



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law

Clerk and 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 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 it 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 bookings

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 Phillips 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	F&GP	121.15	6.06	127.21
				Pension				
169	25.06.2026	DD	Nest	Contributions	F&GP	409.92	0.00	409.92
168	25.06.2026	DD	HMRC	PAYE	F&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	Montly 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			Willingham					
	02.06.2026	BACs	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
			1st Willingham					
46	03.06.2026	BACs	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