



NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on Wednesday 5th August 2026 at 7.30 pm.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 120/26


Amy Rudderham - Parish Council Clerk – 29th July 2026

FULL COUNCIL AGENDA

118/26 Apologies for absence

119/26 Declarations of interest

120/26 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)

121/26 To receive and ratify minutes from the Council meeting held on the Wednesday 1st July 2026

122/26 To receive and consider any matters arising from the meeting held on Wednesday 1st July, not covered elsewhere in this agenda

123/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

124/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

125/26 Chair's report including:

- To receive and consider the report received from Connections regarding the Youth Trust
- To receive and consider information from R Mason regarding flooding issues
- To receive and consider information from Brice Aggregates regarding a small change to the existing traffic routing agreement for Needingworth Quarry.

126/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

- a. F&GP Committee – updates and actions to be taken, including:
- To receive information relating to the Civility and Respect Pledge and consider any actions
 - To receive and consider the draft Grass Cutting Tender document
 - To receive and consider the draft Cleaning Tender document

- To receive and consider the proposal regarding future matters arising agenda item
 - To receive and consider information relating to the renaming of the Finance and General Purpose Committee
 - To receive information relating to the limit of term roles and consider any actions
 - To receive and consider information regarding item 5.15 of the Financial Regulations
 - To receive and consider the draft Tree Survey specification and consider any actions
 - To receive and consider Grant Application request received from Willingham Library
 - To receive and consider GDPR Risk Assessment
 - To receive and consider WAG routine volunteer tasks Risk Assessment
- b. Planning Committee – updates and actions to be taken, including:
- To receive the Minutes of the meeting held on 2nd July 2026 and 21st July 2026, and consider any actions
- c. Halls – Updates and actions to be taken, including:
- To receive and consider an update on the current condition of the Public Hall and the bookings of regular users
 - To receive and consider information regarding the removal of the staging from the Ploughman Hall
 - To receive and consider information regarding the relocation of the emergency plan
 - To receive an update on the insurance claim regarding the damage caused at the Public Hall
- d. Cemetery – updates and actions to be taken, including:
- e. Green & Boundaries – updates and actions to be taken, including:
- To receive and consider the formal request from Willingham Action Group, regarding the water source at the Wildlife Meadow
 - To receive and consider the costings for the provision and installation of a bench at the Wildlife Meadow
 - To receive and consider the Risk Assessment for the Pond sited at the Wildlife Meadow
 - To receive and consider the request from WAG for the purchase of replacement trees
 - To receive and consider the quotation for installation of the replacement camera at the Wildlife Meadow
- f. Leisure & Amenities – updates and actions to be taken, including:
- To receive and consider the quotations for works to be carried out on the QEII playing field, following the recent ROSPA inspection
 - To receive and consider the quotation for a Habitat Monitoring and Maintenance Plan (HMMP) for the MUGA
 - To receive and consider the quotations for the removal of the bench on the QEII Playing Field, following vandalism

127/26 To receive and consider the Quarterly Budget Statement

128/26 To receive and ratify monthly accounts for payment.

(see attached list)

129/26 Police update including:

130/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

- To receive and consider an update regarding Traffic Calming measures on Earith Road
- To receive and consider Risk Assessment for Speedwatch Volunteers
- To receive and consider the purchase of four Lipo Battery Safe Bags

131/26 Environment and Sustainability update including:

132/26 Items for future meetings

133/26 Date of next meeting

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
171	31.05.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	14.50	0.00	14.50
176	01.06.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
177	01.06.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
179	01.06.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
180	01.06.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
181	01.06.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
182	01.06.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
178	01.06.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
183	10.07.2026	DD	British Gas	Monthly Charge	L&A	91.79	4.59	96.38
184	14.07.2026	BACs	A Rashid	Dposit Return	HALLS	26.46	5.29	31.75
185	14.07.2026	BACs	Willingham Action Group	Grant Payment	F&GP	100.00	0.00	100.00
186	14.07.2026	BACs	M Barrett	Deposit Return	HALLS	83.33	16.67	100.00
187	15.07.2026	BACs	BT	Monthly Charge Pension	F&GP	121.27	24.23	145.40
203	24.07.2026	DD	Nest	Contributions	F&GP	213.57	0.00	213.57
204	24.07.2026	DD	HMRC	PAYE	F&GP	1,722.41	0.00	1,722.41
205	24.07.2026	BACs	Staff	Salaries	F&GP	4,139.28	0.00	4,139.28
-								
208								
196	29.07.2026	BACs	Valda Energy	Street Lighting	F&GP	36.39	1.82	38.21
197	29.07.2026	BACs	British Gas	Monthly Charge	L&A	36.95	1.98	41.63
198	29.07.2026	BACs	British Gas	Monthly Charge	HALLS	183.75	9.19	192.94
199	29.07.2026	BACs	British Gas	Monthly Charge	HALLS	40.70	2.04	42.74
200	29.07.2026	BACs	British Gas	Montly Charge	G&B	31.28	1.56	32.84

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
188	06.08.2026	BACs	ACA Heating and Plumbing	Ploughman Hall	HALLS	41.50	8.30	49.80
189	06.08.2026	BACs	Cromwell Fire	Pavilion Extinguisher Service	L&A	109.81	21.97	131.78
190	06.08.2026	BACs	Cromwell Fire	Ploughman Hall Extinguisher Service	HALLS	184.97	36.98	221.95
191	06.08.2026	BACs	Cromwell Fire	Public Hall Extinguisher Service	HALLS	109.66	21.93	131.59
192	06.08.2026	BACs	MC Garden Maintenance	Grounds Maintenance	F&GP	1570.00	314.00	1,884.00
193	06.08.2026	BACs	Sanctuary	Community Lifelines	F&GP	231.00	46.20	277.20
194	06.08.2026	BACs	SCDC	Election Costs	F&GP	225.00	0.00	225.00
195	06.08.2026	BACs	Suds and Bubbles	Cleaning	L&A	241.00	0.00	241.00
					HALLS	933.00	0.00	933.00
					TOTAL	1,174.00	0.00	1,174.00
201	06.08.2026	BACs	5 Folds Admin	Hire of the Octagon	F&FP	48.00	0.00	48.00
202	06.08.2026	BACs	HMK Supplies Ltd	Toilet Roll	HALLS	15.50	3.10	18.60
					L&A	15.50	3.10	18.60
					TOTAL	31.00	6.20	37.20
209	06.08.2026	BACs	Suds and Bubbles	Cleaning	L&A	241.00	0.00	241.00

					HALLS	733.00	0.00	733.00
					TOTAL	974.00	0.00	974.00
225	06.08.2026	BACs	Konica Minolta	Quarterly Hire Charge	F&GP	102.36	20.47	122.83
226	06.08.2026	BACs	Konica Minolta	Ink Charges	F&GP	254.40	50.28	301.68
227	06.08.2026	BACs	Lawncare Company	Cricket Ground	L&A	52.00	0.00	52.00
228	06.08.2026	BACs	Oliver Gawthroup Agricultural Contractor	Installation of bench at Village Green	G&B	250.00	50.00	300.00
229	06.08.2026	BACs	Oliver Gawthroup Agricultural Contractor	Grass cutting & maintenance	G&B	892.00	178.40	1070.40
Income received ahead of the meeting								
ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
67	20.07.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	256.67	51.33	308.00
63	08.07.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	114.58	22.92	137.50
65	02.06.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	55.00	11.00	66.00
64	03.06.2026	BACs	1st Willingham Scouts	Public Hall Hire	HALLS	236.50	0.00	236.50
62	08.07.2026	BACs	Stretch and Tone	Ploughman Hall Hire	HALLS	56.25	11.25	67.50
66	14.07.2026	BACs	Willingham Funeral Service	Cemetery - Additional Inscription	CEM	50.00	0.00	50.00
75	22.07.2026	BACs	Connections Bus Project	Ploughman Hall and Side Hall Hire	HALLS	330.00	66.00	396.00
76	09.07.2026	BACs	Lloyds Bank	Bank Interest	F&GP	360.75	0.00	360.75
77	09.07.2026	BACs	HMRC	VAT Return	F&GP	486.65	0.00	486.65
Charge Card Statement Transactions								
ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
210	20.07.2026	BACs	Amazon	Security Camera	G&B	93.74	18.75	112.49
211	20.07.2026	BACs	Amazon	Frist Aid Supplies	F&GP	6.66	1.33	7.99
212	20.07.2026	BACs	Amazon	First Aid Supplies	F&GP	15.00	3.00	17.98
213	20.07.2026	BACs	Amazon	First Aid Supplies	F&GP	31.21	6.24	37.45
214	20.07.2026	BACs	Adobe	Monthly Charge	F&GP	16.64	3.33	19.97
215	20.07.2026	BACs	Amazon	Frist Aid Supplies	F&GP	3.32	0.66	3.98
216	20.07.2026	BACs	Post Office	Stams	F&GP	14.40	0.00	14.40
217	20.07.2026	BACs	Interflora	Flowers	F&GP	38.04	7.61	45.65
218	20.07.2026	BACs	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
219	20.07.2026	BACs	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
220	20.07.2026	BACs	Amazon	Paper (Stationery)	F&GP	28.30	5.66	33.96
221	20.07.2026	BACs	Amazon	BluTak (Stationery)	F&GP	5.82	1.16	6.98
222	20.07.2026	BACs	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
223	20.07.2026	BACs	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00
224	20.07.2026	BACs	Amazon	Hand Soap	L&A	2.12	0.43	2.55
				Hand Soap	HALLS	2.12	0.43	2.55
				Calculator	F&GP	4.73	0.95	5.68
					TOTAL	8.97	1.81	10.78



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law

Clerk and RFO: Amy Rudderham

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MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 1st July 2026 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Hales, Harris, Hutchcraft, Law (Chair), McKee, Phillips, Ramsden, Rashid, Watson, Wilkinson

District Councillors: Hutchcraft and Rashid

County Councillor: None

Parishioners: Four

Clerk: Amy Rudderham

Deputy Clerk: Sophie McNally

Compliance Administrator: Annika Osborne

102/26 Apologies for absence

Apologies were received and ratified from Councillors Clark, Mansfield and Moore due to personal commitments. Apologies were also received and noted from County Councillor Deter.

Action: Clerk

103/26 Declarations of interest

None received.

104/26 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)

A representative of WAG attended the meeting to remind the Council of the upcoming village fete on Sunday. The representative also said they were willing to answer any questions relating to the Grant Application, under item 111/26. A meeting had been scheduled between WAG and some of the Parish Council for 10th July 2026, but the representative confirmed there were no pressing issues to report and therefore this could be changed if needed.

Three parishioners each took in turn to introduce themselves to the Parish Council, as they had all completed the application for co-option.

105/26 To consider applications for co-option into the roles of Councillor

Applications had been received from four residents, which had been circulated to Councillors ahead of the meeting. Following four rounds of voting and the Chairman casting a deciding vote, Timothy Maris was co-opted to the Council, filling the first vacancy. Following two further rounds of voting, John Jeffry was co-opted to the Council, filling the second vacancy. Both Timothy and John signed their acceptance of office and joined the meeting but did not vote on any of the meeting resolutions.

The Chair thanked the two unsuccessful applicants and encouraged them to re-apply in the future when vacancies arose.

Action: Clerk

106/26 To receive and ratify minutes from the Council meeting held on the Wednesday 3rd June 2026.

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

107/26 To deal with matters arising from the meeting on 3rd June not covered elsewhere on the agenda.

None raised.

108/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

Report had been previously circulated to the Council and tabled at the meeting. No questions were raised by the Parish Council.

109/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Report had been previously circulated to the Council and tabled at the meeting. Councillor Hutchcraft drew the Community Pantry Grant to the attention of the WAG representative, as something to explore for the Community Larder.

Councillor Hutchcraft also emphasised the recent action taken by South Cambridgeshire District Council regarding the Smithy Fen traveller site in Cottenham. Councillor Hutchcraft confirmed that South Cambridgeshire District Council were committed to ensuring traveller sites in South Cambridgeshire were compliant.

110/26 Chair's report including:

Councillor Law noted correspondence received by Councillor Harris regarding the AGM for the bus users group. Councillor Harris had confirmed he could not attend the meeting to be held on Saturday 11th July 2026. Councillor Hales confirmed he would attend the meeting on behalf of the Parish Council and noted that he was on the mailing group and had received the notification himself.

Action: Councillor Hales

To receive an update from flooding expert

Correspondence had been received and circulated from R Mason regarding flooding. Unfortunately, Mr Mason could not attend the July or August Parish Council meetings but was in the process of putting together a report to be provided for the August meeting.

Action: R Mason

To receive correspondence from Ely Foodbank

Correspondence had been circulated ahead of the meeting and was noted by the Council.

To receive correspondence from Over Day Centre

Correspondence had been circulated ahead of the meeting and was noted by the Council.

111/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

a. **F&GP Committee – updates and actions to be taken, including:**

To receive and consider Grant Application request received from Willingham Action Group (WAG)

Correspondence had been circulated ahead of the meeting. Councillor Law noted that there was only £300.00 left in the budget, although the Council could resolve to take funds from elsewhere within its budget. Councillor Law also confirmed the Finance Officer had expressed concern with issuing funds to a group for its potential use, as the Parish Council should be taking relevant steps to protect the public money it is responsible for. Councillor Law proposed a Grant of £100.00 be awarded from the Grants budget. This was seconded by Councillor Philips and **resolved** unanimously.

Councillor Law encouraged WAG to re-apply for further financial assistance for the Community Larder, should the need arise.

Action: RFO

To receive an update from the Finance Officer regarding the deficit with Sanctuary
Councillor Law confirmed following a long period of liaising with Sanctuary, the Responsible Finance Officer (RFO) confirmed the amount that Sanctuary had reported as a deficit had been written off. Therefore, going forward, Sanctuary would continue to invoice the Council and payment would not be taken via Direct Debit. Councillor Law thanked the RFO for all her work in getting this matter resolved.

Action: RFO

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

To receive the Minutes of the meeting held on 23rd June 2026, and consider any actions

Minutes of the meeting had been previously circulated and no queries were raised. Councillor Harris confirmed a further meeting was due to take place on 2nd July 2026. Councillor Harris also thanked Councillor Hutchcraft for his hard work as a District Councillor in supporting the Planning Committee with several objections towards applications before South Cambridgeshire District Council in recent weeks

c. Halls – Updates and actions to be taken, including:

To receive and consider an update on the current condition of the Public Hall and consider the implications of future booking

Information had been circulated ahead of the meeting. Councillor Wilkinson clarified the current position and confirmed the office had not yet received a definitive response from the insurance company but had answered all queries that had been raised.

Councillor Wilkinson proposed the following actions be taken:-

1. The Council requests the office to issue formal notice to all regular users with immediate effect as of 1st July 2026, cancelling all bookings at the Public Hall
2. The Council allow the regular users of the Public Hall to use either the Pavilion or the Side Hall for the remainder of bookings until the end of the current academic year (2025/26).
3. The Council no longer accepts any future bookings of any kind, for the Public Hall
4. No-one, other than members of the Parish Council, Parish Council Staff or contractors, are to enter the Public Hall.
5. The Council requests all keys held by regular users are returned to the Parish Council Office immediately.
6. Regular users make an appointment to enter the hall at a mutually convenient time with either the Parish Council Office or a Parish Councillor in order to remove any belongings stored within the Public Hall.

These proposals were seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

Councillor Hutchcraft confirmed that he had liaised with a specific housing team at SCDC, who had confirmed as the building was not a listed building, there was very little they could do. The office were requested to find fencing for the front of the building as soon as possible, in order to protect any pedestrians in the area.

Action: Clerk

d. Cemetery – updates and actions to be taken, including:

A report had been circulated ahead of the meeting. Councillor Hales provided an update that the tree in the Cemetery was dead and for safety reasons, needed to be removed as soon as possible. Under Financial Regulations, Councillor Hales in conjunction with the Chair had authorised for ATLAS to carry out the works as soon as possible.

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

A report had been circulated ahead of the meeting. Councillor Watson re-iterated the tap works at the Community Orchard had been completed and a quotation had been received for a bench at Meadow Road, of £2,006.00.

To receive and consider request from Willingham Action Group (WAG) regarding an Orchard Walk on 13th September 2026

Correspondence had been circulated ahead of the Meeting. Councillor Watson proposed that providing WAG provided all information required by the office ahead of the scheduled walk, the Council should grant permission for the use of its land. This was seconded by Councillor Ramsden and **resolved** unanimously.

Action: Clerk

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

A report had been circulated ahead of the meeting.

To receive and consider the MUGA Tender Document together with the Scope of Work and Specifications received from Sports and Play consulting

Documentation had been circulated ahead of the meeting.

Councillor Philips proposed the Tender Document together with the Scope of Work and Specifications, be accepted. This was seconded by Councillor Wilkinson and **resolved** unanimously.

Action: Clerk

To receive and consider the accident/injury record sheet for the Pavilion/Recreation Ground dated 25.04.2026

Documentation had been circulated ahead of the meeting. The accident report was noted by the Council.

Action: Clerk

To receive an update on the damaged picnic bench located at the QEII and consider future actions

Councillor Phillips proposed the Council allow funds of up to £750.00 be taken from reserves, in order for the bench to be removed and the site to be made safe. This was seconded by Councillor Wilkinson and **resolved** unanimously.

Action: Clerk

112/26 To receive and ratify monthly accounts for payment.

(see attached list)

Councillor Harris proposed the payments be made as listed, seconded by Councillor Ramsden and **resolved** unanimously.

Action: RFO

113/26 Police update including:

Councillor Hutchcraft confirmed that an arrest had been made following reports of anti-social motor bike riding in the village. Councillor Hutchcraft further reported that the office had been notified of an incident at the Pavilion and were working alongside the Police to assist with their investigation.

114/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

Councillor Harris updated the Council to confirm he was still liaising with the family of the late David McCandless regarding the Data Loggers.

Councillor Harris confirmed that he had that day received correspondence regarding the latest LHI bid for a raised crossing on the Hight Street. Councillor Harris was liaising with Highways and an indicative figure for a raised crossing had been previously published at around £30,000.00 but the initial pricing for the proposal, although smaller than that referred to in the published indicative figure, had been noted to be £60,000.00.

Action: Councillor Harris

To receive and consider the proposed Traffic Calming for Earith Road

Documentation had been circulated ahead of the meeting. Councillor Harris clarified the funding for this project was S106 money that had not been used on traffic calming on Rampton Road. Councillor Harris will attend the meeting on behalf of the Council and revert to the Council at a later date.

Action: Councillor Harris

To receive and consider the proposal to add Speed Watch volunteers to the Parish Council's insurance for the purpose of changing SID batteries

Correspondence had been circulated ahead of the meeting. Councillor Harris proposed the Speed Watch volunteers be added to the Parish Council's insurance for the purpose of changing the batteries. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

115/26 Environment and Sustainability update including:

Councillor McKee provided an update that unfortunately, due to a fire at the depot, the pink bin would be delayed.

116/26 Items for future meetings

Wildlife Meadow water supply
Public Hall
Traffic Calming on Earith Road

117/26 Date of next meeting

Wednesday 5th August 2026

Meeting closed at 20.53

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
121	31.05.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	16.90	0.00	16.90
122	01.06.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
123	01.06.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
124	01.06.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
125	01.06.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
126	01.06.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
127	01.06.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
128	01.06.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
129	08.06.2026	BACs	BT	Pavilion Alarm	L&A	153.01	30.60	183.61
130	08.06.2026	BACs	British Gas	Pavilion Electricity	L&A	80.21	4.01	84.22
131	12.06.2026	BACs	Northstowe Muslims	Deposit Return	HALLS	83.33	16.67	100.00
132	12.06.2026	BACs	Ely Foodbank	Grant	F&GP	200.00	0.00	200.00
133	15.06.2026	BACs	BT	Monthly Charge Pension	F&GP	121.15	6.06	127.21
169	25.06.2026	DD	Nest	Contributions	F&GP	409.92	0.00	409.92
168	25.06.2026	DD	HMRC	PAYE	&GP	1,144.30	0.00	1,144.30
163-167	25.06.2026	BACs	Staff	Salaries	F&GP	6,406.11	0.00	6,406.11
158	26.06.2026	BACs	Valda Energy	Street Lighting	F&GP	38.38	1.92	40.30
159	29.06.2026	BACs	British Gas	Monthly Charge	L&A	44.86	2.24	47.10
160	29.06.2026	BACs	British Gas	Monthly Charge	HALLS	342.62	68.52	411.14
161	29.06.2026	BACs	British Gas	Monthly Charge	HALLS	40.51	2.03	42.54
162	29.06.2026	BACs	British Gas	Monthly Charge	G&B	32.27	1.61	33.88

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
157	02.07.2026	BACs	Cromwell Fire	Provision of new Fire Extinguishers	HALLS	87.66	17.53	105.19
156	02.07.2026	BACs	MC Groundcare Ltd	Grounds Maintenance	F&GP	1,655.00	331.00	1,986.00
155	02.07.2026	BACs	ACA Heating and Plumbing	Repair to pavilion toilet	L&A	49.72	9.94	59.66
154	02.07.2026	BACs	David Ogilvie	Provision and delivery of bench for Village Green	S106 - High Street	1,673.00	334.60	2,007.60
153	02.07.2026	BACs	The Cambridge Sign Company	Supply and installation of replacement sign	G&B	188.00	37.60	225.60
152	02.07.2026	BACs	Briar Security	Ploughman Hall Alarm	HALLS	115.70	23.14	138.84
151	02.07.2026	BACs	CAPALC	Training	F&GP	385.00	0.00	385.00
150	02.07.2026	BACs	Sanctuary	Monthly Charge	F&GP	252.00	50.40	302.40
149	02.07.2026	BACs	HMK Supplies	Toilet Rolls	Halls	7.75	4.65	27.90
					L&A	7.75	4.65	27.90
					TOTAL	15.50	9.30	55.80
148	02.07.2026	BACs	Alliance Asbestos	Sample - Landing Ground	G&B	125.00	25.00	150.00
147	02.07.2026	BACs	Aztek Services	CCTV call out	HALLS	201.00	40.20	241.20
146	02.07.2026	BACs	Connections	Hall Hire and Youth Club	F&GP	1,648.42	0.00	1,648.42

145	02.07.2026	BACs	Komplan	QEII Cableway replacement	EST - S106 Belsar's Farm	12,646.07	2,529.21	15,175.21
144	02.07.2026	BACs	5 Folds Admin	Octagon Hire	F&GP	48.00	0.00	48.00
170	02.07.2026	BACs	Monster	Orchard Tap	G&B	330.28	66.06	396.34
143	02.07.2026	BACs	Sports & Play Consulting	MUGA Tender Process	EST - S106 Belsar's Farm	3,500.00	0.00	3,500.00

Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
43	02.06.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	128.33	25.67	154.00
44	02.06.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	91.67	18.33	110.00
45	02.06.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	68.75	13.75	82.50
46	03.06.2026	BACs	1st Willingham Scouts	Public Hall Hire	HALLS	148.50	0.00	148.50
47	03.06.2026	BACs	Stretch and Tone	Ploughman Hall Hire	HALLS	45.00	9.00	54.00
48	09.06.2026	BACs	Connections Bus	Ploughman Hall Hire	HALLS	288.74	57.76	346.50
49	09.06.2026	BACs	Studio Fogg	Public Hall Hire	HALLS	120.00	0.00	120.00
50	15.06.2026	BACs	F W Cook	Cemetery - Interment and Burial Right Purchase	CEM	120.00	0.00	120.00
51	15.06.2026	BACs	F W Cook	Cemetery - Memorial	CEM	70.00	0.00	70.00
52	15.06.2026	BACs	A Rashid	Ploughman Hall Hire	HALLS	145.83	29.17	175.00
53	16.06.2026	BACs	F W Cook	Interment of Ashes and Burial Right	CEM	200.00	0.00	200.00
60	09.06.2026	BACs	Lloyds Bank	Bank Interest	F&GP	348.61	0.00	348.61
59	12.06.2026	BACs	HMRC	VAT Return	F&GP	1,054.80	0.00	1,054.80

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
134	22.06.2026	BACs	Amazon	Stationery	F&GP	10.93	2.19	13.12
135	22.06.2026	BACs	Amazon	Stationery	F&GP	12.63	2.53	15.16
136	22.06.2026	BACs	Adobe	Monthly Subscription	F&GP	16.64	3.33	19.97
137	22.06.2026	BACs	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
138	22.06.2026	BACs	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
139	22.06.2026	BACs	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
140	22.06.2026	BACs	Amazon	Hand Soap	L&A	2.50	0.50	3.00
					Halls	7.50	1.50	9.00
					TOTAL	10.00	2.00	12.00
141	22.06.2026	BACs	Amazon	Hand Towels	L&A	3.12	0.62	3.75
					Halls	9.38	1.88	11.25
					TOTAL	12.50	2.50	15.00
142	22.06.2026	BACs	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00

THE CONNECTIONS BUS PROJECT

YOUNG PEOPLE'S USER SURVEY

May 2026

Survey of young people using the charity's youth facilities in
17 communities across Cambridgeshire



207 young people completed a survey in one of our youth work sessions from 11-22 May 2026.

Of those that completed the gender question, 40% identified as female, 57% as male and 3% identified as other. This is a switch from last year when more attendees identified as female.

The majority of our attendees are aged 12 to 13 years olds (65%) as we see the young people getting older and staying with us.

Attendance

100% of young people said they enjoy coming to our youth clubs and buses.

95% of young people said they attended every or fortnightly sessions

56% said that the youth clubs/buses are the only youth activities that they attend (a slight increase to previous years).

Safety

98% of young people said that they feel safe attending our sessions.

10% of young people said bullying was problem at our sessions. This represents 25 young people However, only 3 of these said that they feel safe, and all said that they enjoy coming. Our Youth workers continue to keep a close eye on behaviour at our sessions and challenge any form of bullying.

Outcomes

97% of young people said that our youth workers are approachable and easy to talk to.

87% of young people said that attending helped to improve their mental health and wellbeing (a slight increase on last year).

An additional question was included in villages where we replaced the youth buses with a building-based session while we waited for the new buses. This asked if the young people preferred the building or bus sessions. 7% said building and 93% said bus.

The 2026 survey shows that The Connections Bus Project is highly valued, trusted, and enjoyed by young people across Cambridgeshire. The service provides a safe, supportive environment with strong relationships between staff and young people.

Finally, the young people were asked about the biggest issues facing young people today, with the top 3 being: Bullying, Vaping, Drugs/Alcohol.

Full Survey Results

Number of Surveys Completed

Age	11	12	13	14	15	16	17	None	Total
Burwell	2	3	6	1	0	0	0	0	12
Cottenham	0	5	1	0	0	0	0	1	7
Eversden	0	3	0	0	0	0	0	0	3
Fenstanton	1	6	2	4	1	0	0	0	14
Gamlingay	3	7	1	0	0	0	0	7	18
Girton	3	4	0	0	0	0	0	0	7
Haddenham	1	2	1	0	1	0	0	0	5
Haslingfield	4	7	0	0	0	0	0	0	11
Histon	2	2	8	1	0	0	0	1	13
Melbourn	0	3	11	11	5	0	0	1	30
Milton	0	3	3	0	0	0	0	3	9
Oakington	1	5	0	0	1	0	0	2	9
Sawtry	1	5	6	3	0	0	3	5	23
Soham	0	0	1	0	0	0	0	0	1
Somersham	0	1	1	1	0	0	0	2	5
Warboys	2	4	6	4	0	0	0	0	16
Willingham	0	10	3	10	0	0	0	1	24
Total	20	70	50	35	8	0	3	23	207

Gender	Female	Male	Other	Not completed
Burwell	3	7	0	2
Cottenham	0	7	0	0
Eversden	1	0	1	1
Fenstanton	1	13	0	0
Gamlingay	5	6	0	7
Girton	7	0	0	0
Haddenham	3	2	0	0
Haslingfield	9	2	0	0
Histon	5	8	0	1
Melbourn	14	17	0	1
Milton	2	4	0	3
Oakington	6	3	0	0
Sawtry	5	13	0	5
Soham	1	0	0	0
Somersham	0	3	0	3
Warboys	4	11	1	0
Willingham	10	11	2	0
Total	76	107	4	23

How regularly do you come to the youth club/bus?

	2026	2025	2024	2023
Every session	85%	75%	83%	72%
Fortnightly	10%	21%	11%	24%
Once a month	1%	2%	4%	4%
Less	4%	2%	2%	1%

70 young people did not answer this question

The youth club/bus is the only youth activity or club I attend?

	2026	2025	2024	2023
Yes	56%	52%	54%	52%
No	44%	48%	46%	48%

76 young people did not answer this question

I enjoy coming to the youth club/bus.

	2026	2025	2024	2023
Yes	95%	96%	94%	93%
Sort of	5%	4%	6%	7%
Not really	0%	0%	0%	0%
No	0%	0%	0%	0%

I feel safe at the youth club/bus.

	2026	2025	2024	2023
Yes	86%	88%	82%	85%
Sort of	12%	10%	17%	12%
Not really	1%	1%	1%	3%
No	1%	1%	0%	0%

2 young people did not answer this question

Bullying is a problem at the youth club/bus.

	2026	2025	2024	2023
Yes	5%	2%	5%	8%
Sort of	5%	4%	10%	7%
Not really	16%	17%	16%	11%
No	74%	76%	69%	74%

The youth workers are approachable and easy to talk to.

	2026	2025	2024	2023
Yes	87%	87%	83%	84%
Sort of	10%	12%	12%	12%
Not really	2%	0.5%	1%	2%
No	1%	1%	4%	2%

4 young people did not answer this question

I use the youth club/bus as a source of information about things (vapes, mental wellbeing, careers, drugs, alcohol and other topics).

	2026	2025	2024	2023
Yes	15%	10%	7%	12%
Sort of	21%	18%	17%	11%
Not really	36%	33%	30%	33%
No	28%	39%	46%	44%

2 young people did not answer this question

I believe attending youth club/bus improves my mental health and wellbeing.

	2026	2025	2024	2023
Yes	43%	35%	36%	43%
Sort of	44%	49%	41%	34%
Not really	8%	12%	16%	15%
No	5%	4%	7%	8%

6 young people did not answer this question

I have talked to youth workers about something personal (family, friends, relationships, school, bullying, mental health, futures or any other topic).

	2026	2025	2024	2023
Yes	24%	17%	20%	19%
Sort of	18%	13%	10%	8%
Not really	19%	19%	20%	18%
No	33%	48%	47%	55%
Not applicable	6%	3%	3%	

Conversations about personal issues with youth workers have helped me.

	2026	2025	2024	2023
Yes	43%	49%	51%	50%
Sort of	31%	42%	29%	32%
Not really	16%	5%	14%	11%
No	10%	3%	6%	7%

This is only those that said they had had a conversation (yes or sort of)

What is the biggest issue facing young people today.

Most common issues raised were

1. Bullying
2. Vaping
3. Drugs / alcohol (older groups)
4. Peer pressure
5. Mental health
6. Social media pressure
7. Boys being annoying / behaviour issues
8. Judgement / exclusion / prejudice
9. School stress

Are there any activities you would like at the youth club/bus sessions?

The requests cluster into clear categories:

Sports & physical activities

- Football (by far the most common)
- Dodgeball / benchball
- Outdoor activities
- Badminton
- Ping pong
- Rackets / rockets
- Volleyball

Creative activities

- Art supplies
- Free drawing
- Crocheting
- Knitting
- Badge making
- Slime making
- Painting
- Sticker making

Competitions & games

- Gaming competitions
- Escape room challenge
- Talent shows
- Quiz nights
- Murder mystery
- Switch games
- Pool / snooker
- Sim drifting

Food-based

- Pizza
- Doughnuts
- Dr Pepper
- "More food"

Social events

- Disco
- Movie night
- Hanging out with friends

Extra Comments when asked about things to improve the service

"I think it's good already" - Fenstanton
"I think it's great" - Burwell
"It is perfect" - Burwell
"More of what we already do" - Sawtry
"Like it as it is" - Sawtry
"No, it's great already" - Cottenham



Login

Sign Up

Mark Rice Email

Interim Director of Operations (South East and East) @ Environment Agency



Email

[View Mark's Email](#)

5 free lookups. No credit card required.

If you need more lookups, subscription starts at £29

Environment Agency
Manley House
Kestrel Way
Exeter
EX2 7LQ

📍 MARK RICE LOCATION

Exeter, England, GB

📅 MARK RICE WORK

➔ 2026 -now Interim Director of Operations (South East and East) @ [Environment Agency](#) ➔

2022 -now Area Director @ [Environment Agency](#).

2022 -2022 Deputy Director Water and Land Quality @ [Environment Agency](#).

2021 -2022 Area Director (Acting) @ [Environment Agency](#).

2018 -2022 Area Environment Manager @ [Environment Agency](#).

2012 -2018 Environment, Planning and Engagement Manager @ [Environment Agency](#).

2003 -2012 Communications Manager @ Environment Agency.

[View Department](#)

1998 -2003 Head Of Public Affairs @ House Builders Federation

1996 -1997 Account Manager @ HARCOURT PUBLIC AFFAIRS LIMITED

1994 -1996 Account Manager @ Ian Greer Associates

[see less](#)

🏠 MARK RICE EDUCATION

University of Reading

Master of Business Administration (MBA)
2000-2004

University of Essex

MA Government
1992-1993

University of Leicester

BA Politics
1989-1992

Maiden Erlegh 1981-1988

[see less](#)

MARK RICE SUMMARY

Mark Rice, based in Exeter, England, GB, is currently a Interim Director of Operations (South East and East) at Environment Agency. Mark Rice brings experience from previous roles at Environment Agency. Mark Rice holds a 2000 - 2004 Master of Business Administration (MBA) @ University of Reading. Mark Rice has 1 emails on RocketReach.

**Interim report of flooding and drainage investigations in Willingham, Cambridgeshire
2020-2026.**

For a couple of years, I have been investigating the scope and cause of local groundwater flooding.

My research has led me to the following conclusions:

- Neither the Environment Agency nor Cambridgeshire County Council's Minerals Planning Team have read or understood Mineral Assessment Report 53 of 1980. In the geology section, it refers to the Geological Survey memoir of 1969 for sheet 188 covering the country around Cambridge. These reports refer to the local sand and gravel deposits having been deposited by the Cam-Ouse river system. Other local gravel deposits are in the flood plain of the Great Ouse.
- Reference is made in Report 53 to buried channels or buried valleys. These are geological features of significant importance in hydrogeology. I have found no mention of these at any stage of the planning process.
- More recently, in 2018, 'Pleistocene glaciation of Fenland, England, and its implications for evolution of the region' by P.L. Gibbard, R.G. West and P.D. Hughes was published by Royal Society Open Science publishing. I quote 'A short distance to the East of Over are 3rd and 4th Terrace gravels of the Cam Valley at approximately 10-15m O.D., suggesting a complex drainage system in the area involving events at the glacial margin of both Great Ouse and Cam Rivers during the glaciation, and the deglaciation.' This will probably be news to both the EA and CCC planners.
- The buried valley in question is clearly marked on local geology maps. It runs from NW Cambridge to the north side of Willingham fen. I have plotted 'Bedrock Profile Along Gravel Aquifer' from Westwick northwards. It may be seen that there is a significant gradient down this gravel aquifer.
- I have also plotted 'Historic Water Table Depth Profile Along Gravel Aquifer' to demonstrate variability in water table depth along the length of the buried valley.
- My final graph attempts to demonstrate the effect of a 1.7m rise in groundwater rise on water table levels. Expect any point below zero to be at risk of groundwater flooding. I would like to point out that the Bourney's Manor borehole was on the boundary between Willingham CPS and Willingham Medical Practice. During Storm Babette, the school was closed as they were unable to flush toilets and the Medical Practice car park was flooded.

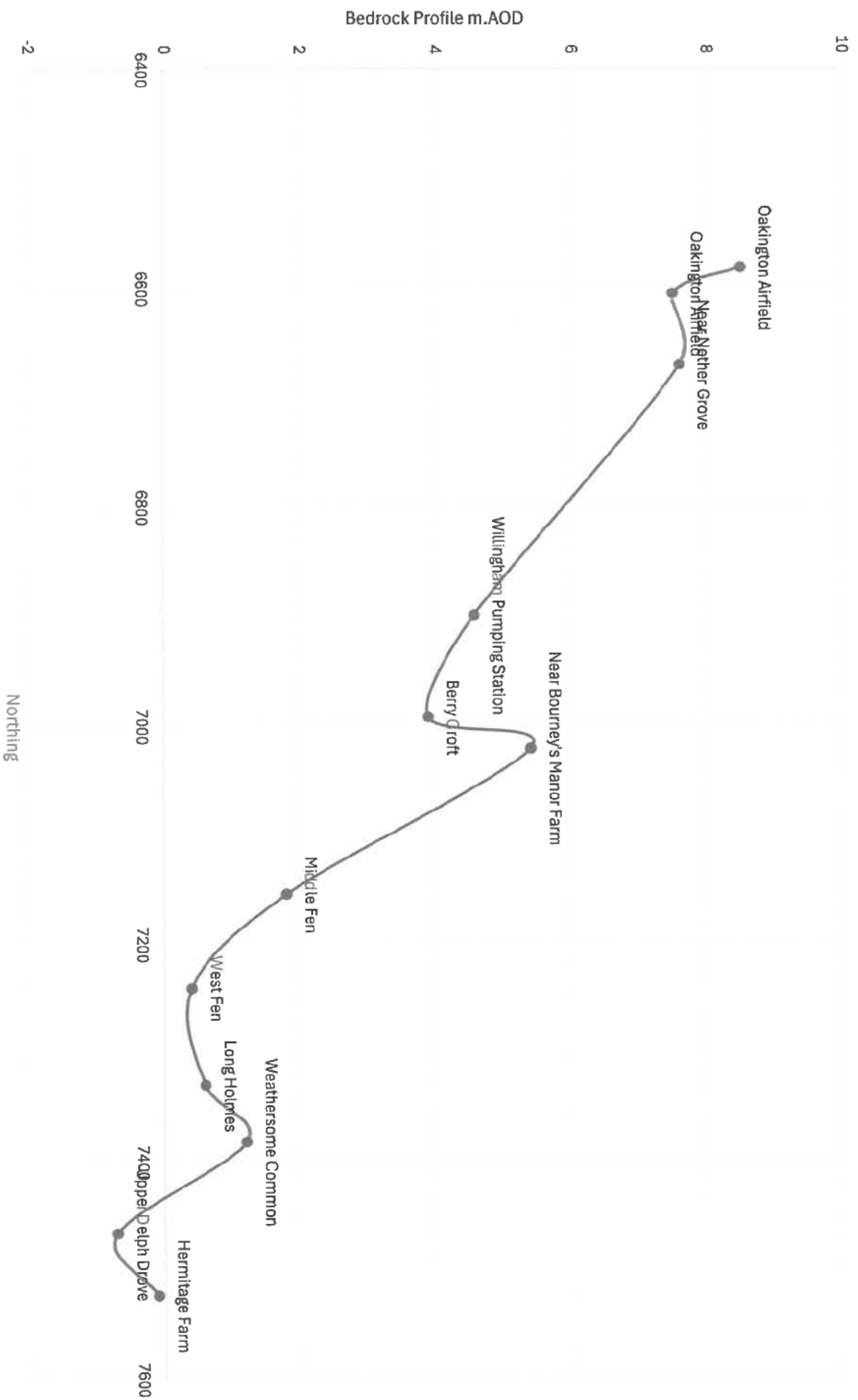
My considered opinion is that the 9.5 km of the 5 m-wide High Level Canal is acting as an infiltration pond at West Fen, feeding canal water into the ground because it has no impermeable lining and has been excavated into the underlying gravel bed. This creates sufficient hydrostatic pressure, combined with the removal of sand and gravel deposits and their replacement with clay-lined, water-filled lagoons, to prevent groundwater from flowing out through, under, and over the fen.

The village has a common law right to natural drainage across the fen and we would like it returned. I am writing a more detailed report for the Count Council and will forward that to you on its completion.

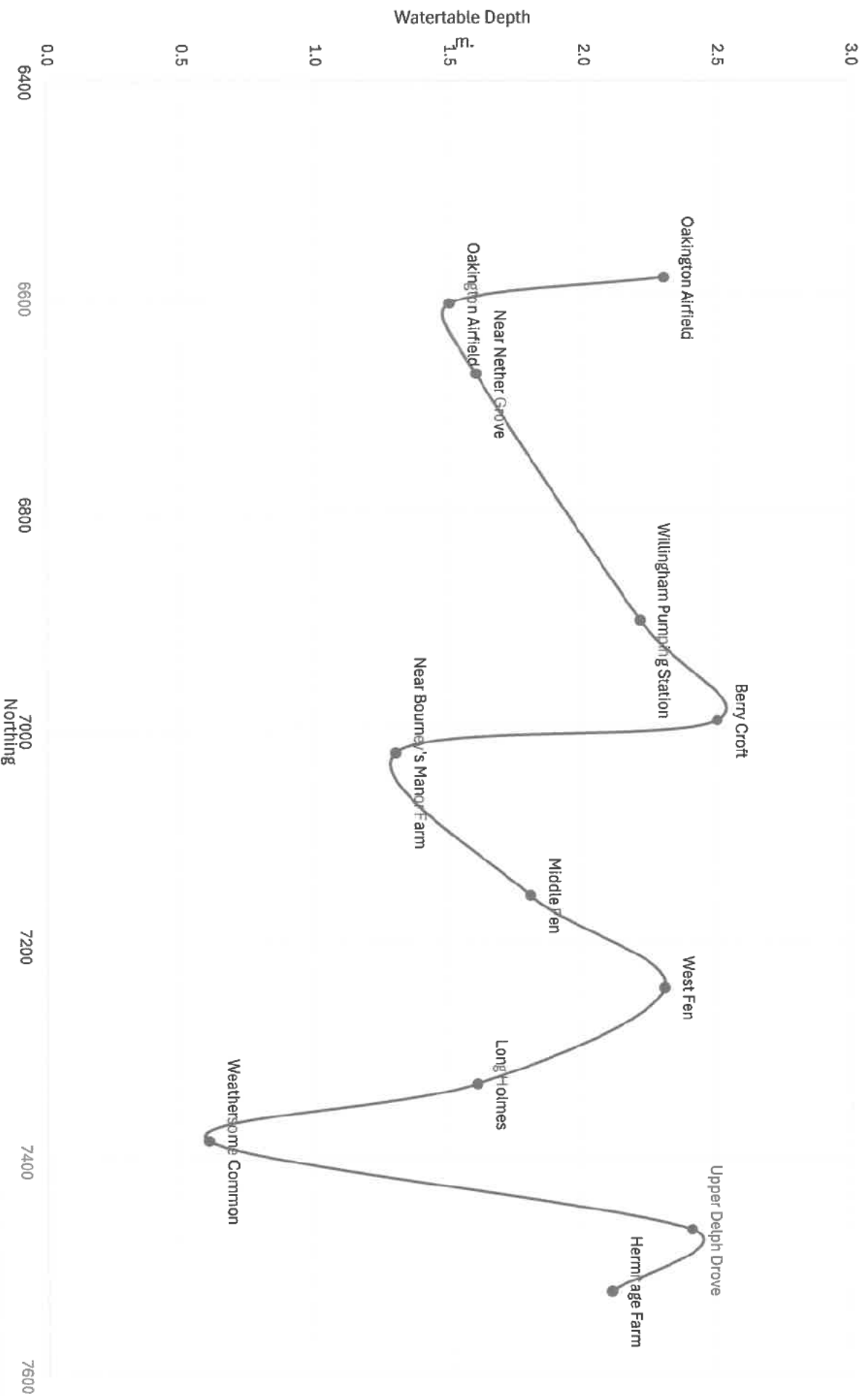


Roger J Mason

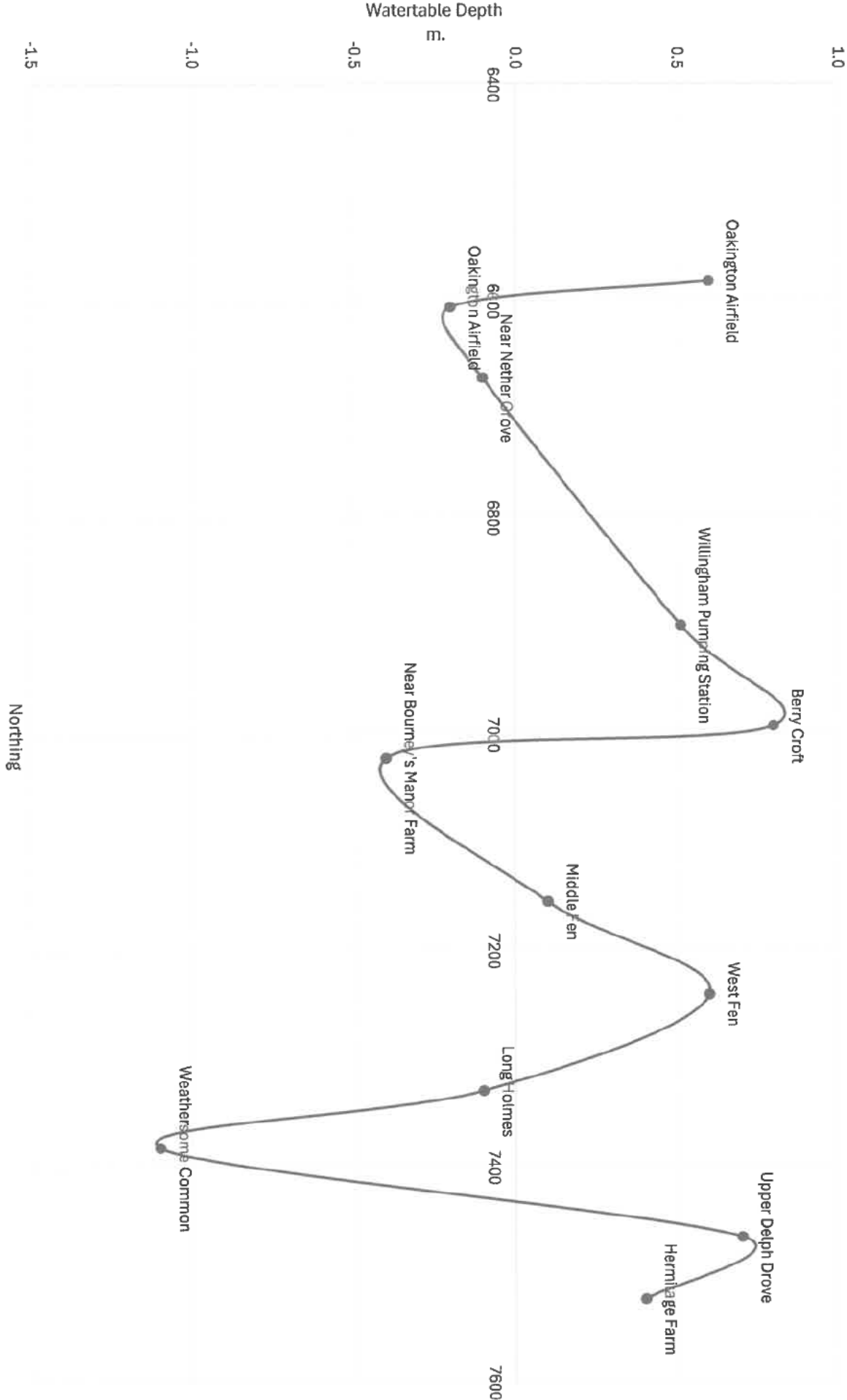
Bedrock Profile Along Gravel Aquifer



Historic Water Table Depth Profile Along Gravel Aquifer



Modelled Water Table Depth Profile Along Gravel Aquifer



Borehole REF	E	N	Bedrock m. AOD	Watertable m. AOD	Watertable Depth m	Revised		
						Watertable Depth m.	Borehole Site	
TL 47 NW	22	4046	7523	-5.10	A	-0.1	2.1	0.4 Hermitage Farm
TL 47 SW	1	4064	7466	-4.50	A	-0.7	2.4	0.7 Upper Delph Drove
TL 47 SW	2	4031	7382	-4.70	A	1.2	0.6	-1.1 Weathersome Common
TL 37 SE	17	3939	7330	-5.40	A	0.6	1.6	-0.1 Long Holmes
TL 46 SE	22	3947	7241	-4.00	A	0.4	2.3	0.6 West Fen
TL 47 SW	4	4048	7155	0.10	A	1.8	1.8	0.1 Middle Fen
TL 47 SW	5	4049	7022	-2.60	A	5.4	1.3	-0.4 Near Bourney's Manor Farm
TL 46 NW	2	4034	6993	1.40	A	3.9	2.5	0.8 Berry Croft
TL 46 NW	29	4040	6900	0.15	A	4.6	2.2	0.5 Willingham Pumping Station
TL 46 NW	5	4042	6671	1.20	K	7.6	1.6	-0.1 Near Nether Grove
TL 46 NW	8	4148	6606	1.90	K	7.5	1.5	-0.2 Oakington Airfield
TL 46 NW	6	4092	6582	6.50	K	8.5	2.3	0.6 Oakington Airfield

From: [Cllr Law](#)
To: clerk@willinghamparishcouncil.gov.uk
Cc: [James Hutchcraft](#); Clerk
Subject: Re: Proposed Minor Amendment to the Needingworth Quarry Traffic Routing Agreement
Date: 28 July 2026 12:32:13

I'd be happy just to mention it in Chair's Report because, as you say, it does not affectvWillingham.

Regards,

--

Derek Law, Chair
Willingham Parish Council

On 28 Jul 2026, at 11:59, clerk@willinghamparishcouncil.gov.uk wrote:

Hi Derek and James,

We have received the email below from Brice Aggregates about HGV traffic from the Needingworth quarry through to Ely, Soham and Littleport. It doesn't directly affect us (at this time) but I wondered whether you wanted it on the PC Agenda or on the Planning Agenda for discussion.

Kind regards,

Annika Osborne
Compliance Administrator
Willingham Parish Council

01954 261027

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You may request to be removed as a contact at any time, contact: clerk@willinghamparishcouncil.gov.uk

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From: Andrew Ward <Andrew.Ward@briceaggregates.co.uk>

Sent: 24 July 2026 11:52

To: Rachel Lennard <Rachel.Lennard@rspb.org.uk>; Iain Wheller <Iain.Wheeler@rspb.org.uk>; Alex Rankine <Alex.Rankine@cambridgeshire.gov.uk>
<Alex.Rankine@cambridgeshire.gov.uk>; Tracey Hope <clerk@bluntisham-pc.gov.uk>; robertrobinson@over-pc.gov.uk <robertrobinson@over-pc.gov.uk>
<robertrobinson@over-pc.gov.uk>; parishclerk@overparishcouncil.org.uk; Clerk <clerk@hollywell-cum-needlingworth-pc.gov.uk>; Jon Neish (Cllr)
<jon.neish@huntingdonshire.gov.uk>; Steve Edwards <chair@earith-pc.gov.uk>; clerk <clerk@earith-pc.gov.uk>; Neil Harris (WPC)
<Cllr.Harris@willinghamparishcouncil.gov.uk>; clerk@willinghamparishcouncil.gov.uk; Nic Wells <Nic.Wells@stivestowncouncil.gov.uk>; Administration
Officer <admin@stivestowncouncil.gov.uk>; clerk@swavesey-pc.gov.uk; Cllr Alex Bulat <Alex.Bulat@cambridgeshire.gov.uk>; Cllr Luis Navarro
<Luis.Navarro@cambridgeshire.gov.uk>; Yasmin.Deter@cambridgeshire.gov.uk; Simon Bryant <simon.bryant@briceaggregates.co.uk>
Subject: Re: Proposed Minor Amendment to the Needingworth Quarry Traffic Routing Agreement

Dear Sir or Madame

I am writing to seek your opinion on a small change that Brice Aggregates wishes to make to the existing traffic routing agreement for Needingworth Quarry. The change proposed relates to the area northeast of Needingworth (generally the Ely/Soham area), which, under the current routing agreement, generates a significant HGV mileage as the routing agreement requires our vehicles to travel south and east before heading north to that area. This means that our lorries are travelling many miles further than necessary. Across a year, this amounts to approximately **70,000 unnecessary HGV road miles**. Commercially, it makes sense to cut out this unnecessary mileage, and whilst this is clearly helpful to Brice, we also believe it is in the interests of both the local community and the environment. However, before approaching the county council to discuss this, we would like to canvass the parish councils' opinion as we appreciate that traffic can be a sensitive issue in the community.

Firstly, we would like to reassure the Parish Council that this is **not** a proposal to increase overall HGV traffic from the quarry or to weaken the existing routing agreement. The current requirement for quarry traffic to turn left when leaving the site and travel via St Ives would remain in place for almost all deliveries.

The change we are requesting is specific to deliveries destined for **Ely, Soham and Littleport** to turn right out of the quarry and travel along the A1123 through Earith and Bluntisham. These locations lie to the north and east of the quarry, yet under the current routing agreement our vehicles must first travel west to St Ives, then south to the A14. Then south-east towards Cambridge, before finally picking up the A10 at Cambridge and heading north towards Ely and Soham.

The proposal would simply recognise Ely, Soham and Littleport as additional **local delivery areas** within the existing routing agreement. All other quarry traffic would continue to follow the current left-turn routing arrangements.

We appreciate that any suggestion of additional HGV movements can raise understandable concerns. We have therefore carefully assessed

what this proposal would actually mean in practice.

On a typical day, we estimate that around **10 HGV movements** (equivalent to approximately five deliveries and five return journeys) would use the A1123 instead of travelling via St Ives and the A14.

The available Traffic count surveys show that the A1123 between Earith and Bluntisham already carries around **464 HGV movements each day**. The proposed change would therefore represent an increase of approximately **2% in HGV traffic**, or, on average, only **one to two additional HGVs per hour** during normal operating hours. When considered against all vehicles using the road, the increase amounts to **less than one tenth of one per cent**.

In practical terms, this is a very small change that is unlikely to be noticeable to road users or residents living along the route.

While the effect on local traffic would be negligible, the environmental benefits are significant. By allowing these deliveries to take the more direct route, around **70,000 HGV miles** would be removed from the wider road network every year. This would reduce fuel consumption, reduce unnecessary wear on the wider highway network, lower vehicle emissions and avoid an estimated **70 tonnes of carbon dioxide emissions annually**.

I fully recognise why the existing routing agreement was put in place and remain committed to complying with it. This proposal is not intended to dilute those protections. Rather, it addresses one specific situation where the current arrangements were supposed to provide a significant benefit, by requiring HGVs to travel substantial additional distances. However, it is now clear that in real terms, the small number of vehicles Brice would send through the villages is negligible, meaning that the routing agreement provides little practical or perceptible benefit to local amenity, road safety or the environment.

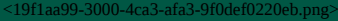
In summary, the proposal would:

- apply only to deliveries serving Ely, Soham and Littleport;
- leave all other routing restrictions unchanged;
- result in only around **10 HGV single-way movements per day** using the A1123;
- increase HGV traffic on that route by only around **2%**, equivalent to approximately one to two additional HGVs per hour;
- reduce unnecessary HGV travel by approximately **70,000 miles each year**; and
- save an estimated **70 tonnes of carbon emissions annually**.

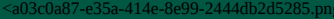
I hope this explains why Brice Aggregates believes this is a sensible, proportionate and sustainable amendment to the existing routing agreement. I am keen to understand your views on this proposal before we move on to discussing this change with the county council. I therefore look forward to your response.

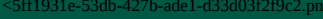
I would appreciate you letting me know that you have received this email and at the same if you believe I have missed someone off of mailing list or if contact/details have changed, Keeping the contact list up to date is difficult and we have a Local liaison meeting coming up in September/October for which invites will be sent out shortly.

Kind Regards
Andrew Ward

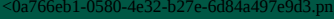



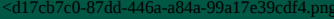
Andrew Ward
Land & Project Manager

 +44 (0)1376 772491

 07539 456474

 Andrew.Ward@briceaggregates.co.uk

 www.briceaggregates.co.uk

 View our location on Google Maps

[<e898ead2-1a05-42d4-bdc2-af54638aba92.png>](#) [<b31a6543-e62a-4695-bf8e-57b104e615fc.png>](#) [<3b2b8ac7-3617-44b8-9101-87d929b0be5c.png>](#)

Head Office: Media House, Threshelfords Business Park, Feering, CO5 9SE
Registered Office: Colemans Farm, Little Braxted Ln, Witham CM8 3EX

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider information regarding the Civility and Respect Pledge.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Councillor Hutchcraft recently attended some training run by CAPALC and the Pledge was raised and discussed. Councillor Hutchcraft would like the Council to consider signing the Pledge. If the Council wishes to sign the Pledge they need to resolve for the Clerk to complete the Pledge form on its behalf and a certificate will be received.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached, is the information regarding what the pledge means and how to sign up for it.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication to the Council for signing the Pledge.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

What is the Civility and Respect Pledge?

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

How do the Council sign up for the Civility and Respect Pledge?

Instruct the Clerk to complete the relevant form to sign up the council to the pledge. Once completed, the office will receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the draft Grass Cutting Tender document
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The current Grounds Maintenance Contracts are due for renewal as of 1 st April 2027. So that the Council can budget for the correct amounts, I have produced this Tender document to issue on the Government Portal, Find a Tender.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the Draft Tender document.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council issuing the Tender document.



Grounds maintenance specification for grass cutting

Contract start date: 1st April 2027

Term: Three years

1st April 2027 – 31st March 2030

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1. Introduction

- 1.1. Willingham Parish Council is inviting tenders for a three-year grass cutting/grounds maintenance contract. The contract is to undertake grass

cutting and grounds maintenance tasks, for varying locations in the Parish of Willingham, according to the schedule set out in this document.

- 1.2. Maps of the areas to be included in the contract are included at item 4.
- 1.3. It should be noted that the appointed contractor will be required to provide the Council with risk assessments for all tasks, together with proof of insurance and any other relevant certification.
- 1.4. All enquiries should be directed to the Parish Council Clerk, whose details are:-

Name: Amy Rudderham
Address: Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridgeshire
CB24 5LP
Email: Email@willinghampc.org.uk
Telephone: 01954 261027

2. Timetable for tendering process

ITEM	DEADLINE
Opening Date	
Closing date for receipt of tenders	
Tenders opened by Council	
Appointment made by Council	
Notification to applicants	
Contracts to commence	
Contract end date	

3. Sending instructions

- 3.1. The following must be included with all tenders:-
 - Completed pricing schedule (supplied with this document)
 - Contact details for two references¹, ideally local authorities
 - Public² and Employer's Liability Insurance certificates
 - Health and Safety policy
- 3.2. Tenders will be accepted via email and by post
- 3.3. The email/envelope should arrive no later than 5pm on Friday 28th February 2025. Any tenders received after the deadline will be discounted.
- 3.4. The Council reserves the right to not consider any tenders which do not cover all areas listed in item 4.

¹ References will only be sought for the appointed contractor, and the council will notify the contractor before contact is made with the supplied referees.

² Cover level minimum of £5,000,000

4. Areas to be covered

4.1. Pyrethrum Way – Phases I and II, public open spaces

- To cut grass areas fortnightly, between the months of March to October, using a cylinder mower and strim to boundaries including path edges.
- To cut grass areas monthly, between the months of November to February, using a cylinder mower and strim to boundaries including path edges.
- Paths to be swept on each visit.
- Maintain shrubs twice annually, in February and September, to ensure that nesting season is avoided.



What Three Words location : crumb.grading.throat and thinking.happier.alternate

4.2. The Pound, Pound Lane

- To cut grass areas fortnightly, between the months of March to October, using a cylinder mower and strim to boundaries including path edges.
- To cut grass areas monthly, between the months of November to February, using a cylinder mower and strim to boundaries including path edges.
- Pathway and area to be cleared of any arisings, at each visit.



What Three Words location: unpacked.botanists.polar

4.3. Village Green

- To cut grass areas fortnightly, between the months of March to October, using a cylinder mower and strim to boundaries including path edges.

- To cut grass areas monthly, between the months of November to February, using a cylinder mower and strim to boundaries including path edges.
- Please note bulb planted areas can only be cut from 1 July to 1 February.
- Paths to be swept on each visit.



Please see areas edged *red*

What Three Words location: built.prosper.defenders

4.4. Public Hall, High Street

- To spray weeds around the building in April, June, August, and October subject to weather conditions. Records to be kept of each visit.
- Clear vegetation along back fence once a year - end of August



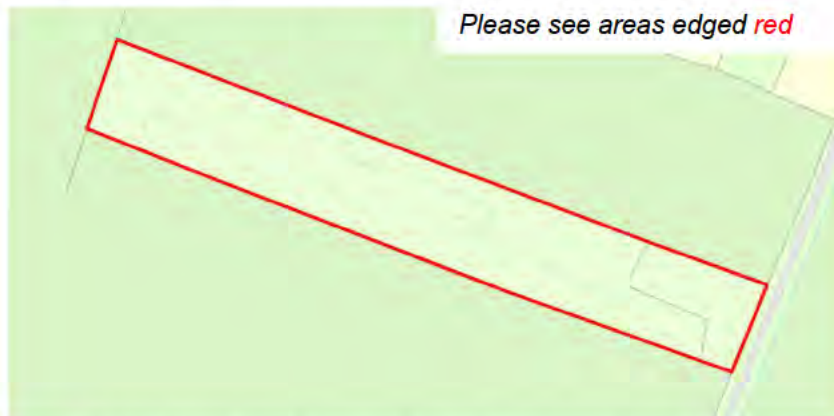
Please see areas edged *red*

What Three Words location: televise.require.slugs

4.5. Barton Field, Black Pit Drove

- Mow and strim the entrance to the site and a footpath from the front of the site to the back of the site three times per year, including clearing any overhanging brambles or branches, in April, June and August.

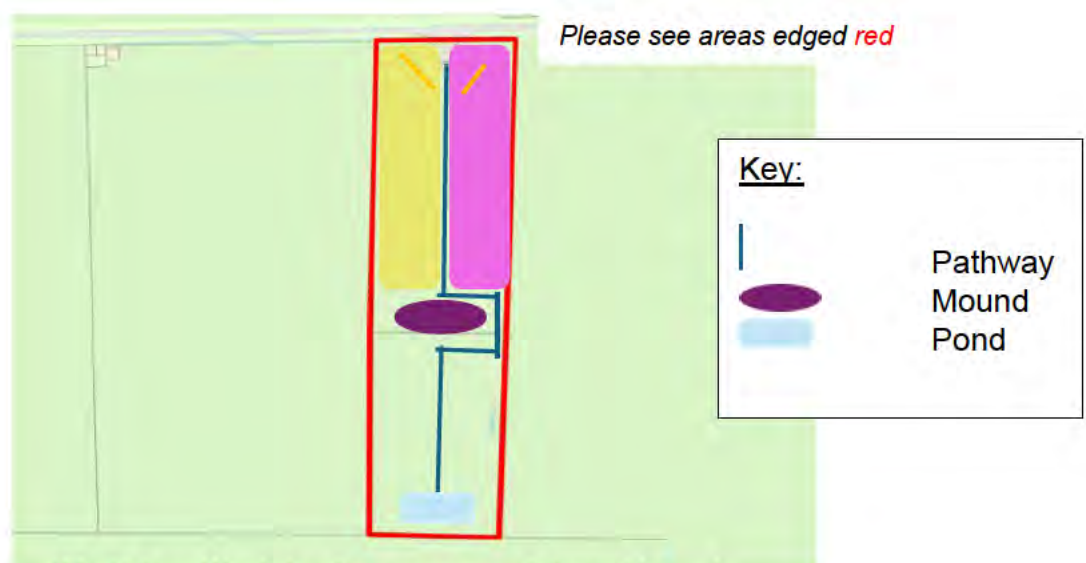
- Cut back brambles along the pathway through the site, once per year, to a depth of at least 1 meter. To be completed in October year.



What Three Words location: battling.develops.populate

4.6. Wildlife Meadow, Meadow Road

- Cut a pathway through the entire site twice per year in April and June (blue line on the map below).
- Cut a pathway through the entire site and one side of the entrance, alternating each year, in August (blue line and areas coloured yellow or pink, on the map below).
- On year two of the contract, trim the inside of the hedges as far as possible. Once the height of the hedge has reached 3 meters, the height should be maintained at that height.
- Strim along side the inside ditches (orange lines shown on the map below), so they are clearly visible, during visits to the site in April, June and August.



What Three Words location: announce.distanced.logged

4.7. Haden Way

- To cut green area in front of the bungalows on the junction of Haden Way and Over road monthly using a cylinder mower and strim to boundary as necessary including path edges. All paths to be swept on each visit.



What Three Words location: staring.sunbeam.ramp

4.8. QEII Playing Field, West Fen Road

- Weekly cuts from April to September including strimming around all play equipment and under table tennis tables.
- Rough edges for all boundaries cut back monthly. Including clearing under the hedgerows.
- Fortnightly cuts from October to March including strimming around all play equipment and under table tennis tables.
- Roadside hedge to be flailed annually in September, avoiding nesting season.



4.9. Community Orchard

- To complete 4 x cuts of the perimeter of the site, the entrance of the site and around the fruit trees. Two of these cuts should be completed in April and June, the remaining two cuts are to be completed at the contractors discretion
 - The wild flower areas to be left uncut until the final Autumn cut. This area will be marked out for contractors' information.
- Flailing of the hedges (inside) during year 2 of the contract – September/October. It should be maintained at a wind break height. This excludes the hedgerow along the bridleway of the site, as this is maintained by volunteers.
- Flailing of the roadside hedge (outside) twice annually. September should be a detailed cut, ensuring a good visibility splay is maintained, the hedge should be trimmed in June.



What Three Words location: universal.aunts.guard

4.10. Recreation Ground, West Fen Road

- Weekly cuts of the entire site from March to October
- Fortnightly cuts of the entire site from November to February
- The Lode bank on lower Rec to be cut Monthly
- Weed Spraying whole field – twice a year (April and August)
- Maintain hedge along West Fen Road from Pavilion to Container once per year, to be carried out in September, avoiding nesting season.
- Fortnightly cuts of Bowls club grass around tearoom – April to September
- Prune hedges behind the bowls Green once per year.
- Spray weeds around the Pavilion area in April, June, August, and October (subject to weather conditions) – records to be kept of each visit.

- Annual Removal of brambles on the corner of the carpark area by the lode in front of the pavilion – October
- Cut the sides of the internal hedges on the recreation ground extension and trim overhanging tree branches as necessary once per year.



What Three Words location: magazine.uppermost.prices

4.11. Ploughman Hall, West Fen Road

- To cut grass areas fortnightly with cylinder mower and strim to boundaries including to top of lode and including path edges. Paths to be swept on each visit.
- To spray weeds around the building in April, June, August, and October (subject to weather conditions) – Records to be kept of each visit.
- The hedge fronting West Fen Road from car park entrance to the rear of the QEII Field will be cut back and shaped to a height of one metre once per year. Trees/shrubs in the hedge will be inspected and trimmed as considered appropriate annually i.e., three times in total, each year of the contract.
- The hedge bounding the Ploughman Hall and QE II Field will be cut back and shaped to a height of 2 metre once a year. Trees/shrubs in the hedge will be inspected and trimmed as considered appropriate annually i.e., three times in total each year of the contract
- To raise skirt/prune shrubs around hall and car park once annually (to enable contractors to access grassed areas for cutting)



What Three Words location: places.prominent.correctly

4.12. Cemetery, Church Street

Grass Cut

- 20 Cuts per year (generally fortnightly but weekly where growth dictates). To commence and the end of March dependent on growth
- The Cemetery should be cut with a mower and where not accessible with a mower, strimmed.
- All arisings are to be removed to a suitable waste disposal facility.

Pathways

- These should be lightly blown to remove any arisings on each visit.
- To be sprayed bi monthly from April to October using a glyosphate based product. Records must be kept of each visit with details of product used.

Ivy Growth

- To be kept under control throughout the Cemetery (trees/walls/gates etc) during visits using strimmer with the addition of one annual visit to clear any higher level issues - September.

Leaf Raking and Fruit Clearance

- Monthly visits from October to early December to clear fallen leaves and remove arising to a suitable waste disposal facility.

Privet Hedge (Lane Style)

- To be cut annually prior to the weekend of remembrance Sunday and all arisings to be removed to a suitable waste disposal facility.
- Northern Hedge (social club side of cemetery) top and side to be cut back annually (September)

Basal Growth

- To be removed annual from all trees as needed (September)



What Three Words location: doormat.ridiculed.underline

5. Health and Safety

5.1. The appointed contractor must supply:

- Risk Assessments
- Health and Safety Policy
- Public Liability and Employers Liability insurance annually

5.2. The appointed contractor will be responsible for ensuring safe systems of work for all tasks and employees.

5.3. The appointed contractor will be responsible for the provision of all PPE for use by its employees.

5.4. All equipment must be supplied and suitably maintained by the contractor.

5.5. The contractor shall comply with applicable laws, regulations and safety standards relating to grounds maintenance.

6. Payment Terms

6.1. Invoices are to be submitted monthly, by email, to the Parish Clerk.

- 6.2. Invoices should be received by the last Wednesday of each calendar month, unless advised otherwise by the Clerk.
- 6.3. Payments to contractors will be authorised at the monthly meeting of the full Parish Council and made by BACS payment the following day.
- 6.4. Invoices received after the agenda deadline, generally the last Thursday of each calendar month, will be subject to payment the following month.

7. References

- 7.1. References will be obtained prior to the commencement of the contract.
- 7.2. References from other local authorities are preferred but under no circumstances should references be made from members of the contractor's family.
- 7.3. The council reserves the right to re-evaluate tenders received if references are deemed to be unsatisfactory.

8. Terms and Conditions

- 8.1. It is the responsibility of the contractor to satisfy themselves that they are aware of the location, size and condition of the site of work and in possession of sufficient information to offer a tender.
- 8.2. The council does not accept liability for any costs incurred in the preparation and submission of any tender.
- 8.3. The council is not bound to accept the lowest or indeed any tender.
- 8.4. The council reserves the right to remove elements from the contract in advance of it being signed by all parties.

9. The Contract

- 9.1. A contract will be drawn up and signed by both parties in advance of the contract commencement date.
- 9.2. Within this contract, the contractor will be required to indemnify and hold the council harmless from any and all losses arising.
- 9.3. The signed contract shall be governed by law and constructed in accordance with the law.
- 9.4. The contract will include termination terms for both parties.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the draft Cleaning Tender document
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The current Cleaning Contract is due for renewal as of 1 st April 2027. So that the Council can budget for the correct amounts, I have produced this Tender document to issue on the Government Portal, Find a Tender.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the Draft Tender document.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council issuing the Tender document.



Specification for cleaning of Parish Council buildings

Contract start date: 1st April 2027

Term: Three years

1st April 2027 – 31st March 2030

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9. The Contract.....	7

1. Introduction

- 1.1. Willingham Parish Council is inviting tenders for a three-year cleaning contract. The contract is to undertake cleaning, for varying locations in the Parish of Willingham, according to the schedule set out in this document.
- 1.2. Maps of the areas to be included in the contract are included at item 4.
- 1.3. It should be noted that the appointed contractor will be required to provide the Council with risk assessments for all tasks, together with proof of insurance and any other relevant certification.
- 1.4. All enquiries should be directed to the Parish Council Clerk, whose details are:-

Name: Amy Rudderham
Address: Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridgeshire
CB24 5LP
Email: Email@willinghampc.org.uk
Telephone: 01954 261027

2. Timetable for tendering process

ITEM	DEADLINE
Opening Date	
Closing date for receipt of tenders	
Tenders opened by Council	
Appointment made by Council	
Notification to applicants	
Contracts to commence	
Contract end date	

3. Sending instructions

- 3.1. The following must be included with all tenders:-
 - Completed pricing schedule
 - Contact details for two references¹, ideally local authorities
 - Public² and Employer's Liability Insurance certificates
 - Health and Safety policy
- 3.2. Tenders will be accepted via email and by post
- 3.3. The email/envelope should arrive no later than 5pm on Friday 28th February 2025. Any tenders received after the deadline will be discounted.
- 3.4. The Council reserves the right to not consider any tenders which do not cover all areas listed in item 4.

¹ References will only be sought for the appointed contractor, and the council will notify the contractor before contact is made with the supplied referees.

² Cover level minimum of £5,000,000

4. Areas to be covered

4.1. Ploughman Hall, Willingham

Two visits per week, days to be agreed.

Main Hall

- Floor to be swept or hoovered twice per week
- Floor to be washed once per week (twice per week if heavily soiled)
- Skirting boards and doors to be cleaned once per month
- High areas (which can be reached from the floor) to be dusted and cobwebs removed once per week

Kitchen

- Floors to be swept or hoovered twice per week
- Floors to be washed once per week (twice per week if heavily soiled)
- All work surfaces, including window sills and sinks to be cleaned twice per week
- Fridge/cooker/microwave to be cleaned once per month
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week
- Kitchen cupboards to be cleaned and wiped out twice per year

Meeting/Storage room

- Open space to be hoovered once per week
- Window sills to be wiped down, when possible
- High areas to be dusted and cobwebs removed once per week
- Skirting boards/doors to be cleaned once per month

Main foyer

- To be hoovered twice per week
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week

Toilets

- All toilets and urinals to be cleaned twice per week
- All sinks to be cleaned twice per week
- Floors to be swept or hoovered twice per week
- Floors to be washed once per week (twice per week if heavily soiled)
- Pipe work and mirrors to be cleaned once per week
- Window sills to be wiped down weekly
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week

Legionella checks

- Flush all taps in the kitchen and toilets weekly and complete record book held in the kitchen
- Descale taps quarterly and complete record book held in the kitchen

4.2. Side Hall, Willingham

One visit per week, day to be agreed.

Upstairs Room

- Floor to be swept or hoovered per visit
- Floor to be washed per visit
- Window sills to be dusted or wiped per visit
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs to be removed, once per month

Stairs

- Floors to be swept or hoovered per visit
- Floors to be washed per visit
- Hand rails to be wiped per visit
- Doors and skirting boards to be cleaned once per month
- High areas to be dusted and cobwebs to be removed, once per month

Downstairs Room

- Floors to be swept or hoovered per visit
- Floors to be washed per visit
- Window sills to be dusted or wiped per visit
- Skirting boards to be cleaned once per month
- High areas to be dusted and cobwebs to be removed, once per visit
- Sofas to be hoovered once per month

Toilet

- Toilet to be cleaned per visit
- Sink to be cleaned per visit
- Floors to be swept or hoovered per visit
- Floors to be washed per visit
- Pipe work and mirrors to be cleaned per visit
- Skirting boards and doors to be cleaned once per month

Kitchen

- Floors to be swept or hoovered once per visit
- Floors to be washed once per visit
- Cooking area including sink to be cleaned once per week
- Fridge/cooker/microwave to be cleaned once per month
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week
- Kitchen cupboards to be cleaned twice annually

Legionella checks

- Flush all taps in the kitchen and toilets weekly and complete record book held in the kitchen
- Descale taps quarterly and complete record book held in the kitchen

4.3. Parish Council Office, Willingham

One visit every other week, day to be agreed.

- Hoover the carpet each visit
- Clean all surfaces including desks, table, cabinets, window sills, copier, disk drives, monitors etc each visit
- Skirting boards and doors to be cleaned every other visit, once per month
- High areas to be dusted and cobwebs removed once per week
- Bins to be emptied into the euro bin outside, at each visit

Please note, the Parish Council Office can only be accessed when a member of staff is present.

4.4. Pavilion, Willingham

One visit per week, day to be agreed.

Foyer

- Hoover carpet weekly
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week

Clubroom

- Floor to be swept or hoovered once per week
- Floor to be washed once per week
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week

Kitchen

- Floors to be swept or hoovered once per week (twice per week if heavily soiled)
- Floors to be washed once per week (twice per week if heavily soiled)
- Cooking area to be cleaned once per week
- Skirting boards and doors to be cleaned once per month
- High areas to be dusted and cobwebs removed once per week
- Kitchen cupboards to be cleaned twice annually

Toilets and Changing Rooms

- All toilets to be cleaned once per week
- All sinks to be cleaned once per week
- Floors to be swept and washed once per week
- Pipe work and mirrors to be cleaned once per week
- Window sills to be wiped down weekly
- Skirting boards and doors to be cleaned once per month
- Showers to be washed once per week

Legionella Checks

- Flush all taps in kitchen, changing rooms and toilets weekly and complete record book held in the clubroom

- Descale taps and showers quarterly and complete record book

5. Health and Safety

5.1. The appointed contractor must supply:

- Risk Assessments
- Health and Safety Policy
- Public Liability and Employers Liability insurance annually

5.2. The appointed contractor will be responsible for ensuring safe systems of work for all tasks and employees.

5.3. The appointed contractor will be responsible for the provision of all PPE for use by its employees.

5.4. All equipment must be supplied and suitably maintained by the contractor.

5.5. The contractor shall comply with applicable laws, regulations and safety standards relating to grounds maintenance.

6. Payment Terms

6.1. Invoices are to be submitted monthly, by email, to the Parish Clerk.

6.2. Invoices should be received by the last Wednesday of each calendar month, unless advised otherwise by the Clerk.

6.3. Payments to contractors will be authorised at the monthly meeting of the full Parish Council and made by BACS payment the following day.

6.4. Invoices received after the agenda deadline, generally the last Thursday of each calendar month, will be subject to payment the following month.

7. References

7.1. References will be obtained prior to the commencement of the contract.

7.2. References from other local authorities are preferred but under no circumstances should references be made from members of the contractor's family.

7.3. The council reserves the right to re-evaluate tenders received if references are deemed to be unsatisfactory.

8. Terms and Conditions

8.1. It is the responsibility of the contractor to satisfy themselves that they are aware of the location, size and condition of the site of work and in possession of sufficient information to offer a tender.

8.2. The council does not accept liability for any costs incurred in the preparation and submission of any tender.

8.3. The council is not bound to accept the lowest or indeed any tender.

8.4. The council reserves the right to remove elements from the contract in advance of it being signed by all parties.

9. The Contract

- 9.1. A contract will be drawn up and signed by both parties in advance of the contract commencement date.
- 9.2. Within this contract, the contractor will be required to indemnify and hold the council harmless from any and all losses arising.
- 9.3. The signed contract shall be governed by law and constructed in accordance with the law.
- 9.4. The contract will include termination terms for both parties.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the proposal regarding future matters arising agenda items
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following recent training undertaken by Councillor Hutchcraft, CAPALC has advised that it is best practice not to have a 'matters arising' on an Agenda. Matters arising can be used on an Agenda but it is for information only and decisions cannot be made under it. The council needs to decide whether it remains as a future Agenda item for information only, or removes it from the Agenda, going forwards, completely.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	N/A
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider information relating to the renaming of the Finance and General Purpose Committee
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following recent training undertaken by Councillor Hutchcraft, CAPALC has advised that the Chairman should not be the direct Line Manager of the Clerk, there should be a HR Committee in place. It is therefore being proposed that the Finance and General Purpose committee be renamed to the Finance, HR and General Purpose Committee and this Committee deal with any HR related issues.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	N/A
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive information relating to the limit of term roles and consider any actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following recent training undertaken by Councillor Hutchcraft, CAPALC advised that it is best practice for a limit to be put on how many terms for roles in the Council are completed by the same person. The Council needs to consider if it wishes to implement a limit and if so, how long and from when should the limit begin?
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	N/A
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider information regarding item 5.15 of the Financial Regulations
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following recent training undertaken by Councillor Hutchcraft, CAPALC advised that some of the wording in 5.15 of the Financial Regulations is not lawful. A sole Councillor cannot have any more influence over another. Therefore the wording "a duly delegated committee/lead councillor of the council in conjunction with the Chair/Vice Chair for all items of expenditure within their delegated budgets for items under £5,000.00 excluding VAT" needs to be removed. This means that Lead Councillors will no longer have any spending power and any proposals for spending will need to be taken through the Full Council meeting. This is why monthly reports and formal proposal documents are imperative.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	N/A
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Deputy Clerk has been appointed as RFO and these regulations apply accordingly.](#) The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of **£5,000**;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, **with the RFO** shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk **with the RFO** shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [November](#) for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council](#). The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than [November](#) each year, the RFO shall prepare a draft budget with detailed estimates of all [income and expenditure](#) for the following [financial year](#) taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee/[lead councillor](#) shall review its draft budget and submit any proposed amendments to the council/finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee/lead councillor proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than **£5,000** excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between **£1,000 and £5,000** excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair/Vice Chair of the Council for any items below £2,000 excluding VAT.
 - a duly delegated committee/lead councillor of the council in conjunction with the Chair/Vice Chair for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000](#) excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds Bank and Unity Bank](#). The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or lead councillor in conjunction with the Chair/Vice Chair or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed/approved by the Chair or Vice Chair on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on

those accounts and a minimum of two people will be involved in any online approval process

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. [Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.](#)

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

9.1. [Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Chair/Vice Chair etc \(as detailed in finance regulation 5.15\) in writing order is placed.](#)

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. [Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk, RFO and Compliance Administrator and any balance shall be paid in full each month.](#)

9.4. [Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy.](#)

10. Petty Cash

10.1. [The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO \(for example for postage or minor stationery items\) shall be refunded on a regular basis, at least quarterly.](#)

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. All investment of money under the control of the council shall be in the name of the council.

12.4. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.5. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. As appropriate, The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date. OR Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. [The Clerk shall be responsible for the care and custody of stores and equipment.](#)
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the draft Tree Survey specification and consider any actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Council should complete a Tree Survey every three years. The survey is overdue. In order to budget for this expense, the Clerk would like to obtain quotations for the survey, for the next financial year.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the Draft survey specification document.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is no financial implication for the Council issuing the document.



Tree Survey specification

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1. Introduction

- 1.1. Willingham Parish Council is inviting tenders for a contract to undertake a tree survey on all trees which are on Parish Council owned land.
- 1.2. Maps of the areas to be included in the survey are included at item 4.
- 1.3. It should be noted that the appointed contractor will be required to provide the Council with risk assessments for all tasks, together with proof of insurance and any other relevant certification.

1.4. All enquiries should be directed to the Parish Council Clerk, whose details are:-

Name: Amy Rudderham
Address: Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridgeshire
CB24 5LP
Email: Email@willinghampc.org.uk
Telephone: 01954 261027

2. Timetable for tendering process

ITEM	DEADLINE
Opening Date	
Closing date for receipt of tenders	
Tenders opened by Council	
Appointment made by Council	
Notification to applicants	

3. Sending instructions

3.1. The following must be included with all tenders:-

- Completed pricing schedule (supplied with this document)
- Contact details for two references¹, ideally local authorities
- Public² and Employer's Liability Insurance certificates
- Health and Safety policy

3.2. Tenders will be accepted via email and by post

3.5. The email/envelope should arrive no later 30th September 2026. Any tenders received after the deadline will be discounted.

¹ References will only be sought for the appointed contractor, and the council will notify the contractor before contact is made with the supplied referees.

² Cover level minimum of £5,000,000

4. Areas to be covered

4.1. Pyrethrum Way – Phases I and II, public open spaces

Please see areas edged *red*



What Three Words location : crumb.grading.throat and thinking.happier.alternate

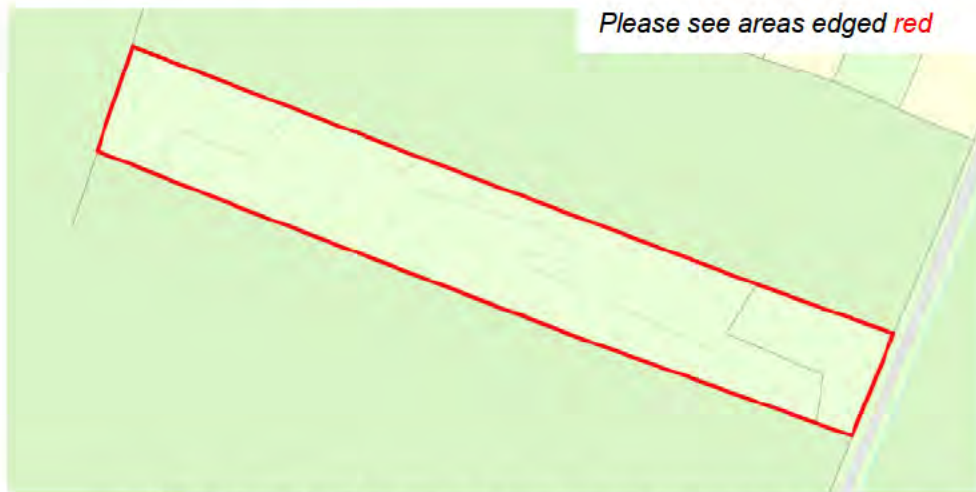
4.2. Village Green

Please see areas edged *red*



What Three Words location: built.prospers.defender

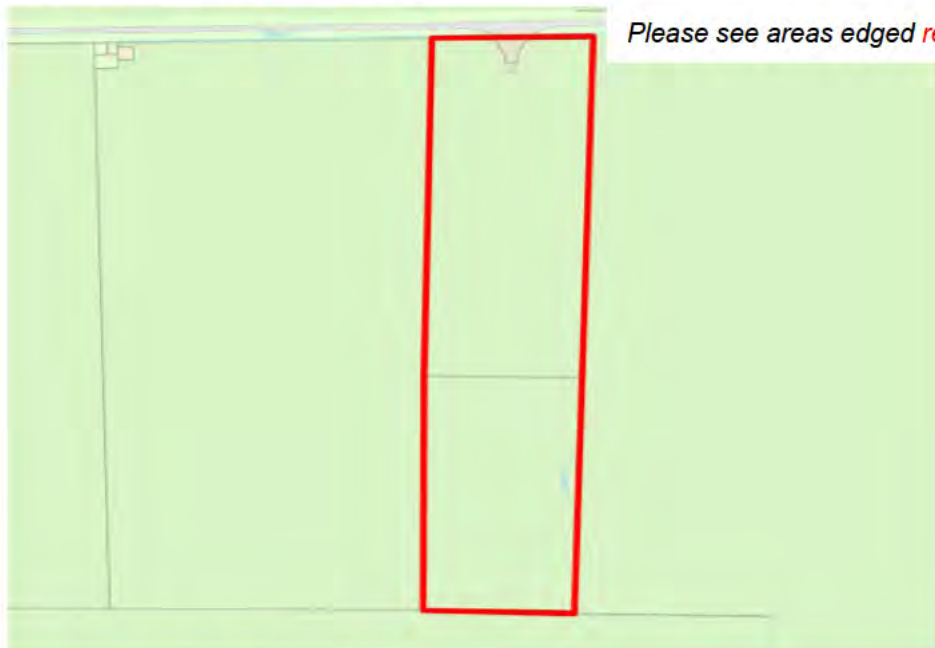
4.3. Barton Field, Black Pit Drove



Please see areas edged **red**

What Three Words location: battling.develops.populate

4.4. Wildlife Meadow, Meadow Road



Please see areas edged **red**

What Three Words location: announce.distanced.logged

4.5. QEII Playing Field, West Fen Road



Please see areas edged **red**

What Three Words location: *verve.boating.hoo*

4.6. Community Orchard



Please see areas edged **red**

What Three Words location: *universal.aunts.guard*

4.7. Recreation Ground, West Fen Road



What Three Words location: magazine.uppermost.prices

4.8. Ploughman Hall, West Fen Road



What Three Words location: places.prominent.correctly

4.9. Cemetery, Church Street



What Three Words location: doormat.ridiculed.underline

5. Health and Safety

5.1. The appointed contractor must supply:

- Risk Assessments
- Health and Safety Policy
- Public Liability and Employers Liability insurance annually

5.2. The appointed contractor will be responsible for ensuring safe systems of work for all tasks and employees.

5.3. The appointed contractor will be responsible for the provision of all PPE for use by its employees.

5.4. All equipment must be supplied and suitably maintained by the contractor.

5.5. The contractor shall comply with applicable laws, regulations and safety standards relating to grounds maintenance.

6. Payment Terms

6.1. Invoices are to be submitted, by email, to the Parish Clerk.

6.2. Invoices should be received by the last Wednesday of the calendar month, unless advised otherwise by the Clerk.

6.3. Payments to contractors will be authorised at the monthly meeting of the full Parish Council and made by BACS payment the following day.

- 6.4. Invoices received after the agenda deadline, generally the last Thursday of each calendar month, will be subject to payment the following month.

7. References

- 7.1. References will be obtained prior to the commencement of the contract.
- 7.2. References from other local authorities are preferred but under no circumstances should references be made from members of the contractor's family.
- 7.3. The council reserves the right to re-evaluate tenders received if references are deemed to be unsatisfactory.

8. Terms and Conditions

- 8.1. It is the responsibility of the contractor to satisfy themselves that they are aware of the location, size and condition of the site of work and in possession of sufficient information to offer a tender.
- 8.2. The council does not accept liability for any costs incurred in the preparation and submission of any tender.
- 8.3. The council is not bound to accept the lowest or indeed any tender.
- 8.4. The council reserves the right to remove elements from the contract in advance of it being signed by all parties.

9. Following the Survey

- 9.1. Following the initial survey of all trees, the Contractor will provide a full written report detailing all trees surveyed.
- 9.2. Within this report, the Contractor will provide detailed information of any remedial works required on trees identified in the survey and a timeline for when these works will be required to be carried out.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider Grant Application request received from Willingham Library
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Willingham Library are going to be running their annual Summer Reading Challenge. Children are challenged to read at least six books during the school holiday. Those children who complete six books, will receive a medal and a certificate at a special award ceremony, which Councillors are invited to attend. This is something the Council have supported in previous years.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached, is the Grant Application Form.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The grant amount being requested is £350.00. There is currently, £200.00 available within the donations budget. This does not mean that the Council cannot support the Grant request, it means that it will need to decide where within the budget, the funds will be taken from.



WILLINGHAM PARISH COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:

Willingham Library – Cambridgeshire Libraries within Cambridgeshire County Council

2 Name and address of correspondent (and office held):

Terri Lewis

Area Library Manager, South Cambs North

Willingham Library

65 Church Street

Willingham

CB24 5HX

3 What are the objectives of your organisation?

To select, evaluate and acquire library materials in varied formats to meet and respond to the needs of our shared community. To promote literacy and disseminate useful daily information to the people and encourage lifelong learning through our reading materials and resources.

To provide opportunity, ensuring freedom and equal access to information for all members of the community, to educate and enlighten them.

To maintain and preserve books and materials and resources with historical, cultural, social, economic and archival value, and other related materials in an organized collection to provide members of the community these materials and enrich their personal and professional lives.

To provide materials and resources that entertain and inspire as well as services offering space for people and information to come together, and programs that would create library awareness and consciousness.

4 Is membership/support open to any resident of Willingham, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

Yes

5 Amount of grant applied for £350.00

6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.

The purpose of the application is to support the annual Summer Reading Challenge at Willingham library. To support events and activities promoting the library and reading held during the year. The Summer Reading Challenge is a national initiative co-ordinated by The Reading Agency and aimed at preventing a 'dip' in children's reading over the summer holidays.

Children are challenged to read at least 6 books during the holiday. Children who join the scheme are issued with a membership folder to record their reading. They are issued with stickers and incentives whilst discussing their reads with library staff and volunteers who are on hand. They can also recommend books to read. This contact is a particularly valuable part of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and to which council members are warmly invited.

Cambridgeshire Libraries will fund the stationery, promotional materials, certificates and medals.

Your contribution helps to fund any additional staff hours which we use to go into local schools to promote the challenge, as well as pay for the training of volunteers and the planning and running of events and activities. These add value to the experience of the Summer Reading Challenge and encourage participation in the scheme.

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

No

8 Is there anything else you wish the Parish Council to take into account when considering this application?

9 Please ensure that you have attached up to date examined accounts in support of this application.

10 Bank Details If Grant approved can be paid directly.

Bank Name: Nat West

Account Number: [REDACTED]

Sort Code: [REDACTED]

Account Name: [REDACTED]

IBAN: G [REDACTED]

Please quote : [REDACTED] to ensure the grant is allocated correctly within our budget. If we are fortunate enough to be successful in our application. Thank you.



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider GDPR Risk Assessment
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Risk and compliance Officer has created the attached Risk Assessment. The Council needs to review it and confirm they are happy or suggest any amendments.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	GDPR Risk Assessment
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law

Clerk: Amy Rudderham

Tel: 01954 261027

clerk@willinghamparishcouncil.gov.uk

www.willinghamparishcouncil.gov.uk

GDPR RISK ASSESSMENT

Date of creation: November 2025

Review period: Annually

Area of Risk	Risk identified	Risk Level H/M/L	Management Risk	Action taken/completed
All personal data	Personal data falls into the hands of a third party	L	See Information and Data Protection Policy, attached, following the six privacy principles, which details what, why, how and for how long data is stored and who it is shared with.	
	Publishing of personal data in the minutes and other Parish Council documents	L	See attached Information and Data Protection Policy for how data is stored and shared.	
	Members of Public unaware of UK GDPR and how data is kept and used	L	Ensure the Parish Council's Privacy Policy added to emails when the Parish Council respond to enquiries – currently part of office staff signatures. Ensure Privacy Policy is part of the booking form terms and conditions for hirers. Ensure Privacy Policy is part of the cemetery terms and conditions.	

	Parish Staff and Councillors unaware of importance of data protection and UK GDPR	L	Ensure Parish Staff and Councillors informed of Parish Council's IT Policy, the Information and Data Protection Policy and the Protocol for responding to parishioners/organisations. If required, Parish staff and Councillors can attend courses. Ensure Parish Councillors complete General Data Protection Awareness checklist, reviewed annually. See also below for specific areas.	
		L	Ensure Data Protection Officer appointed – CAPALC – to oversee Data Handler and deal with any breaches.	
		L	Ensure ICO registration maintained.	
Sharing of Data	Personal data falls into hands of a third party	L	Ensure the Parish Council does not share personal data with other persons or organisations unless it complies with the information and data protection policy's requirements for sharing, for example, consent has been given or it is required by law.	

Hard copy data	A hard copy of data falls into the hands of a third party	L	Ensure the Parish Council does not share personal data with any other person or organisation unless it complies with the Information and Data Protection Policy's requirements for sharing. For example, consent has been given or it is required by law.	
		L	Ensure hard copies containing sensitive data are stored securely when not in use. Access to the office outside of office hours is restricted to Clerk, Deputy Clerk, Compliance Administrator and Chair. Visitors to the office are not left unaccompanied.	
		L	Ensure the Parish Council has records of devices used and which parties hold them. If a member of staff or Parish Councillor leaves the Parish Council, ensure the devices they hold are returned to the Parish Council.	
		L	Ensure once hard copy data is no longer required it is shredded/destroyed in line with the Parish Council's Retention and Disposal Policy and a record is kept of the data removed/destroyed.	

Electronic data	Theft or loss of a laptop, phone, memory stick or hard drive containing personal data	L	Ensure all devices are password protected. Ensure all memory sticks containing data are kept in the safe or locked filing cupboard/cabinet. Ensure Parish Council devices are only used for Parish Council work, and the holder of the devices comply with the Council's Information and Data Protection Policy and the Councillor Awareness Checklist, which is completed and reviewed annually. See attached for latest version.	
		L	Ensure Parish Councillors aware of the risk of theft or loss of devices and the need to take sensible measures to protect them from loss or theft.	
		L	Carry out regular back-ups of Parish Council data.	
		L	Ensure safe disposal of IT equipment and printers at the end of their life.	
Email Security	Unauthorised access to Parish Council emails	L	Ensure all email accounts are password protected and passwords are not shared or displayed.	

		L	Ensure Parish Council email addresses are provided for office staff and Parish Councillors. Parish Office staff and Parish Councillors advised not to use personal emails for Parish Council business.	
		L	Ensure Parish Council staff and Councillors use blind copy (BCC) for group emails to people outside of the Parish Council.	
		L	Ensure emails from members of public and not forwarded without their permission. If necessary, copy and paste the information with the personal data removed into a new email.	
General internet security	Unauthorised access to computers and files where Parish Council information is stored	L	Ensure all electronic devices used to access emails/Parish Council information are password protected and those passwords should not be shared or displayed publicly.	
		L	Ensure all computers/laptops (including Parish Councillors') have an up-to-date anti-virus software, firewalls and file encryption installed.	

		L	Ensure updates are installed regularly.	
Website Security	Personal information or photographs or individuals published on the website	L	Ensure the Parish Council website is only used to share information relevant to the Parish Council or associated Councils not personal information.	
Disposal of computers and printers	Data falls into the hands of a third party	L	Ensure the hard drives from computers, laptops and printers are wiped or destroyed before disposing of the device. Ensure that while awaiting destruction, devices are stored securely.	
Financial Risks	Financial loss following a data breach as a result of prosecution or fines	L	Ensure Parish Council has sufficient liability cover should the Parish Council be fined for a data breach.	
	Budget for GDPR and Data Protection	L	Ensure Parish Council has sufficient funds to meet the requirements of the new regulations both for equipment and data security.	
General Risks	Loss of third-party data due to lack of understanding of the risks/need to protect it	L	Ensure adequate training is available for Parish Office staff and Parish Councillors and are aware of the risks.	
	Filming and recording at meetings	L	Ensure that if a meeting is closed to discuss confidential information (for example salaries or disciplinary matters) that no phones or recording	

			devices have been left in the room by a member of the public.	
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Signed:
Willingham Parish Council Clerk

Date:



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider WAG routine volunteer tasks Risk Assessment
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Risk and compliance Officer has created the attached Risk Assessment. The Council needs to review it and confirm they are happy or suggest any amendments.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the WAG Risk Assessment
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



RISK ASSESSMENT

Willingham Action Group Routine Activities

This risk assessment covers the regular routine work carried out by WAG volunteers during the year. Other works will have their own specific risk assessments.

Hazard	What could go wrong	Who may be harmed	What can be done to mitigate risk	Risk rating after mitigation	Comments
Lone working	Personal Injury with no-one knowing you are there	Volunteer	• Let a third party know where when and when you have completed the work • Take a mobile phone and have it accessible in case of an emergency • See Parish Council Lone Working Policy	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Use of herbicide	Personal Injury	Volunteer/ members of the public	• Avoid contamination of water sources and non-targeted plants and areas • Erect warning signs on areas treated • Only use chemicals from their original containers so instructions can be followed. • Assess weather conditions to ensure they are appropriate. Do not spray in windy or rainy conditions to minimise spray drift. • Ensure volunteer carrying out the treatment is familiar with procedures and follows instructions of use for the chemicals.	Severity 3 Likelihood 1 Risk Rating: MEDIUM	

			• Ensure equipment is checked prior to use, is well maintained, cleaned and stored appropriately after use. • Ensure members of the public are not in the area being sprayed and do not return to the area until deemed safe in accordance with the instructions on the herbicide. • Adults only to carry out works involving herbicide.		
Cutting back of plants/trees	Personal Injury	Volunteers	• Wear protective gloves • Only adults carry out trimming and pruning work • Wear protective clothing and sensible shoes/boots • Ensure all tools are checked prior to work being carried out so it is in a good condition and maintained appropriately	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Planting			• Take care lifting heavy items. Lift with sufficient people and share heavy loads • Wear protective gloves • Adults only to do the digging • Wear protective gloves and sensible shoes/boots • No forks to be used • Children assisting with planting of bulbs to be supervised at all times. Only planting small plants. • Ensure all tools are checked prior to work being carried out so it is in a good condition and maintained appropriately	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Hand mowing			• Adults only to carry out the work	Severity 3	

			• Wear appropriate protective clothing • Ensure machinery is checked prior to work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being mowed	Likelihood 1 Risk Rating: MEDIUM	
Tractor mowing			• Work only carried out by named operator on own machinery. • Ensure machinery is checked prior to work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being mowed • Ensure the Council holds an up-to-date copy of the relevant Public Liability Insurance	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Strimming/trimming			• Ensure protective clothing is worn, e.g. glasses/goggles/boots • Ensure machinery is checked prior to work being carried out so it is in a good condition and maintained appropriately • Ensure members of the public and animals are not in the area being strimmed/trimmed.	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Checks on trees			• Visual checks carried out • If further work needed report to Parish Council office and discuss work needed	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	

Emptying Dog poo bins/removal of waste			• Ensure protective clothing is worn. • Wash/sanitise hands thoroughly once task completed	Severity - 2 Likelihood - 1 Risk Rating MEDIUM	
Working near roads	Personal Injury		• Ensure volunteers are aware of traffic while working. • If children are assisting, they should be assigned to an adult and supervise children at all times • All planting must be more than 1m from roads. Any closer to be assessed and appropriate measure to be put in place if needed	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Weather			• Assess weather conditions and wear appropriate clothing/sunscreen/hats as needed. • Cancel work if heavy rain/winds, heat/sun or weather warnings in place	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	
Insurance	Risk of claim for injury/damage	Members of public, volunteers, organisers	• WAG to ensure adequate insurance in place for tasks being carried out • Copy of WAG's insurance to be provided to Parish office • List of volunteers to be provided to the office covered by the office • For all tasks/events outside of those covered in this risk assessment a full risk assessment must be provided to the Parish office no later than 30 days before the tasks/events take place		
Injury/First Aid/Sickness	Event carries a risk of injuries which	Members of public,	• First Aid to be available for all tasks • Access to mobile phone to call emergency service at all times.	Severity - 3 Likelihood - 1	

	need to be dealt with if they occur	volunteers, organisers	All injuries to be reported to the Parish Council at the first opportunity.	Risk Rating MEDIUM	
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Risk Rating = Severity x likelihood

<u>Severity</u>	<u>Likelihood</u>	<u>Risk Rating</u>
Minor injury – no attending needed – 1	Unlikely – 1	1 – 2 LOW
Injury requiring first aid – 2	Possible - 2	3-4 MEDIUM
Major injury/Fatality – hospitalisation – 3	Almost certain – 3	5-9 HIGH

Signed on behalf of WAG:

Name:

Date:

Signed on behalf of Willingham Parish Council:

Name:

Date:



PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Thursday 2nd July 2026 at 7:30pm, in the Parish Council office, Ploughman Hall, West Fen Road, Willingham.

Present:

Councillors: Hales, Harris (Chair), Hutchcraft, Law (arrived at 19.34), McKee, Watson

Parishioners: None

Clerk: Amy Rudderham

Meeting opened at 19.32.

1. To receive apologies for absence

None.

2. Declarations of interest

None.

3. Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) All parishioners wishing to speak and who are on the Electoral register, must make their name known to the Clerk prior to commencement of the meeting. Maximum of five people to speak. Large groups will need to decide on a spokesperson representative

None.

4. To approve the minutes of the meeting held on Tuesday 23rd June 2026

Councillor Watson proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor McKee and **resolved** with five votes in favour and one abstention due to not being present at the meeting.

Action: Clerk

5. To deal with any matters arising from the minutes of the meeting held on 23rd June 2026, not covered elsewhere on this agenda

None raised.

6. Planning Applications for consideration

- (i) 26/01816/FUL – 21B Green Street Willingham Cambridgeshire CB24 5JA – Erection of cladding on sides of existing agricultural building and provision of roller shutter doors – Mr Richard Law

Councillor Law proposed the Council recommend approval of the application, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

- (ii) 26-02311-HFUL – 47 Thodays Close Willingham Cambridgeshire CB24 5LE – Single storey detached timber framed garden room (retrospective) – Mr Peter Cornish

Councillor Harris proposed the Council recommend approval of the application, seconded by Councillor Watson and **resolved** unanimously.

7. For Information Only

- (i) 26/02356/CL2PD – 73 Earith Road Willingham Cambridgeshire CB24 5LS – Certificate of lawfulness under S192 for the Siting of Caravan to provide additional accommodation family of Homeowner – Whitlock & Lowe Ltd
Noted.

8. Correspondence

- (i) To receive and consider correspondence from Councillor Bridget Smith, Leader of the South Cambridgeshire District Council
Noted.

- (ii) Any Other Correspondence

9. Items for future meetings

None received.

10. To decide date of next meeting

To be decided.

Meeting closed at 19.47.

APPROVED



PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Tuesday 21st July 2026 at 7:30pm, in the Parish Council office, Ploughman Hall, West Fen Road, Willingham.

Present:

Councillors: Hales, Harris (Chair), Hutchcraft, Law, McKee, Moore, Watson

Parishioners: One

Clerk: Amy Rudderham

1. To receive apologies for absence

None.

2. Declarations of interest

None.

3. Public forum (maximum 3 minutes per person with an overall limit of 15 minutes) All parishioners wishing to speak and who are on the Electoral register, must make their name known to the Clerk prior to commencement of the meeting. Maximum of five people to speak. Large groups will need to decide on a spokesperson representative

None.

4. To approve the minutes of the meeting held on Thursday 2nd July 2026

Councillor Hutchcraft proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Watson and **resolved** with six votes in favour and one abstention due to not being present at the meeting.

Action: Clerk

5. To deal with any matters arising from the minutes of the meeting held on 2nd July 2026, not covered elsewhere on this agenda

None raised.

6. Planning Applications for consideration

- (i) 26/02389/REM – Digital Park Station Road Longstanton Cambridgeshire – Reserved matters application for the approval of access (except the already-approved main vehicular access), appearance, landscaping, layout and scale pursuant to outline permission S/3854/19/OL for residential development of up to 80 dwellings and associated infrastructure following demolition of existing buildings, and related discharge of outline conditions 1 (Details of Reserved Matters), 5 (Design Principles Compliance Statement), 8 (Hard and Soft Landscaping), 10 (Housing Mix), 12 (Detailed Waste Management and Minimisation Plan), 13 (Landscape and Ecology Management Plan), 16d (Archaeology), 18 (Contaminated Land), 21 (Surface Water Drainage), 23 (Foul Drainage), 25 (Energy Strategy), 28 (Travel Plan), 30 (Connectivity), 31 (Pedestrian/ Cycleway & Culverting), 38 (Sustainability Strategy), 41 (Space Standards), 42 (Accessible and Adaptable Buildings), 44 (Lighting) and 46 (Overheating Analysis). – Middlereach Limited

Councillor Harris proposed the Council made no recommendation. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

- (ii) 26/02512/S73 – 8 Westfield Willingham Cambridgeshire CB24 5HH – S73 to vary condition 2 (materials) of planning permission S/4511/17/FL (Single storey rear/side extension) to change condition 2 to a compliance condition with the materials used in the construction of the development – Mr Richard Stewart

Councillor Harris proposed the Council recommend approval of the application, providing the previously granted planning permission was still valid. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

- (iii) 26/02539/FUL – Land adjacent to Bourneys Farm High Street Willingham Cambridgeshire – Erection of 1no. self-build detached dwelling with ancillary annexe, garage, access and associated works – Mr & Mrs John and Claire Wilding

Councillor Law proposed the Council recommend approval of the application. This was seconded by Councillor Moore and **resolved** with five votes in favour and two abstentions.

Action: Clerk

7. Correspondence

- (i) To receive and consider correspondence from Councillor James Hutchcraft, District Councillor for Over & Willingham

Noted.

- (ii) Any Other Correspondence

Correspondence was received from Greater Cambridge Shared Planning regarding 26/01053/FUL and was noted by the Council.

Correspondence was also received from Greater Cambridge Shared Planning regarding the adoption of the Heydon Neighbourhood Plan and was noted by the Council.

8. Items for future meetings

26/02539/FUL – Land Adjacent To 34 and 36 High Street Willingham Cambridgeshire CB24 5ES – Erection of 1no. self-build detached dwelling with ancillary annexe, garage, access and associated works – Mr and Mrs John and Claire Wilding

26/01053/FUL – Land South of Stanton Mereway Willingham Cambridgeshire – Demolition of existing building and the erection of a stable block, menage and car park. Change of use from agricultural land to equestrian use – Mr Casey

26/02651/HFUL – 56 Rampton Road Willingham Cambridgeshire CB24 5JG – Single storey rear extension, alterations to fenestration and render to existing external walls – Mr and Mrs Harding

26/02452/FUL – Land West of 82 Earith Road Willingham Cambridgeshire – Erection of permeable hard standing area and fence to the front of the site associated with the enjoyment of orchard use – Dr Wei Sun

9. To decide date of next meeting

Monday 3rd August 2026.

Meeting closed at 19.50PM.

DRAFT



Willingham Parish Council

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5TH AUGUST 2026 – HALLS REPORT

Following the unanimous decision at the Parish Council Meeting on 01.07.2026 in regard to the Public Hall, which in effect marks its closure, a meeting was held on 21.07.2026 to determine future actions.

In attendance were: Cllr Law, Cllr Hutchcraft, Cllr Clark, Cllr Wilkinson, Clerk and Compliance Administrator

Topics under discussion were as follows and are tabled here as a 'block' of proposals.

1) Setting up an initial action group for safety/maintenance works

Members of group –

- Chair
- Vice Chair
- Halls Lead Cllr Clark
- Halls Deputy Cllr Wilkinson

Terms of Reference:

- To deal with immediate urgent repairs and safety issues at the Public Hall and any insurance requirements
- To facilitate access for previous hall users and facilitate the emptying of the Public Hall
- Liaise with interested parties including Scouts, Westminster Care.

This group **WILL NOT** determine the long-term future of the hall/site.

2) Access arrangements for Parish Council and Scouts moving forward

To allow access to the Public Hall by arrangement with the PC office and with a member of the PC in attendance. Time limit being the end of September 2026.

The office would continue to collect the keys from the Scouts (4 returned so far, at least 1 still outstanding).

Willingham Scouts have requested continued use of the rear shed. This seems workable as long as it is cleared as soon as possible. These access arrangements would continue once the hall is empty once the Heras Fencing [see 3] is erected.

3) Initial work/maintenance to the building to make it safe.

- Metal HERAS fencing to be purchased and erected to cordon off the hall.
- Acceptance of quotation by Safesite Facilities. See attached sheet.
- Quotations for making window sills safe to be obtained
- Quotations for boarding up lower windows to be obtained.

4) Inspections moving forward

While Scouts are accessing the inside full inspections to continue. To be changed when building is empty in line with insurance requirements.

5) Insurance requirements

The office to liaise with insurance company to see what insurance requirements are and whether Heras fencing, lower window boarding and removal of mortar from window sills will be sufficient in terms of safety for insurance purposes.

The office to check previous buildings report [Date?] for external works suggested at that time. Once immediate work (above) carried out have building checked by a contractor or appropriate person to see if further external hazards require attention.

6) Willingham News

Include the following in Willingham News and the PC website.

'Following recent issues at the public Hall, in relation to safety, we are now no longer taking bookings and the hall is closed.'

I visited Westminster Care today 22.07.2026. They are happy for us to set the HERAS fencing at 1m from the hall wall onto their boundary.

Councillor Clark
23rd July 2026



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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

To receive and consider an update on the current condition of the Public Hall and the bookings of regular users

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

Following the decision to no longer accept bookings for the Public Hall following the incident with the windowsill. It is proposed that an initial action group is set up for safety and maintenance works

Members of group –

- Chair
- Vice Chair
- Halls Lead Cllr Clark
- Halls Deputy Cllr Wilkinson

Terms of Reference:

- To deal with immediate urgent repairs and safety issues at the Public Hall and any insurance requirements
- To facilitate access for previous hall users and facilitate the emptying of the Public Hall
- Liaise with interested parties including Scouts, Westminster Care.

This group **WILL NOT** determine the long-term future of the hall/site.

BACKGROUND DOCUMENTS:

Insert names of documents to be sent out with the meeting papers.

None



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FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

Finance Regulations will be used as usual for any purchases/work required.



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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	126/26 To receive and consider information regarding the removal of the staging from the Ploughman Hall
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The stage is currently stored at the rear of the storeroom behind the spare chairs. Historically the staging has been in the Ploughman hall for the use of hirers and was used by the amateur dramatics group in the past. They no longer use the Ploughman hall. In the last 10 years we have had one enquiry to use the stage when it was laid out but it was not used. We currently do not hold instructions on how the stage is put together nor do the office or any councillors have any experience of putting it together for use. The Emergency plan now needs to be moved from the Public Hall to the Ploughman Hall as it being closed for use. The space currently taken up by the stage is about $\frac{1}{4}$ of the store room. If it was removed and disposed of this would allow the room to be laid out to accommodate the emergency plan. The Parish council need to consider and resolve how to dispose of the stage if this decision made.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None



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FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

Costs of removal and disposal

Not budgeted for at this time.



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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

126/26

To receive and consider information regarding the relocation of the emergency plan

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

The Emergency plan consists of 5 large plastic tubs, sets of spades with racks, sandbags/flood bags and two large yellow sand containers.

It is located at the Public Hall in the safe room with the two yellow sand containers located at the rear of the gravel driveway on the left side of the Public Hall. Following the decision to remove bookings from the Public Hall and close it due to safety concerns relating to the building the emergency plan should also be moved from this location. The damp in the Public hall had led to the batteries contained within the emergency plan corroding, along with some of the battery operated lamps so a new location was being considered prior to this decision.

The Ploughman Hall seems to be the most logical place to relocate it to as it is a recognized building in the village. There is the potential inside the new storeroom for the emergency plan boxes to be placed there with the spades for easy access when needed, depending on the decision made regarding the removal and disposal of the staging currently in place, and it has the facilities to allow for the sand to be located outside.

The Sand containers could be relocated to the side of the bin store allowing room to fill when needed and they would be covered under the CCTV for the building.

The Parish Council need to resolve to relocate all the emergency plan items, together with the consideration of the removal and disposal of the staging currently in the



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	store room.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	Costs of relocating sand and sand boxes. Councillor Clark has offered to relocate the boxes.



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

To receive an update on the insurance claim regarding the damage caused at the Public Hall

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

The insurance company have come back to us and confirmed that the Council is legally liable for the damage caused to the parked car as a result of the deterioration from the window sill.

The Council now needs to consider how best to proceed in order to rectify the damage caused to the car.

Does the Council wish for the individual to obtain at least three independent quotations for the works, which the Council will cover the costs of the repairs, or does the Council wish the individual to contact their insurance provider in order to get the repair works completed, and the insurance company invoice the Council for the costs incurred with the works?

BACKGROUND DOCUMENTS:

Insert names of documents to be sent out with the meeting papers.

Please see the attached information received from the Council's insurance company.

FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

There is no budget for this and the Council needs to confirm where the funds will be taken from. Will it be taken from reserves?

Information received from the Council's insurance company

"My understanding is that the insured's premises' stone window sill broke and caused damage to a car. I note that the insured had building survey reports conducted in 2023 and 2024. The sills were specifically mentioned in the 2024 report, and the insured commented that they intended to carry out the repair in year two. The insured's position is that they do not believe they are liable.

Unfortunately, this is a clear-cut public liability matter, and the insured is legally liable for the damage caused by the window sill breaking. The insured was aware as of 2024 that the window sill required repair. The report makes multiple references to its poor condition and categorises it as "Condition B/C (Will fall below B within 5 years)." While I appreciate that the insured may not have prioritised this for urgent repair, the fact remains that if the repair had been completed prior to the sill crumbling, the car would not have been damaged.

It will be impossible to defend the insured's actions in this matter. The fact that the insured now wishes to move premises due to the maintenance costs of the building does not absolve them of liability for this incident.

One question I always consider is: If this matter escalated to court proceedings, what evidence could the insured provide to demonstrate that they are not liable for this damage?

Please may we have the insured's agreement on liability?

Additionally, could the insured confirm whether the car owner has approached their own motor insurers?"



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5TH AUGUST 2026 – CEMETERY REPORT

One issue raised by a parishioner who was concerned that the grass was uncut and untidy in the cemetery. He took his own mower to tidy the area around the grave area.

I checked the cemetery the following day and although it was slightly overgrown, it was still acceptable. The cemetery grounds were then cut approximately two days later.

The grass cutting tender has just been reviewed and we are happy with the frequency of cuts - 20 per year, approximately fortnightly.

Councillor Hales

29th July 2026



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the formal request from Willingham Action Group, regarding the water source at the Wildlife Meadow
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Willingham Action Group have formally requested that the Council appoint an engineer to rediscover the water supply at Madow Road, and carry out any works required to reinstate it.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	The office has previously liaised with Cambridgeshire County Council and Anglian Water regarding the site. Both authorities responded to confirm they have no records showing the location of the water supply and were therefore unable to help.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	There is currently £812.00 within the Green and Boundaries budget for Meadow Road maintenance.

From: jeremysweet303@aol.com
To: [Clerk](#)
Cc: [Jim Watson](#); [crr.moore](#); [Paul Knighton](#); [REDACTED] [Derek Law](#)
Subject: Water supply to Wild Meadow
Date: 10 June 2026 12:17:38

Dear WPC

I would like to formally request that WPC appoint an engineer to rediscover the water supply to Wild Meadow and determine what work is required to reinstate it . The lack of a water supply is making it very difficult to establish new plantings at the site and plantings over the past 2 years have resulted in high levels of losses.

Yours sincerely

[REDACTED]

WAG



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: Wednesday 5th August 2026

Reporting Sheet Completed by: Sophie McNally

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	Item 126/26 To receive and consider quotations for the provision and installation of a bench at Community Wildlife Meadow, Meadow Rd.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Councillor Watson is proposing the purchase of a new bench to be situated on the concrete base already at the site.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see Appendix 1, detailing bench information and quote for supply.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	Green and Boundaries has an allocated budget of £2,000.00 to Meadow Road – Benches. The cost of the bench is £2007.60 (including VAT). Michael Church has said he will install the bench for free.

DAVID OGILVIE

ENGINEERING

Quotation form

DATE:

01/06/2026

(Valid for 30 Days)

COMPANY NAME & ADDRESS

Willingham Parish Council
Sophie McNally
email@willinghampc.org.uk

COLOUR OPTIONS

A full list of colour options can be found online at the www.ralcolor.com excluding Luminous & Metallic/Pearl colours.

PRODUCT	QTY	COLOUR	PRICE PER ITEM	TOTAL
Deer & Stag Bench Seat	1	TBC	£1,503.00	£ 1,503.00
Bolt Down Kit (if required)	1	N/A	£20.00	£ 20.00
				£ -
				£ -
				£ -
				£ -
<u>Quotation is for the supply of only.</u>				£ -
Underground leg extensions are charged at £45 +VAT per set of 4 if required			SUBTOTAL	£ 1,523.00
Bolt Down Kits are charged at £20 +VAT per set of 4 if required				
<u>Delivery Charges are calculated based on location and quantity required. Min Charge's apply</u>			DELIVERY CHARGE	£ 150.00
Stainless steel engraved plaques are charged at £67 +VAT each at a size of 120x80mm if required			TOTAL EX VAT	£ 1,673.00
			TOTAL INC VAT	£ 2,007.60

ALL PRICES ARE EXCLUSIVE OF VAT. ERRORS AND OMISSIONS EXCEPTED.
Items are made to order. Order est. time 6-8 weeks unless specified

DEL NAME & ADDRESS

Willingham Parish Council
TBC

Goods will be released on receipt of full payment.
Goods remain the property of David Ogilvie Engineering Ltd until paid in full as per Terms & Conditions.

Please see reverse page

Our Additional Quotation Information

All items are delivered by our articulated lorry and delivery addresses must be able to accommodate large HGV's.
Our driver may also require assistance to offload, please let us know if this is not suitable.

If you require any additional requirements/information to be added to quotation please complete box below

Plaque Wording Of:

Quoted by: Katrina

Contact no: 01563 570061

Email: Katrina@davidogilvie.com

Fax no: 01563 570130

Official Use Only

On Account

Account Ref:

Credit Terms

Invoice

Pro-forma

order completed by _____

Date _____

Comments:



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the Risk Assessment for the pond sited at the Wildlife Meadow
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Risk and compliance Officer has created the attached Risk Assessment. The Council needs to review it and confirm they are happy or suggest any amendments.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the pond Risk Assessment
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

Pond Risk

Area of responsibility: Green & Boundaries

Lead Councillor: Jim Watson

Ponds identified on Willingham Parish Council land:

- Long Pond
- Pond at Meadow Road

Hazard	What could go wrong	Who may be harmed	What can be done to mitigate risk	Risk rating after mitigation	Comments
Water	Drowning/ injury/ death	Members of public	<u>All ponds:</u> Edges of pond visible – kept as clear as possible Pond situated at rear of site to minimise access without intention Appropriate warning signs Request supervision of young children/person with special needs <u>Long Pond</u> SCDC fencing on roadside restricting public access to the pond. <u>Meadow Road</u> Fencing considered but area is a wildlife area not installed to keep area as natural as possible.	3	

Waterbourne illnesses	Sickness	Members of public	<u>Long Pond</u> SCDC fencing restricting public access to pond <u>Meadow Road</u> Signage advising not to enter the ponds	2	
Algae blooms	Toxic to harmful to wildlife	Members of public/wildlife	<u>All ponds</u> Visible checks by Lead Councillor during monthly risk assessment – take appropriate action if algae found e.g. signage/removal if appropriate/reporting to appropriate authority	2	
Slip/trips/falls	Personal injury/death	Members of public/Parish Councillors	Checks by Lead Councillor during monthly risk assessment to identify hazards <u>Meadow Road</u> Edges of pond to be kept visible/ as clear as possible. Arrange maintenance work when needed. Pond situated at rear of site to minimise access without intention Appropriate warning signs	3	

Risk Rating = Severity x likelihood

<u>Severity</u>	<u>Likelihood</u>	<u>Risk Rating</u>
Minor injury – no attending needed – 1	Unlikely – 1	1 – 2 LOW
Injury requiring first aid – 2	Possible - 2	3-4 MEDIUM
Major injury/Fatality – hospitalisation – 3	Almost certain – 3	5-9 HIGH

Signed:

Date:



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the request from Willingham Action Group for the purchase of replacement trees
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Willingham Action Group have requested the purchase of 1. Medlar Large Dutch Quince A 1 Year Maiden 2. Apple Ashmead's Kernel MM106 1 Year Maiden 3. Cherry Turkish Black Colt 1 Year Maiden £39 4. Spanish Chestnut x 2
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the attached email extract from Willingham Action Group
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The total costs incurred for the purchase is £109.48. The budget available for Community Orchard – WAG, under Green and Boundaries, is £1,000.00.

“WAG would like to replace the following trees in the orchard for planting this autumn/winter.

Medlar Large Dutch Quince A 1 Year Maiden £25

Apple Ashmead's Kernel MM106 1 Year Maiden £25

Cherry Turkish Black Colt 1 Year Maiden £39

Spanish Chestnut x 2 £ 5.48

Delivery: £15.00

Total : £109.48”



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the quotation for installation of the replacement camera at the Wildlife Meadow
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the decision to replace the camera at the Wildlife Meadow after it stopped working the old camera needs to be removed and replaced with the new camera. This can be done from 1st September to avoid nesting season following birds nesting in the protective box for the camera. The quotation is for two visits, one to remove the camera and the second to install the new camera. As the existing camera has a SIM card inside, Councillor Watson needs time between the removal and installation to set up the new camera and check it with the SIM installed.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	See attached quotation from Oliver Gawthroup Agricultural Contractor
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	£250 plus VAT for two visits, one to remove the camera and the second to install the new camera. To be taken from G&B Maintenance budget



Oliver Gawthroup
Agricultural Contractor

The Clerk
Parish Council Office
Ploughman's Hall
West Fen Road
Willingham
Cambridge
CB24 5LP

Meadow Road Wildlife Meadow

Quotation

This quotation is for taking the old camera down at the wildlife Meadow meadow road, which will be replaced with a new camera supplied by the Parish Council. There will have to be two visits made to the site as the chip, needs to be taken out of the old camera and installed in the new one, which then needs to be programmed and checked.

£250.00 + Vat@20% for two visits

Tel: 07809283376

Lambs Cross Farm, WestWick, Oakington, Cambridge, CB24 3AR



Willingham Parish Council

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5TH AUGUST 2026 – LEISURE AND AMENITIES REPORT

Pavilion

The pavilion is still being monitored with regards to the mess the Wolves have left behind. By this next council meeting we should have had a meeting with their representative. Details of which I will pass on at the council meeting.

One of our CCTV cameras on the outside of the pavilion has been damaged and will need fixing/replacing.

Damaged bench on QEII

I have looked into dismantling the fire damaged bench. Unfortunately the end that is damaged has melted and made it almost impossible to remove the bolt, meaning that I can not pull it apart. So it will need to be removed by a professional company.

Councillor Phillips

28th JULY 2026



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	126/26 To receive and consider the quotations for works to be carried out on the QEII playing field, following the recent ROSPA inspection
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Each year ROSPA conduct an inspection of the play area and provide a report advising on the risks for each item of play equipment and identify works they feel should be carried out on each item. Following receipt of the ROSPA report a number of items were identified as needing work the Parish Office contacted RPM Limited for quotes on the items identified which is attached. The total cost of these items is £2,365 plus VAT (£2,838)
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	RPM Limited quotation RPM/10525 dated 25 th June 2026 It has been confirmed that this quote is valid for discussion at the Parish Council's August 2026 meeting.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	£2,365.00 plus VAT (£2,838) There may be additional work needed to the fitness cycle station following inspection by RPM Limited a quote will be provided following this. There is always a cost following the ROSPA inspection each year. The costs of the works is to be taken from the L&A equipment maintenance and repair budget allocated to the QEII field. There is currently £10,000 in this budget.



REIDS PLAYGROUND MAINTENANCE LTD

Registered Office: Cabot House, 108 Gipsy Lane, Kettering, Northamptonshire, NN16 8UB.

Telephone: 01536 601950

Email: rpm@reidsplayground.co.uk **Website:** www.reidsplaygroundmaintenance.co.uk

QUOTE RPM/10525

Annika Osborne
Compliance Administrator
Willingham Parish Council

Date: 25th June 2026

Ref: QEII Playing field	Cost
Skate Driveway RPM to chase cut the transition tarmac and relay with new tarmac to make transition as smooth as possible	£680.00
Fitness Cycle Station RPM to strip down the above item, check parts for wear, lubricate and re-fit item Please note if parts are worn we will need to quote	£185.00
Beams RPM to remove 2 No. beams into RPM skip and make grass surface good	£340.00
Trampoline RPM to re-glue the existing tiles	£170.00
Log trail RPM to replace 2 No. timber sleepers with new pressure treated timber	£690.00
Kick Wall RPM to replace missing timber slat with new pressure treated timber	£200.00
Bench in toddler Area RPM to re-secure loose fixings and replace missing cap with new	£100.00
Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials	
All prices quoted are subject to VAT	

£2,365
+ VAT = £2,838.



Specialists in, Maintenance, Installation, On Site Welding and Fabricating
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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the quotation for a Habitat Monitoring and Maintenance Plan (HMMP) for the MUGA
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	In order to satisfy some of the planning conditions, the Parish Council needs to enlist the help of an ecologist. The ecologist previously assisted in completing the BNG (Biodiversity Net Gain) for the MUGA Planning Application, so they are aware of the site. The ecologist has not yet invoiced the Council for the works carried out for the BNG.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	The below is wording received from the ecologist:- <i>I had waited to submit our invoice for the BNG Metric update at £480 plus VAT (as per attached email from Feb) as didn't want to jinx it!</i> <i>I'll now need to produce a Habitat Monitoring and Maintenance Plan (HMMP), which details all of the proposed habitats, specified seed mixes, species etc and how these will be established, maintained and monitored and by whom. This is part of the overall Biodiversity Gain Plan they refer to in the Condition. The Parish Council will effectively be the provider, as you own and maintain all the land where we have proposed the creation or enhancement of habitats to achieve the greater than 10% gain.</i> <i>Fee for the BGP incl. the HMMP would be £560 plus VAT.</i> <i>(Total combined with Feb's £480 work to completion of discharge of the planning condition would be £1040 plus VAT).</i>

FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

The total cost for the works carried out in February and the proposed works would be £1040.00 + VAT. This can be taken from the Section 106 funds allocated to the MUGA project.



Willingham Parish Council

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AGENDA REPORTING SHEET

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Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Annika Osborne

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the quotations for the removal of the bench on the QEII Playing Field, following vandalism
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Following the vandalism to the bench on the QEII Field it needs to be removed. Councillor Phillips attempted to remove it but due to the melted plastic cannot access the bolts properly to remove them. We have obtained two quotations from four requests from quotations.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	See attached quotations from Ben Rudderham and Gledhill & Lowe
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	First quotation - £175.00 Second quotation - £300.00 To be taken from L&A Maintenance

Quotation Requests

Removal of bench

COMPANY	CONTACT DETAILS	QUOTE REQUESTED	QUOTE RECEIVED	AMOUNT	COMMENTS
Ben Rudderham	benrudderham92@icloud.com	6 th July 2026	10 July 2026	£175	
Handyrat	info@handyrat.com	8 th July 2026			
Cambridge Building & Maintenance	info@cambridge-maintenance.co.uk	8 th July 2026			
Gledhill & Lowe	handyman@gledhillandlowe.co.uk	8 th July 2026	9 th July 2026	£300	

Clerk

From: Adam Gledhill <handyman@gledhillandlowe.co.uk>
Sent: 09 July 2026 20:52
To: Clerk
Subject: Re: Quote Request - QEII Bench Removal

Hi Sophie

Thank you very much for your email. We would be very happy to help with this.

Due to ongoing projects and annual leave the soonest would be the week of 27th July.

Estimated cost of £300 for removal and disposal of the bench.

We do have public liability insurance and are registered waste carriers.

Many thanks,
Adam

On 8 July 2026 10:45:03 BST, Clerk <email@willinghampc.org.uk> wrote:

Good morning,

I am looking for a quotation to remove and dispose of a bench from the QEII play park in Willingham, Cambridgeshire (please see attached picture of the bench).

The bench appears to be secured using chains, so these will need to be cut to allow the bench to be removed. If there are any anchor bolts or concrete foundations left in the ground after removal, I would also like these to be made safe by either removing them or leaving the area flush and hazard-free.

The work would include:

- Cutting through the securing chains.
- Removing the bench from site.
- Disposing of the bench and any associated waste in accordance with relevant regulations.
- Making safe any remaining fixings, bolts or concrete foundations to eliminate any trip hazards.

Please could you let me know:

- Whether you would be able to undertake this work.
- Your availability.
- An estimated cost or whether you would need to carry out a site visit before providing a quotation.
- That you have Public Liability Insurance in order to carry out the work.

Any other queries please don't hesitate to get in touch.

I look forward to hearing from you.

Many thanks,

Sophie McNally
Deputy Clerk
Willingham Parish Council

Telephone: 01954 261027

Email: email@willinghampc.org.uk

Website: www.willinghamparishcouncil.gov.uk

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You may request a correction to the information we hold on you, contact: clerk@willinghamparishcouncil.gov.uk

You may request to be removed as a contact at any time, contact: clerk@willinghamparishcouncil.gov.uk

To view Willingham Parish Council's Privacy Notice please click [here](#)



Quotation Number: BRQ114
Quotation Date: 10th July 2026

Private and confidential
Ms S Hibbitt

<u>Description of Products and Works</u>	<u>Amount (£)</u>
To provide remove and dispose of damaged picnic bench located at the QEII play park.	
To ensure site is left in a safe condition with no tripping hazards.	
TOTAL	£ 175.00

This quotation is valid for 30 days

Terms and Conditions

All prices provided in this quotation are valid as of the date of issue. Due to fluctuations in material and supply costs, prices are subject to change, and the final charge may vary from the original quotation. We reserve the right to amend prices prior to order confirmation or commencement of work to reflect any increases in material, labour, or other associated costs beyond our reasonable control.



Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the Risk Assessment for Speedwatch Volunteers
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The Clerk has created the attached Risk Assessment. The Council needs to review it and confirm they are happy or suggest any amendments.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the Speedwatch Risk Assessment
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.



VOLUNTEER RISK ASSESSMENT SPEED WATCH

Frequency of Event: As and when required
Report to: Parish Clerk

Task:

To change the batteries for the Village SIDs (Speed Indication Devices), as and when required
Report any other problems to the Parish Council office

Hazard	What could go wrong	Who may be harmed	What can be done to mitigate risk	Risk rating after mitigation	Comments
Use of steps	Trip slip fall personal injury	Volunteers	• Ensure that steps are positioned correctly and are on a solid, sturdy base before ascending • Ensure that a second volunteer holds and steadies the steps • Wear appropriate footwear • Take a mobile phone and have it accessible in case of an emergency	Severity 3 Likelihood 1 Risk Rating: MEDIUM	

Bad weather conditions	Trip slip fall personal injury	Volunteers	- Only change batteries in dry weather conditions - Only change batteries in daylight - Take a mobile phone and have it accessible in case of an emergency	Severity 3 Likelihood 1 Risk Rating: MEDIUM	
Batteries	Fire electrical issues	Volunteers	- Batteries should only be charged under supervision - Batteries should only be charged on a fireproof surface - Batteries should only be charged whilst correctly using a lithium battery storage bag - Batteries should only be stored inside a lithium battery storage bag, at all times.	Severity 3 Likelihood 2 Risk Rating: HIGH	
Traffic	Personal Injury Collison	Volunteers	- Be aware of surrounding Traffic - Ensure that hi-visibility jackets are worn at all times	Severity 3 Likelihood 2 Risk Rating: HIGH	
Insurance	Risk of Claim for injury/damage	Volunteers	- The named volunteer is to be included in Parish Council volunteer list - Provided tasks are carried out in accordance with	Severity - 3 Likelihood - 1 Risk Rating MEDIUM	

			instructions and Risk Assessment they will be insured through the Parish Council insurance. The volunteer is to keep a record of when the SID Batteries are changed during the visits, to be provided to the Parish Office.		
--	--	--	--	--	--

Risk Rating = Severity x likelihood

Severity	Likelihood	Risk Rating
Minor injury – no attending needed – 1	Unlikely – 1	1 – 2 LOW
Injury requiring first aid – 2	Possible - 2	3-4 MEDIUM
Major injury/Fatality – hospitalisation – 3	Almost certain – 3	5-9 HIGH

Signed:

Date:



AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 5th August 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the purchase of four Lipo Battery Safe Bags.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The SpeedWatch Volunteers are responsible for the charging of the SID (Speed Indication Device) batteries. As this is for the benefit of the Council, the Council needs to ensure that it is providing all of the necessary safety equipment to the volunteers. The Speedwatch Risk Assessment for consideration on the Agenda refers to batteries only being charged in the battery safe bags and therefore they need to be provided.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Attached is the costings involved in the purchase of the bags. The Clerk has measured the batteries in the office to ensure that the bags are big enough, which they are.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The total cost of the purchase is £47.96. There is currently £200.00 allocated within the budget to SIDs, under Highways.

Lipo Battery Safe Bag, Fireproof & Explosion Proof, Safe Charging Black

- Fireproof Protection: Lithium battery bag built with 100% fireproof inner fabric and flame-retardant interlayer to ensure safety during charging and storage.
- Secure Sealed Design: Equipped with a safe charging port and airtight construction to limit oxygen and prevent fire spread.
- High-Temp Resistance: This Lipo battery bag withstands temperatures up to 1000°F, offering reliable thermal insulation for LiPo battery management.
- Spacious & Portable: The lipo safety bag measures 215*165*145MM includes a shoulder strap for convenient and safe transportation.
- All-in-One Safety Solution: Ideal for storing, charging, and transporting LiPo batteries, suitable for both RC hobbyists and professionals.

£11.99 inc VAT





Willingham Parish Council

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5TH AUGUST 2026 – HIGHWAYS REPORT

Two people replied to a mailshot by WAG about the Willingham Speed Watch group and would like to be involved. Their details have been forwarded to the SpeedWatch group.

The SpeedWatch group have been informed that the forms for the insurance are ready to be filled and signed at the Parish Council offices. I explained the only issue is that the PC have requested they use fire-resistant bags for charging the lithium batteries. I know David McCandleless (erstwhile RoadWatch MD) said they were OK, but the PC have added this to the forms. The PC will purchase these but cannot do so until after next month's meeting.

Also, the SpeedWatch group have been informed that the signs informing motorists that the operate here are available for collection. When they have been installed, I have asked for locations so that highways can be informed.

Following a meeting with Cambridgeshire Highways, Earith Road traffic calming is looking promising. I'm waiting for an amended scheme (hopefully this week) showing 'priority give way' entering the village at the orchard entrance with, if funding permits, northbound about 100m further south. I'm hoping to be able present this at the meeting.

Additionally, last week I gave a presentation to Cambridgeshire Highways LHI panel for our bid to improve the crossing on the High Street with a raised platform. This would give improved visibility to the crossing and introduce speed control measures in the 20mph zone. This appeared to be well received, and we should hear the result in October.

Councillor Harris
29th July 2026