

WILLINGHAM PARISH COUNCIL

Parish Council Office, Ploughman Hall, West Fen Road, Willingham
Cambridge, CB24 5LP, Tel: 01954 261027

Email: clerk@willinghamparishcouncil.gov.uk Website: www.willinghamparishcouncil.gov.uk

Minutes of the ordinary meeting of Willingham Parish Council held on Wednesday 1st October 2025 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Barratt, Clark, Harris, Hutchcraft (Chair), King, Mansfield, Moore, Watson, Wilkinson

District Councillors:

County Councillor: Deter

Parishioners: Eight

Clerk: Mandy Powell

Deputy Clerk: Amy Rudderham (minute taker)

154/25 Apologies for absence

Apologies were received and ratified from Councillors McKee and Hales due to holiday and Councillors Ramsden, Todd, and Law due to personal commitments.

Apologies were also received and noted from District Councillor Handley.

155/25 Declarations of interest

The Deputy Clerk declared an interest under 164/25 (F&GP) and 164/25 (Green and Boundaries) and left the room for these items.

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)

A number of residents addressed the Council raising their concerns regarding speeding in the village. One resident explained they have contacted County Council and the Police, and they were passed between organisations and departments and did not get an answer.

Another resident addressed the Council to discuss the driving on Earith Road. The resident believed the biggest issue was anti-social driving rather than speeding. The resident also requested the Council publish the results from the recent survey regarding Earith Road, including the number of respondents.

A further resident raised similar concerns regarding the traffic on Church Street. The resident was particularly concerned that in places the pavement is very narrow and is often used by school children. The resident suggested the Council hold a public meeting to discuss speeding, anti-social driving, and anti-social behaviour, within the village.

Councillor Hutchcraft thanked the residents for raising their concerns. It was re-iterated that the Council shared the concerns raised and they were in regular contact with the Police. When speed checks had been requested in the past, the police were very receptive to the requests and acted relatively promptly.

Councillor Harris confirmed when the 20MPH scheme was proposed, the Council was advised the speed camera could be recalibrated. It was not until the scheme was introduced that the Council were told this would no longer be possible. Councillor Harris also confirmed the SID devices were in the process of being re-calibrated to register higher speeds, to assist with the data collection.

County Councillor Deter confirmed she would be happy to receive any emails from residents and would forward them to Highways and follow them up.

Three members of the public also introduced themselves, as they had all submitted applications for the Parish Council vacancy.

A representative of WAG addressed the Council and reminded them of all the events that were upcoming this month. It was confirmed the bulb planting would take place at The Village Green and Wilford Furlong. Sponsorship for this event had come from the Community Chest Grant (SCDC) and the Co-Op, who had confirmed they would attend on the 19th with some goodies for any children in attendance. Councillor King thanked WAG for all their efforts each year for the Feast and all the events that take place.

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

Applications had been received from three residents, which had been circulated to Councillors ahead of the meeting. Following two rounds of voting, Robert Phillips was co-opted to the Council, signed his acceptance of office, and joined the meeting. Councillor Phillips did not vote on any of the meeting resolutions.

Action: Clerk

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

Councillor Harris proposed the Minutes be accepted as a true record of the meeting. This was seconded by Councillor Wilkinson and **resolved** with six votes in favour and three abstentions due to not being present at the meeting.

Action: Clerk

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

None were raised.

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

Councillor Hutchcraft proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor Harris, and **resolved** with seven votes in favour and two abstentions due to not being present at the meeting.

Action: Clerk

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

A report had been received from County Councillor Deter and was tabled at the meeting.

Councillor Clark raised whether an answer had been received regarding extending the 20MPH speed limit on West Fen Road. Councillor Deter confirmed she was not aware a response had been received; she would follow this up and revert to the Council in due course.

Action: County Councillor Deter

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

A report had been received from District Councillor Handley and had been circulated ahead of the meeting.

Councillor Watson queried whether South Cambridgeshire District Council had any update on the Haden Way development as he had been informed a further application had been submitted.

The Clerk confirmed that no application had been received by the office, to date, but if Councillor Watson had evidence of a planning breach, this should be reported to Enforcement, via the portal.

The Clerk also confirmed a planning meeting was due to be held with officers from South Cambridgeshire District Council, on 8th October and both Councillors Todd and Harris were due to attend.

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

The correspondence had been circulated to the Council, and it was decided that no comment would be made.

163/25 Chair's report including:

An invitation had been received to attend Northstowe's quarterly update meeting. The meeting was to be held on 2nd October 2025 at 2.30pm. Councillors Watson and Moore confirmed they would attend the meeting.

To consider correspondence from a resident for a plaque to be placed at the Public Hall.

Councillor Hutchcraft confirmed Councillor Law had received correspondence from a resident who wished to have a small plaque in memory of her mother erected in the foyer of the Public Hall. The resident was aware this may only be in position temporarily as the Council had resolved to dispose of the asset. Councillor Clark proposed the plaque be allowed, seconded by Councillor Moore, and **resolved** with six votes in favour, one against and two abstentions.

Action: Clerk

To receive an update on Remembrance Day and consider any actions.

The Clerk confirmed that the remembrance wreath had been ordered in accordance with previous years alongside a donation of £100.00. It was confirmed that Councillor Law will present the wreath at the event and as many Councillors were encouraged to attend as possible.

Action: Clerk

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.

Councillor Hutchcraft proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor Mansfield, and **resolved** with five votes in favour and four abstentions due to not being present at the meeting.

Action: Clerk

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.

Councillor Watson proposed all recommendations be ratified, seconded by Councillor Mansfield, and **resolved** unanimously.

Action: Clerk

To receive an update regarding the Council's insurance policy and consider any actions.

Following the extraordinary meeting, the Clerk confirmed a quotation had been received from Gallagher's. The Clerk had also approached another company for a quotation. These quotations would be presented at the next meeting for consideration by the Council.

Action: Clerk

To receive an update on flooding.

Councillor Hutchcraft confirmed there were no new update. However, the Council had received communication regarding a grant available in relation to watercourses and asked the Deputy Clerk to forward it to the resident expert and Councillor Law.

Action: Deputy Clerk

Councillor Harris also raised the reeds in the Lode that runs through Covent Garden were also overgrown and requested the Deputy Clerk contact the developer again. The Deputy Clerk requested Councillor Harris to provide photographs, which could be sent to the developer.

Action: Deputy Clerk/Councillor Harris

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.

Councillor Harris proposed the Council decline the offer, seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

To receive draft minutes from the meetings held on the 15th September and consider any actions.

These had been previously circulated to the Council, and no questions were raised.

HALLS – Updates and actions to be taken, including:

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

Councillor Clark confirmed the pathway had been added to the bin store.

Councillor Wilkinson thanked the handyperson for the path works and all the works he had done at the Ploughman Hall.

To receive a formal proposal from the Youth Club regarding number of sessions held and financial support.

No proposal had been received to date; this item would be deferred until such time as the formal proposal was received by the office.

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.

A summary of all quotations received had been tabled at the meeting. Councillor Mansfield proposed the Council accept the quotation received from Alliance Asbestos Services for; the demolition of the building and removal of all materials at a cost of £3,400.00 + VAT and to level the area and lay grass seed at a cost of £890.00 + VAT. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Deputy Clerk

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

Councillor Watson confirmed the sign was now in position at the Pump on the Village Green.

To consider quotations for work to be carried out at the entrance to Barton Field

Councillor Moore proposed the quotation be accepted, this was seconded by Councillor Watson. As there were two votes in favour, six objections and one abstention the proposal was not resolved. It was therefore agreed to obtain at least one more quotation for the works for the Council to consider at next month's meeting.

Action: Clerk

To consider quotations for work to be carried out to the gate at the Orchard

Councillor Watson proposed the quotation received from Ollie Gawthrop be accepted, this was seconded by Councillor Moore and **resolved** with six votes in favour, 1 vote against and two abstentions.

Action: Clerk

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.

Councillor Clark proposed the Council contribute £300.00 towards the refreshments and printing expenses for the event. This was seconded by Councillor King and **resolved** with eight votes in favour and one abstention.

Action: Clerk

Councillor Clark confirmed any suggestions of the Charities to be in receipt of the funds raised at the event, could be sent to him via email.

It was also agreed that the Christmas Tree should be ordered from the same supplier as last year.

Action: Clerk

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

To consider request for axe throwing on the recreation ground.

Councillor King proposed the Council deny the request, this was seconded by Councillor Harris and **resolved** with seven votes in favour and two against.

Action: Clerk

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

Councillor King confirmed herself, Councillor Clark and the Deputy Clerk had met with the Wolves Secretary to consider options. This was ongoing.

Action: Councillor King

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

Please see attached appendix 1.

Councillor Hutchcraft proposed the Accounts be accepted as per Appendix 1, seconded by Councillor Watson, and **resolved** unanimously.

Action: RFO

166/25 Police update including:

Councillor Hutchcraft confirmed that other surrounding villages had seen a spike in anti-social behaviour, not just Willingham.

Councillor Hutchcraft thanked the Deputy Clerk for all her work involved in liaising with the police on these matters.

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.

Councillor Harris confirmed the price had considerably increased due to the road closure needed. A suggestion had been made by the Highways department to do an overnight road closure to allow the works to be completed in the quickest time possible. The Council agreed that Councillor Harris should look into this and revert to the Council with clarification on the timescale and pricing of this option.

Action: Councillor Harris

To receive survey results for the proposed traffic calming on Earith Road and consider any actions.

Information was circulated and tabled at the meeting.

Councillor Harris confirmed that Highways had also suggested a number of table areas may be appropriate for Earith Road, rather than the priority give way. This would slow down the traffic but not cause congestion, which was a concern raised by a number of residents.

It was confirmed Councillor Harris would obtain further information from Highways, with regards to the table areas and revert to the Council further.

Action: Councillor Harris

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

This item was addressed under 161/25.

To receive an update regarding the condition of Shelford Road and consider any actions.

The Compliance Administrator had confirmed to the Clerk that Highways were driving the road weekly to monitor it closely. The Clerk confirmed a letter had been sent to the County Council, Ian Sollom MP, and the Mayor. County Councillor Deter confirmed she would be attending a meeting with Ian Sollom MP next week, and she would revert to the Council further.

Action: County Councillor Deter

To receive an update regarding the Cambridge Bus Users Group.

A report from Councillor Hales had been previously circulated, no questions were raised.

168/25 Environment and Sustainability update including:

No update was provided.

169/25 Items for future meetings

2026 meeting dates

Quarterly budget

Meadow Road

Barton Field

Insurance

170/25 Date of next meeting

Wednesday 5th November 2025

Meeting closed at 21:27

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