

WILLINGHAM PARISH COUNCIL

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NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on Wednesday 1st October 2025 at 7.30pm at the Octagon, St Mary and All Saints Church, Willingham

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.

The Public and Press are invited to address the Council under Item 156/25



Mandy Powell - Parish Council Clerk – 25th September 2025

AGENDA

154/25 Apologies for absence

155/25 Declarations of interest

156/25 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)

157/25 To consider applications for co-option into the role of Councillor.

158/25 To receive and approve minutes from the Council meeting held on the 3rd September 2025.

159/25 To deal with matters arising from the meeting on the 3rd September not covered elsewhere on the agenda.

160/25 To approve the minutes of the extraordinary meeting held on the 29th September 2025.

161/25 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

162/25 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

- To receive correspondence from South Cambs District Council regarding their council tax support scheme consultation and consider a response.

163/25 Chair's report including:

- To consider correspondence from a resident for a plaque to be placed at the Public Hall.
- To receive an update on Remembrance Day and consider any actions.

164/25 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 approve the minutes of the meeting held on 8th September 2025.
- To ratify the recommendations made by the committee at the meeting held on the 8th September including; revision to the publication scheme, council investment strategy, revised data protection policy, monthly report formats, Martyn's Law, and the RFO pay scale.
- To receive an update regarding the Council's insurance policy and consider any actions.
- To receive an update on flooding.

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

- To consider correspondence regarding the adoption of open space from Snowdon Homes and consider any actions.
- To receive draft minutes from the meetings held on the 15th September and consider any actions.

HALLS – Updates and actions to be taken, including:

- To receive updates regarding the Ploughman Hall and Public Hall and consider any actions.
- To receive a formal proposal from the Youth Club regarding number of sessions held and financial support.

Cemetery – updates and actions to be taken, including:

- To receive an update in relation to the shed's asbestos roof and consider any quotations for its removal.

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

- To consider quotations for work to be carried out at the entrance to Barton Field
- To consider quotations for work to be carried out to the gate at the Orchard
- To receive a proposal for the holding of Carols on the Green this Christmas and to agree the purchase of a Christmas Tree for the Green.

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

- To consider request for axe throwing on the recreation ground.
- To receive an update regarding a request for public access goals on the recreation ground and consider any actions.

165/25 To receive and ratify monthly accounts for payment.

Please see attached appendix 1

166/25 Police update including:

167/25 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

- To receive an update regarding the footpath to Highgate and consider any actions.
- To receive survey results for the proposed traffic calming on Earith Road and consider any actions.
- To receive an update regarding the 20mph scheme and speed limits on West Fen Road and consider any actions.
- To receive an update regarding the condition of Shelford Road and consider any actions.
- To receive an update regarding the Cambridge Bus Users Group.

168/25 Environment and Sustainability update including:

169/25 Items for future meetings

170/25 Date of next meeting

APPENDIX 1 - Accounts to be authorised 01.10.2025

Payments made in advance of the Meeting (Payments)								
ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	Total (£)
287	31.08.2025	DD	Unity Trust	Monthly Service Charge	EST	14.70	0.00	14.70
293	01.09.2025	DD	Sanctuary Housing	Community Lifelines	EST	228.28	13.88	242.16
288	01.09.2025	DD	Scribe	Monthly Charge	EST	75.00	15.00	90.00
294	01.09.2025	DD	SCDC	Cemetery Rates	Cem	81.00	0.00	81.00
295	01.09.2025	DD	SCDC	Ploughman Hall Rates	Halls	540.00	0.00	540.00
296	01.09.2025	DD	SCDC	Pavilion Rates	L&A	202.00	0.00	202.00
297	01.09.2025	DD	SCDC	Ploughman Hall Waste Collection	Halls	109.50	0.00	109.50
298	01.09.2025	DD	SCDC	Cemetery Waste Collection	Halls	49.12	0.00	49.12
299	01.09.2025	DD	SCDC	Public Hall Rates	Halls	345.00	0.00	345.00
319	04.09.2025	BACs	MC Groundcare Ltd	Grass Cutting	G&B	1520.00	304.00	1824.00
300	08.09.2025	DD	BT	Quarterly Charges	L&A	186.84	37.37	224.21
301	09.09.2025	DD	British Gas Lite	Monthly Charge (Electricity)	L&A	78.22	3.91	82.13
302	15.09.2025	DD	BT	Monthly Charge	EST	99.37	19.87	119.24
304	16.09.2025	DD	Sage	Monthly Subscription	EST	159.84	39.96	199.80
320	16.09.2025	BACs	K Bjork	Hall Hire Deposit Refund	Halls	83.33	16.67	100.00
321	16.09.2025	BACs	B Twiss	Refund of Youth Trust Expense	Halls	190.80	0.00	190.80
303	17.09.2025	DD	Tomato Energy	Street Lighting – Monthly Charge	G&B	17.06	0.85	17.91
322	17.09.2025	BACs	A Steenson	Hall Hire Deposit Refund	Halls	83.33	16.67	100.00
323	23.09.2025	BACs	PPL PRS	Music Licence	Halls	658.30	131.66	789.96
324-327	25.09.2025	BACs	Staff	Salaries	EST	5084.65	0.00	5084.65
328	25.09.2025	BACs	HMRC	PAYE	EST	1889.77	0.00	1889.77
329	25.09.2025	DD	Nest	Pension Contributions	EST	369.26	0.00	369.26
318	25.09.2025	Bacs	H Bowles	Hall Hire Deposit Refund	Halls	83.33	16.67	100.00
330	29.09.2025	DD	British Gas	Pavilion Gas	L&A	19.49	0.97	20.46
331	29.09.2025	DD	British Gas	Ploughman Hall Electricity	Halls	208.19	10.41	218.60
332	29.09.2025	DD	British Gas	Public Hall Electricity	Halls	3.77	2.36	6.13
333	29.09.2025	DD	British Gas	Village Green Electricity	G&B	28.50	1.56	30.06
Payments to be made following the meeting (Payments)								
ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
334	02.10.2025	BACs	Willingham PCC	Hire of the Octagon	EST	48.00	0.00	48.00
335	02.10.2025	BACs	Cromwell Fire	Works to Parish Council Office	EST	526.00	105.20	631.20
336	02.10.2025	BACs	Cromwell Fire	Works to Public Hall	Halls	372.00	74.40	446.40
337	02.10.2025	BACs	Cromwell Fire	Works to Pavilion	L&A	252.00	50.40	302.40
338	02.10.2025	BACs	Berry Timber Buildings	Bench at Community Orchard	C&B	360.00	72.00	432.00
339	02.10.2025	BACs	RPM	Play equipment repairs	L&A	3412.00	682.40	4094.40
340	02.10.2025	BACs	The Lawn Care Company	Lawn Treatment of the Cricket Ground	L&A	48.00	0.00	48.00
341	02.10.2025	BACs	British Legion	Memorial Wreath	EST	100.00	0.00	100.00
342	02.10.2025	BACs	Westcotec Limited	Upper Speed limit Change	F&GP	139.50	27.90	167.40

343	02.10.2025	BACs	Westcotec Limited	Upper Speed limit Change	F&GP	139.50	27.90	167.40
344	02.10.2025	BACs	Willingham Action Group	Reimbursement of Expenses	F&GP	191.78	0.00	191.78
345	02.10.2025	BACs	Ben Rudderham	Bin path at Ploughman Hall	Halls	963.94	0.00	963.94
346	02.10.2025	BACs	Ben Rudderham	Replacement of broken window at the Pavilion	L&A	275.20	0.00	275.20
347	02.10.2025	BACs	CAPALC	Councillor Training – September	EST	75.00	0.00	75.00
348	02.10.2025	BACs	CAPALC	Councillor Training – 2024	EST	75.00	0.00	75.00
350	02.10.2025	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
349	02.10.2025	BACs	CAPALC	CAPALC Conference	EST	75.00	0.00	75.00
350	02.10.2025	BACs	ACA Heating & Plumbing	Repair to disabled toilet at Pavilion	L&A	41.67	8.33	50.00
351	02.10.2025	BACs	Old West Drainage Board	Drainage Rates	EST	92.40	0.00	92.40

Income received ahead of the meeting (Receipts)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
125	02.09.2025	BACs	Sunflower Care	Side Hall Hire	Halls	127.50	25.50	153.00
114	04.09.2025	BACs	Emma Pell	Hire of Ploughman Hall	Halls	110.00	22.00	132.00
112	08.09.2025	BACs	RS Memorials	Memorial Application	Cem	100.00	0.00	100.00
113	09.09.2025	BACs	F W Cook	Interment of Ashes	Cem	100.00	0.00	100.00
117	09.09.2025	DD	Lloyds	Charge Card Credit	EST	1.27	0.00	1.27
115	12.09.2025	BACs	Willingham Badminton Club	Hire of Ploughman Hall	Halls	73.33	14.67	88.00
124	16.09.2025	BACs	Sunflower Care	Side Hall Hire	Halls	112.50	22.50	135.00
122	17.09.2025	BACs	Cambridgeshire County Council	Side Hall Hire	Halls	52.50	10.50	63.00
118	19.09.2025	BACs	Hoayun	Hire of Ploughman Hall	Halls	68.75	13.75	82.50
123	19.09.2025	BACs	Sunflower Care	Side Hall Hire	Halls	112.50	22.50	135.00
119	23.09.2025	BACs	Willingham Badminton Club	Hire of Ploughman Hall	Halls	5.50	0.00	5.50
121	24.09.2025	BACs	J Sneap	Land rent and electricity uses of Village Green	G&B	209.40	0.00	209.40

Charge Card Statement transactions (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
305	11.08.2025	DD	Lebara	Monthly Charge	G&B	4.00	1.00	5.00
306	12.08.2025	ONL	Amazon	Airconditioning unit hose	EST	7.91	1.58	9.49
307	18.08.2025	DD	Adobe	Monthly Charge	EST	16.64	3.33	19.97
308	21.08.2025	DD	JetPack	Monthly Charge	EST	2.80	0.56	3.36
309	27.08.2025	DD	GiffGaff	Monthly Charge	G&B	6.67	1.33	8.00
310	27.08.2025	ONL	AbeBooks	Purchase of Literature	EST	25.00	0.00	25.00
311	27.08.2025	ONL	AbeBooks	Purchase of Literature	EST	32.73	0.00	32.73
312	02.09.2025	ONL	34SP.com	Monthly Charge	EST	9.96	1.99	11.95
314	04.09.2025	ONL	Amazon	Stationery	EST	44.25	8.85	53.10
315	04.09.2025	ONL	Amazon	Stationery	EST	26.64	5.32	31.96
316	05.09.2025	ONL	Amazon	Padlock for Height Barrier	Halls	19.99	4.00	23.99
317	08.09.2025	DD	Lebara	Monthly Charge	EST	5.00	0.00	5.00