road. Councillor Harris responded that in areas where the speed changed from 30 MPH to 20 MPH it would be painted on the road.

Councillor Moore raised whether the speed camera could be left in position as a deterrent. Councillor Law explained that unfortunately, this was not possible.

83/25 Environment and Sustainability update including:

Nothing to report.

84/25 Items for future meetings

Asset of Community Value

85/25 Date of next meeting

14th May 2025 – Annual Parish Meeting

4th June 2025

Meeting closed at 20.20pm.

Appendix 1 to Agenda 30.04.2025 for the Full Parish Council meeting to be held on 07.05.2025

Accounts to be authorised 07.05.2025

Payments made in advance of the Meeting (Payments)								
ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	Total (£)
Sage 12	01.04.2025	DD	Sanctuary	Lifeline Alarms	Est	242.16	0.00	242.16
	01.04.2025	DD	SCDC	Rental Charge of Lifeline Alarm	Est	45.50	0.00	45.50
28	01.04.2025	DD	Pennon Water	01.04.2025-30.06.2025 Monthly Charge – Community Orchard	G&B	8.00	0.00	8.00
27	01.04.2025	DD	Pennon Water	Monthly Charge – Pavilion	L&A	15.50	0.00	15.50
14	01.04.2025	DD	SCDC	Waste and Recycling Collection – Ploughman Hall	Halls	109.50	0.00	109.50
15	01.04.2025	DD	SCDC	Rates – Ploughman Hall	Halls	543.24	0.00	543.24
16	01.04.2025	DD	SCDC	Rates – Pavilion	L&A	202.95	0.00	202.95
17	01.04.2025	DD	SCDC	Rates – Cemetery	Cem	81.88	0.00	81.88
18	01.04.2025	DD	SCDC	Waste Collection – Cemetery	Cem	49.12	0.00	49.12
21	01.04.2025	DD	Scribe	Monthly Fee – Accounts Package	Est	75.00	15.00	90.00
49	01.04.2025	Chg Card	Amazon	Hand Towels	Halls	28.44	5.70	34.14
48	01.04.2025	Chg Card	Amazon	Hand Soap	Halls	5.00	1.00	6.00
				File Dividers	Est	2.58	0.52	3.10
				Invoice Total		7.58	1.52	9.10
22	02.04.2025	BACs	F Ayub	Ploughman Hall Deposit Refund	Halls	166.67	33.33	200.00
29	08.04.2025	DD	Pennon Water	Monthly Charge – Public Hall	Halls	8.50	0.00	8.50
13	09.04.2025	DD	Tomato Energy	Street Light	G&B	23.43	1.17	24.60
20	09.04.2025	BACs	Initial	Annual fee for Sanitary Bins	Halls	359.74	71.95	431.69
					L&A	359.74	71.95	431.69
					Inv.	719.48	143.90	863.38
					Total			
9	09.04.2025	BACs	CAPALC	AGAR – Bitesize Training	Est	25.00	0.00	25.00
7	09.04.2025	BACs	ICCM	Memorial Management Training	Est	195.00	39.00	234.00
23	09.04.2025	BACs	Community Roadwatch	WPC Grant	Est	200.00	0.00	200.00
24	09.04.2025	BACs	Willingham Bowls Club	WPC Grant	Est	1,400.00	0.00	1,400.00
11	09.04.2025	DD	BrightPay (UK)	Annual Fee – Payroll	Est	127.20	25.44	152.64
25	09.04.2025	BACs	Scribe	Set-up Fee and Professional Services Fee	Est	968.00	193.60	1161.60
50	11.04.2025	DD	Lebara Mobile	Monthly Charge	G&B	4.00	1.00	5.00
51	14.04.2025	DD	Zoom	Annual Fee	EST	124.70	31.18	155.88
30	15.04.2025	DD	Pennon Water	Monthly Charge – Ploughman Hall	Halls	101.50	0.00	101.50
31	16.04.2025	DD	Sage Software	Monthly Direct Debit	Est	135.50	27.10	162.60
52	16.04.2025	DD	Adobe	Monthly Direct Debit	Est	15.98	3.99	19.97
32	17.04.2025	BACs	Suds & Bubbles	Monthly Invoice – March	Halls	560.00	0.00	560.00
					Halls	200.00	0.00	200.00
					L&A	241.00	0.00	241.00
					Halls	173.00	0.00	173.00

53	20.04.2025	DD	JetPack	Invoice Total		1174.00	0.00	1174.00
				Monthly Charge – Website Backup	Est	2.80	-	2.80
54	22.04.2025	Chg Card	Primexeon	Annual Charge for Clerk@ email	Est	16.00	4.00	20.00
55	24.04.2025	Chg Card	Amazon	Foldable Document Trolley	Est	14.99	3.00	17.99
42	25.04.2025	BACs	AGE UK	Grant Payment	Est	3,000.00	0.00	3,000.00
41	25.04.2025	BACs	Over Day Centre	Grant Payment	Est	3,000.00	0.00	3,000.00
56	25.04.2025	DD	GiffGaff	Mobile Charge	G&B	6.67	1.33	8.00
35	25.04.2025	BACs	Nest	Pension Contribution	Est	224.12	0.00	224.12
36-40	25.04.2025	BACs	Staff	Wages	Est	4,869.57	0.00	4,869.57
58	26.04.2025	DD	British Gas	Monthly Charge – Pavilion Electricity	L&A	104.25	5.21	109.46
60	28.04.2025	DD	Tomato Energy	Street Lighting	G&B	0.32	0.02	0.34
43	29.04.2025	DD	British Gas	Monthly Charge – Ploughman Hall Electricity	Halls	1,356.77	271.35	1,628.12
44	29.04.2025	DD	British Gas	Monthly Charge – Public Hall Electricity	Halls	68.58	3.43	72.01
45	29.04.2025	DD	British Gas	Monthly Charge – Pavilion Gas	L&A	56.61	2.83	59.44
46	29.04.2025	DD	British Gas	Monthly Charge – Village Green	G&B	31.69	1.58	33.27

Payments to be made following the meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
8	08.05.2025	BACs	HMK Supplies Ltd	Toilet Rolls Quantity: 2	Halls	15.50	3.10	18.60
					L&A	15.50	3.10	18.60
					Inv.	31.00	6.20	37.20
					Total			
9	08.05.2025	BACs	SLCC	Membership Fee – Annika Osborne	Est	150.00	0.00	150.00
47	15.05.2025	BACs	PAYE	PAYE for April Salaries	Est	1,131.59	0.00	1,131.59
59	08.05.2025	BACs	Suds & Bubbles	Monthly Invoice – March	Halls	560.00	0.00	560.00
					Halls	200.00	0.00	200.00
					L&A	241.00	0.00	241.00
					Halls	173.00	0.00	173.00
				Invoice Total		1174.00	0.00	1174.00
61	30.04.2025	BACs	The Lawncare Company	Lawn Treatment for Cricket Ground	L&A	48.00	0.00	48.00
62	30.04.2025	BACs	5 Folds Admin	Octagon Hire – April 2025	Est	45.00	0.00	45.00

Income received ahead of the meeting (Receipts)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
1	01.04.2025	BACs	Elections	Ploughman Hall Hire – 01.05.2025	Halls	150.00	30.00	180.00
13	01.04.2025	BACs	Jill Bridger Dance	Ploughman Hall Hire – March 2025	Halls	293.33	58.67	352.00
2	01.04.2025	BACs	Studio Fogg	Ploughman Hall Hire – 07.04.2025	Halls	116.67	23.33	140.00
14	01.04.2025	BACs	Little City	Ploughman Hall Hire – March 2025	Halls	100.83	20.17	121.00
3	03.04.2025	BACs	1 st Willingham Scouts Group	Public Hall Hire – March 2025	Halls	220.00	0.00	220.00

15	03.04.2025	BACs	Briggs	Ploughman Hall Hire – March 2025	Halls	36.67	7.33	44.00
16	07.04.2025	BACs	Hoayun	Ploughman Hall Hire – March 2025	Halls	55.00	11.00	66.00
19	08.04.2025	BACs	Willingham Badminton Club	Ploughman Hall Hire – March 2025	Halls	105.42	21.08	126.50
17	08.04.2025	BACs	HMRC	VAT Repayment	Est	2,476.93	0.00	2,476.93
20	09.04.2025	BACs	Lloyds	Interest (Gross)	Est	325.03	0.00	325.03
	09.04.2025	BACs	Lloyds	Charge Card Cashback		2.13	0.00	2.13
8	17.04.2025	BACs	WAG	Ploughman Hall Hire	Halls	483.33	96.67	580.00
9	17.04.2025	BACs	Sunflower Care Ltd	Youth Trust Hire	Halls	127.50	25.50	153.00
4	24.04.2025	BACs	F W Cook	Cemetery	CEM	100.00	0.00	100.00
5	24.04.2025	BACs	F W Cook	Cemetery	CEM	50.00	0.00	50.00
6	24.04.2025	BACs	F W Cook	Cemetery	CEM	50.00	0.00	50.00
7	24.04.2025	BACs	F W Cook	Cemetery	CEM	50.00	0.00	50.00
10	24.04.2025	BACs	E Murphy	Recreation Hire	L&A	113.33	22.67	136.00
11	24.04.2025	BACs	S Page	Ploughman Hall Hire	Halls	278.33	55.67	334.00
18	24.04.2025	BACs	SCDC	Part Precept Payment	Est	95,217.00	0.00	95,217.00
21	29.04.2025	Cheque	F W Cook	Cemetery Income	CEM	200.00	0.00	200.00

ID	<u>Account Information</u>			Description	Cost Area	Net	VAT	Total
	Paid Date	Method	Company					
	04.03.2025	Online A/C	BT	Credit	-	467.85	93.57	561.42
	04.03.2025	Online A/C	BT	Debit	-	93.57	18.71	112.28
	01.04.2025	Online A/C	BT	Debit	-	99.19	19.84	119.03
	01.04.2025	Online A/C	Initial	Account Credit as of 01.04.2025		330.11	0.00	330.11
				Credit	-	1.43	0.29	1.72