

WILLINGHAM PARISH COUNCIL

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Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 6th August 2025 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

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

County Councillor: Deter

District Councillors: None

Parishioners: Four

Clerk: Mandy Powell

Compliance Administrator: Annika Osborne (minute taker)

118/25 Apologies for absence

Apologies were received and ratified from Councillor Todd due to prior personal commitments.

119/25 Declarations of interest

None declared.

120/25 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 about the traffic calming proposals for Earith Road. They expressed a wish for a meeting for residents with the Parish Council and Highways to discuss the possible options for the traffic calming to ensure residents' views were taken into consideration. Councillor Harris explained that the money was available under S106 funds from Northstowe for traffic calming due to increased traffic to and from Northstowe and would not be an LHI bid by the Parish Council. It was agreed residents feedback was needed and Councillor Harris explained the option available for the traffic calming was a buildout as you leave the village giving a single priority give way exit to the village. Further discussion was had at item 130/25.

Another resident attended the meeting as a representative from Speedwatch. They gave an update on the speeds which had been noted in the village, providing a quarterly report on the figures to the Parish Council. The resident requested a permanent Speedwatch sign to assist volunteers. Councillor Harris advised that the Parish Council were trying to source an appropriate sign to comply with the information given to them by the Police. The resident requested a Parish Councillor representative volunteer for the group. Councillor Watson advised he would be willing to volunteer, and it was agreed the Speedwatch group would send him information to enable him to do so. The Chair thanked the Speedwatch members for their work.

121/25 To receive and approve minutes from the Council meeting held on the 2nd July 2025.

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

122/25 To deal with matters arising from the meeting on the 2nd July not covered elsewhere on the agenda.

None raised.

123/25 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 advised that there was a new T12 bus service from Willingham through Longstanton and Earith to Sutton which she encouraged residents to use.

Councillor Harris raised that there had been funding for work on the B1050 along Earith Road mentioned by Councillor Deter's predecessors and asked for the Parish Council to be provided with an update on the current position regarding this. Councillor Hutchcraft advised he had raised this with Ian Sollam MP at their recent meeting. He would be writing to our MP about this separately.

Action: Cllr Hutchcraft

124/25 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

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

125/25 Chair's report including:

To receive an update on the recent co-option advertisement and consider any actions.

The Chair reported that no applications had been received. It was agreed to readvertise and consider co-option at the October meeting.

Action: Clerk

126/25 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 flooding

Councillor Law provided information on a survey on the Cambridgeshire and Peterborough Local Nature Recover Strategy. The deadline for consultation was 11th September 2025. The Council agreed to circulate this information on the website and in the Willingham News.

Action: Clerk

Councillor Law advised that the upcoming regular flooding meeting had been cancelled and would be rescheduled.

To receive updated information regarding S106 monies from the Belsar Farm development (open space/allotments) and consider any actions.

Information had been previously circulated, and the Chair confirmed the current situation regarding allotments in the village. Councillor Law proposed that the Council did not take on the new allotments as sufficient provision had been provided already in the village. Seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

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

Information had been previously circulated. Councillor Hutchcraft proposed the Council did not take on the responsibility of the bus shelter, seconded by Councillor Ramsden and **resolved** with nine votes in favour and one absention.

Action: Clerk

To receive external auditors report and consider any actions.

Report had been previously circulated. The Chair thanked the office for their hard work and Councillor Harris proposed the Council accept the report. Seconded by Councillor Mansfield and **resolved** unanimously.

Action: Clerk

To consider LGPS pay award for Council staff.

Information previously circulated. Councillor Law proposed the pay increase by accepted in line with the LGPS Scheme. Seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk/RFO

To consider S106 expenditure for a bespoke bench in the village.

The Clerk had circulated information regarding S106 monies that had been previously allocated to a bespoke bench. The Council requested the office obtain some quotations for a wooden bench to be located on the Meadow Road site.

Action: Clerk

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

To receive draft minutes from the meetings held on the 14th July and 28th July 2025 and consider any actions.

Minutes were previously circulated and noted.

Councillor Harris advised there was a District Council planning committee meeting on 13th August to consider application number 25/01936/OUT, Lyndhurst, Store Building, Station Road. A Parish Councillor would be attending.

Action: Clerk

Councillor Harris noted that the works on the Post Office included some exterior works and queried whether planning permission would be needed. It was agreed that the Parish Council would write to planning to clarify the situation.

Action: Clerk

HALLS – Updates and actions to be taken, including:

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

Councillor Wilkinson reported that there was an issue with a sink drain creating foul odours in the Side Hall kitchen in the Ploughman Hall. The Parish Council have taken advice and are investigating this further.

Action: Clerk

Councillor Wilkinson reported that the quotation for the footpath to the bin store had been approved.

Cemetery – updates and actions to be taken, including:

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

Councillor Mansfield reported that a survey had been carried out and the company had recommended that if the shed was to be retained the inspection should be repeated annually. The office was in the process of obtaining quotations to have the shed safely removed.

Action: Clerk

To receive an update on the cemetery paths and consider any actions.

Councillor Mansfield reported that works to the path would be carried out in the Autumn to instate one section back to lawn.

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

Report previously circulated. No questions were raised.

Councillor Watson advised of a broken branch on a plum tree in the Orchard. This was due to the weight of the fruit. WAG was aware of this.

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

To consider request for use of the Recreation Ground for fires spinning practice.

A request had been received from a resident asking to practice fire spinning on the recreation ground. A risk assessment had been provided. After careful consideration, the Parish Council agreed that they were unable to support the request, and the Clerk was asked to write to the resident accordingly.

Action: Clerk

127/25 To receive and ratify monthly accounts for payment.

Please see attached appendix 1.

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

Action: RFO

128/25 To receive and consider quarterly budget statement and consider any actions.

Councillor Hutchcraft proposed the quarterly budget be accepted as listed, seconded by Councillor McKee, and **resolved** unanimously.

129/25 Police update including:

Councillor Hutchcraft reported that a stolen quadbike and trailer had been recovered in Willingham and requests for anti-social behaviour patrols for Willingham would be requested following the vandalism at the Pavilion. The Vandalism had been reported to the police and CCTV was available to them. Councillor Hutchcraft advised a written report would be circulated to the Parish Council next week.

130/25 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

The Parish Council discussed the speed camera on Station Road. Councillor Law reported that at a meeting with Highways the Parish Council again requested the existing speed camera remain. The Parish Council would continue to request this in further discussions. It was agreed to write to the Police and County Council Highways again to further reiterate the Council's concerns.

Action: Clerk

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

The Clerk had confirmed the Council's acceptance of the scheme and was awaiting further information on timings and costs.

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

This was deferred to the September meeting.

To receive information regarding potential traffic calming on Earith Road and consider any actions.

Further to the representation from the member of the public in the public forum, the Parish Council agreed to request feedback from residents on Earith Road about the traffic calming measure proposed via the Willingham News, website and Facebook page with a deadline of 25th September to allow the matter to be discussed further at October's Parish Council meeting.

Action: Clerk

To receive an update regarding area bus users' group and consider any actions.

Councillor Harris had recently attended a meeting and advised the Council that he felt it would be beneficial to have a representative attend future meetings. He was unable to do so himself due to his other Council commitments. Councillor Hales volunteered to attend future meetings on behalf of the Parish Council.

Action: Cllr Hales

131/25 Environment and Sustainability update including:

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

Councillors Law and King were in the process of organising a meeting with WAG and would report back at the September meeting.

132/25 Items for future meetings

Community Energy Fund
Highgate Footpath
Shed at the Cemetery
20mph scheme and West Fen Road
Co-Option (October)
Earith Road traffic calming (October)

133/25 Date of next meeting

3rd September 2025

Meeting closed at 8:45pm

Accounts to be authorised 06.08.2025

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	Total (£)
194	30.06.2025	DD	Unity Charge	Manual Credit Handling Charge	EST	0.30	0.00	0.30
195	30.06.2025	DD	Unity Trust	Monthly Service Charge	EST	14.40	0.00	14.40
196	01.07.2025	DD	Sanctuary Housing	Community Lifelines	EST	228.28	13.88	242.16
197	01.07.2025	DD	Scribe	Monthly Charge	EST	75.00	15.00	90.00
198	01.07.2025	DD	SCDC	Cemetery Rates	Cem	81.00	0.00	81.00
199	01.07.2025	DD	SCDC	Ploughman Hall Rates	Halls	540.00	0.00	540.00
200	01.07.2025	DD	SCDC	Pavilion Rates	L&A	202.00	0.00	202.00
201	01.07.2025	DD	SCDC	Ploughman Hall Waste Collection	Halls	109.50	0.00	109.50
202	01.07.2025	DD	SCDC	Cemetery Waste Collection	Halls	49.12	0.00	49.12
177	01.07.2025	DD	SCDC	Lifeline Alarm	EST	45.50	0.00	45.50
203	01.07.2025	DD	SCDC	Blue Topsey Turvey Bin	L&A	417.75	0.00	417.75
204	07.07.2025	BACs	Supernova	Asbestos Survey	Cem	225.00	45.00	270.00
192	07.07.2025	CC	Amazon	Air Conditioning Unit	EST	365.83	73.17	439.00
205	08.07.2025	DD	1 st Willingham Scouts	Deposit refund	Halls	83.33	16.67	100.00
206	08.07.2025	DD	Paul Knighton	Deposit Refund	Halls	83.33	16.67	100.00
207	09.07.2025	CC	Amazon	Stationery	EST	7.96	1.60	9.56
208	10.07.2025	DD	British Gas	Electricity – Pavilion	L&A	99.45	4.97	104.42
209	10.07.2025	BACs	MC Garden Maintenance	Grass Cutting Contractor	EST	1570.00	314.00	1884.00
210	10.07.2025	BACs	Konica Minolta	Contract payment 26.06.2025 – 25.09.2025	EST	102.36	20.47	122.83
211	10.07.2025	BACs	Cottenham Renegades RUFC	Deposit Return	L&A	83.33	16.67	100.00
212	14.07.2025	BACs	ACA Heating and Plumbing	Supply and fit urinal cistern	L&A	319.56	63.91	383.47
213	15.07.2025	DD	BT	Monthly Charge	EST	99.37	19.87	119.24
214	16.07.2025	DD	Sage	Monthly Charge	EST	159.84	39.96	199.80
215	16.07.2025	BACs	C Griggs	Deposit Return	Halls	83.33	16.67	100.00
216	18.07.2025	DD	Tomato Energy	Street Lighting	G&B	14.77	0.74	15.51
217	18.07.2025	DD	Lloyds Bank	Service Charges	EST	8.50	0.00	8.50
218-221	25.07.2025	BACs	Staff	Salaries	EST	4089.25	0.00	4089.25
222	25.07.2025	DD	HMRC	PAYE	EST	703.78	0.00	703.78
223	25.07.2025	DD	NEST	Pension	EST	229.63	0.00	229.63
224	29.07.2025	DD	British Gas	Electricity – Village Green	G&B	30.44	1.52	31.96
225	29.07.2025	DD	British Gas	Gas - Pavilion	L&A	41.50	3.29	44.79
227	29.07.2025	DD	British Gas	Electricity – Ploughman Hall	Halls	178.27	8.91	187.18
226	29.07.2025	DD	British Gas	Electricity – Public Hall	Halls	58.56	2.93	61.49
233	31.07.2025	BACs	Stop Em	Height Barrier	S106	4338.46	867.69	5206.15

Payments to be made following the meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
228	07.08.2025	BACs	Cromwell Fire	Fire Extinguisher Service and associated works – Pavilion	L&A	109.20	21.85	131.05
229	07.08.2025	BACs	Cromwell Fire	Fire Extinguisher Service and associated works – Public Hall	Halls	201.11	40.22	241.33
230	07.08.2025	BACs	Cromwell Fire	Fire Extinguisher Service and associated works – Ploughman Hall	Halls	587.30	117.45	704.75
231	07.08.2025	BACs	WPCC (5 Folds Admin)	Hire of the Octagon – July 2025	EST	48.00	0.00	48.00
232	07.08.2025	BACs	Briar Security	Alarm call-out	Halls	97.45	19.49	116.94

234	07.08.2025	BACs	SCDC	Extra Waste Collection following Fen Gallop	Halls	17.67	0.00	17.67
235	07.08.2025	BACs	Ben Rudderham	Handy Man tasks	L&A	25.00	0.00	25.00
					Halls	25.00	0.00	25.00
					TOTAL	50.00	0.00	50.00
236	07.08.2025	BACs	CAPALC	Internal Audit	EST	275.30	0.00	275.30
237	07.08.2025	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

Income received ahead of the meeting (Receipts)

ID	Paid Date	Method	Company	Description	Cost Area	Net	VAT	Total
69	01.07.2025	BACs	Milanam Yoga	Hire of Side Hall	Halls	78.12	15.63	93.75
70	01.07.2025	BACs	Emma Pell	Hire of the Ploughman Hall	Halls	110.00	22.00	132.00
71	02.07.2025	BACs	Jill Bridger	Hire of the Ploughman Hall	Halls	293.33	58.67	352.00
72	02.07.2025	BACs	1 st Willingham Scouts	Hire of Public Hall	Halls	236.50	0.00	236.50
85	02.07.2025	BACs	1 st Willingham Scouts	BBQ Deposit – Fen Gallop	Halls	83.33	16.67	100.00
79	02.07.2025	BACs	Emma Pell	Replacement Keycard		9.00	1.00	10.00
82	02.07.2025	BACs	Margaret Briggs	Hire of Ploughman Hall	Halls	40.50	0.00	40.50
83	02.07.2025	BACs	Margaret Briggs	Hire of Ploughman Hall	Halls	27.00	0.00	27.00
68	03.07.2025	BACs	Willingham Funeral Service	Burial Fees and Purchase of Exclusive Burial Right	Cem	400.00	0.00	400.00
73	03.07.2025	BACs	Willingham Badminton Club	Hire of Ploughman Hall	Halls	105.42	21.08	126.50
78	09.07.2025	BACs	P Hoayun	Hire of Ploughman Hall	Halls	55.00	11.00	66.00
86	09.07.2025	DD	Lloyds	Interested Received	EST	379.32	0.00	379.32
87	14.07.2025	BACs	F W Cook	Interment and Burial Right Fees	Cem	200.00	0.00	200.00
88	14.07.2025	BACs	F W Cook	Memorial Fee	Cem	55.00	0.00	55.00
89	15.07.2025	BACs	S Page	Ploughman Hall	Halls	86.40	21.60	108.00
90	15.07.2025	BACs	S Page	Ploughman Hall	Halls	83.33	16.67	100.00
80	15.07.2025	BACs	Connections	Hire of Youth Trust	Halls	82.50	16.50	99.00
91	17.07.2025	BACs	Cheque	Ploughman Hall Hire	Halls	36.00	9.00	45.00
92	17.07.2025	BACs	Utility and Pro Ltd	City Fibre payment	EST	200.00	0.00	200.00
81	23.07.2025	BACs	Studio Fogg	Public Hall Hire	Halls	60.00	0.00	60.00
93	23.07.2025	DD	HMRC	VAT	EST	1583.54	0.00	1583.54
94	23.07.2025	BACs	Nest	Pension overpayment refund	EST	16.43	0.00	16.43
84	29.07.2025	BACs	R Stebbings	Interment and Burial Right Fee	Cem	200.00	0.00	200.00
94	29.07.2025	BACs	P Knighton	Community Plan	EST	95.51	0.00	95.51