WILLINGHAM PARISH COUNCIL
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Minutes of the Ordinary meeting of Willingham Parish Council held on Wednesday 13th May 2026 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:
Councillors: Clark, Harris, Hutchcraft, Law (Chair), McKee, Moore, Watson, Wilkinson, Hales, Phillips
District Councillors: Hutchcraft and Rashid
Parishioners: None
Clerk: Mandy Powell
Deputy Clerk: Amy Rudderham (minute taker)

62/26 To elect the Chair of the Parish Council and to receive their declaration of acceptance of office.
Councillor Clark proposed Councillor Law be elected as Chair of the Council, seconded by Councillor Moore and **resolved** nine votes in favour and one abstention. Councillor Law signed his acceptance of office.

63/26 To elect the Vice Chair of the Parish Council and to receive their declaration of acceptance of office.
Councillor Harris proposed Councillor Hutchcraft be elected as Vice Chair of the Council, seconded by Councillor Watson, and **resolved** with nine votes in favour and one abstention. Councillor Hutchcraft signed his acceptance of office.

64/26 Apologies for absence
Apologies were received and agreed from Councillors Mansfield and Ramsden due to being unwell. Apologies were also received from County Councillor Deter and Roger Mason.

65/26 Declarations of interest
None received.

66/26 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.

67/26 To receive and ratify minutes from the Council meeting held on the 1st April 2026.

Councillor Wilkinson proposed that the minutes be accepted as a true record of the meeting, seconded by Councillor Harris, and **resolved** with seven votes in favour and three abstentions due to not being at the meeting.

68/26 To deal with matters arising from the meeting on 1st April not covered elsewhere on the agenda.
None raised.

69/26 To approve minutes of the annual parish meeting held on the 22nd April 2026
Councillor Hutchcraft proposed that the minutes be accepted as a true record of the meeting, seconded by Councillor Hales and **resolved** with four votes in favour and six abstentions due to not being at the meeting.

70/26 To elect Lead Councillors and Deputy Lead Councillors for the next 12 months.
Councillor Law proposed the following Councillors fill the roles as listed below, seconded by Councillor Moore, and **resolved** unanimously.

Green & Boundaries:	Lead - Councillor Watson	Deputy – Councillor Moore
Leisure & Amenities:	Lead – Councillor Phillips	Deputy – Councillor Clark
Halls:	Lead – Councillor Clark	Deputy – Councillor Wilkinson
Cemetery:	Lead - Councillor Hales	Deputy – Councillor McKee

71/26 To elect a planning committee for the next 12 months.
Councillor Law proposed the following Councillors make up the planning committee, seconded by Councillor Moore and **resolved** unanimously.
1. Councillor Law
2. Councillor Hutchcraft
3. Councillor Harris

4. Councillor Watson
5. Councillor McKee
6. Councillor Moore
7. Councillor Hales

72/26 To elect Council representatives for the next 12 months, including:
Councillor Law proposed the following Councillors take on the representative roles as listed below, seconded by Councillor Moore, and **resolved** unanimously.

Willingham News Contributors: Councillors, Law, McKee, Harris, Hutchcraft, Mansfield and Wilkinson

British School Trust representatives: Councillors Mansfield and Hales

Willingham Combined Charity Trustees: Councillors Wilkinson and Law

Emergency Plan Committee: Councillors Law, Hutchcraft, the Clerk and the Chair of Planning

Environmental representatives: Councillors McKee, Hutchcraft and Hales

Willingham News representative: Councillor McKee

Highways representative: Councillor Harris

Police liaison representative: Councillors Hutchcraft and Moore

MUGA Working Group: Councillors Phillips, Law, Clark, Hales and Ramsden

73/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:
Report not received.
Councillor Harris requested that County Councillor Deter look into why the countdown markers to the 30mph zone on Earith Road were removed when resurfacing was carried out and not replaced.

Action: Clerk

74/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:
Councillor Hutchcraft confirmed to the Council that both he and Aisha Rashid had been elected as District Councillors for Over and Willingham and Councillor Rashid introduced herself to the Council.

75/26 Chair's report including:
<u>To receive a thank you letter from East Anglian Air Ambulance for the grant recently received.</u>
The Chair confirmed receipt of a letter from East Anglian Air Ambulance thanking the Council for the recent grant awarded to them.
The Chair also advised Council that Linda King had not re-stood to be a Parish Councillor, and it was agreed unanimously that the office should write to offer the Council's sincere thanks for all the hard work and dedication Linda had given the Council over her many years of service.

Action: Clerk

76/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.
a. <u>F&GP Committee – updates and actions to be taken, including:</u>
<u>To consider adoption of General Power of Competence</u>
The Clerk confirmed that it was required to decide whether to readopt the Power following the Parish Council elections. The Council were eligible to adopt the General Power of Competence as more than two thirds of the seats were elected, and the Clerk held the required CiLCA qualification. Councillor Law proposed the Council adopt the General Power of Competence, seconded by Councillor Phillips and **resolved** unanimously.

<u>To consider internal audit report and consider any actions.</u>
This had been previously circulated and all comments were noted. The Chair thanked the office for all their efforts and Councillor Hutchcraft proposed the Council accept the internal audit report, seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

<u>To receive an update regarding recruitment of a new Deputy Clerk and consider any actions.</u>
The Chair confirmed that the recruiting process had been completed and a new Deputy Clerk, Sophie McNally had started on the 11th May.

To consider and resolve resolutions previously agreed in the meeting held on the 3rd December 2025 due to an error on the agenda regarding the date of the meeting.
As mentioned in the internal audit report, it was noted that the date on the agenda was typed in incorrectly. Councillor Law proposed the Council resolve to confirm that the meeting did take place on the 3rd December 2025 and that all decisions made at the meeting on the 3rd December were correct and stood as listed. Seconded by Councillor Watson and **resolved** unanimously.

To receive and consider the CCLA Application form to invest the funds as per previously agreed under item 55/26.
The Chair explained that options for investing and proposed the Council opt for the following:
Frequency of transactions – daily
Dividend payments – paid be electronic transfer to the Council's nominated bank account.
It was agreed that those named under Section 4 of the Account Application Form should be; Derek Law (Chair), James Hutchcraft (Vice Chair), Amy Rudderham (Responsible Finance Officer) and Sophie McNally (Deputy Clerk).
This was seconded by Councillor Clark and **resolved** unanimously.

Action: Responsible Finance Officer

To receive additional information regarding the recent grant application from Ely Food Bank and consider any actions.
Following the last meeting information was passed onto Council giving details of the numbers of residents supported by Ely Food Bank. Councillor Hutchcraft proposed the Council offer a grant of £200, seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

To receive an update regarding flooding from R Mason and consider any actions.
Mr Mason was unable to attend the meeting, and the item was deferred to the June meeting.

b. Planning Committee – updates and actions to be taken, including:
To receive minutes from the meetings held on the 23 April and 11 May and consider any actions.
Minutes previously circulated and noted.

c. Halls – Updates and actions to be taken, including:
To receive information regarding an accident at the ploughman hall and consider any actions.
Councillor Clark notified the Council of an incident during one of the exercise classes. The incident was a simple accident and not as a result of anything under the Council's responsibility needing to be corrected. Appropriate paperwork had been completed and the Council sent their best wishes to the individual concerned.
Councillor Clark also reported that he was in the process of moving the emergency equipment to the Ploughman Hall and the staging to the public hall for storage.

d. Cemetery – updates and actions to be taken, including:
Nothing to report.

e. Green & Boundaries – updates and actions to be taken, including:
To receive and consider information regarding the replacement camera for Meadow Road.
Following discussion, it was agreed to defer this item until the June meeting so that additional information regarding the camera(s) and installation costs could be ascertained.

Action: Councillor Watson/Clerk

Councillor Watson also reported that the work to the entranceway at Barton Field had been completed. The fencing around Long Pond had still not been replaced by County Council and the officer were asked to chase County Councillor Deter for an update.

Action: Clerk

To receive additional information regarding the bench on Thodays Close and consider any actions.
Additional information had been received from the school regarding their concerns over antisocial behaviour around the bench. Councillor Watson reported that the bench was widely used by residents and there were very few places for people to sit in this area of the village. The Deputy Clerk also confirmed that the Police had agreed where possible to include the area when they were on patrol through the village. Councillor Watson proposed that the bench remain in place, seconded by Councillor Moor and **resolved** with eight votes in favour, one against and one abstention.

Action: Clerk

f. Leisure & Amenities – updates and actions to be taken, including:
To receive and consider the Terms and Conditions and fee of £3,500.00 received from Michael Carter of Sports and Play Consulting Limited to manage the MUGA project.
Councillor Law proposed the Council accept the quotation and terms and conditions from Sports and Play Consulting, seconded by Councillor Phillips and **resolved** unanimously.

77/26 To receive and ratify monthly accounts for payment.
(see attached list)

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

Action: RFO

78/26 To receive and ratify annual accounts for the financial year 2025/26.

Previously circulated. Councillor Hutchcraft proposed the Council accept the Annual Accounts as listed, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk/RFO

79/26 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

80/26 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 Hutchcraft, and resolved unanimously.

Action: RFO

81/26 Police update including:

Councillor Hutchcraft reported that there would be a Safety Partnership Conference held at South Cambs office in Cambourne on the 14th May. Councillor Phillips agreed to attend.

Action: Councillor Phillips

Councillor Hutchcraft also reported that there would be a 'Coffee with a Cop' event on 27th May at Northstowe, covering Northstowe, Longstanton and Willingham. All were welcome to attend.

82/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

To receive and consider information regarding Traffic Data Loggers and consider any actions.

Councillor Harris reported that he was looking into the costs of purchasing the data loggers second hand from the now closed Community Road Watch Group. He was also liaising with Speedwatch regarding the role of replacing the batteries etc and would report back at the June meeting.

Action: Councillor Harris

Councillor Harris confirmed that the footpath to Highgate had now been completed and the Chair thank Councillor Harris for all his work on the project.

83/26 Environment and Sustainability update including:

Nothing to report.

84/26 Items for future meetings.

Flooding update from R Mason
Meadow Road Camera(s)
Speedwatch volunteers for battery change on loggers
Purchase of Data Loggers

85/26 Date of next meeting

3rd June 2026

Meeting closed at 20:34