



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law

Clerk: Mandy Powell

RFO: Amy Rudderham

Tel: 01954 261027

clerk@willinghamparishcouncil.gov.uk

www.willinghamparishcouncil.gov.uk

MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 3rd June 2026 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Hales, Harris, Hutchcraft (Chair), McKee, Moore, Ramsden, Watson, Wilkinson

District Councillors: Hutchcraft and Rashid

County Councillor: Deter

Parishioners: Five

Deputy Clerk(s): Amy Rudderham (AR) and Sophie McNally (SM)

86/26 Apologies for absence

Apologies were received and noted from Councillor Phillips due to a work commitment, Councillor Mansfield due to being unwell and Councillor Law due to a personal commitment.

Action: Clerk

87/26 Declarations of interest

None declared.

88/26 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 resident introduced themselves to the Council as the applicant for the co-option. No questions were raised and the Chairman thanked the resident for their application.

89/26 To consider applications for co-option into the role of Councillor.

An application had been received from one resident, which had been circulated to Councillors ahead of the meeting. Following a round of voting, Aisha Rashid was unanimously co-opted to the Council, signed her acceptance of office, and joined the meeting. Councillor Rashid did not vote on any of the meeting resolutions.

90/26 To receive and ratify minutes from the Council meeting held on the Wednesday 13th May 2026.

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

Action: Clerk

91/26 To deal with matters arising from the meeting on 13th May not covered elsewhere on the agenda.

None raised.

A member of the public arrived at the meeting at 19.35.

92/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

County Councillor Deter's report had been tabled and circulated ahead of the meeting.

Councillor Deter confirmed that she was continuing to chase regarding the railings on Long Pond and she was very disappointed that the works had not yet been completed.

With regards to Earith Road speed signage, Councillor Deter confirmed she had met with Councillor Harris and representatives of the Highways department that day, and had raised concern regarding the missing signage.

In a previous meeting Councillor Deter relayed she had received confirmation that the dragon would be used in Willingham with regards to the potholes. Councillor Deter confirmed that this had not happened to date, and she continued to chase for this to happen as soon as possible.

No questions were raised by Councillors. The Chair thanked Councillor Deter for continuing to chase these points on behalf of the Parish Council.

93/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Councillor Hutchcraft and Councillor Rashid's joint report had been tabled and circulated ahead of the meeting.

Councillor Clark requested clarification on some of the District Committees that both Councillors were apart of.

Councillor McKee queried whether a cycle path to Rampton could be raised as part of the net zero grant referred to in the report. Councillor Harris confirmed this had been previously investigated and it had previously been determined the curb width along the entire stretch of road was not sufficient due to drainage ditches.

Councillor Harris referred to the High Court injunction for Cottenham/Histon contained within the report and requested the District Councillors revert to the Planning Authority regarding the injunction placed on land along Earith Road, as this would be coming to an end in the future. Councillor Hutchcraft confirmed that he would follow this up with the Planning Authority.

Action: Councillor Hutchcraft

94/26 Chair's report including:

The Chair noted that the Clerk, Mandy Powell, was unfortunately unwell and would not be serving the rest of her notice period, it would be taken as sick leave. The Council requested the office officially write to Mandy to wish her well on behalf of the Council and to thank her for her 16 years of exemplary service and guidance to the Council and residents of Willingham alike.

Action: Clerk

Notification had been received regarding the Northstowe Quarterly meeting to be held on 4th June at 2pm. The Deputy Clerk was requested to send apologies on behalf of the Council.

Action: Clerk

To receive correspondence from a local resident regarding wildlife and consider any actions

The correspondence had been circulated ahead of the meeting. The Council requested the office respond to the letter to thank the resident for their concerns and provide an update of the steps the Council were taking.

Action: Clerk

To receive and consider correspondence regarding The Field of Fun

The correspondence had been circulated ahead of the meeting. It was requested the office respond to the email to thank them for the correspondence and to confirm an advertisement could be placed on the noticeboard.

Councillor Harris was concerned that one of the events had been listed on the website as being held at the QEII. The Council requested the office look into this and request any information referring to the use of the QEII be corrected.

Action: Clerk

95/26 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 the draft Bereavement Leave Policy

The draft Policy had been circulated ahead of the meeting. Councillor Hutchcraft proposed that subject to the changes suggested the policy be adopted by the Council, seconded by Councillor Ramsden and **resolved** unanimously.

Action: Clerk

To receive and review the Willingham Flood Plan and consider any changes

The Flood Plan had been circulated ahead of the meeting and the Deputy Clerk (AR) had suggested some amendments to be made. Councillor Harris proposed the Council make the amendments suggested by the Deputy Clerk and the plan be updated and shared with the District Council. This was seconded by Councillor McKee and **resolved** unanimously.

Action: Clerk

To receive and consider the draft Fire Safety Policy

The Policy had been circulated ahead of the meeting. Councillor Hutchcraft proposed the Council adopt the Fire Safety Policy, seconded by Councillor Wilkinson and **resolved** unanimously. Councillor Hutchcraft thanked the Risk and Compliance Officer for her work with the Policy.

Action: Clerk

To receive and consider an update regarding flooding from R Mason

Mr Mason attended the meeting and engaged in a lengthy discussion with Councillors regarding his latest findings regarding the flooding issues faced by the village. Mr Mason confirmed that he was in the process of forming a letter to the Environment Agency which he would be providing to the Chair before it was sent.

Councillor Hutchcraft thanked Mr Mason for his time, effort and dedication to the work on behalf of the Parish Council.

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

To receive minutes from the meeting held on the 28th May and consider any actions

The Minutes had been circulated ahead of the meeting. These were noted by the Council and no questions were raised.

To receive information and consider any proposals regarding flooding as a result of the information provided by R Mason at the meeting of 28th May.

No proposal was brought forward by the Committee.

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

There was no update to note.

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

There was no update to note.

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

To receive and consider information regarding the replacement camera for Meadow Road together with the provision and installation of a second post and camera

The information had been circulated with the agenda. Councillor Watson proposed the same camera be ordered at a price of £139.48 and taken from the Green and Boundaries – Meadow Road Maintenance budget. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

A representative of WAG had confirmed that there were currently Kestrell's nesting in the box so the camera would need to be installed once nesting season had ended. The Chair thanked the representative for this information.

To receive and consider quotations received regarding the Community Orchard Tap

The quotations received had been circulated with the agenda. Councillor Moore proposed the Council accept the quotation from Monster Heating and Cooling for £396.34 to be taken from the Green and Boundaries – Community Orchard Maintenance budget. This was seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

To receive and consider WAG's request to host a community walk at the Wildlife Meadow, Meadow Road, on 14th June 2026.

The information for the proposal was circulated to the Council ahead of the meeting. Councillor Moore proposed permission be granted for the walk to take place, seconded by Councillor Harris and resolved unanimously.

Action: Clerk

To receive and consider the proposal received from WAG for the siting of a new picnic bench at the Wildlife Meadow, Meadow Road.

The information had been circulated ahead of the meeting. Councillor Watson proposed WAG be granted permission to site the picnic bench near the pond at the Wildlife Meadow, seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

It was noted that any costs incurred in relation to the provision, installation or future maintenance of the bench were the responsibility of WAG and that the bench would not be considered as an asset of the Parish Council and would therefore not be covered by its insurance.

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

Councillor Clark reported to the Council that there was a recent arson attack on a picnic bench at the QEII field. The fire was found by a regular user group of the Ploughman Hall, who used fire extinguishers from the Ploughman Hall to extinguish it whilst the fire brigade arrived. The Deputy Clerk (AR) confirmed this had been reported to the police. Initially it was thought the CCTV had not worked but it had now been discovered to have captured the incident and this would be passed to the police.

Action: Clerk

To receive and consider WAG's proposal for Hedge Laying of the hedge located between the rear of the Ploughman Hall and the QEII playing field

The information had been circulated ahead of the meeting. Councillor Hutchcraft proposed WAG be granted permission to carry out the hedge laying and award the £250.00 contribution towards the costs, to be taken from the Green and Boundaries – WAG budget. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

96/26 To receive and ratify monthly accounts for payment.
(see attached list)

The Accounts were circulated ahead of the meeting. Councillor Harris proposed they be paid as listed, seconded by Councillor Watson and **resolved** unanimously.

Action: Responsible Finance Officer

97/26 Police update including:

Councillor Hutchcraft reiterated the recent arson of a picnic bench on the QEII.

Councillor Clark requested if there was any information in relation to a car that has been parked outside of the Pavilion for a long time and now had a flat tyre. The Deputy Clerk (AR) confirmed that the office had reported this to the police but as the car was taxed and insured, there was nothing that could be done. The Deputy Clerk advised that due to GDPR the Parish Council could not obtain the details of the owner.

98/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

To receive correspondence from Councillor Deter regarding speed signs and consider any actions

Correspondence was circulated ahead of the meeting. Councillor Harris proposed the Council accept four signs, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding the purchase of Data Loggers

Councillor Harris proposed that once confirmation had been received that the data could be successfully downloaded from the Data Loggers, the Parish Council purchase two at a price of £100.00 each to be taken from Highways section of the budget. This was seconded by Councillor McKee and **resolved** unanimously.

Action: Councillor Harris

99/26 Environment and Sustainability update including:

Nothing to report.

100/26 Items for future meetings

Sanctuary payments

MUGA

QEII picnic bench

Co-Option

101/26 Date of next meeting

1st July 2026

Councillor Hutchcraft reminded all Councillors of their upcoming mandatory Code of Conduct training on 10th June 2026.

Meeting closed at 9.04PM

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
86	01.05.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
87	01.05.2026	DD	SCDC	Cemetery Rates	CEM	77.00	0.00	77.00

88	01.05.2026	DD	SCDC	Ploughman Hall Rates	HALLS	553.00	0.00	553.00
89	01.05.2026	DD	SCDC	Pavilion Rates	L&A	212.00	0.00	212.00
90	01.05.2026	DD	SCDC	Public Hall Rates	HALLS	190.00	0.00	190.00
91	01.05.2026	DD	SCDC	Ploughman Hall Waste Collection	HALLS	118.08	0.00	118.08
92	01.05.2026	DD	SCDC	Cemetery Waste Collection	CEM	51.07	0.00	51.07
93	06.05.2026	BACs	Fen Edge	Membership Fee	F&GP	15.00	0.00	15.00
94	11.05.2026	DD	British Gas	Pavilion Electricity	L&A	76.31	3.82	80.13
95	12.05.2026	BACs	R Northfield	Deposit Return	HALLS	83.33	16.67	100.00
96	12.05.2026	BACs	S Woods	Deposit Return	HALLS	83.33	16.67	100.00
97	15.05.2026	DD	BT	Monthly Charge	F&GP	106.01	21.20	127.21
98	15.05.2026	BACs	CAPALC	Councillor Training	F&GP	75.00	0.00	75.00
110	18.05.2026	BACs	Lloyds Bank	Bank Charges	F&GP	8.50	0.00	8.50
99	22.05.2026	BACs	NEST Pension	Pension Contributions	F&GP	269.42	0.00	269.42
100	22.05.2026	BACs	HMRC	PAYE	F&GP	885.80	0.00	885.80
101	22.05.2026	BACs	Staff	Salaries	F&GP	4,761.94	0.00	4,761.94
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105								
117	28.05.2026	DD	Valda Energy	Street Lighting	F&GP	40.38	2.02	42.20
106	29.05.2026	BACs	British Gas	Electricity Charges - Village Green	G&B	31.76	1.58	33.34
107	29.05.2026	BACs	British Gas	Gas Charges - Pavilion	L&A	43.64	2.18	45.82
108	29.05.2026	BACs	British Gas	Electricity Charges - Public Hall	HALLS	41.08	2.05	43.13
109	29.05.2026	BACs	British Gas	Electricity Charges - Ploughman Hall	HALLS	488.03	97.61	585.64

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
111	04.06.2026	BACs	MC Groundcare Ltd	Grass Cutting	F&GP	1,570.00	314.00	1,884.00
112	04.06.2026	BACs	Sanctuary	Lifeline	F&GP	210.00	42.00	252.00
113	04.06.2026	BACs	ACA Plumbing and Heating	Annual Service of thermostatic blending valves - Pavilion	L&A	190.00	38.00	228.00
				Six monthly inspection of immersion heaters and expansion vessels - Public Hall and Ploughman Hall	HALLS	150.00	30.00	180.00

				Annual service of 1 thermostatic mixer valve	HALLS	10.00	2.00	12.00
					TOTAL	350.00	70.00	420.00
114	04.06.2026	BACs	CAPALC	Internal Audit and Auditor Milage	F&GP	319.95	0.00	319.95
115	04.06.2026	BACs	ROSPA	Annual inspection of Play equipment	L&A	242.00	48.40	290.40
116	04.06.2026	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
119	04.06.2026	BACs	CAPALC	Chairmanship Training	F&GP	50.00	0.00	50.00
118	04.06.2026	BACs	5 Folds Admin	Octagon Hire	F&GP	48.00	0.00	48.00

Income received in advance of the Meeting (Receipts)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
23	05.05.2026	BACs	Little City Cambridge	Hire of Ploughman Hall	HALLS	100.83	20.17	121.00
24	05.05.2026	BACs	Willingham Badminton	Hire of Ploughman Hall	HALLS	91.67	18.33	110.00
25	05.05.2026	BACs	Regegades Touch Rugby	Hire of Recreation Ground	L&A	136.00	0.00	136.00
26	06.05.2026	BACs	Little Miss Honky Tonks	Hire of Ploughman Hall	HALLS	152.77	30.56	183.33
27	06.05.2026	BACs	R Northfield	Deposit for Hire of Ploughman Hall	HALLS	130.00	26.00	156.00
28	06.05.2026	BACs	R Northfield	Hire of Ploughman Hall	HALLS	83.33	16.67	100.00
29	06.05.2026	BACs	Jill Bridger School of Dance	Hire of Ploughman Hall	HALLS	192.50	38.50	231.00
33	06.05.2026	BACs	WAG	Hire of Ploughman Hall	HALLS	64.17	12.83	77.00
30	11.05.2026	BACs	1st Willingham Scouts	Hire of Public Hall	HALLS	165.00	0.00	165.00
35	11.05.2026	BACs	Lloyds Bank	Bank Interest	F&GP	367.27	0.00	367.27
31	12.05.2026	BACs	P and L Hoayun	Hire of Ploughman Hall	HALLS	55.00	11.00	66.00
32	12.05.2026	BACs	Inspirations	Hire of Ploughman Hall	HALLS	33.75	6.75	40.50
22	13.05.2026	BACs	R Stebbings	Interment Fees	CEM	200.00	0.00	200.00
34	26.05.2026	BACs	A Rashid	Ploughman Hall Hire	HALLS	83.33	16.67	100.00

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
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72	21.05.2026	DD	Lloyds	Annual Fee	F&GP	32.00	0.00	32.00
73	21.05.2026	CARD	Amazon	Prime Membership	F&GP	95.00	19.00	114.00
74	21.05.2026	CARD	Amazon	Stationery	F&GP	4.91	0.98	5.89
75	21.05.2026	CARD	Amazon	Stationery	F&GP	25.87	5.17	31.04
76	21.05.2026	CARD	Amazon	Stationery	F&GP	10.61	2.12	12.73
77	21.05.2026	CARD	Zoom	Annual Fee	F&GP	139.90	27.98	167.88
78	21.05.2026	CARD	Parish Online	Annual Fee	F&GP	100.00	20.00	120.00
79	21.05.2026	CARD	Adobe	Monthly Fee	F&GP	16.64	3.33	19.97
80	21.05.2026	CARD	Amazon	Stationery	F&GP	12.50	2.50	15.00
81	21.05.2026	CARD	JetPAck	Monthly Fee	F&GP	2.8	0.56	3.36
82	21.05.2026	CARD	Amazon	Stationery	F&GP	18.32	3.67	21.99
83	21.05.2026	CARD	Giff Gaff	Monthly Charge	G&B	6.67	1.33	8.00
84	21.05.2026	CARD	34SP	Monthly Charge	F&GP	9.96	1.99	11.95
85	21.05.2026	CARD	Lebara Mobile	Monthly Charge	G&B	4.17	0.83	5.00

Minutes approved 01.07.2026 under Agenda item 106/26