

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 2nd July 2025 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

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

County Councillor: Deter

Parishioners: Four

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham

103/25 Apologies for absence

None received.

104/25 Declarations of interest

114/25 – speed limits on West Fen Road - Councillor Clark declared a personal interest as his wife was speaking during the public forum. Councillor Clark did not take part in the debate or vote on this item.

105/25 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 representative from WAG addressed the Council regarding the Village Fete at the Ploughman Hall on Sunday. It was confirmed there would be lots of entertainment and different stalls at the event. The WAG representative thanked the Council for their support leading up to the event.

A resident of West Fen Road addressed the Council regarding the speed signage on West Fen Road. Before the implementation of the new 20MPH zone was implemented, there were no speed limit signs on the roadway. People would drive to the conditions of the road. The roadway was single-track and an uneven surface, which was not well maintained. Once the 20MPH signage was installed, a 40MPH sign was erected on a sharp corner which then led to a national speed limit sign. The resident confirmed there has been a noticeable increase in the speed of road users which was a great concern to the safety of others. The QE11 playing field and recreation field were adjacent to the roadway. Many farmers use the roadway in big machinery as well as horse riders and dog walkers. The resident also noted the use of the roadway by residents of the disability accommodation located down West Fen Road, who were often in wheelchairs. The resident confirmed that they would like to see either the whole road made a 20MPH limit or alternatively the 40MPH sign and the national speed limit sign removed.

The Chair closed the public forum at this point and re-opened the meeting. Item 114/25, relating to West Fen Road speeding concerns was brought forward and taken here.

106/25 To receive and approve minutes from the Council meeting held on the 4th June 2025.

Councillor Moore proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Wilkinson and **resolved** with eleven votes in favour and two abstentions due to not being present at the previous meeting.

Action: Clerk

107/25 To deal with matters arising from the meeting on the 4th June not covered elsewhere on the agenda.

None raised.

108/25 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.

Councillor Deter confirmed that with regards to the reorganisation, there were further meetings due to be held next week. The options had been dwindled down to three, and the Parish Council could have a say on what their preference would be (see item 110/25).

109/25 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Councillor Handley's report was previously circulated and tabled. No questions were raised by the Council.

110/25 Chair's report including:

To receive an invitation from CAPALC to meet Ian Solom MP and consider attendance.

Councillor Hutchcraft agreed to attend the upcoming meeting.

Action: Councillor Hutchcraft

To receive information regarding the local Government reorganisation survey and consider any response.

Councillor Harris confirmed he attended the online meeting regarding the matter. The implications on Parish Councils were unclear, but potentially more work will be passed down to Local Government. It was also confirmed that any savings made from the reorganisation, would be passed to Central Government and not to local communities.

Following some discussion Councillor Law proposed the Council respond with its preference of Option A, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

To receive and consider invitation from Over Day Centre to attend their champagne reception.

Councillor Wilkinson confirmed he would be interested in attending the event. The Clerk requested any other Councillors who wished to attend, confirm so to the office by Monday 7th July.

Action: Councillor Wilkinson/Clerk

111/25 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 consider wayleave agreement in relation to works carried out on the Village Green and consider any actions.

Councillor Moore proposed the Council accept the offer for high quality seeding of the area and agree to the Chair and Vice Chair signing the wayleave agreement on behalf of the Council. It was requested that City Fibre seed the areas no sooner than September 2025, and ensure the seed took properly. This was seconded by Councillor McKee and **resolved** unanimously.

Action: Clerk

To consider possible change to grass cutting schedule/budget for the community orchard

Information had been previously circulated. Councillor Watson confirmed that, under Financial Regulation, he would authorise the extra cut, for this year only, from the Community Orchard section of the Green and Boundaries budget.

Action: Clerk

To receive an update on flooding

There had been no meetings since last month. The Clerk had written to County Council with regards to using cameras in the drains to highlight any issues. No response had been received.

To receive updated information regarding S106 monies from the Belsar Farm development

Information previously circulated. The Chair reported that the developers had requested a change to the agreement and the opportunity was used to amend the wording to the Parish Council element of the agreement. This would provide the Council with a bit more flexibility in its expenditure. Given the tight timeframes involved this was agreed by the Chair, Vice Chair, Halls & L&A Lead Councillors.

To receive correspondence regarding S106 monies for Rockmill End bus shelter maintenance and consider any actions.

Information previously circulated. The Clerk had requested clarification as to whether the Council is duty bound to take on the maintenance and was waiting for a response from South Cambridgeshire District Council. It was agreed to defer this item until next month's meeting.

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

To receive draft minutes from the meetings held on the 11th June and 1st July 2025.

Minutes previously circulated and noted.

To receive an update on the asset of community value application for the Duke of Wellington.

Councillor Harris reported that the application had been successful and would be in place for five years unless the property is put up for sale before that time.

HALLS – Updates and actions to be taken, including:

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

It was confirmed that there had been a leak in the men's toilet at the Ploughman Hall. The Clerk and Deputy Clerk attended and cleared up. The leak was fixed the following day and there does not appear to be any damage.

Cemetery – updates and actions to be taken, including:

To receive correspondence in relation to the shed's asbestos roof and consider any actions.

Councillor Mansfield confirmed that two quotations for an asbestos survey had been circulated. Under Financial Regulations, Councillor Mansfield would accept the quotation from Supernova for the sum of £225.00 plus VAT, to be taken from the Cemetery budget.

Action: Clerk

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

Councillor Watson reported various areas within Green and Boundaries which required maintenance, and requested the office obtain quotations for the works. The Clerk requested photos of each area be submitted to the office to aid in the quotation process.

Action: Clerk/J Watson/S Moore

Councillor Moore raised concern regarding the overgrowth of the land alongside the Lode on Pound Lane. The Clerk advised the Council that the Parish Council did not own the land and could therefore not maintain it. Following a long discussion, the Clerk reminded the Council of legislation regarding decision making and Councillor Law requested the office contact the Environment Agency and ask that it be cut back.

Action: Clerk

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

To consider quotation for repairs to the play equipment on the QEII Field.

A Quotation had been received from Reid's for the repairs to the play equipment. As Reids were the Council's chosen contractor for repairs to the equipment no additional quotes were sort. Under Financial Regulations, Councillor King confirmed she would approve the quotation, alongside Councillor Law, for it to be taken from the Leisure and Amenities budget.

Action: Clerk

112/25 To receive and ratify monthly accounts for payment.

Please see attached appendix 1

Councillor Harris proposed the accounts be paid as listed, seconded by Councillor Watson and **resolved** unanimously.

Action: RFO

113/25 Police update including:

Councillor Hutchcraft confirmed the Co-Op had been raided, once again, and confirmed the office had been contacted by the police with regards to the matter.

Councillor Hutchcraft explained the Quarterly Survey website link was now up and running and he had circulated this to all Councillors for their completion.

The Clerk confirmed that the office had liaised with the Police regarding human fouling in Lane Stile. The Police were actioning it and would keep the office updated.

114/25 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

Councillor Harris had received communication from Highways stating they no longer provide the Speedwatch signage. Alongside the Speedwatch group, this is being followed up due to the lapse in time from the Highways department.

To receive an update regarding the footpath to Highgate and consider any actions.

Councillor Harris confirmed he had received the scheme information that afternoon. The County Council were hoping to do the works without having a road closure and were also hopeful the works would be done by the end of August.

Councillor Harris further confirmed he was liaising with Highways regarding Earith Road and whether priority give-way was an option for this stretch of road, Councillor Harris was waiting to hear back from them.

To receive correspondence and an update regarding the 20mph scheme and speed limits on West Fen Road and consider any actions.

This item was taken following item 105/25.

Correspondence had been previously circulated.

Councillor Law confirmed that this was an unforeseen consequence of the 20MPH zone implication. County Councillor Deter reported that she had also received representations from residents and had liaised with Highways regarding the issue, and they had confirmed that the signage needed to remain in place. Councillor Deter confirmed she would continue to liaise with highways to see what could be done and would update the Council further. The Clerk agreed to forward correspondence received by the office (with personal details redacted).

To receive correspondence regarding the Rights of Way Hierarchy Engagement and consider any actions.

The information received was circulated to all Councillors and noted by the Council. No comment was made.

115/25 Environment and Sustainability update including:

To receive an update regarding the Community Energy Fund and consider any actions.

This item was ongoing and deferred to the August meeting.

101/25 Items for future meetings

Co-option

Quarterly budget statement

S106 -Allotments

S106 -Bus Shelters

Community Energy Fund

102/25 Date of next meeting

6th August 2025

Meeting closed at 21.22.

09. Accounts to be authorised 02.07.2025

Payments made in advance of the Meeting (Payments)								
ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	Total (£)
125	31.05.2025	BACs	Unity Trust	Monthly Service Charge	EST	14.40	0.00	14.40
	02.06.2025	DD	34SP	Monthly Charge	EST			23.90
160	02.06.2025	DD	Sanctuary Housing	Monthly Lifeline and Alarm	EST	242.16	0.00	242.16
141	02.06.2025	DD	Scribe	Monthly Subscription	EST	75.00	15.00	90.00
142	02.06.2025	DD	SCDC	Cemetery Rates	Cem	81.00	0.00	81.00
143	02.06.2025	DD	SCDC	Ploughman Hall Rates	Halls	540.00	0.00	540.00
144	02.06.2025	DD	SCDC	Pavilion Rates	L&A	202.00	0.00	202.00
145	02.06.2025	DD	SCDC	Ploughman Hall Waste Collection	Halls	109.50	0.00	109.50
146	02.06.2025	DD	SCDC	Cemetery Waste Collection	Cem	49.12	0.00	49.12
147	03.06.2025	DD	HM Land Registry	Download of documents	Est	35.00	0.00	35.00
149	05.06.2025	BACs	Briar Security	Call out fee	Halls	97.45	19.49	116.94
126	05.06.2025	BACs	Suds and Bubbles	Monthly Cleaning Charge	Halls	933.00	0.00	933.00
					L&A	241.00	0.00	241.00
					TOTAL	1174.00	0.00	1174.00
148	05.06.2025	BACs	MC Garden Maintenance	Grass Cutting Contractor	EST	1780.00	356.00	2136.00
150	05.06.2025	BACs	Green Leaves Garden Maintenance	Cemetery South Boundary works	Cem	805.00	161.00	966.00
151	05.06.2025	BACs	Green Leaves Garden Maintenance	Cemetery South Boundary works	Cem	540.00	108.00	648.00
152	05.06.2025	BACs	Willingham Gardening Club	Reimbursement for plants	EST	28.00	0.00	28.00
153	05.06.2025	BACs	Ellingham Consulting Ltd	MUGA Flood survey	S106	750.00	150.00	900.00
154	05.06.2025	BACs	Stop Em	Survey	S106	50.00	0.00	50.00
156	05.06.2025	BACs	Cambridgeshire County Council	Willingham Library Grant	Grants	350.00	0.00	350.00
155	09.06.2025	BACs	British Gas	Pavilion Electricity	L&A	86.50	4.32	90.82
164	10.06.2025	DD	Lebara Mobile	Monthly Charge	G&B	4.17	0.83	5.00
181	10.06.2025	BACs	Amazon	Stationery – Paper	EST	31.64	6.34	37.98
182	10.06.2025	BACs	Amazon	Paper Towels	Halls	13.75	2.75	16.50
183	12.06.2025	BACs	Amazon	Wildflower Seeds	EST	38.99	0.00	38.99
180	15.06.2025	DD	Adobe	Monthly Charge	EST	16.64	3.33	19.97
157	16.06.2025	BACs	BT	Monthly Charge	EST	99.36	19.87	119.23
158	16.06.2025	BACs	SAGE Software	Monthly Charge	EST	155.50	31.10	186.60
159	17.06.2025	BACs	Tomato Energy	Un-Metred Supply	EST	23.43	1.17	24.60
185	17.06.2025	DD	Unity Trust	Cheque Charges	EST	0.30	0.00	0.30
165	17.06.2025	BACs	Lloyds Bank	Service Charge	EST	8.50	0.00	8.50
166	19.06.2025	DD	Tomato Energy	Monthly Charge	EST	0.32	0.02	0.34
184	23.06.2025	DD	JetPack	Monthly Charge	EST	2.80	0.56	3.36
167	25.06.2025	DD	Nest Pension	Monthly Charge	EST	217.96	0.00	217.96
168	25.06.2025	DD	HMRC	PAYE	EST	865.03	0.00	865.03
169-172	25.06.2025	DD	Staff	Wages – June 2025	EST	4196.21	0.00	4196.21

Appendix 1 to Agenda 25.06.2025 for the Full Parish Council meeting to be held on 02.07.2025

173	29.06.2025	DD	British Gas	Monthly Charge – Pavilion Gas	L&A	23.16	1.16	24.32
174	29.06.2025	DD	British Gas	Monthly Charge – Village Green Electricity	G&B	32.53	1.58	33.13
175	29.06.2025	DD	British Gas	Monthly Charge – Ploughman Hall Electricity	Halls	468.62	93.72	562.34
176	29.06.2025	DD	British Gas	Monthly Charge – Public Hall Electricity	Halls	61.11	3.06	64.17
177	01.07.2025	DD	SCDC	Lifeline Alarm – Halliday	EST	45.50	0.00	45.50
Payments to be made following the meeting (Payments)								
ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
161	03.07.2025	BACs	A J Group	Fire Survey works	??	4218.12	843.63	5061.75
162	03.07.2025	BACs	HMK Supplies Ltd	Toilet Rolls	Halls	15.50	3.10	18.60
					L&A	15.50	3.10	18.60
					Total	31.00	6.20	37.20
163	03.07.2025	BACs	5 Folds Admin	Hire of Octagon – June 2025	Est	48.00	0.00	48.00
179	03.07.2025	BACs	Suds and Bubbles	Cleaning	Halls	933.00	0.00	933.00
					L&A	241.00	0.00	241.00
					Total	1174.00	0.00	1174.00
178	03.07.2025	BACs	ACA Heating & Plumbing	Call out and repair charges	Halls	81.11	16.22	97.33
186	03.07.2025	BACs	Konica Minolta	Copy/Scan fees 26.03.2025-25.06.2025	EST	176.18	35.24	211.42
187	03.07.2025	BACs	The Lawncare Company	Treatment of Cricket Pitch	L&A	48.00	0.00	48.00
Income received ahead of the meeting (Receipts)								
ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
54	03.06.2025	BACs	Jill Bridger Dance	Ploughman Hall Hire – May 2025	Halls	220.00	44.00	264.00
55	06.06.2025	BACs	Willingham Badminton	Ploughman Hall Hire – May 2025	Halls	91.67	18.33	110.00
56	09.06.2025	BACs	1 st Willingham Scouts	Public Hall Hire – May 2025	Halls	209.00	0.00	209.00
67	09.06.2025	BACs	Lloyds Bank	Interest received	EST	333.67	0.00	333.67
57	09.06.2025	BACs	Milanam Yoga	Sid Hall Hire – May 2025	Halls	56.25	11.25	67.50
63	09.06.2025	BACs	Willingham Youth Trust	Income		4.15	0.00	4.15
64	09.06.2025	BACs	C McMurdo	Transfer of Burial Rights Fee	EST	45.00	0.00	45.00
66	09.06.2025	DD	Lloyds Bank	Cashback Credit – Charge Card	EST	1.28	0.00	1.28
62	13.06.2025	BACs	Sunflower Care Limited	Side Hall Hire – 18 th June 2025	Halls	120.00	24.00	144.00
65	16.06.2025	BACs	SCDC	Section 106 Funds – Belsar's Farm	S106	95,155.76	0.00	95,155.76
59	17.06.2025	BACs	P & L Hoayun	Ploughman Hall Hire – May 2025	Halls	55.00	11.00	66.00
60	17.06.2025	BACs	Studio Fogg Ltd	Public Hall Hire – May 2025	Halls	60.00	0.00	60.00
61	17.06.2025	BACs	Emma Pell	Ploughman Hall Hire – May 2025	Halls	55.00	11.00	66.00