Willingham Parish Council
serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law
Clerk: Amy Rudderham
Tel: 01954 261027
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NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on Wednesday 4TH November 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 166/26

Amy Rudderham - Parish Council Clerk – 28th October 2026

FULL COUNCIL AGENDA

164/26 Apologies for absence

165/26 Declarations of interest

166/26 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)

167/26 To receive and ratify minutes from the Council meeting held on the Wednesday 7th October 2026

168/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

169/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

170/26 Chair's report including:

A. To receive an update and consider the location of the trees to be received from South Cambridgeshire District Council
B. To receive an update on flooding and consider any actions

171/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

A. Finance, HR and General Purpose Committee – updates and actions to including:
i. To receive and consider the recommendations of the F,HR and GP committee following the meeting held on 4th November 2026
ii. To receive and consider the Draft Contract for the newly appointed Grounds Maintenance Contractor to begin from 1st April 2027
iii. To receive draft Terms and Conditions for the Youth Club and consider any actions
iv. To receive and consider a request from the Clerk in relation to an increase of her hours
v. To receive and consider information from Hiscox regarding insurance and consider any actions

B. Planning Committee – updates and actions to including:

i. To receive Minutes from Planning Committee Meetings held on 26th August 2026, 15th September 2026 and 7th October 2026

C. Halls - updates and actions to including:

i. To receive an update regarding the Cleaner and consider the appointment of a new cleaner to begin immediately until 31st March 2027
ii. Consider the draft Contract for the new cleaner for the period until 31st March 2027
iii. To receive a proposal to form a Public Hall Committee and consider the Draft Terms of Reference
iv. To receive and consider the quotation from Cambridge Sign Company for new signage at the Ploughman hall.

D. Cemetery - updates and actions to including:

E. Green and Boundaries - updates and actions to including:

i. To receive an update regarding Long Pond and consider any actions
ii. To receive and consider a request to site a memorial bench and tree at the Community Orchard
iii. To receive and consider quotation for the installation and subsequent removal of the Christmas Lights on the Village Green
iv. To receive an update on the Christmas Tree for the Village Green
v. To receive a request to host a Christmas Light Switch On event and consider any actions

F. Leisure and Amenities - updates and actions to including:

i. To receive an update on the storage container for the 1st Willingham Scouts
ii. To receive and consider the draft Terms and Conditions for the 1st Willingham Scouts container
iii. To receive correspondence from Willingham Wolves regarding Flood relief and football training and consider any actions

172/26 To receive and ratify monthly accounts for payment.
(see Appendix 1)

173/26 To receive and ratify the quarterly budget statement

174/26 To consider and resolve the appointment of an internal auditor for the financial year 2026/27, including consideration of independence, competence, and suitability for the role

175/26 Police update including:

176/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

A. To receive information relating to the costs needed in relation to the Data Logger and consider any actions

177/26 Environment and Sustainability update including:

A. To receive correspondence and posters from a young resident of the village and consider any actions

178/26 Items for future meetings

179/26 Date of next meeting

Appendix 1

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
356	30.09.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	12.85	0.00	12.85
358	01.10.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
359	01.10.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
360	01.10.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
361	01.10.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
362	01.10.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
363	01.10.2026	DD	SCDC	Waste Collection	HALLS	118.08	0.00	118.08
364	01.10.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
365	12.10.2026	BACs	A Osbourne	Reimbursement - Paper	F&GP	14.70	0.00	14.70
366	15.10.2026	DD	BT	Monthly Charge	F&GP	103.32	20.66	123.98
383	20.10.2026	BACs	Willingham Action Group	Grant payment	F&GP	100.00	0.00	100.00
384	20.10.2026	BACs	Willingham Action Group	Grant payment	F&GP	27.99	0.00	27.99
386	20.10.2026	BACs	The Lawncare Company	Cricket Maintenance	F&GP	52.00	0.00	52.00
370	20.10.2026	BACs	Source for Business	Public Hall Water	HALLS	65.85	0.00	65.85
375	20.10.2026	DD	British Gas	Monthly Charge	L&A	84.47	4.20	88.67
389	20.10.2026	DD	Lloyds Bank	Service Charge	F&GP	10.00	0.00	10.00
376	23.10.2026	DD	Nest	Pension Contributions	F&GP	229.86	0.00	229.86
377	23.10.2026	DD	HMRC	PAYE	F&GP	1,353.09	0.00	1,353.09
378 - 381	23.10.2026	BACs	Staff	Salaries	F&GP	4,427.90	0.00	4,427.90
368	26.10.2026	BACs	Valda Energy	Street Lighting	F&GP	47.68	1.17	48.85
387	29.10.2026	BACs	British Gas	Monthly Charge	L&A	46.54	2.33	48.87
388	29.10.2026	BACs	British Gas	Monthly Charge	HALLS	34.91	1.12	36.03

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
367	05.11.2026	BACs	5 Folds Admin	Octagon Hire	F&GP	48.00	0.00	48.00
369	05.11.2026	BACs	Willingham News	Advertising	F&GP	440.00	0.00	440.00
373	05.11.2026	BACs	Sanctuary	Cleaning	F&GP	231.00	46.20	277.20
372	05.11.2026	BACs	M C Groundcare	Grass Cutting	F&GP	1,345.00	269.00	1,614.00
374	05.11.2015	BACs	Suds and Bubbles	Cleaning - Halls	HALLS	733.00	0.00	733.00
				Cleaning - Pavilion	L&A	241.00	0.00	241.00
					TOTAL	974.00	0.00	974.00
371	05.11.2026	BACs	ESPI	Annual Fee	F&GP	750.00	150.00	900.00
382	05.11.2026	BACs	Newnham Christmas Trees	Christmas Tree	G&B	650.00	0.00	650.00
390	05.11.2026	BACs	Glasdon	QEII Bench	EST	686.94	137.39	824.33

	05.11.2026	BACs	Connections Bus Project	Willingham Youth Club Hire	HALLS			1698.00
	05.11.2026	BACs	Connections Bus Project	Willingham Youth Club Hire	HALLS			1519.00
	05.11.2026	BACs	Cromwell Fire	Fire & Emergency Lights Service Charge	L&A HALLS	402.00	80.40	482.40

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Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
115	02.10.2026	BACs	L Ryder	Ploughman Hall Hire	HALLS	213.33	42.67	256.00
108	05.10.2026	BACs	C Eastwood	Transfer of Burial Right	CEM	65.00	0.00	65.00
126	09.10.2026	BACs	Lloyds Bank	Interest	F&GP	375.15	0.00	375.15
116	12.10.2026	BACs	Northstowe FC	Football Pitch Hire	L&A	55.00	0.00	55.00
117	14.10.2026	BACs	Tanya Gray	Stretch and Tone	HALLS	101.25	20.25	121.50
118	15.10.2026	BAcs	S Woods	Ploughman Hall Hire	HALLS	203.33	40.67	244.00
119	15.10.2026	BACs	Sunflower Care	Ploughman Hall Hire	HALLS	112.50	22.50	135.00
120	16.10.2026	BACs	P Hoayun	Ploughman Hall Hire	HALLS	55.00	11.00	66.00
121	16.10.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	100.83	20.17	121.00
122	19.10.2026	BACs	Willingham Funeral Service	Memorial Fee	CEM	70.00	0.00	70.00

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
391	22.10.2026	CARD	Amazon	Stationery	F&GP	29.27	5.85	35.12
391	22.10.2026	CARD	Amazon	Stationery	F&GP	4.16	0.83	4.99
393	22.10.2026	DD	Adobe	Monthly Charge	F&GP	16.64	3.33	19.97
394	22.10.2026	CARD	Amazon	Stationery	F&GP	110.87	0.00	110.87
395	22.10.2026	DD	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
396	22.10.2026	CARD	Amazon	Hand Soap	HALLS	4.88	0.97	5.85
					L&A	4.88	0.98	5.86
					TOTAL	9.76	1.95	11.71
397	22.10.2026	DD	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
398	22.10.2026	DD	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
399	22.10.2026	DD	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00
400	22.10.2026	CARD	Amazon	Stationery	F&GP	42.09	8.42	50.51
401	22.10.2026	CARD	Amazon	Emergency Kit	F&GP	130.37	23.68	154.05
402	22.10.2026	CARD	Amazon	Emergency Kit	F&GP	27.48	5.50	32.98

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MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 7th October 2026 at 7.30pm**,** in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Hales, Harris, Hutchcraft, Jeffrey, Law (Chair), Mansfield, Maris, McKee, Moore, Phillips, Ramsden, Rashid, Wilkinson

District Councillors: Hutchcraft and Rashid

County Councillor: None

Parishioners: Eleven

Clerk: Amy Rudderham
Deputy Clerk: Sophie McNally

Meeting started at 07.36pm.

150/26 Apologies for absence

Apologies were received from Councillor Watson due to personal reasons. Councillor Law proposed the Apologies be accepted and seconded by Councillor Rashid and **resolved** unanimously.

151/26 Declarations of interest

Councillor McKee declared an interest under item 157/26 vii, as she is a member of the Willingham News.

152/26 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 from WAG provided an update on activities taking place during the Feast and the proposed events for the winter months.

Three representatives of the Willingham Wolves attended the meeting. They confirmed they had at that meeting proposed alternative options for the MUGA on the recreation ground. They confirmed they were a new committee and had turned a lot around in a short space of time. The Chair responded to confirm that they could not delay the decision of the MUGA contractor as the dates for consideration had been confirmed however the Clerk would circulate the information they had provided for the Council to review.

153/26 To receive and ratify minutes from the Council meeting held on the Wednesday 2nd September 2026

Councillor McKee proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor Harris and **resolved** with 12 votes in favour and two abstentions due to not being present at the meeting.

Action: Clerk

154/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

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A report had been received and circulated ahead of the meeting. The report was also tabled at the meeting.

Councillors raised concerns over the generic nature of the report and items not being directly applicable to Willingham.

Councillor Law confirmed that he had received concerns from the businesses of Earith Road regarding the proposed Road Closure. Concerns were also raised for the speeding along the road and proposed that the speed limit was reduced and signage erected to warn road users of turning vehicles. It was requested the Clerk liaised with Councillor Deter regarding these concerns. The Clerk also confirmed that she would liaise with the Compliance Officer who was due to attend a Highways meeting in the next couple of weeks.

155/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

A report had been received and circulated ahead of the meeting. The report was also tabled at the meeting.

Councillor Hutchcraft drew the Councils attention to the Speed Camera issue being discussed and confirmed there would be a petition going live in due course.

Councillor Hutchcraft confirmed that he had attended a briefing with the Police and had raised the issue of the Speed Camera together with the recent break-ins of shops in Willingham and surround parishes. The Police had confirmed that the Speed Camera was not their remit and they could not comment on ongoing investigations.

Councillor Hutchcraft noted that SCDC were offering 6 free trees to local Parish Councils and it was requested the office complete the application to receive the trees.

Action: Clerk

Cllr Hutchcraft confirmed in a verbal report that changes to the National Planning Framework were to be implemented shortly which removes the automatic right of parish councils and district ward members to request applications be referred to SCDC planning committee.

156/26 Chair's report including:

<u>To receive and consider the proposed meeting dates for 2027</u>

Draft proposed meeting dates were circulated ahead of the meeting.
Councillor Law proposed the dates be accepted, seconded by Councillor Maris and **resolved** unanimously.

Action: Clerk

<u>To receive information regarding The Flag of the Fens and consider whether to make resolution to support and endorse the project</u>

Information had been circulated ahead of the meeting. Councillor Moore proposed the Council support and endorse the project, seconded by Councillor Phillips and **resolved** unanimously.

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Action: Clerk

To receive the AGM invitation from Connections Bus Project and confirm attendance
The invitation had been received and circulated ahead of the meeting.
Councillor Clark confirmed he would attend the meeting on behalf of the Parish Council.
Mr Mason had circulated some information regarding responding to the Cambridgeshire and Peterborough Minerals and Waste Local Plan review, as comments were due back by Monday. Councillor Law confirmed he would liaise with Mr Mason to form a response.

Action: Councillor Law

Councillor Law also noted that at a recent conference attended by the Clerk, hosted by CAPALC the Clerk had received the New Clerk of the Year Award 2026 and was congratulated by the Council.

157/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

a. Finance, HR and General Purpose Committee – updates and actions to be taken, including:

i. **Motion to exclude the Public and Press**: In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore RECOMMENDED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the Public and Press be excluded for these items only

Councillor Law proposed the meeting be closed to the public and press. This was seconded by Councillor Harris and **resolved** unanimously.

Action: Clerk

ii. To receive the responses received in relation to the Grounds Maintenance Tender and award the contract for the period for 1st April 2027 – 31st March 2030

Information had been circulated ahead of the meeting and Tenders were presented to all Councillors for review at the meeting. Fifteen responses had been received for consideration by the Council. Following a detailed debate, Councillor Hutchcraft proposed to appoint Majestic, subject to Contract, seconded by Councillor Rashid and **resolved** with 13 votes in favour and one against.

Action: Clerk

The Council took a 10 minute convenience break at this point of the meeting.

iii. To consider the responses received in relation to the Cleaning Tender and award the contract for the period for 1st April 2027 – 31st March 2030

Information had been circulated ahead of the meeting and Tenders were presented to all Councillors for review at the meeting. Six responses had been received for consideration by the Council. Following some discussion, Councillor Hutchcraft

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proposed to appoint ACR Cleaning, subject to Contract, seconded by Councillor Ramsden and **resolved** unanimously.

Action: Clerk

iv. To consider the quotations received in respect of the Tree Survey and award the Contract for the period from 1st April 2027

Information had been circulated ahead of the meeting and Tenders were presented to all Councillors for review at the meeting. Four responses had been received for consideration by the Council. Following some discussion, Councillor Maris proposed to appoint Canopy and Crown, seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

v. To consider the responses received in relation to the MUGA Tender and award the contract

Information had been circulated ahead of the meeting and Tenders were presented to all Councillors for review at the meeting. Three responses had been received for consideration by the Council together with a detailed comparison document produced by the appointed Consultant. The MUGA working party had also issued a recommendation for the Council to consider. Following consideration of all documentation, Councillor Law proposed to appoint AXO Leisure, subject to Contract, seconded by Councillor Mansfield and **resolved** unanimously.

Action: Clerk

vi. **Motion to re-admit the Public and Press:** To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting

Councillor Law proposed the meeting be reopened to the press and public, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

vii. To receive the Financial Statements for Willingham News ended 31 December 2025 and consider a resolution on the proposed Grant request of £757.00

Councillor Harris proposed that the Council award the Grant of £757.00 from the Willingham News section of the budget. Seconded by Councillor Ramsden and **resolved** with thirteen votes in favour and one abstention due to an earlier declared interest.

Action: Clerk

viii. To receive and consider the Grant request from Willingham Action Group for the purchase of a number of Litter Pickers

This item was taken under item 152/26.

Councillor Hutchcraft proposed the Council support the application and award the requested Grant of £27.99 from the Grant section of the budget, seconded by Councillor Rashid and **resolved** unanimously.

Action: Clerk

ix. To receive and consider the Grant request from Willingham Action Group for the Community Larder

This item was taken under item 152/26

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Councillor Law proposed the Council support the application and award the requested Grant of £ 100.00 from the Grants section of the budget, seconded by Councillor Harris and **resolved** unanimously.

Action: Clerk

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

i. To receive a proposal from Councillor Harris regarding planning applications in relation to Traveller and Gypsy pitches in Willingham and consider any actions

This item was taken under item 152/26

Councillor Harris proposed the Parish Council request a meeting with the Local MP, Lead for SCDC, Head of Planning for SCDC, Planning Officers and the Parish Council Planning Committee members. This was seconded by Councillor Ramsden and **resolved** unanimously.

It was requested the Clerk make contact with the relevant parties.

Action: Clerk

Councillor Harris noted that in the future the Council may wish to look into the cost of Legal advice and considering the production of a Neighbourhood Plan.

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

Councillor Clark had provided a report which had been circulated ahead of the meeting.

Councillor Law provided a verbal update regarding a meeting he and the Clerk had attended that day with representatives of the District Scouts at the Old Salvation Army Hall. Councillor Law confirmed that the District Scouts had a clear plan in place of the works needed to open the hall. They had every intention of letting the facility to the 1st Willingham Scouts for the use of its groups but they did not have enough room for storage by the 1st Willingham Scouts.

i. To receive an Incident Report from Cromwell Fire LTD for an accident in the Public Hall

Information was circulated ahead of the meeting and was noted by the Council.

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

i. To receive a request from a resident for an additional memorial to be added to a grave and consider a resolution

This item was taken after item 152/26

Information was circulated ahead of the meeting. Councillor Hales proposed the Council granted permission of the additional memorial. Seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

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

i. To receive and consider information from Monster Heating & Cooling regarding finding the water source at Meadow Road Wildlife Meadow, including any financial implications

Information was circulated ahead of the meeting. Councillor Moore proposed the quote not be accepted at the current time. Councillors Clark and Maris confirmed

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they would be willing to assist Councillors Moore and Watson with investigations on the land, as to not incur unnecessary costs to the Council.

Action: Councillors Clark, Maris, Moore and Watson

ii. To receive and consider a request from Willingham Action Group for a replacement tree and consider the financial implications of this.

This item was taken after item 152/26

Information was circulated ahead of the meeting, Councillor Maris proposed the Council awards the Grant of £40.98. This was seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

iii. To receive a request from Willingham Action Group regarding bulb planting and consider any actions including any financial request

This item was taken after item 152/26

Information was circulated ahead of the meeting. Councillor Moore proposed the permission be granted. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

iv. To receive and consider the hosting of the 'Carols on the Green' for 2026 and the request for financial support for the event

Information was circulated ahead of the meeting. Councillor Clark proposed the Council grants permission for the Carols on the Green to take place on the Village Green and provide the financial grant of £300.00. This was seconded by Councillor and **resolved** unanimously.

Action: Clerk

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

i. To receive and consider a request from Northstowe FC including any applicable hire charges - ***This item was taken after item 152/26***

Information was circulated ahead of the meeting. Councillor Phillips proposed the Council allow the hire of a football pitch, together with the Pavilion, at a rate of £55.00 per match. This was seconded by Councillor Moore and **resolved** unanimously.

It was requested that the Clerk reiterate the priority of the football pitches lies with the Willingham Wolves and Rich from the Willingham Wolves volunteered to assess the pitch following any Wolves matches and notify Northstowe if the pitches are unplayable for any reason.

It was also requested that the Clerk confirms to Northstowe FC that the Pavilion would not be cleaned following the Wolves matches on the Saturday and the Northstowe match on the Sunday. If this is something they wanted to happen, they would be charged for this.

Action: Clerk

ii. To receive and consider the HMMP document regarding the MUGA

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The draft documentation had been circulated ahead of the meeting. Councillor Law proposed the Councillor accept the document, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

iii. To receive and consider request from Willingham Wolves regarding the preparing and selling of fresh food from the Pavillion
This item was taken after item 152/26

Information had been circulated ahead of the meeting. Councillor Law proposed the Council grants permission for the preparation and serving of fresh food at matches. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

It was noted that the Chip fryer should be removed from the building. If the group were wishing to use it in the future they should revert to the Council as the extractor fan would need to be reinstated, as the expense of the Willingham Wolves.

iv. To receive and consider request received from the Willingham Wolves regarding the siting of a new cupboard in the Pavilion

Information was circulated ahead of the meeting. Councillor Clark proposed the Council supports the Wolves in the siting of a cupboard in the Pavilion purchased at the expense of the Wolves, seconded by Councillor Ramsden and **resolved** unanimously.

Action: Clerk

v. To receive and consider request from Willingham Wolves regarding the re-siting of the existing Storage Container and to apply a logo design to the exterior

Information was circulated ahead of the meeting. Councillor Philips proposed the Council grants permission for the container to be re-sited on the old cricket area. However, councillor Phillips further proposed the Willingham Wolves would need to submit a final design of any graphics desired for formal consideration, as planning considerations may have to be considered. This was seconded by Councillors Maris and **resolved** with 12 votes in favour two abstentions.

Action: Clerk

vi. To receive and consider quotations obtained to provide a replacement bench for the QEII play park

Information was circulated ahead of the meeting. Councillor Clark proposed the Council accept the quotation from Glasdon for the price of £824.33 to be taken from S106 funds for the improvement of the QEII. This was seconded by Councillor Phillips and **resolved** unanimously.

Action: Clerk

158/26 To receive and ratify monthly accounts for payment.

(see Appendix 1)

Councillor Hutchcraft proposed the Accounts be paid as listed. This was seconded by Councillor Ramsden and **resolved** unanimously.

Action: RFO

159/26 Police update including:

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Councillor Hutchcraft suggested the office had chased the police for an update and had not received an update. Cllr Hutcharaft agreed that he would continue investigate this further with district and county colleagues

160/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

Councillor Harris confirmed that unfortunately the recent LHI bid had been unsuccessful.

Also a quotation had been received regarding the costs associated with the Logger. These were higher than anticipated at a total of £258.50. Councillor Harris requested this be added to the Agenda for the November meeting.

Action: Clerk

161/26 Environment and Sustainability update including:

Nothing to report.

162/26 Items for future meetings

A. Public Hall
B. Memorial Bench and Tree
C. Data Logger
D. Lockable tap covers.

163/26 Date of next meeting

4th November 2026.

Meeting closed at 22.20pm.

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Appendix 1

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Payments made in advance of the Meeting (Payments)

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307	01.09.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
308	01.09.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
309	01.09.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
310	01.09.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
311	01.09.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
312	01.09.2026	DD	SCDC	Waste Collection	HALLS	118.08	0.00	118.08
313	01.09.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
314	07.09.2026	DD	BT	Quarterly Charge	L&A	186.97	37.39	224.36
315	09.09.2026	DD	British Gas	Monthly Charge	L&A	71.27	3.56	74.83
320	15.09.2026	DD	Lloyds Bank	Service Charge	F&GP	10.00	0.00	10.00
316	16.09.2026	BACs	BT	Monthly Charge	F&GP	146.70	19.34	166.04
318	16.09.2026	BACs	Andrew Deptford	Defib Pads	F&GP	75.95	15.19	91.14
319	16.09.2026	BACs	Keepers Nursery	Trees (WAG)	G&B	129.00	0.00	129.00
334	25.09.2026	DD	Nest	Pension Contributions	F&GP	291.09	0.00	291.09
335	25.09.2026	DD	HMRC	PAYE	F&GP	1,304.42	0.00	1,304.42
336-340	25.09.2026	BACs	Staff	Salaries	F&GP	5,282.14	0.00	5,282.14
324	26.09.2026	BACs	Valda Energy	Street Lighting	F&GP	44.61	2.23	46.84
321	29.09.2026	BACs	British Gas	Monthly Charge	L&A	52.06	2.60	54.66
322	29.09.2026	BACs	British Gas	Monthly Charge	HALLS	35.49	1.77	37.26
341	05.10.2026	BACs	British Gas	Monthly Charge	HALLS	976.34	195.27	1,171.61
323	29.09.2026	BACs	British Gas	Montly Charge	G&B	32.68	1.63	34.31
317	01.10.2026	DD	SCDC	Quarterly Charge	F&GP	45.50	0.00	45.50

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
342	08.10.2026	BACs	CAPALC	Planning Training	F&GP	45.00	0.00	45.00
343	08.10.2026	BACs	David Ogilvie	Stag Bench	G&B	1,673.00	334.60	2,007.60
344	08.10.2026	BACs	Sanctuary Living	Lifeline	F&GP	231.00	46.20	277.20
345	08.10.2026	BACs	Over and Willingham Drainage Board	Drainage Rates	F&GP	45.00	0.00	45.00
346	08.10.2026	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
348	08.10.2026	BACs	CAPALC	Councillor Training	F&GP	150.00	0.00	150.00
349	08.10.2026	BACs	5 Folds Admin	Octagon Hire	F&GP	48.00	0.00	48.00
347	08.10.2026	BACs	PRS	PRS Licence	HALLS	383.18	76.64	459.82
350	08.10.2026	BACs	Konica Minolta	Sationery	F&GP	102.36	20.47	122.83
351	08.10.2026	BACs	Source for Business	Cemetery Water	CEM	59.67	0.00	59.67

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352	08.10.2026	BACs	Source for Business	Orchard Water	G&B	51.18	0.00	51.18
353	08.10.2026	BACs	Source for Business	Pavilion Water	L&A	687.46	0.00	687.46
354	08.10.2026	BACs	Konica Minolta	Stationery	F&GP	139.03	27.81	166.84
355	08.10.2026	BACs	Briar Security	Engineer visit	HALLS	115.70	23.14	138.84

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Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
89	26.08.2026	BACs	Stretch and Tone	Ploughman Hall Hire	HALLS	45.00	9.00	54.00
90	01.09.2026	BACs	FW Cook	Additional Inscription	CEM	50.00	0.00	50.00
91	02.09.2026	BACs	WFS	Burial Fees	CEM	200.00	0.00	200.00
92	02.09.2026	BACs	WFS	Interment Fees	CEM	100.00	0.00	100.00
97	03.09.2026	BACs	1st Willingham Scouts	Pavilion Hire	L&A	172.00	0.00	172.00
94	08.09.2026	BACs	Little City Cambridge	Ploughman Hall Hire	HALLS	100.83	20.17	121.00
98	08.09.2026	BACs	HMRC	VAT Return	F&GP	0.00	840.93	840.93
95	09.09.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	55.00	11.00	66.00
99	09.09.2026	BACs	Lloyds Bank	Bank Interest	F&GP	346.64	0.00	346.64
100	15.09.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	64.17	12.83	77.00
101 - 104	21.09.2026	BACs	Sunflower Care	Side Hall Hire	HALLS	352.50	70.50	423.00
105	25.09.2026	BACs	Mavis Wright	Transfer of Burial Right	CEM	65.00	0.00	65.00
107	25.09.2026	BACs	SCDC	Precept	F&GP	99,640.47	0.00	99,640.47

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
325	21.09.2026	BACs	Amazon	Battery Charge bags	HWAYS	33.96	6.79	40.75
326	21.09.2026	DD	Adobe	Monthly Charge	F&GP	16.64	3.33	19.97
327	21.09.2026	DD	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
328	21.09.2026	DD	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00
329	21.09.2026	DD	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
330	21.09.2026	DD	Lebara	Monthly Subscription	G&B	4.17	0.83	5.00
331	21.09.2026	BACs	Amazon	Stationery	F&GP	14.03	2.81	16.84
332	21.09.2026	BACs	Amazon	Stationery	F&GP	47.47	9.49	56.96
333	21.09.2026	BACs	Amazon	Stationery	F&GP	9.23	1.85	11.08

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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: 4th November 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 and consider the location of the trees to be received from South Cambridgeshire District Council
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 last month's Parish Council meeting, the Clerk has requested the six free trees from South Cambridgeshire District Council. The trees will be Oak and are going to be delivered to Councillor Clark. The Clerk has liaised with the Primary School, however, they have declined the offer as they fear Oak trees are not a suitable size for the site. WAG have suggested an appropriate location for the trees to be planted, is at the North end of the QEII field, by the wooden fence. This location would be easily accessible to a water source for the early stages of growth.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	None.
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)*	None.



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: 4th November 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 and consider the Draft Contract for the newly appointed Grounds Maintenance Contractor to begin from 1st April 2027
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 appointment of the new Contractor for Grass Cutting, the office has drafted a proposed contract which will need to be signed by both parties.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is the draft contract for the Council's consideration.
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)*	Considering the Contract itself does not pose a financial implication. The Council has already considered the financial implication of the new Contractor.



Willingham Parish Council

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GROUNDS MAINTENANCE AND GRASS CUTTING SERVICES CONTRACT

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1 April 027 – 31st March 2030

Between

Willingham Parish Council

and

Majestic Grounds Maintenance Ltd

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CONTRACT PARTICULARS

Council	Willingham Parish Council
Contractor	Majestic Grounds Maintenance Ltd
Contract	Grounds Maintenance and Grass Cutting Services
Contract commencement date	1 April 2027
Contract expiry date	31 March 2030
Contract term	Three years
Contract price	Annual Charge £13,450.00 + VAT (£ ,140.00 Total) Three Year Con ac Charge £40,350.00 + AT (£48 420.00 Total)
VAT	Prices a subject to VAT as ndicated abov
Council's Contract Representative	Pa h Clerk
Contractor's Contract Representative	Rich rley

1. BACKGROUND

1.1. The Council invited tenders for a thre -year grass c ting and grounds maintenance contract covering a num f sites wi n the Parish of Willingham.

1.2. The Contractor submitted a te der in res onse to the Council's tender documentation and has been ap inted by e C uncil as the successful tenderer.

1.3. The Council has res to appoint the Contractor to provide the Services described in this Agreem t and th accompanying Grounds Maintenance Specification.

1.4. The Contractor agr s to pr ide the Services in accordance with this Agreement, the Spe fication and its cepted tender.

2. DEFINIT ONS AND INTERPRETATION

"Agreement" means this contract together with the Specification, the Contractor's accepted tender and any documents expressly incorporated into it.

"Council" means Willingham Parish Council.

"Contractor" means the contractor identified in the Contract Particulars.

"Services" means the grass cutting, grounds maintenance, hedge maintenance, vegetation control, weed control, pathway maintenance, waste/arising removal and other services specified in the Specification.

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"**Specification**" means the Council's document entitled "Grounds maintenance specification for grass cutting – Contract start date: 1st April 2027", together with the site requirements contained within it.

"**Contract Year**" means each twelve-month period commencing on 1 April during the Contract Term.

2.1. References to legislation include any amendment, extension or replacement of that legislation.

2.2. Headings are for convenience only and do not affect interpr ation.

3. CONTRACT DOCUMENTS

3.1. The following documents form part of this Agree ent:

- this Contract;
- the Council's Grounds Maintenance Sp ificat n;
- the Contractor's completed tender and pricin schedule as accepted by the Council;
- any schedules expressly inco orated t is Agreement; and
- any written variation subsequen y greed by the parties.

3.2. In the event of incon istency etween t e documents, the following order of precedence sha apply: (1) t is Contract (2) any formally agreed written variation; (3) the Council's Spec cati ; (4) the Contractor's accepted tender and pricing schedule

3.3. The ontractor sh ll provi the Services in accordance with the requirements of the Sp cification.

4. APPOINTMENT

4.1. The Council points the Contractor to undertake the Services for the Contract Term.

4.2. The Contractor accepts the appointment and shall perform the Services with reasonable skill, care and diligence and in accordance with good industry practice.

4.3. The Contractor shall provide all labour, supervision, machinery, tools, equipment, fuel, materials, personal protective equipment and other resources reasonably necessary to perform the Services, unless expressly stated otherwise.

4.4. The Contractor shall ensure that all equipment used in carrying out the Services is suitable, safe and properly maintained.

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5. CONTRACT TERM

5.1. The Contract shall commence on 1st April 2027.

5.2. Subject to earlier termination in accordance with this Agreement, the Contract shall continue until 31st March 2030.

5.3. There shall be no automatic extension of the Contract beyond 31st March 2030.

5.4. Any extension or renewal must be agreed in writing by the Council and the Contractor.

6. SERVICES

6.1. The Contractor shall undertake all Services identified in the Spe fication.

6.2. The Services include, but are not limited to:

- grass cutting and mowing;
- strimming and maintenance of grass ed s;
- sweeping and clearing of paths;
- hedge cutting and maintena ce;
- shrub maintenance;
- bramble and vegetation control;
- weed control a d spray g;
- managem t and mai enance of d signated meadow and wildlife areas;
- maintenance pl ing fields and recreation areas;
- ce grass, p hway, hedge, ivy and leaf maintenance;
- removal and ppropri disposal of grass cuttings, leaves, vegetation and other arisings where pecified; and
- s h other wo s as are expressly identified in the Specification.

6.3. The Contra or all comply with the specified frequencies and seasonal restrictions for each site.

6.4. Particular attention shall be paid to environmental and seasonal restrictions identified in the Specification, including restrictions relating to nesting season and bulb-planted areas.

6.5. The Contractor shall ensure that the Services do not unnecessarily damage trees, shrubs, hedges, planted areas, wildlife habitats, play equipment, buildings, fences, paths or other Council property.

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7. SITES

7.1. The Services shall be provided at the following locations, subject to the detailed requirements and site boundaries contained within the Specification:

- Pyrethrum Way – Phases I and II public open spaces;
- The Pound, Pound Lane;
- Village Green;
- Public Hall, High Street;
- Barton Field, Black Pit Drove;
- Wildlife Meadow, Meadow Road;
- Haden Way;
- QEII Playing Field, West Fen Road;
- Community Orchard;
- Recreation Ground, West Fen Road;
- Ploughman Hall, West Fen Road;
- The Landing Ground; and
- Cemetery, Church Street.

7.2. The Contractor confirms that it has had the opportunity to inspect the sites and satisfy itself as to their location, size, condition, access requirements and the nature of the Services required

7.3. The Contractor shall promptly notify the Council of any material change in site conditions which in its reasonable opinion, affects the safe or proper performance of the Services.

8. PERFORMANCE OF THE SERVICES

8.1. The Contractor shall attend each site at the frequency specified in the Specification.

8.2. The Contractor shall complete the Services to a good and professional standard.

8.3. Where the Specification requires records to be maintained, the Contractor shall maintain those records and provide them to the Council upon request.

8.4. This requirement specifically includes records relating to weed spraying and other treatments where identified in the Specification.

8.5. The Contractor shall remove all arisings where required by the Specification and shall dispose of them at an appropriate and lawful waste disposal facility.

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8.6. The Contractor shall not leave machinery, equipment, waste or other materials on Council land longer than reasonably necessary to perform the Services.

9. HEALTH, SAFETY AND WELFARE

9.1. The Contractor shall be responsible for ensuring safe systems of work for its employees, subcontractors and anyone affected by the performance of the Services.

9.2. Before commencement of the Contract, and thereafter whenever reasonably required by the Council, the Contractor shall provide:

- suitable risk assessments;
- its current Health and Safety Policy;
- evidence of Public Liability Insurance;
- evidence of Employers' Liability Insuran ; and
- any relevant qualifications, licences, c tificates other statutory documentation required for the Services.

9.3. The Contractor shall provide all pe onal protective uipment (PPE) required for its employees and shall ensure that su h PPE properly u ed and maintained.

9.4. All machinery and equipment used b the C ntracto shall be suitable for the intended purpose, properly main in and ope ed by appropriately trained persons.

9.5. The Contractor sha comply w th all app able laws, regulations, codes of practice and safety stand ds relatin t Services.

10. INSURANCE

10.1. The Contractor sha mainta throughout the Contract Term:

- Public Liability surance of not less than £5,000,000;
- E ployers' Li ility Insurance as required by law; and
- such he nsurance as is reasonably appropriate for the Services.

10.2. Evidence of insurance shall be provided to the Council before commencement of the Services and annually thereafter.

10.3. The Contractor shall immediately notify the Council of any cancellation, material reduction, expiry or other material change to its insurance cover.

10.4. The Contractor shall not commence or continue the Services where the insurance required under this Agreement has expired or is otherwise invalid.

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11. CONTRACTOR'S PERSONNEL AND SUBCONTRACTING

11.1. The Contractor shall ensure that all personnel engaged in the Services are competent, suitably trained and appropriately supervised.

11.2. The Contractor shall remain fully responsible for the acts and omissions of its employees, agents and approved subcontractors.

11.3. The Contractor shall not subcontract the whole or a substantial part of the Services without the Council's prior written consent.

11.4. Any approval by the Council of a subcontractor shall not reli e the Contractor of any of its obligations or liabilities under this Agreement.

12. ENVIRONMENTAL AND CHEMICAL CONTROLS

12.1. The Contractor shall undertake all weed cont l, spraying and chemical treatment in accordance with applicable legislation, manuf turer nstructions and good industry practice.

12.2. Only appropriately trained and au or d persons sh l apply pesticides, herbicides or other controlled products.

12.3. The Contractor shall take reasonable tep to prevent spray drift, contamination, damage to non-target plants nd harm members of the public, animals or wildlife.

12.4. Records shall be aintained here requ d by the Specification.

13. ACCESS AND PUBLIC SAFETY

13.1. The C ntractor a knowle es that many of the sites are public areas and may be us d by members o he public while Services are being undertaken.

13.2. The ntractor shall ke reasonable measures to protect members of the public from machine tools, ch micals, vehicles, grass cuttings and other hazards associated with the Serv .

13.3. Where necessary, the Contractor shall use appropriate warning signs, barriers or other control measures.

13.4. The Contractor shall ensure that paths, entrances and other public access routes are left in a clean and safe condition following each visit.

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14. DAMAGE TO PROPERTY

14.1. The Contractor shall take reasonable care to avoid damage to Council property, third-party property, trees, shrubs, hedges, buildings, paths, fences, play equipment and other structures.

14.2. The Contractor shall notify the Council promptly of any damage caused by the Contractor or its personnel.

14.3. Where damage has been caused by the Contractor's negligenc breach of contract or failure to exercise reasonable care, the Contractor shall, the Council's reasonable request, make good the damage or reimbur the Council for the reasonable cost of doing so.

15. REPORTING AND COMMUNICATION

15.1. The Contractor shall maintain regular commu cation with the Parish Clerk.

15.2. The Contractor shall notify the Council as soon a easonably practicable of any health and safety incident; signific nt mage to Cou il property; inability to access a site; significant delay in completin schedu Services; any condition which may present a risk to the public; or any oth r matter likely materially to affect performance of the Contract.

15.3. The Council may asonably equest info mation concerning the performance of the Services.

16. PRICE N PAYMENT

16.1. Th Council shall pa the Contractor the agreed contract price set out in the Contract Parti lars, subject to he terms of this Agreement.

16.2. The agre d price shall be £16,140.00 per annum, inclusive of VAT as applicable.

16.3. Unless other agreed in writing, the contract price shall include all labour, machinery, equipment, fuel, transport, supervision, PPE, materials and other costs necessary to perform the Services.

16.4. The Contractor shall submit invoices monthly by email to the Parish Clerk.

16.5. Invoices should be received by the last Wednesday of each calendar month unless the Clerk advises otherwise.

16.6. Payments shall be authorised at the monthly meeting of the full Parish Council and, subject to proper approval, made by BACS payment the following day.

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16.7. Invoices received after the Council's agenda deadline, generally the last Thursday of each calendar month, may be subject to payment during the following month.

17. VARIATIONS TO THE SERVICES

17.1. The Council may request reasonable changes to the Services.

17.2. No material change to the Services or contract price shall be binding unless agreed in writing by both parties.

17.3. Where the Council wishes to remove an element of the Servic , the parties shall agree any corresponding adjustment to the contract price w ere appropriate.

18. INSPECTION AND QUALITY OF WORK

18.1. The Council may inspect the sites and the Servi es at reasonable tim

18.2. Where the Council reasonably considers th Services h ve not been completed in accordance with the Specification, it may notify he ontractor and require the relevant work to be rectified within a reasonable p od.

18.3. The Contractor shall, at its own co t re fy defective incomplete Services where the failure is attributable to the Cont ctor's b ea f this Agreement.

18.4. The Council's inspection failure to i p ct any work shall not relieve the Contractor of its contractual obli ations.

19. INDEMNITY

19.1. The Contr t r shall in mnify and hold harmless the Council, its members, officers and employees ag inst los s, claims, liabilities, damages, costs and expenses ar ng from:

- e Contractor negligence or breach of this Agreement;
- injur or dea h caused by the Contractor's acts or omissions;
- damage o property caused by the Contractor;
- any breach of applicable law by the Contractor; or
- any claim arising from the Contractor's performance of the Services,

except to the extent that such loss arises from the Council's own negligence or wilful misconduct.

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20. TERMINATION BY THE COUNCIL

20.1. The Council may terminate this Agreement by giving the Contractor 30 days' written notice.

20.2. The Council may terminate the Agreement immediately by written notice where the Contractor:

- commits a serious or material breach of this Agreement;
- repeatedly fails to perform the Services to the required st ndard;
- fails to maintain the required insurance;
- commits a serious health and safety breach;
- becomes insolvent, enters liquidation or admi istration, or c ses or threatens to cease carrying on business; or
- commits any other breach which, wh capable remedy, has not been remedied within a reasonable period spe fie by the Council.

20.3. Where termination results from the Contractor's ma rial breach, the Council shall only be liable for properly completed Ser es due up t he date of termination, subject to any rights of set-off or rec very av ilab the Council.

21. TERMINATION BY TH CONT ACTOR

21.1. The Contractor may terminat this Agree ent by giving the Council 90 days' written notice.

21.2. The Cont may ter inate the Agreement by written notice where the Council com ts a materia breach f this Agreement and fails to remedy that breach within a rea onable period af r receiving written notice requiring it to do so.

21.3. Termin tion shall no affect any rights or liabilities which accrued before the date of termination

22. CONSEQUENCES OF TERMINATION

22.1. On termination or expiry of the Agreement, the Contractor shall cease performing the Services, except where otherwise instructed by the Council; remove its machinery, equipment and materials from Council sites; return any Council property in its possession; provide the Council with any outstanding records relating to the Services; and cooperate reasonably with the Council to ensure an orderly transition of the Services.

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23. CONFIDENTIALITY

23.1. Each party shall keep confidential information received from the other party which is reasonably understood to be confidential.

23.2. This obligation shall not prevent disclosure where required by law or by a competent authority.

23.3. Nothing in this clause shall prevent the Council from making disclosures required by applicable transparency, audit, freedom of information or local government requirements.

24. DATA PROTECTION

24.1. Each party shall comply with applicable data protection legislation in relation to personal data processed in connection with this Agreement.

24.2. The Contractor shall only process personal information supplied by the Council where reasonably necessary to perform the Services or comply with its legal obligations.

25. ASSIGNMENT

The Contractor shall not assign, transfer or otherwise dispose of its rights or obligations under this Agreement without the Council's prior written consent.

26. NOTICES

26.1. Any formal notice under this Agreement shall be given in writing.

26.2. Notices to the Council shall be addressed to: The Parish Clerk, Willingham Parish Council, Ploughman Hall, West Fen Road, Willingham, Cambridgeshire, CB24 5LP. Email clerk@willinghamparishcouncil.gov.uk.

26.3. Notices to the Contractor shall be addressed to the Contractor's address and email address stated in the Contract Particulars.

27. ENTIRE AGREEMENT

27.1. This Agreement, together with the documents incorporated into it, constitutes the entire agreement between the parties concerning the Services.

27.2. Neither party shall rely upon any representation or statement not expressly contained within the Agreement, except where such exclusion is prohibited by law.

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28. CHANGES TO THE CONTRACT

28.1. Any amendment to this Agreement shall be in writing and agreed by authorised representatives of both parties.

28.2. No oral variation shall be binding.

29. WAIVER

A failure or delay by either party to exercise any right under this Agreement shall not constitute a waiver of that right.

30. CONTRACTOR'S CONFIRMATION

The Contractor confirms that it has read and understood is Agreement an the Grounds Maintenance Specification; has satisfied itself as to th location, size and condition of the sites and the nature of the Services required; has th necess y resources, competence, equipment and personnel to undertake the Services; sh maintain the required insurance throughout the Contract Term; shall comp y ith the health a d safety requirements of the Contract; and shall perform the Services in ccordan with this Agreement.

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31. SIGNATURES

This Agreement is entered into by the parties on the dates set out below:-

Signed for and on behalf of WILLINGHAM PARISH COUNCIL

Signed:

Name:

Position:

Date:

Signed for and on behalf of MAJESTIC GROUN S MAINTENANCE LTD

Signed:

Name:

Position:

Date:

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SCHEDULE 1 – GROUNDS MAINTENANCE SPECIFICATION

The Contractor shall undertake the Services at all sites and in accordance with the frequencies, methods and seasonal requirements set out in the Council's Grounds Maintenance Specification.

The Specification covers:-

- Pyrethrum Way – Phases I and II
- The Pound, Pound Lane
- Village Green
- Public Hall, High Street
- Barton Field, Black Pit Drove
- Wildlife Meadow, Meadow Road
- Haden Way
- QEII Playing Field, West Fen Road
- Community Orchard
- Recreation Ground, West Fen Road
- Ploughman Hall, West Fen Roa
- The Landing G ound
- Cemetery Church Stre t

The full tender specification ld be attached to this Agreement and treated as part of the Contract.

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SCHEDULE 2 – ACCEPTED PRICING SCHEDULE

Item	Annual Price	VAT	Total
Year 1 – 2027/28	£13,450.00	£2,690.00	£16,140.00
Year 2 – 2028/29	£13,450.00	£2,690.00	£16,140.00
Year 3 – 2029/30	£13,450.00	£2,690.00	£16,140.00
Total Contract Value	£40,350.00	£8,070.00	£48,420.00

Any agreed pricing assumptions or exclusions:

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SCHEDULE 3 – CONTRACTOR'S COMPLIANCE DOCUMENTS

☐ Public Liability Insurance certificate – minimum £5 million

☐ Employers' Liability Insurance certificate

☐ Health and Safety Policy

☐ Risk Assessments

☐ Relevant qualifications/certificates

☐ Relevant pesticide/chemical application qualifications, where app able

☐ Waste disposal arrangements

☐ Contractor's emergency contact details

☐ Contractor's nominated Contract Representative

☐ Two satisfactory references, where required

☐ Any other documentation reasonably requested by th ouncil

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SCHEDULE 4 – CONTRACT MANAGEMENT

Willingham Parish Council Contract Representative details:	
Contact	Parish Clerk
Address	Willingham Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridgeshire, CB24 5LP
Telephone	01954 261027
Email	email@willinghampc.org.uk
Majestic Grounds Maintenance Ltd Contract Representative details:	
Contact	Rich Barley
Address	The Manse, Malting Lane, Litlington, Royston, SG 0QT
Telephone	[redacted]
Email	[redacted]

The Contractor shall notify the Council promptly of an change to its nominated representative or contact details.

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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: 4th November 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 draft Terms and Conditions for the Youth Club and consider any actions
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?*	When the Side hall was returned to the management of the Parish Council Connections became a regular hirers of the Side hall. They have since increased their usage to include the main hall so in line with other users of the Parish Council facilities for other community groups, new annual terms and conditions of hire have been drafted for consideration by the Parish Council for their use of the facilities for the youth club.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Draft terms and conditions of hire between Willingham Parish Council and Connections (the Youth Club)
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)*	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

TERMS AND CONDITIONS FOR THE HIRE OF THE PLOUGHMAN HALL MAIN HALL AND SIDE HALL BY CONNECTIONS FOR THE PROVISION OF THE YOUTH CLUB

1. Parties

1.1. These Terms and Conditions form part of the hire agreement between Willingham Parish Council ("**the Council**") and The Connections Bus Project ("**the Youth Club**") for the use of the main hall and side hall at the Ploughman Hall located on West Fen Road, Willingham, CB24 5LP.("**the Facilities**")

1.2. The Youth Club accepts these terms and conditions by signing the hire agreement, ("**the Agreement**") which consist of these Terms and Conditions and the Booking Form

2. Period of Hire

2.1. The Agreement shall run for the academic year 2026-2027 unless terminated earlier in accordance with these Terms and Conditions.

2.2. The Youth Club will confirm all bookings for the full year in writing, ahead of the beginning of the academic year and by no later than 31st August.

2.3. Any time being used outside a pre-agreed hire period will result in a relevant charge being applied

2.4. The Council reserves the right to review the Agreement annually.

3. Permitted Use

3.1. The Facilities may only be used for a pop-up youth club providing a range of activities for local young people

3.2. No other activity may take place without the Council's prior written permission.

4. Hire Times

4.1. The Youth Club shall only use the Facilities during the agreed times. The Youth Club shall:

4.1.1. Not arrive significantly earlier than the booked time

4.1.2. Vacate the Facilities promptly after use

4.1.3. Ensure the Facilities are left secure if they are the final users

4.2. The Youth Club shall not sub-hire the Facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the Facilities that might endanger them or render invalid the relevant insurance policies.

4.3. If the Youth Club wishes to cancel the bookings then this must be done in writing. At least fourteen days' notice is required for a full refund. Otherwise, a charge of 50% of the total cost will be made.

4.4. The Council reserves the right to refuse any booking without notice, or to cancel the Agreement at any time without giving a reason, either before or during the term of the Agreement upon giving seven days' notice in writing to the Youth Club; and will arrange a full refund. The Council will not be liable to make any further payment to the Youth Club and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in.

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5. Use of Facilities

5.1. The Youth Club agrees to:

5.1.1. Keep the main hall, side hall and associated inside and outside areas when used clean and tidy

5.1.2. Remove any items of lost property left by those attending the sessions after every session

5.1.3. Remove all rubbish after every session and dispose of it correctly in the Eurobin located at the Ploughman Hall

5.1.4. Leave all rooms, toilets, and kitchen areas in a clear and clean condition

5.1.5. Switch off lights, heating and water where appropriate

5.1.6. Lock all doors and windows after use (where responsible for doing so)

5.1.7. Report any defects immediately to the Council Office located at Ploughman Hall West Fen Road Willingham CB24 5LP ("**the Council Office**"), unless they are considered an issue of Health and Safety, then they should be reported to a Parish Councillor immediately if the Council Office is not open

5.1.8. Complete the Council's incident book, alongside their own incident book, should an incident occur, and return the completed incident reporting sheet to the Council as soon as possible by posting it through the Council Office post box.

5.2. The Council reserves the right to levy an extra charge for any clearing/tidying incurred.

5.3. In the event of the Facilities being rendered unfit for use for the purpose for which it was hired, the Council shall not be liable to the Youth Club for any resulting loss or damage whatsoever.

6. Respect for Neighbours

6.1. The Youth Club shall ensure:

6.1.1. Volunteers, parents and those attending the bookings behave responsibly

6.1.2. Excessive noise is avoided

6.1.3. Foul or abusive language is not tolerated

6.1.4. Parking is considerate and does not obstruct neighbouring properties or emergency access

7. Children and vulnerable adults

7.1. The Youth Club shall comply with all necessary safeguarding requirements.

7.2. The Council does not accept any responsibility for supervision of children.

7.3. The Club will ensure that any activities for children under the age of eighteen years comply with the provisions of The Protection of Childrens Act 1999 and the Safeguarding of Vulnerable Groups Act 2006 and that only fit and proper persons have access to the children.

8. Alcohol

8.1. Alcohol is not permitted at the Facilities during the Youth Club sessions.

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9. Food

9.1. The Youth Club is responsible, if preparing, selling or serving food, to ensure that they adhere to all relevant food health and hygiene legislation and regulations.

9.2. The Youth Club shall provide the Council with the relevant licence information if they are to prepare, serve or sell freshly prepared food.

10. Betting

10.1. The Youth Club will ensure that there is no contravention of the law relating to gaming betting and lotteries

11. Smoking and vaping

11.1. Smoking and vaping are prohibited inside the Facilities. Cigarette ends must be disposed of correctly and safely.

12. Dogs

12.1. Dogs are not permitted at the Facilities, unless they are an authorised disability assistant dog.

12.2. Any fouling from an authorised disability assistant dogs must be cleared immediately.

13. Health and Safety

13.1. The Youth Club shall:

13.1.1. Undertake suitable risk assessments and provide a copy of these to the Council

13.1.2. Provide qualified first aid provision during fixtures

13.1.3. Ensure emergency exits remain unobstructed at all times

13.1.4. Report accidents or near misses occurring on Council property.

14. Insurance

14.1. The Youth Club shall maintain throughout the period of hire:

14.1.1. Public Liability Insurance of not less than £2,000,000 (or such amount as required by the Council)

14.1.2. Employers Liability Insurance where required by law

14.2. Evidence of insurance must be provided to the Council annually.

15. Damage

15.1. The Youth Club shall:

15.1.1. Report all damage immediately

15.1.2. Indemnify the Council against the cost of repair or necessary replacement or any damage caused to the Ploughman Hall, the outside areas or its contents by its volunteers, attendees and parents excluding fair wear and tear, and reimburse the Parish Council accordingly

16. Equipment

16.1. All equipment bought to the Facilities remains entirely at the Youth Club's risk and must be covered by the Youth Club's own insurance.

16.2. The Council accepts no responsibility for loss, theft or damage.

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16.3. No items belonging to the Youth Club shall be stored inside the Facilities without the prior written consent of the Council.
16.4. Any electrical appliances brought to the Facilities shall be in good working order and used safely and will comply with all relevant legislation and regulations.
16.5. Any electrical appliances brought to the Facilities shall be maintained regularly to a high standard and at the expense of the Youth Club.
16.6. The Council accepts no liability to any damage or theft of any electrical items brought to the Facilities.

17. Keys and Security

17.1. Where keys or access codes are issued:
- 17.1.1. They shall not be copied
- 17.1.2. A record must be kept of all keyholders and provided to the Council at the beginning of the academic year and at any point during the academic year when it is updated by the Youth Club
- 17.1.3. Keys shall not be shared with anyone who is not a listed key holder, without prior written permission of the Council
- 17.1.4. Keys which have been provided but are not required must be returned to the Council immediately. Keys can be posted through the Council post box at any time. Keys which are not in use must not be retained by the Youth Club
- 17.1.5. Lost keys shall be reported immediately
- 17.1.6. Replacement costs may be charged
- 17.1.7. Should the Youth Club cancel its bookings, then all keys must be returned to the Parish Clerk within 48 hours of the cancellation being confirmed

18. Utilities

18.1. The Youth Club shall use electricity, gas and water responsibly
18.2. The Council reserves the right to recover costs arising from excessive or negligent use

19. Alterations

19.1. Nothing shall be fixed to the Facilities, without written permission from the Council.
19.2. Temporary signage shall be removed after each use.

20. Litter

20.1. The Youth Club shall leave the Facilities including car parking areas, surrounding areas free from litter after every use.
20.2. The Council reserves the right to levy an extra charge for any clearing/cleaning incurred.

21. Maintenance and Closures

21.1. The Council reserves the right to:
- 21.1.1. Close the Facilities due to weather or the result of weather conditions
- 21.1.2. Close Facilities for maintenance

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21.1.3. Cancel bookings without notice or to cancel the Agreement at any time without giving reason before or during Agreement upon giving seven days notice in writing to the Club and will arrange a pro rata refund for unused bookings

21.1.4. Where reasonably possible, notice will be provided.

22. Emergencies

22.1. The Youth Club shall immediately notify the Council of:

22.1.1. Any incidents including

22.1.1.1. Serious accidents

22.1.1.2. Fire

22.1.1.3. Vandalism

22.1.1.4. Criminal damage

22.1.1.5. Security concerns

22.2. Emergency services shall be contacted by the Youth Club where appropriate

23. Compliance

23.1. The Youth Club shall comply with:

23.1.1. All applicable legislation

23.1.2. Any legislation and guidance relating to the provision of youth services

23.1.3. The requirements for playing music and obtain the relevant PRS/PPL licence if needed

23.1.4. Health and safety legislation

23.1.5. Equality legislation

23.1.6. Safeguarding requirements

23.1.7. Council terms and conditions of hire and relevant policies

24. Behaviour

24.1. The Council operates a zero-tolerance approach towards:

24.1.1. Abuse of Council staff and Councillors

24.1.2. Threatening behaviour

24.1.3. Discrimination

24.1.4. Harassment

24.1.5. Violence

24.1.6. Criminal activity

24.1.7. Serious breaches may result in immediate termination of the Agreement

25. Cancellation and Termination

25.1. The Council may terminate the Agreement immediately where:

25.1.1. These Terms and Conditions are breached

25.1.2. Fees remain unpaid

25.1.3. Insurance lapses

25.1.4. Unlawful activity occurs

25.1.5. Continued use presents a safety risk

25.2. The Youth Club may terminate the Agreement by giving fourteen days written notice.

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26. Fees

26.1. Hire Charges shall be paid in accordance with the Council's invoice issued at the beginning of each football season

27. Indemnity

27.1. The Youth Club agrees to indemnify the Council against claims arising from the Youth Club's use of the Facilities, except where caused by the Council's own negligence.

28. Limitation of Liability

28.1. Nothing in the Agreement excludes liability for death or personal injury by negligence

28.2. Subject to this, the Council accepts no liability for:

- 28.2.1. Loss of property
- 28.2.2. Theft
- 28.2.3. Cancellation due to adverse weather
- 28.2.4. Interruption caused by circumstances beyond its control

29. Disputes

29.1. Any dispute should initially be referred to the Clerk to the Council

29.2. If unresolved, the matter shall be considered by the Council before legal proceedings are commenced

30. Acceptance

30.1. By signing the Agreement, the Club confirms that it has read and agrees to comply with these Terms and Conditions.

SIGNED ON BEHALF OF THE YOUTH CLUB

FULL NAME:

POSITION:

SIGNATURE:

DATE:

SIGNED ON BEHALF OF THE COUNCIL

FULL NAME:

POSITION:

SIGNATURE:

DATE:

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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: 4th November 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 and consider a proposal from the Clerk to increase her weekly hours of work
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?*	Currently, the Clerk is contracted to 27 hours per week plus meetings. This time is split as 21 hours for Clerk and 6 hours for Responsible Finance Officer (RFO). The Clerk is contracted to complete 3 days (15 hours) in the office and the remainder of the hours are to be completed either from home or in the office, however the need arises. With the Clerk training the Deputy Clerk and the increased workload of larger projects the Council is facing, the Clerk is struggling to complete all of her work needed in the allocated hours, regularly doing more than her contracted hours but not including them on her time sheet. The Clerk would therefore request that the Council considers increasing her Clerk hours to 24 hours per week and keeping her 6 hours as RFO the same, meaning she would be contracted to 30 hours per week, plus meetings. The Clerk would like to have the flexibility to carry out these extra hours either at home or in the office, depending on the need of the Council.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	None.



Willingham Parish Council
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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)*	The Clerk is paid an hourly rate of £24.14. The increase in hours would cost the council around £85.46 per week.



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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: 4th November 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 and consider information from Hiscox regarding insurance and consider any actions
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 Council previously agreed to a three year term insurance which is reviewed annually. This is the first annual renewal received. The Council needs to check the paperwork carefully and confirm whether it is happy with the documentation.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Insurance information.
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 annual renewal cost is £ 6,418.51. The council has an allocated budget of £6,000.00 and the extra £418.51 can be taken from Establishments, if the Council wishes to accept the renewal any continue with the policy.

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Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridge, CB24 5LP

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Wednesday 26th August 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: None Clerk: Amy Rudderham

The meeting opened at 19.34.

1. **To receive apologies for absence**

None received.

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 present.

4. **To approve the minutes of the meeting held on Monday 3rd August 2026.**

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

Action: Clerk

5. **Planning Applications for consideration**

a. 26/02737/HFUL – Alwyn Tourist Park, Willingham Rd, Willingham Cambridgeshire – Front Porch and single storey rear extension – Mr and Mrs Paul and Dawn Pickering.

Councillor Moore proposed the Council recommends approval of the application. This was seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

6. **Correspondence**

a. To receive and consider correspondence from Edie Ices.

Following the correspondence received from Edie's Ices, the Committee resolved unanimously to support the application.

Action: Clerk

b. To receive and consider correspondence from Greater Cambridge Planning regarding the Greater Cambridge Local Plan.

Correspondence was noted by the Committee and it was agreed that all Councillors should respond individually.

Action: All Councillors

APPROVED

c. To receive and consider correspondence from Cambridgeshire and Peterborough Minerals and Waste regarding the Local Plan Review.

Correspondence was noted by the Committee and it was agreed that all Councillors should respond individually.

Action: All Councillors

d. To receive and consider correspondence from Greater Cambridge Shared Planning regarding application 24/04119/OUT.

The correspondence was noted. However, the Council wished to draw attention to the Statement from Anglian Water, stating that the sewage treatment plant at Over does not have capacity to deal with this proposed development. The Council further notes that the Over treatment plant is rated as having the second highest output of sewage into rivers, in the County.

e. To receive and consider correspondence from a resident regarding 26/01053/FUL

Noted.

f. Any other correspondence.

None received.

7. Items for future meetings

26/01353/S73 – S73 to remove condition 2 (agriculture) of ref, C/1039/67/D (Erection of bungalow and garage) – 51 Mill Road, Willingham – D Circus.

8. To decide date of next meeting

Tuesday 15th September 2026.

Meeting closed at 7.51 PM

APPROVED

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PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Tuesday 15th September 2026 at 7:30pm**,** in the Parish Council office, Ploughman Hall, West Fen Road, Willingham.

Present:
Councillors: Hales, Harris (Chair), Hutchcraft, McKee
Parishioners: None

Clerk: Amy Rudderham
Deputy Clerk: Sophie McNally

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1. To receive apologies for absence
Apologies were received from Councillor Law due to being on holiday.
Councillor Hutchcraft proposed the apologies be accepted, seconded by Councillor Harris and **resolved** unanimously.

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 present.

4. To approve the minutes of the meeting held on Wednesday 26th August 2026.
Councillor Hales proposed that the Minutes be accepted as a true record of the meeting, seconded by Councillor Hutchcraft and **resolved** unanimously.

Action: Clerk

5. Planning Applications for consideration
a. 26/03153/S73 – 51 Mill Road, Willingham, Willingham Cambridgeshire – S73 to remove condition 2 (agriculture) of ref: C/0139/67/D (Erection of bungalow and garage) – D Circus.

Councillor Hutchcraft proposed the Council make no recommendation on the application, however raised concerns that the outline on the plan doesn't cover the whole extent of the property. This was seconded by Councillor Harris and **resolved** unanimously.

Action: Clerk

APPROVED

b. 26/02539/FUL – Land adjacent to 34 and 36 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 Harris proposed the Council recommend approval of the application, seconded by Councillor Hales and **resolved** with 3 votes in favour and one abstention.

Action: Clerk

c. 26/03322/HFUL – 46 Millfield, Willingham, Cambridgeshire – Two storey side extension and single storey rear and front extension, including alterations to the primary frontage. Works to include hard and soft landscaping upgrades to the front and rear of the dwelling – Open Space Property Limited

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

Action: Clerk

6. Correspondence

a. To receive and consider correspondence from Greater Cambridge Planning.

Noted.

b. Any other correspondence.
26/02452/FUL – 82 Earith Road - Application withdrawn.

Noted.

7. Items for future meetings

a. 26/03146/REM – Reserved Matters application for Phase 1 of Northstowe Phase 3B to provide 235 dwellings, a secondary mixed-use zone and associated infrastructure, for appearance, landscaping, layout, scale and access pursuant to outline planning permission ref. 20/02142/OUT, including the submission of details pursuant to Conditions 12 (Reserved Matters Requirements), 13 (Landscape and Design Reserved Matters), 16 (Access to B1050 (Station Road, Longstanton), 17 (Public footpaths), 21 (Bus Stops), 24 (Landscape Management and Maintenance Plan), 27 (Ecological Design Strategy and Landscape and Ecological Mitigation Plan), 28 (Biodiversity Survey and Assessment), 30 (Sustainability Strategy – Reserved Matters), 35 (Surface Water - Reserved Matters Details), 46 (Green Routes), 50 (Housing Delivery Statement), 51 (Housing Mix), 52 (Space Standards), 55 (Open Space and Play Facilities Details) and 58 (Lighting) of outline planning permission ref. 20/02142/OUT.) – c/o Iceni Projects.

b. 26/03413/HFUL – Bonheur Millfield Willingham Cambridgeshire – Single storey rear, side and front extensions following demolition of existing conservatory.– Wendy Turner.

8. To decide date of next meeting

Wednesday 7th October 2026.

Meeting closed at 7:56 PM

APPROVED

Willingham Parish Council
serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law
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PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Wednesday 7th October 2026 at 7:00pm, in the Octagon, St Mary and All Saints Church, Willingham

Present:
Councillors: Hales, Harris (Chair), Hutchcraft, Law, McKee, Moore
Parishioners: Six (one parishioner arrived at 19:10)

Clerk: Amy Rudderham
Deputy Clerk: Sophie McNally

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1. To receive apologies for absence
Apologies were received from Councillor Watson due to personal reasons. Councillor Harris proposed the apologies be accepted, seconded by Councillor McKee and **resolved** unanimously.

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
Two residents addressed the Council regarding their concerns about application 26/03645/FUL. The Council thanked them for their time.

4. To approve the minutes of the meeting held on Tuesday 15th September 2026.
Councillor Moore proposed that 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.

Action: Clerk

5. Planning Applications for consideration
a. 26/03146/REM – Reserved Matters application for Phase 1 of Northstowe Phase 3B to provide 235 dwellings, a secondary mixed-use zone and associated infrastructure, for appearance, landscaping, layout, scale and access pursuant to outline planning permission ref. 20/02142/OUT, including the submission of details pursuant to Conditions 12 (Reserved Matters Requirements), 13 (Landscape and Design Reserved Matters), 16 (Access to B1050 (Station Road, Longstanton), 17 (Public footpaths), 21 (Bus Stops), 24 (Landscape Management and Maintenance Plan), 27 (Ecological Design Strategy and Landscape and

Ecological Mitigation Plan), 28 (Biodiversity Survey and Assessment), 30 (Sustainability Strategy – Reserved Matters), 35 (Surface Water - Reserved Matters Details), 46 (Green Routes), 50 (Housing Delivery Statement), 51 (Housing Mix), 52 (Space Standards), 55 (Open Space and Play Facilities Details) and 58 (Lighting) of outline planning permission ref. 20/02142/OUT.) – c/o Iceni Projects.

Councillor Harris proposed the Council note the application, seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

b. 26/03413/HFUL – Bonheur Millfield Willingham Cambridgeshire – Single storey rear, side and front extensions following demolition of existing conservatory. – Wendy Turner

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

Action: Clerk

c. 26/03645/FUL – Land At Earith Road Willingham Cambridgeshire – Change of use to a Gypsy/Traveller site comprising of 3 pitches, including 1xmobile homes and 1xtouring caravans per pitch – Nicole, Stephen Sr and Stephen Jr Stephenson, Ayres and Ayre

Councillor Moore proposed that the Council recommend refusal of the application. This was seconded by Councillor Harris and resolved unanimously.

The Council expressed considerable concern regarding the current enforcement notice and the fact that the field has yet to be returned to its previous state. The Council considered that the submission of the current application appeared to be an attempt to circumvent or defeat the existing enforcement action, rather than address the requirements of the enforcement notice. In this regard, the Parish Council requested that South Cambridgeshire District Council consider exercising its discretionary power under Section 70C of the Town and Country Planning Act 1990, having regard to the existing enforcement notice and the apparent overlap between the matters covered by the notice and the current application.

The Council recognised the District Council's need to provide traveller pitches. However, the Parish Council considered that the 45 existing pitches, excluding the Piggery site, where development was currently in progress, met the identified need for the parish.

The Council also identified conflict with Policies S/7 and HQ/1 of the South Cambridgeshire Local Plan 2018. Members further noted that there was no footpath linking the site to the main amenities of the village and expressed concern regarding road safety in the vicinity, noting that two accidents had occurred in recent months, one of which had resulted in a fatality.

It was further requested that, should the planning officer be minded to approve the application, the application be referred to the Planning Committee for consideration.

Action: Clerk

DRAFT

d. 26/03644/FUL – Land North East Of Longacre Meadow Road Willingham Cambridgeshire – Creation of one Gypsy pitch comprising 2 mobile homes, 2 touring caravans and associated works – DNR Architecture

Councillor Law proposed the Council recommend refusal of the application, seconded by Councillor Hutchcraft and **resolved** unanimously.
The Council remains concerned regarding the proposed development and the history of the site. Members noted that the application follows the previous Permission in Principle application, reference 25/04893/PIP, which was approved by the District Council's Planning Committee despite the Parish Council's objections.
The Council recognises the District Council's need to provide traveller pitches. However, the Parish Council is of the opinion that the 45 existing pitches, excluding the Piggery, which is currently in progress, meet the identified need for the parish.

Action: Clerk

6. Correspondence

a. To receive and consider correspondence from Planning Inspectorate regarding Proposed application for the Chatteris Wind Farm.

Noted.

b. Any other correspondence

None.

7. Items for future meetings

None.

8. To decide date of next meeting

To be decided.

Meeting closed at 7:25 PM

DRAFT



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: 4th November 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 regarding the Cleaner and consider the appointment of a new cleaner to begin immediately until 31st March 2027
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 appointment of the new Contractor as a result of the Tender process the existing Cleaner, who was not bound by a contract, has confirmed that they will no longer work for the Council from the end of October 2026. The new Tender does not begin until April 2027. The office has therefore liaised with the new Contractor who has agreed to take on the cleaning for an interim period before the new Tender begins in April 2027.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is the pricing schedule from the appointed Tender
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 Contractor has confirmed they would charge the same rates that were proposed and accepted for the Tender. This would be £1,188.00 + VAT (£1,425.60 Total) per month. The council currently pays £974.00 excluding VAT.

ACR Cleaning Ltd

Quote #2212

From **ACR Cleaning Ltd**
07554452992
info@acrcleaning.com
www.acrcleaning.co.uk
Unit 17 Stephenson Road
St Ives, Cambridgeshire PE27 3WJ

Bill To Parish Council Office, Ploughman Hall, West Fen Road, Willingham Cambridge, CB24 5LP

Job Title Contract Cleaning Services

Willingham Parish Council

Parish Council Office, Ploughman Hall, West Fen Road, Willingham
Cambridge, CB24 5LP

Product/Service	Description	Qty.	Unit Price	Total
CONTRACT CLEANING	For the provision of general cleaning services -as outlined in section 4 of the tender, Price is based on 12 equal monthly payments and includes all weekly, monthly and six monthly tasks	1	£1,188.00	£1,188.00

Subtotal	£1,188.00
VAT (20.0%)S (20.0%)	£237.60
Total	**£1,425.60**

Our rates are calculated based on anticipated operational costs for April 2027. Please note that ACR Cleaning conducts annual price reviews following official government budget announcements

This quote is valid for the next 30 days, after which values may be subject to change.



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: 4th November 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 …"*	Consider the draft Contract for the new cleaner for the period until 31st March 2027
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?*	Providing the Council agree to the appointment of the new cleaner for the interim period, the office has drafted a Contract for signing by both parties, for the Council's consideration.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is the draft Contract.
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)*	None.



Willingham Parish Council
serving the population of Willingham in Cambridgeshire

CLEANING SERVICES CONTRACT

1st November 2026 – 31st March 2027

Between

Willingham Parish Council

and

ACR Cleaning

CONTRACT PARTICULARS

Council	Willingham Parish Council
Contractor	
Contract	
Contract commencement date	
Contract expiry date	
Contract term	
Contract price	
VAT	
Council's Contract Representative	Parish Clerk
Contractor's Contract Representative	

1. BACKGROUND

1.1 The Council has resolved to appoint the Contractor to provide the Service described in this Agreement and the accompanying Cleaning Specification

1.2 The Contractor agrees to provide the Services in accordance with this Agreement and the Specification

2. DEFINITIONS AND INTERPRETATION

"**Agreement**"	means this contract together with the Specification, the Contractor's accepted tender and any documents expressly incorporated into it.
"**Council**"	means Willingham Parish Council.
"**Contractor**"	means the contractor identified in the Contract Particulars.
"**Services**"	means the cleaning of Parish Council buildings
"**Specification**"	means the Council's document entitled "cleaning specification" together with the site requirements contained within it.

3. Purpose and Duration of the Contract

3.1 The Council appoints the Contractor to provide cleaning services at the Council buildings listed in this Agreement, in accordance with the specification and frequencies set out in Schedule 1.

3.2 The Contractor agrees to provide the services professionally, efficiently and to a satisfactory standard throughout the contract period.

3.3 The contract shall commence on **1 April 2027** and expire on **31 March 2030**, unless terminated earlier in accordance with the provisions of this Agreement.

3.4 The contract shall operate for a fixed period of three years. Any extension beyond 31 March 2030 must be agreed in writing by both Parties.

3.5 The Contractor confirms that they have reviewed the tender specification, understand the cleaning requirements and have had the opportunity to inspect the premises and raise any questions necessary to establish the scope of the work.

4. Buildings Covered by the Contract

The Contractor shall provide the services at all four of the following locations:

1. Ploughman Hall, Willingham.
2. Side Hall, Willingham.
3. Parish Council Office, Willingham.
4. Pavilion, Willingham.

The Contractor shall provide cleaning services at all four buildings in accordance with Schedule 1.

The Council reserves the right to request reasonable changes to the cleaning arrangements in accordance with the variation provisions of this Agreement.

5. Cleaning Specification and Service Standards

5.1 The Contractor shall complete all cleaning tasks at the frequencies specified in Schedule 1.

5.2 The Contractor shall ensure that all cleaning is carried out to a professional standard, leaving the relevant areas clean, hygienic, tidy and safe for use.

5.3 The Contractor shall provide all cleaning products, equipment, machinery and personal protective equipment required to undertake the services, unless otherwise agreed in writing.

5.4 All cleaning products and equipment shall be suitable for their intended use, appropriately maintained and used in accordance with manufacturers' instructions and applicable health and safety requirements.

5.5 The Contractor shall not substitute, omit or materially reduce any specified cleaning task without the Council's prior written agreement.

5.6 The Contractor shall notify the Parish Clerk promptly of any damage, defects, maintenance issues, safety concerns or other matters identified during cleaning.

5.7 The Contractor shall keep appropriate records of completed cleaning visits and specified periodic tasks. These records shall be made available to the Council upon reasonable request.

5.8 Where cleaning is not completed, or the quality of the work falls below the agreed standard, the Council may request corrective work at no additional cost where the failure is attributable to the Contractor.

5.9 The Contractor shall notify the Parish Clerk as soon as reasonably practicable if a visit cannot be completed as scheduled and shall agree an appropriate alternative arrangement.

6. Cleaning Schedule and Access Arrangements

6.1 The agreed cleaning days and times shall be confirmed between the Parties before the commencement of the contract.

6.2 The Contractor shall maintain the following minimum visit frequencies:

6.2.1 Ploughman Hall: Two visits per week.

6.2.2 Side Hall: One visit per week.

6.2.3 Parish Council Office: One visit every other week.

6.2.4 Pavilion: One visit per week.

6.3 The Parish Council Office may only be accessed when a member of Council staff is present. The Contractor shall arrange visits to this building accordingly.

6.4 Access arrangements for the other buildings, including keys, alarm codes and any restrictions on access, shall be agreed before the contract commences.

6.5 The Contractor shall ensure that all premises are properly secured after each visit, including the closure of windows and doors and the activation of alarms where instructed.

6.6 The Contractor shall not permit unauthorised persons to enter the premises or use Council facilities.

6.7 Any changes to scheduled visits must be agreed with the Parish Clerk.

7. Contractor's Responsibilities

The Contractor shall:

7.1 Supply sufficient suitably trained and competent personnel to fulfil the requirements of this contract.

7.2 Provide all necessary cleaning equipment, cleaning materials, consumables required for the Contractor's work, and personal protective equipment.

7.3 Maintain all equipment in a safe and serviceable condition.

7.4 Ensure that staff understand and comply with the cleaning specification, site-specific instructions and applicable health and safety requirements.

7.5 Ensure that all cleaning products are stored securely and safely and are not left accessible to building users.

7.6 Take reasonable precautions to protect the Council's buildings, fixtures, fittings, furniture, equipment and other property.

7.7 Ensure that floors and other surfaces are left in a safe condition following cleaning, with appropriate warning signs used where necessary.

7.8 Maintain suitable cleaning records and complete the Legionella-related flushing and descaling records specified in Schedule 1.

7.9 Notify the Parish Clerk promptly of any accident, incident, loss, damage or health and safety concern arising during the provision of the services.

7.10 Cooperate reasonably with the Council and its representatives in relation to inspections, service reviews and any complaints concerning the services.

7.11 Ensure that any subcontractor engaged to undertake work has the necessary competence, insurance and training, and that the Council has given prior written approval to the subcontracting arrangement. The Contractor shall remain responsible for the performance of any approved subcontractor.

8. Health and Safety

8.1 The Contractor shall comply with all applicable health and safety legislation, regulations and relevant codes of practice.

8.2 Before commencing the contract, the Contractor shall provide the Council with:

8.2.1 Suitable and sufficient risk assessments covering the cleaning activities.

8.2.2 A written Health and Safety Policy, where required by law.

8.2.3 Current public liability insurance documentation.

8.2.4 Current employers' liability insurance documentation, where applicable and legally required.

8.2.5 Relevant training records, safety information and certifications reasonably required for the contracted activities.

8.3 The Contractor shall ensure that safe systems of work are in place for all activities and that all employees receive appropriate instruction, supervision and training.

8.4 The Contractor shall provide suitable personal protective equipment for its employees and ensure that it is used correctly.

8.5 The Contractor shall ensure that cleaning chemicals are assessed, labelled, stored, handled and used safely in accordance with applicable legislation, including the Control of Substances Hazardous to Health Regulations 2002 where applicable.

8.6 The Contractor shall not undertake any task for which it lacks the necessary training, equipment or competence.

8.7 The Contractor shall promptly report any significant health and safety incident or identified hazard to the Parish Clerk.

8.8 Updated insurance certificates and risk assessments shall be provided whenever renewed, materially amended or reasonably requested by the Council.

9. Legionella Flushing and Descaling Requirements

9.1 The Contractor shall undertake the weekly flushing of the taps and outlets specified in Schedule 1 at the relevant buildings.

9.2 The Contractor shall undertake quarterly descaling of the taps and showers specified in Schedule 1.

9.3 All flushing and descaling activities shall be recorded in the relevant logbooks kept at the locations identified in Schedule 1.

9.4 The Contractor shall ensure that personnel undertaking these tasks have received appropriate instruction and that the work is completed in accordance with the Council's water hygiene procedures and any applicable risk assessment or written control scheme.

9.5 The Contractor shall immediately report any identified defects, unusual conditions or concerns relating to the water outlets to the Parish Clerk.

9.6 The Contractor's responsibilities under this clause are limited to the specified flushing, descaling and record-keeping tasks. They do not replace the Council's wider duties as the responsible duty holder for the management and control of Legionella risks.

10. Insurance and Liability

10.1 The Contractor shall maintain appropriate public liability insurance throughout the contract period, at a level agreed with the Council before commencement.

10.2 The Contractor shall maintain employers' liability insurance where required by law.

10.3 The Contractor shall provide evidence of insurance upon commencement, at each renewal and upon reasonable request.

10.4 The Contractor shall be responsible for loss or damage to Council property, or injury to persons, to the extent caused by the Contractor's negligence, breach of contract or unlawful acts, including those of its employees or approved subcontractors.

10.5 The Contractor shall indemnify the Council against reasonable losses, damages, liabilities, costs and expenses arising from such negligence, breach or unlawful acts to the extent permitted by law.

10.6 Neither Party shall be liable under this Agreement for any liability that cannot lawfully be excluded or limited.

10.7 Nothing in this Agreement shall make either Party responsible for losses caused by the other Party's negligence or breach of its own obligations.

11. Contract Price and Payment Terms

11.1 The agreed contract prices shall be those submitted in the Contractor's accepted tender and recorded in Schedule 2 of this Agreement.

11.2 The Contractor shall submit invoices monthly by email to the Parish Clerk.

11.3 Invoices should be received by the last Wednesday of each calendar month, unless the Parish Clerk advises otherwise.

11.4 Payments shall be authorised at the monthly meeting of the full Parish Council and made by BACS payment on the following day, subject to the Council's approval procedures.

11.5 Invoices received after the relevant agenda deadline, generally the last Thursday of each calendar month, shall be subject to payment in the following month.

11.6 Each invoice shall clearly identify the billing period, the buildings covered and the agreed charges. Any additional work shall be itemised separately and supported by prior written approval.

11.7 The Contractor shall notify the Council promptly of any proposed change to its payment details. The Council may take reasonable steps to verify such changes before making payment.

11.8 The contract price shall remain fixed for the initial three-year term unless a price variation is expressly agreed in writing by both Parties.

11.9 Any applicable VAT shall be identified separately on invoices where the Contractor is required to charge VAT.

12. Performance Monitoring and Complaints

12.1 The Council may inspect the premises and review the Contractor's performance at reasonable times.

12.2 The Council may raise concerns regarding missed visits, incomplete tasks, poor cleaning standards, failure to maintain records or any other failure to comply with this Agreement.

12.3 The Contractor shall respond promptly to complaints and, where the Contractor is responsible for the failure, agree and complete appropriate remedial work within a reasonable period.

12.4 Where a material or repeated failure occurs, the Council may issue a written notice setting out the failure and requiring corrective action within a specified reasonable period.

12.5 The Contractor shall cooperate with reasonable performance reviews and provide relevant cleaning records when requested.

12.6 Persistent failure to meet the requirements of this Agreement may constitute grounds for termination under Clause 15.

13. Confidentiality, Security and Data Protection

13.1 The Contractor shall maintain the confidentiality of any confidential information encountered while providing the services.

13.2 The Contractor shall not disclose Council documents, personal information, security arrangements or other confidential information to unauthorised persons.

13.3 The Contractor shall use keys, access codes and security information only for the purpose of fulfilling this Agreement.

13.4 Any loss of keys, suspected security breach or unauthorised disclosure of information shall be reported to the Parish Clerk immediately upon discovery.

13.5 The Contractor shall comply with applicable data protection legislation when handling any personal information obtained through the contract.

14. Changes to the Contract

14.1 Any proposed change to the scope of work, cleaning frequencies, buildings covered, access arrangements or contract price shall be submitted to the Council for approval.

14.2 No material variation shall take effect unless agreed in writing by both Parties through their authorised representatives.

14.3 The Council may request the removal of a building or service from the contract by written agreement with the Contractor, including agreement on any resulting adjustment to the contract price.

14.4 Any additional cleaning work outside the agreed specification shall be separately agreed, including the price and any revised timetable, before the work is undertaken.

15. Events Outside the Parties' Control

15.1 Neither Party shall be treated as being in breach of this Agreement to the extent that its performance is prevented by circumstances beyond its reasonable control.

15.2 The affected Party shall notify the other Party as soon as reasonably practicable and take reasonable steps to reduce the impact of the circumstances.

15.3 The Parties shall seek to agree alternative arrangements for maintaining essential services where practicable.

15.4 If such circumstances prevent a substantial part of the contract from being performed for an extended period, either Party may seek to terminate the affected services by giving reasonable written notice.

16. Termination

16.1 Either Party may terminate this Agreement by giving not less than three months' written notice to the other Party.

16.2 Either Party may terminate the Agreement by written notice if the other Party commits a material breach and, where the breach is capable of remedy, fails to remedy it within 30 days of receiving written notice specifying the breach.

16.3 The Council may terminate the Agreement by written notice where the Contractor:

- 16.3.1 Repeatedly fails to complete the agreed cleaning schedule or maintain acceptable standards.
- 16.3.2 Fails to maintain required insurance.
- 16.3.3 Commits a serious health and safety breach.
- 16.3.4 Acts dishonestly or commits a serious breach of confidentiality or site security.
- 16.3.5 Becomes insolvent or is otherwise unable to perform the contract, subject to applicable law.

16.4 Where the circumstances permit, the Council shall provide an opportunity to remedy the failure before termination.

16.5 On termination or expiry, the Contractor shall return all Council keys, access cards, documents, records and other property in its possession.

16.6 The Council shall pay for services properly performed up to the termination date, together with any other sums lawfully due under this Agreement.

16.7 Termination shall not affect rights or liabilities accrued before the termination date.

17. Dispute Resolution

17.1 The Parties shall initially seek to resolve any dispute through good-faith discussions between the Contractor and the Parish Clerk.

17.2 If the dispute cannot be resolved informally, it may be referred to the Council and an authorised representative of the Contractor for further consideration.

17.3 If the dispute remains unresolved, the Parties may consider mediation or other appropriate dispute resolution procedures before commencing legal proceedings, where suitable.

18. General Provisions

18.1 This Agreement, together with its schedules and any expressly incorporated tender documents, sets out the agreed terms governing the services.

18.2 If there is any inconsistency between this Agreement and the original tender specification or accepted tender submission, the Parties shall seek to resolve the inconsistency in writing before the affected requirement is carried out. No variation shall be effective unless agreed in accordance with Clause 13.

18.3 This Agreement does not create a partnership or joint venture between the Parties. The Contractor shall remain responsible for its own business, employees, taxes and statutory obligations.

18.4 No amendment to this Agreement shall be effective unless recorded in writing and agreed by authorised representatives of both Parties.

18.5 This Agreement shall be governed by the laws of England and Wales, and the courts of England and Wales shall have jurisdiction over disputes arising under it, subject to any applicable mandatory legal requirements.

19. Signatures

By signing below, the Parties confirm that they have read, understood and agreed to the terms of this Cleaning Services Contract and its schedules.

For and on behalf of Willingham Parish Council

Name: _____

Position: _____

Signature: _____

Date: _____

For and on behalf of the Contractor

Business Name: _____

Name: _____

Position: _____

Signature: _____

Date: _____

SCHEDULE 1 – CLEANING SPECIFICATION

The Contractor shall undertake the following tasks at the specified frequencies throughout the contract period.

A. Ploughman Hall, Willingham

Frequency: Two visits per week. Days to be agreed.

Main Hall

- Sweep or vacuum the floor twice per week.
- Wash the floor once per week, increasing to twice per week if heavily soiled.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week, where reachable from floor level.

Kitchen

- Sweep or vacuum floors twice per week.
- Wash floors once per week, increasing to twice per week if heavily soiled.
- Clean all work surfaces, window sills and sinks twice per week.
- Clean the fridge, cooker and microwave once per month.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.
- Clean and wipe out kitchen cupboards twice per year.

Meeting / Storage Room

- Vacuum the open floor area once per week.
- Wipe window sills when practicable.
- Dust accessible high areas and remove cobwebs once per week.
- Clean skirting boards and doors once per month.

Main Foyer

- Vacuum twice per week.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.

Toilets

- Clean all toilets and urinals twice per week.
- Clean all sinks twice per week.
- Sweep or vacuum floors twice per week.
- Wash floors once per week, increasing to twice per week if heavily soiled.
- Clean pipework and mirrors once per week.
- Wipe window sills weekly.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.

Legionella Checks

- Flush all taps in the kitchen and toilets weekly.
- Complete the record book held in the kitchen after each flushing visit.
- Descale taps quarterly.
- Record all descaling work in the record book held in the kitchen.

B. Side Hall, Willingham

Frequency: One visit per week. Day to be agreed.

Upstairs Room

- Sweep or vacuum the floor at each visit.
- Wash the floor at each visit.
- Dust or wipe window sills at each visit.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per month.

Stairs

- Sweep or vacuum floors at each visit.
- Wash floors at each visit.
- Wipe handrails at each visit.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per month.

Downstairs Room

- Sweep or vacuum floors at each visit.
- Wash floors at each visit.
- Dust or wipe window sills at each visit.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs at each visit.
- Vacuum sofas once per month.

Toilet

- Clean the toilet at each visit.
- Clean the sink at each visit.
- Sweep or vacuum the floor at each visit.
- Wash the floor at each visit.
- Clean pipework and mirrors at each visit.
- Clean skirting boards and doors once per month.

Kitchen

- Sweep or vacuum the floor at each visit.
- Wash the floor at each visit.
- Clean the cooking area and sink weekly.
- Clean the fridge, cooker and microwave once per month.

- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.
- Clean kitchen cupboards twice per year.

Legionella Checks

- Flush all taps in the kitchen and toilets weekly.
- Complete the record book held in the kitchen after each flushing visit.
- Descale taps quarterly.
- Record all descaling work in the record book held in the kitchen.

C. Parish Council Office, Willingham

Frequency: One visit every other week. Day to be agreed.

Access restriction: The Parish Council Office may only be accessed when a member of Council staff is present.

- Vacuum the carpet at each visit.
- Clean accessible surfaces, including desks, tables, cabinets, window sills, copier, disk drives and monitors, at each visit, using suitable methods and taking care not to damage electronic equipment.
- Clean skirting boards and doors at every other visit, equivalent to once per month.
- Dust accessible high areas and remove cobwebs at each visit.
- Empty bins at each visit and dispose of the contents in the external euro bin.

D. Pavilion, Willingham

Frequency: One visit per week. Day to be agreed.

Foyer

- Vacuum the carpet weekly.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.

Clubroom

- Sweep or vacuum the floor once per week.
- Wash the floor once per week.
- Clean skirting boards and doors once per month.
- Dust accessible high areas and remove cobwebs once per week.

Kitchen

- Sweep or vacuum floors once per week, increasing to twice per week if heavily soiled.
- Wash floors once per week, increasing to twice per week if heavily soiled.
- Clean the cooking area once per week.
- Clean skirting boards and doors once per month.

- Dust accessible high areas and remove cobwebs once per week.
- Clean kitchen cupboards twice per year.

Toilets and Changing Rooms

- Clean all toilets once per week.
- Clean all sinks once per week.
- Sweep and wash floors once per week.
- Clean pipework and mirrors once per week.
- Wipe window sills weekly.
- Clean skirting boards and doors once per month.
- Wash showers once per week.

Legionella Checks

- Flush all taps in the kitchen, changing rooms and toilets weekly.
- Complete the relevant record book held in the clubroom after each flushing visit.
- Descale taps and showers quarterly.
- Record all descaling work in the relevant record book.

E. Periodic Cleaning and Record-Keeping

The Contractor shall maintain a record of periodic tasks, including monthly, quarterly and twice-yearly work, to demonstrate completion.

The Parties shall agree the timing of twice-yearly cupboard cleaning and quarterly descaling before the commencement of the contract.

All high-level cleaning shall be restricted to areas that can be reached safely using the agreed equipment and safe working methods. Any task requiring specialist access equipment shall be agreed separately.

SCHEDULE 2 – CONTRACT PRICE

The following prices reflect the Contractor's accepted tender submission.

Monthly contract value: £1,188.00
VAT, if applicable (20%): £237.60
Total monthly cost, including VAT: £1425.60

The Parties confirm that the above prices represent the agreed monthly charges for the services described in Schedule 1.

Any additional charges must be agreed in writing by both Parties before the relevant work is undertaken.

SCHEDULE 3 – CONTRACT DOCUMENTATION

The following documents shall be provided by the Contractor before the commencement of services and maintained as appropriate throughout the contract:

- Accepted tender submission and completed pricing schedule.
- Public liability insurance certificate.
- Employers' liability insurance certificate, where applicable.
- Health and Safety Policy.
- Task-specific and site-specific risk assessments.
- Relevant COSHH assessments and chemical safety information.
- Evidence of relevant training and competence for Legionella flushing and descaling tasks.
- Agreed cleaning days, access arrangements and emergency contact details.
- Any additional certification reasonably required for the contracted services.

The Contractor shall notify the Council of any material change affecting the validity of the documentation supplied.



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: 4th November 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 and consider a proposal from Councillor Clark to form a Public Hall Committee and resolve whether to accept the draft Terms of Reference
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?*	In February 2025 the Parish Council resolved to dispose of the Public Hall. Councillor Clark proposes that a Committee is formed in order that all options available in relation to the Public Hall are explored in detail and all findings are reported to the Full Council.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is:- • Proposal from Councillor Clark • Draft Terms of Reference
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)*	None.



Willingham Parish Council
serving the population of Willingham in Cambridgeshire

PUBLIC HALL COMMITTEE – PROPOSAL

As Lead Councillor for Halls, I would propose that Willingham Parish Council:

1. Establishes a Public Hall Committee ("the Committee"), with effect from the date on which the Public Hall Working Group reports to the Council that the current health and safety measures at the Public Hall have been fully implemented, at which point the Working Group shall be stood down;
2. Approves the attached Terms of Reference for the Committee, which require it to collate the relevant legal and technical information, consider all options for the future of the Public Hall (including retention, repair and alternative community or heritage use, as well as sale or other disposal), determine an appropriate consultation process, and make recommendations to the Full Council; and
3. Appoints a number of Councillors to the Committee and is Chaired by the current Lead Councillor for Halls.

Councillor Clark
14th October 2026

PUBLIC HALL COMMITTEE - TERMS OF REFERENCE

DRAFT

1. Purpose

The Public Hall Committee ("the Committee") is established by Willingham Parish Council ("the Council") to consider the future of the Willingham Public Hall ("the Public Hall") following its closure, to gather the information the Council needs, and to make recommendations to the Full Council so that it can hold a fully informed debate and reach a decision.

The Committee shall consider all options for the Public Hall on an open and equal basis, including retention, repair and return to community use, alternative uses, and sale or other disposal. The Committee is established without prejudice to the Council's resolution of February 2025 regarding the disposal of the Public Hall.

2. Objectives

2.1. To collate all relevant information about the Public Hall, including:

- any original 1896 conveyance or gift document;
- the current title deeds and any covenants, restrictions or charitable trusts affecting the property, and the uses permitted;
- the Council's previous decisions concerning the Public Hall;
- structural, health and safety, insurance and condition information, including the outcome of the measures taken by the Public Hall Working Group.

2.2. To identify and consider all options for the future of the Public Hall, including retention and repair, sale or disposal, lease or transfer to another body, and any alternative or combined use (for example a combined heritage, youth and community facility), taking account of any legal restrictions on use.

2.3. To obtain information and quotations for any specialist legal, structural, conservation and technical advice required, and to bring these to the Council for approval before any expenditure is committed.

2.4. To hold no-cost, preliminary discussions with relevant funders, advisers and public bodies to establish what external funding and support might be available as appropriate.

2.5. To recommend to the Council an appropriate process for consultation, including the involvement of village organisations and the invitation of evidence of need and interest in the building's future, and wider public consultation.

2.6. To consider the practical and financial viability of any option, including costs, VAT, professional fees, contingency, match-funding requirements, planning, accessibility, parking and travel considerations, an operating and business plan showing how the building would be maintained, and the most appropriate future governance and management arrangements.

2.7. To make recommendations to the Full Council on the future of the Public Hall, setting out the options considered, the evidence gathered and the Committee's reasoning.

3. Membership

The Committee shall comprise [seven] Parish Councillors, including the Chair, Vice-Chair, Lead and Deputy Councillors for Halls, appointed by the Council.

The Committee may invite individuals with relevant knowledge or expertise (for example local historians, or representatives of user groups) to attend meetings in an advisory capacity. Such persons shall not be members of the Committee, shall have no vote, and shall attend only with the agreement of the Committee.

The Parish Clerk, or a nominated member of staff, shall attend meetings to provide administrative support and advice but shall not be a member of the Committee unless separately appointed.

4. Appointment and Terms of Office

Members of the Committee shall be appointed by resolution of the Parish Council. The Committee shall take effect from the date on which the Council is informed that the current health and safety measures at the Public Hall have been fully implemented.

The Committee shall remain in existence until: -

- the objectives set out in these Terms of Reference have been completed and the Committee's final report has been considered by the Parish Council;
- the Parish Council resolves to disband it; or

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- the Parish Council determines that its work should be transferred to another body.

Membership may be reviewed by the Parish Council at any time.

5. Meetings

The Committee shall meet as frequently as necessary to fulfil its objectives. Meetings shall normally be arranged by the Clerk or another member of staff of Willingham Parish Council, and shall be held in accordance with the Council's Standing Orders, including public notice and the public's right to attend, except where the Council's Standing Orders provide for the public to be excluded.

A record of each meeting shall be maintained setting out:-

- those present;
- apologies received;
- matters discussed;
- recommendations arising from the meeting; and
- any matters requiring consideration by the Parish Council.

6. Quorum

A quorum shall be four Parish Councillors, as this represents at least half of the Parish Councillor membership of the Committee.

If a quorum is not present, members may discuss matters informally, but no recommendations requiring a formal decision of the Committee shall be made.

7. Authority and Delegated Powers

The Committee is established to investigate and make recommendations. It shall not:-

- commit the Parish Council to expenditure;
- enter into contracts or agreements on behalf of the Parish Council;
- submit any funding application, or make any commitment to a funder, on behalf of the Parish Council;
- make decisions reserved to the Full Parish Council or another formally constituted committee, including any decision to retain, dispose of or change the use of the Public Hall;

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- issue formal statements on behalf of the Parish Council unless authorised to do so; or
- exercise any power that has not been expressly delegated to it.

Any recommendations involving expenditure, policy, contracts, land, legal matters or other significant commitments shall be referred to the Parish Council for consideration and decision.

Where the Parish Council has expressly delegated a specific power to the Committee, that delegation shall be recorded in the relevant Parish Council minutes and exercised within the limits of that delegation.

8. Financial Matters

No expenditure shall be incurred by the Committee unless it has been authorised in accordance with the Parish Council's Financial Regulations and any relevant delegated authority. Any proposal involving expenditure, including the commissioning of specialist legal or technical advice, shall be submitted to the Parish Council for approval before it is committed.

9. Reporting

A member of the Committee shall provide updates to the Parish Council as appropriate, and progress shall be reported to the Council, where applicable, at the monthly meetings of the Full Parish Council.

The Committee shall prepare a preliminary report to the Full Council on the legal position, the options available, the necessary professional work, funding opportunities, likely costs and the proposed consultation process, followed by a final report setting out its recommendations. The Full Council shall consider the report and determine the way forward at a meeting of the Full Council.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Parish Council:-

- when the Committee's remit changes materially;
- at the conclusion of its work; and
- at such other time as the Parish Council considers appropriate.

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Any amendments to these Terms of Reference must be approved by resolution of the Parish Council.

Version	Date	Author	Description of amendments
1	XX/XX/2026	Clerk	Original Document approved by Full Council

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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: 04 November 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 the quotation from Cambridge Sign Company for new signage at the Ploughman 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 Ploughman Hall car park is provided for the hirers of the Ploughman Hall. The Willingham Wolves wish to use part of the car park when they have a number of matches at the recreation ground opposite as there is not sufficient parking adjacent to the highway on West Fen Road. The need for signage was raised following a recent set of matches when an SCDC officer raised concerns about the safety of the parking for the football matches and the Willingham Wolves subsequently met with Highways to agree plans moving forward. When the Ploughman hall is hired for a general party the area at the top end of the car park, past the speed humps, usually provides sufficient parking for the hirers with 18 car parking spaces and two additional disabled parking spaces. The Wolves have asked if they could use the lower end of the car park which would provide them with 22 parking spaces for match parking when a booking is taking place. In the past there have been complaints by hirers when the football parking has taken all of the car parking spaces in the car park (this is 42 spaces in total) leaving none for the hirer of the hall for their booking. The office has sometimes had to cone off the top end of the car park to prevent the football parking doing this again when bookings take place. On one occasion a refund was provided to the hirer following their complaint. To make the situation easier to manage by the Wolves and



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	the Parish Council a quotation has been requested from Cambridge Sign Company for two signs, one to be placed by the rock in the car park and the other on the adjacent side by the hedge. These signs will advise those parking for football matches that the parking at the top end of the car park is for hirers of the hall only and not for those travelling to the football. For your information, it has been agreed that when no booking is taking place at the Ploughman hall the Wolves can use the whole car park and that when the whole car park is needed for a large event at the Ploughman Hall the Wolves will be informed that the car park is not available for their use.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Quotation from Cambridge signs who have provided all the other signs in the recreation ground and Ploughman hall.
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)*	£746.93 for the signage The aim is also to reduce possible refunds being requested by hirers who have not been able to use the car park in the Ploughman Hall.

The Cambridge Sign Company

The Cambridge Sign Company Ltd
Unit 2 Meridian Court
Compass Point Business Park
St Ives
Cambridgeshire
PE27 5FH
United Kingdom
Tel : 01223 581400
office@cambridgesigncompany.co.u
www.cambridgesigncompany.co.uk

QUOTATION

Ref No.	REF11349/1
Dated	22/10/2026
Contact	Annika Osborne
Tel	01954 261027
Fax	

Annika Osborne
Willingham Parish Council
Ploughman Hall
West Fen Road
Willingham
Cambridge
CB24 5LP
United Kingdom

Thank you for your recent enquiry for which we have the pleasure in quoting as set out below.

Re : Ploughman Hall signs

Item	Qty	Description	Unit Price	Total
A	2	Supply & Install: Digitally Printed 3mm aluminium composite sign (594 x 841mm) with gloss laminate,channel rail rivet fixed to rear, mounted on 1no 76mm dia white aluminium round posts 1400mm out ground with post clips and caps included, concreted into grass area Install at Ploughman Hall CB245LP	£311.22	£622.44

Sub Total	£622.44
VAT	£124.49
TOTAL	£746.93

Payment is due on receipt of invoice except for authorised credit accounts where payment is due within 30 days end of month.

Bacs Details: Lloyds Bank plc Sort Code:77-72-05 Account number: 15255360

Please send remittances to accounts@cambridgesigncompany.co.uk
This quotation is valid for 90 days and is based ex-works unless specified.

We look forward to hearing from you in due course.

Yours sincerely,

Chantal Oakman

All goods remain the property of The Cambridge Sign Company Ltd until paid for in full. Standard terms and conditions of sale apply.



Ploughman Hall Car Park

Please note beyond this point is reserved strictly for the users of the Ploughman Hall only.

Users of the Pavilion and Recreation Ground are not permitted to park beyond this point.

Thank you for your co-operation

Willingham Parish Council



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4th November 2026 – CEMETERY REPORT

Ahead of Remembrance Sunday I have tidied up the area around the memorial. I removed all of the old wreaths and had a sweep up. I will make sure the benches are all clean and dry on the day.

Councillor Hales
28th October 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: 4th November 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 and consider a request to site a memorial bench and tree at the Community Orchard
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 Council has received a request from the Willingham Wolves for the siting of a memorial bench and the installation of a memorial tree at the Community Orchard in remembrance of Karen Monks. If the Parish Council is minded to grant permission of the bench and the Tree it need sot confirm:- • Whether t is happy for the bench to be free standing or mounted onto a concrete pad • The exact location of both the bench and the tree • Whether it is happy to agree to a 14-day notice period ahead of removal or remedial works. This clause is always included incase there are any safety concerns that arise and need immediate attention. Any others who have installed benches or trees have adhered to it and have not been granted a 14 day notice period.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is the information received from the Willingham Wolves.



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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)*	None. The provision, installation, maintenance, insurance and, if necessary, removal will all be at the expense of the Willingham Wolves.

1. Willingham Wolves will arrange for the provision and installation of the memorial bench.

Please can you confirm how the bench will be sited, will it be fixed to a concrete base?
The installation will be completely at the Willingham Wolves own expense and liability.
I would be grateful if you could please advise the Council when this will be taking place, and who by, so that I can make a note for our records.

Either a concrete base of concrete pads if required. If it can be free standing, please advise - though I recognise the benefits from a longevity perspective of having mounted on concrete. I confirm Willingham Wolves will cover all costs.

2. Similarly, the provision and the planting of the tree will be at the expense and liability of Willingham Wolves. Please, again, provide details of when this will be taking place, and by who, so that I may make a note for our records.

I confirm Willingham Wolves will cover all costs.
With regard to location, we would like to place the bench and tree together in close proximity , either centrally, near the existing benches, or along the hedgerow on the far side of the orchard, away from the road. Please see attached images. Perhaps the bench along the hedgerow and the tree in a location nearby, in the location shown near the bench and staked tree in the image.

3. With regards to the future maintenance of both the bench and the tree, this will need to be the sole responsibility of Willingham Wolves.

I confirm Willingham Wolves will cover all costs and maintenance.

4. Should you wish for the bench to be covered by an insurance policy, this will need to be arranged by yourselves at your own expense. As the bench is not an asset of the Parish Council, the Council's insurance will not cover the bench at all.

I confirm Willingham Wolves will cover this.

5. The Parish Council reserves the right to remove the bench and tree at any time, without prior notice, for reasons of safety or disrepair.

I politely request that 14-days notice be given in order for Willingham Wolves to take necessary action to repair / make safe or replace.

6. The Parish Council also reserves the right to carry out emergency works needed to either the tree or the bench, and invoice Willingham Wolves for the works, should the Council not be able to contact you at the time. Please confirm Willingham Wolves will indemnify the Parish Council for any costs, should an emergency circumstance arise. The Parish Council will, of course, do its best to contact a representative of the Willingham Wolves, prior to any costs being incurred.

Again, I politely request that the club be given 14-days notice in order for Willingham Wolves to take the necessary action to repair or make safe, or agree to costs.



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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: 4th November 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 and consider quotation for the installation and subsequent removal of the Christmas Lights on the Village Green
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?*	Ollie Gawthroup has provided a quotation for the installation and subsequent removal of the Christmas Lights around the perimeter of the Village Green. Ollie is the contractor who has carried out these works before and is aware of the works involved.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached is the quotation.
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 £1,000.00 available in the budget for this.



Oliver Gawthroup

Agricultural Contractor

The Clerk

Parish Council Office

Ploughman's Hall

West Fen Road

Willingham

Cambridge

CB24 5LP

Christmas lights on village green

Quotation

This quotation is for putting up the Christmas, lights on the village green and taking them down again.

£120.00 + Vat@20% each visit

Two visits

Total £240.00 + vat@20%

Tel: 07809283376

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



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4th November 2026 – L&A REPORT

Playground
The playground is carrying on as normal and has seen a lot of use during the school holidays. One of the pieces of equipment has yet to be repaired, but its on track and it should be completed soon.

Pavilion
Some bad news. The triangular wooden facia (football field side) of the roof has been vandalized. A plank of wood has been hit by a football and this has broken it and caused it to come lose and fall to the ground. I have previously mentioned in my monthly paperwork that these wooden planks are looking a bit, loose, swollen with wood-rot and not in the best of health. We will have someone/get someone in for an inspection and to give us a quote for a fix or replacement of the panels.

The Wolves pointed out that one of the emergency exit doors in the pavilion was faulty. We had a contractor come in to fix it, but it was pointed out that it was a turn handle emergency door. Not a push-bar emergency door.

It was also reported that a traffic cone base was stuck in the guttering of the pavilion roof. I removed the offending item.

Some roof tiles on the pavilion have also been vandalised/broken. Probably by someone throwing footballs or traffic cones up there. We will be getting someone in to look at this asap.

Good news - The Wolves have now moved about 95% of their belongings out of the team changing rooms and into their shipping container, which has now been moved and relocated to the cricket practice area.
Not so good news - They have yet to move out their multiple wheely bins with kit in them and also their large BBQ cooker.
On this. They do have a lot of kit. I believe that they may not have enough space inside their shipping container for these large bulky items.
To avoid and future issues with them not putting away their football kit, and leaving it laying about within the pavilion. A second container might be the answer to this problem.

So I would like to propose to the council that we give them permission to procure a second container for their needs. So that ***ALL*** of their kit gets put away, and none of it gets left inside the pavilion.

Councillor Phillips
26th October 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: 4th November 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 and consider the draft Terms and Conditions for the 1st Willingham Scouts container
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?*	Councillor Clark has drafted the attached Terms and Conditions relating to the permission granted for the siting of the Storage container. The Council needs to review them and resolve whether or not to accept them.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Draft terms and conditions.
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)*	None

AGREEMENT FOR THE SITING OF A STORAGE CONTAINER ON PARISH COUNCIL LAND

THIS AGREEMENT is made on the day of 2026

BETWEEN:

1) Willingham Parish Council of Parish Council Office, Ploughman Hall, West Fen Road, Willingham, Cambridge, CB24 5LP ("**the Council**");

2) 1st Willingham Scouts of *[address – Public Hall?]* ("**the Scouts**").

Together referred to as "**the Parties**".

1. Background

1.1. The Council is the owner of the Recreation Ground, West Fen Road, Willingham, Cambridgeshire, CB24 5LP ("the Land").

1.2. The Scouts wish to place and maintain a storage container on the Land for the storage of equipment and materials used in connection with the activities of the 1st Willingham Scouts.

1.3. The Council has agreed to permit the Scouts to site one 40ft long storage container on the Land upon and subject to the terms and conditions contained in this Agreement.

2. Permission to Site the Container

2.1. The Council grants permission to the Scouts to place and maintain one storage container on the Land for the duration of this Agreement.

2.2. The container shall be positioned next to the existing Willingham Wolves container, between it and the hedging, in the position agreed with the Council.

2.3. The method of installation of the container shall be confirmed to the Council, in writing, before the container is delivered or installed.

2.4. The Scouts shall not move, replace, enlarge or otherwise alter the container or its position without the prior written consent of the Council.

3. Rent

3.1. The permission granted under this Agreement shall be rent free.

3.2. No rent or other charge shall be payable by the Scouts to the Council for the occupation of the area required for the container during the initial term, subject to the Scouts complying with this Agreement.

4. Costs and Expenses

4.1. The Scouts shall be solely responsible for and shall meet in full all and every expense associated with the provision, delivery, installation, maintenance and subsequent removal of the container.

4.2. The Scouts shall also meet in full all costs associated with preparing the ground and the space required for the container.

4.3. No works to the Land shall be undertaken without the prior agreement of the Clerk.

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4.4. The Scouts shall be responsible for obtaining and complying with any planning permission, building regulation approval, consent or other statutory or regulatory requirement that may be necessary in connection with the container and its installation.

5. Term of Agreement

5.1. This Agreement shall commence on the date stated above and shall continue for an initial period of twenty four (24) months, unless terminated earlier in accordance with this Agreement.

5.2. The arrangement shall be formally reviewed by the Council after eighteen (18) months.

5.3. Following the eighteen month review, the Parties shall consider whether the arrangement should continue for the remainder of the initial term and/or whether any amendments to this Agreement are required.

5.4. Any continuation beyond the initial twenty four month period shall be subject to the agreement of the Council and the Scouts and shall be confirmed in a new written Agreement.

6. Use of the Container

6.1. The container shall be used solely for the storage of equipment, materials and other items reasonably connected with the activities of the 1st Willingham Scouts.

6.2. The container shall not be used for any unlawful purpose.

6.3. The Scouts shall not store in the container any dangerous, hazardous, flammable, explosive or otherwise prohibited substances or materials, except where such storage is lawful and has been expressly approved in writing by the Clerk.

6.4. The Scouts shall ensure that the use of the container does not cause nuisance, obstruction, damage or unreasonable disturbance to the Council, neighbouring landowners, other users of the Land or members of the public.

7. Condition and Maintenance

7.1. The Scouts shall keep the container in a safe, secure and in a good state of repair throughout the term of this Agreement.

7.2. The Scouts shall be responsible for the security of the container and its contents.

7.3. The Scouts shall ensure that the area immediately surrounding the container is kept clean, tidy and free from unnecessary debris, rubbish or stored materials.

7.4. The Council may require the Scouts to undertake reasonable repairs, maintenance or remedial works where the condition of the container or surrounding area is considered unsatisfactory.

8. Access

8.1. The Council shall retain reasonable access to the Land and shall not be prevented or unreasonably restricted from carrying out its duties or exercising its rights in relation to the Land.

8.2. The Scouts shall ensure that the position and use of the container does not obstruct access for maintenance, grounds work, emergency access or other legitimate Parish Council purposes.

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8.3. The Council shall, where reasonably practicable, give the Scouts reasonable notice of any works which may affect access to the container.

9. Insurance and Liability

9.1. The Scouts shall be responsible for the container and all property stored within it.

9.2. The Council shall not be responsible for any loss, theft or damage to the container or its contents, except to the extent that such loss or damage results from the Council's negligence or other legal liability.

9.3. The Scouts shall be responsible for any damage caused to the Land, the Council's property or any third-party property as a result of the delivery, installation, use, maintenance or removal of the container.

9.4. The Scouts shall maintain appropriate insurance cover in respect of their activities and the container and shall provide evidence of such insurance to the Council.

10. Damage to the Land

10.1. The Scouts shall take all reasonable steps to prevent damage to the Land arising from the installation, presence or removal of the container.

10.2. Where damage occurs, the Scouts shall be responsible for the reasonable cost of repairing or reinstating the affected area.

11. Removal of the Container

11.1. The Scouts may remove the container at any time during the term of this Agreement, subject to reasonable prior notification to the Council.

11.2. If the container is removed at any time, the ground and surrounding area shall be made good at the sole expense of the 1st Willingham Scouts.

11.3. The Scouts shall remove any foundations, supports, fixtures or other materials associated with the container where reasonably required by the Council.

12. Disposal of the Container – First Refusal

12.1. Should the Scouts wish to dispose of the container at any time during the term of this Agreement, the Scouts shall offer the Council first refusal to purchase the container.

12.2. The Scouts shall provide the Council with written notice of their intention to dispose of the container, together with details of the proposed sale and the price sought.

12.3. The Council shall notify the Scouts in writing within a reasonable period, to be agreed between the Parties, whether it wishes to purchase the container.

12.4. If the Council declines the offer, or fails to respond within the agreed period, the Scouts may dispose of the container to another party, provided that the container is subsequently removed from the Land in accordance with Clause 11 of this Agreement.

13. Alterations and Additions

13.1. The Scouts shall not install any additional structures, fencing, lighting, electrical installations, services, fixtures or fittings associated with the container without the prior written consent of the Council.

13.2. Any alterations or additions approved by the Council shall be undertaken entirely at the Scouts' expense.

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14. Termination

14.1. Either Party may request termination of this Agreement by giving reasonable written notice to the other Party.

14.2. The Council may terminate this Agreement and require the container to be removed where:

14.2.1. the Scouts materially breach any term of this Agreement;

14.2.2. the Scouts cease to operate or cease to require the container for Scout purposes;

14.2.3. the container becomes unsafe or unsuitable;

14.2.4. the Land is required by the Council for another purpose; or

14.2.5. the continued presence of the container would, in the reasonable opinion of the Council, create a significant health, safety, legal or operational issue.

14.3. Except where immediate action is reasonably required for health, safety or legal reasons, the Council shall give the Scouts reasonable written notice of termination and an opportunity to remove the container.

14.4. Upon termination, the Scouts shall remove the container and make good the Land in accordance with Clause 11 of this Agreement.

15. No Assignment

15.1. The permission granted under this Agreement is personal to the 1st Willingham Scouts.

15.2. The Scouts shall not assign, transfer, sub-let or otherwise grant any rights under this Agreement to any other person or organisation without the prior written consent of the Council.

16. No Tenancy

16.1. The Parties intend that this Agreement constitutes a permission to site and use the specified area of the Land for the purposes set out in this Agreement.

16.2. Nothing in this Agreement shall be construed as creating a tenancy or granting the Scouts exclusive possession of the Land.

17. Notices

17.1. Any notice required under this Agreement shall be made in writing and delivered to the relevant Party at its address stated in this Agreement, or such other address as that Party may notify in writing.

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18. Signatures

SIGNED for and on behalf of WILLINGHAM PARISH COUNCIL

Name: ……

Position: ……

Signature: ……

Date: ……

SIGNED for and on behalf of 1st WILLINGHAM SCOUTS

Name: ……

Position: ……

Signature: ……

Date: ……

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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: 4th November 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 correspondence from Willingham Wolves regarding Flood relief and football training and consider any actions
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?*	Willingham Wolves have presented a proposal to the Parish Council for a 3G football pitch instead of the MUGA.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Proposal attached.
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)*	This could cause huge financial implications to the Parish Council, including losses on expenditure already made.

Flood relief and football training at Willingham Rec

Proposal from Richard Merrill, Club Secretary
On behalf of Willingham Wolves FC

What we are asking for

We ask Willingham Parish Council to pause further discretionary spending, new commitments and final sign-off on the current MUGA proposal while it fully assesses a 3G football option. First confirm any binding commitments and the cost of a pause. The decision should reflect long-term community needs and potential Parish Council income. MUGA means multi-use games area; 3G is artificial grass for football.

FREE WOLVES TRAINING AND INCOME FOR THE PARISH COUNCIL

Wolves' existing agreement to train at the Rec should continue whether training is on the grass or the proposed 3G, with no hire charge to Wolves. The Parish Council could hire out unused 3G slots and retain the income, after running costs and any operator fee.

Why it matters

The Rec is our home, but unreliable training conditions mean the club pays to train at Western Park in Northstowe. We report costs of around £2,200–£2,500 in training months when our allocated slots are used. The supplied invoice confirms £2,175 of October bookings. Continuing to use grant money for recurring hire cannot last indefinitely. [15]

Money spent hiring elsewhere leaves Willingham instead of supporting our children and facilities. As grants run down, these recurring costs threaten the club's financial sustainability. A suitable home facility would reduce that pressure and allow the Parish Council to earn hire income from other users.

The project would bring together

- Better drainage and a shallow planted channel to hold rainwater temporarily.
- A football training area raised only where the flood assessment allows it.
- Child-safe edges, suitable fencing and two or three bridges.
- Lighting for the football area and the upper-right grass training space.
- A clear maintenance budget and affordable access for the community.

The published scheme links a floodlit tennis/netball court with replacement flood storage. [1] Existing approvals are a starting point, but do not settle which option offers the best long-term community value. Proceeding without properly assessing football risks leaving the club's main training problem unresolved and missing a potential Parish Council income source. We ask for a costed comparison before the design becomes expensive to change, while retaining suitable provision for other sports.

How the Parish Council could earn income

For the income example, assume Wolves uses the 3G from 5–7 pm, Monday to Thursday: eight free hours weekly. This is a budgeting assumption, not a limit on the existing Rec training agreement. Assuming approved opening of 9 am–9 pm daily, 76 of the 84 weekly hours remain for other bookings.

Time available to hire	Hours each week
Monday–Thursday, 9 am–5 pm	32
Monday–Thursday, 7–9 pm	8
Friday, 9 am–9 pm	12
Saturday and Sunday, 9 am–9 pm	24
Total available outside Wolves use	76

The invoice shows £55 an hour for half the Western Park pitch. We use £55 as a comparison rate below, not a confirmed Willingham price. Its suitability depends on our pitch size, facilities and demand. [15]

Possible income before running costs

The examples allow 48 earning weeks each year, leaving four weeks for holidays, maintenance or closures. "Paid use" means the share of the 76 available hours actually sold.

Paid use	Hours sold weekly	Monthly income	Yearly income
10%	7.6	£1,672	£20,064
25%	19	£4,180	£50,160
40%	30.4	£6,688	£80,256

A CLEAR EXAMPLE

If the Parish Council sells 19 hours a week at £55 an hour, for 48 weeks, it receives £50,160 a year: an average of £4,180 a month. Wolves' eight weekly hours remain free.

Calculation: paid hours per week × £55 × 48 weeks. Monthly figures are the yearly total divided by 12. At full use, the ceiling would be £16,720 a month, but that is not a sensible budget forecast. Daytime slots will usually be harder to sell than evenings.

The 48-week model leaves 3,648 hours a year available to sell. It includes no charge to Wolves and no income from grass pitches, catering or sponsorship. Additional free community sessions or changeover time would reduce the hours available. Full booking at Northstowe does not guarantee the same demand here.

What would be left after costs

The likely building cost needs a proper quote

Sport England's current guide gives £530,000 excluding VAT for a fenced, floodlit 61 × 43 metre junior/training 3G pitch. That is a useful guide, not a quotation for Willingham or the approved MUGA size. Raising the ground, flood works, bridges and additional lighting need separate pricing. [12]

The Parish Council tender estimates £200,000 excluding VAT (£240,000 including VAT), financed through Section 106 developer contributions. The next page shows how that funding could reduce the extra money required, if it can be redirected. The scopes differ, so a comparable quotation is needed. [1]

Money to allow each year

Allowance	Yearly amount
Money set aside for future surface and equipment replacement	£13,250
Pitch maintenance and repairs	£2,120
Electricity, insurance, administration and other running costs	£9,000
Total allowance	£24,370

The first two figures use Sport England's published percentages applied to £530,000. The £9,000 running-cost figure is a working estimate and includes free Wolves use. Actual quotes are needed. [13]

Paid use	Left each month	Left each year	Simple payback
10%	£359 shortfall	£4,306 shortfall	No payback
25%	£2,149 surplus	£25,790 surplus	About 21 years
40%	£4,657 surplus	£55,886 surplus	About 9.5 years

"Surplus" means money left after the allowances above. "Payback" means how long that surplus would take to equal £530,000. At 25% paid use the yearly return is about 4.9% of that capital; at 40% it is about 10.5%. These are simple illustrations, not guaranteed returns.

THE BREAK EVEN POINT
Around 9.3 paid hours each week at £55, over 48 weeks, would cover the stated £24,370 yearly allowances. This is in addition to Wolves' eight free hours.

The calculation does not yet cover extra flood-project costs, loan repayments, tax, unrecoverable VAT, inflation or eventual disposal. An outside operator may also take a fee. These would reduce the money left. At a lower £45 rate, selling 19 hours weekly would bring in £3,420 a month before costs. Wolves' savings must not be counted again as Parish Council income.

The return on the extra investment

The Parish Council should assess the extra cost of choosing a football-capable scheme over the current plan. Recovering the full £530,000 is a different question from recovering the additional money needed after existing funding is used.

How existing funding could help

If £200,000 remains available and can legally be redirected to a £530,000 replacement scheme, the gap is £330,000 excluding VAT. This is an example, not a confirmed upgrade price. The published tender confirms an estimate and a funding source, not the current uncommitted balance. [1]

Capital to recover	At 25% paid use	At 40% paid use
Full £530,000 benchmark	**20.6 years**	**9.5 years**
£330,000 after £200,000 eligible funding	12.8 years	5.9 years

These figures use the same annual surplus: £25,790 at 25% paid use or £55,886 at 40%. The simple yearly return on £330,000 is about 7.8% or 16.9%. Existing funding remains public investment; reducing the funding gap does not make the whole project cost less.

Compare the two choices fairly

For a true upgrade comparison, divide the extra construction cost by the extra yearly surplus over the existing MUGA option. That means allowing for any court hire income and running costs that the current scheme would have. If its yearly surplus were £5,000, for example, the £330,000 upgrade would take about 15.9 or 6.5 years to recover. That £5,000 is a sensitivity example, not a forecast.

No adopted hire tariff for the proposed Willingham MUGA was found in the public material checked. An older Parish Council paper considered both free and paid access. We must ask the Parish Council to confirm the current charging policy and business plan; we cannot claim the courts will earn nothing. [16]

What could change these figures

- Confirm how much Section 106 funding is unspent, eligible and transferable, and any contractual commitments or redesign costs.
- If the courts are built as well as the 3G, their £200,000 cannot also be deducted from the separate 3G cost. Price shared drainage and electrical works once.
- Obtain a complete site quotation including raising, flood storage, bridges and grass-area lighting. A smaller pitch may cost less but may also earn less.
- Compare VAT consistently. If 20% VAT were wholly unrecoverable on both capital figures, £636,000 less £240,000 gives a £396,000 gap and about 15.4 or 7.1 years on the same surplus. Confirm actual VAT treatment and whether hire prices include VAT.
- Eligible grants could reduce the remaining Parish Council contribution further. No additional grant has been assumed.

The case for reviewing the design is stronger than the full-cost payback alone suggests: existing investment may support a facility that both meets local football needs and earns money. The final decision needs confirmed costs, funding conditions and realistic bookings.

Local clubs who could hire the pitch

The following are potential customers to approach, not confirmed bookings or endorsements. Their existence is verified through club, FA or community sources. Suggested uses below are proposals and depend on pitch size, surface approval, availability and price. [17–23]

Club or group	Possible use to discuss
Bluntisham Football Club	Youth and adult training; later evening or weekend slots.
Sutton United FC	Adult and youth training, small-sided sessions and wet-weather backup. [18]
Haddenham Rovers FC	Youth and women's football training; suitable weekend or evening sessions. [19]
Wilburton FC	Adult training and small-sided sessions after Wolves use. [20]
Somersham FC	Adult football training and winter backup. [21]
Manea FC	Youth training, skills sessions and holiday bookings. [22]
Cottenham Renegades RFC	Discuss touch rugby, fitness or other approved training. The club already listed Willingham Rec on its 2026 touch tour. Do not assume football 3G is approved for rugby. [23–24]

How to turn interest into income

Ask each club which days, times and months they need, how many hours they would book, and what they would pay. Seek written expressions of interest before using demand in a funding application. Several teams within one club could book separately, but count only paid pitch-hours that fit the actual timetable.

For scale, eight regular bookings of two hours each would sell 16 hours a week. At £55 for 48 weeks, that is £42,240 a year, or £3,520 a month before costs. This is an example of how bookings could add up, not an allocation to the clubs above.

Schools, holiday coaching providers, walking-football groups and private small-sided teams could help fill other slots. Winter demand will not automatically fill summer or daytime hours. Retain the existing Wolves agreement and agreed public access when setting the hire timetable.

Rugby use needs specific approval from the relevant governing body, operator and insurer. Contact rugby requires a compliant rugby surface; its specification and cost may differ from the football benchmark. Do not budget rugby income until the proposed activity is approved. [24]

How the water management would work

A shallow channel that temporarily holds water

A swale is a shallow, planted channel. It collects water during rain, holds it for a time, and lets it leave slowly. Our proposal is to investigate a north–south swale between the upper/middle and lower pitch areas, keeping as much safe playing space as possible.

Part of the plan	What it would do
Runoff from higher ground	Let water flow into the swale naturally, where the levels allow.
Lower pitches	Collect excess water in a secure chamber and pump it to the swale when there is room.
Controlled outlet	Release water slowly to the existing drainage system, at a rate agre the drainage board.
Raised football area	Use suitable excavated material where approved, while replacing ar storage space displaced by the raised ground.

Can this be done on a floodplain

Potentially, yes. National policy allows some outdoor sport and flood-management uses on floodplains. But the raised pitch needs its own assessment: being a sports facility does not automatically make raising land acceptable. The Parish Council must confirm the Rec's exact flood designation and the planning requirements. [2]

The central test is that the project must not make flooding worse elsewhere. Any flood-storage space lost by raising the pitch must be replaced at the right levels. Simply digging out the same amount of soil is not enough. [3]

What the engineer must check

- Ground levels, soil, groundwater and where water can safely leave the site.
- Whether the swale has enough space for heavy rainfall and floodwater at the same time.
- What happens when pumps fail, the outlet blocks or the receiving drain is already full.
- Whether excavated soil is suitable beneath the pitch without unacceptable settlement.
- How bridges, fences and planted areas affect water flow, access and maintenance.

The drainage board must confirm the proposed outlet route towards Over and its capacity. The swale should normally be dry where conditions allow; any deeper or permanently wet area needs extra protection. There must be a safe overflow route and clear rules for closing pitches during unsafe conditions.

We aim for fewer cancellations and better winter use. The scheme cannot promise that every pitch will stay open through extreme weather.

Keeping children safe

Children may chase balls or play nearby without a coach beside them. Safety must come from the design as well as supervision. This is a preliminary risk assessment; the final layout must be checked and approved before use.

Fencing and two or three safe bridges

Price protective fencing along the sides accessible from pitches, with child-safe gates and no sharp points or easy footholds. Any unfenced section needs a clear safety justification. Use gentle banks and keep clear views across the area. Planting should not hide children or be the only barrier. Fences must also allow floodwater to pass without trapping dangerous amounts of debris. [4]

Provide two bridges, with a third where needed: near the main access, by the central pitches and potentially towards the far end. Use non-slip surfaces, protective sides and step-free approaches. The bridges must be designed for floodwater below them and must not block the channel. At least one should suit the agreed maintenance equipment if required.

Main risk	How it would be controlled	Who checks
Child enters water or falls down a bank — high	**Shallow banks, setbacks from play, assessed fencing, secure deeper areas and no child ball retrieval.**	**Designer and operator**
Water rises quickly or pump fails — high	Alarms, safe overflow and a plan to close pitches and bridges before conditions become dangerous.	Drainage engineer and ope
Falls from bridges or slippery paths — high	**Protective sides, non-slip decks, accessible routes and checks after storms or ice.**	**Bridge designer and operat**
Access to pumps, covers or electrics — high	Locked covers and controls, safe grilles, protected electrics and proper maintenance isolation.	Equipment and electrical sp
Dirty water, mud or ice — medium	**Keep people out of water; check and clean affected areas before reopening.**	**Operator**
Building work or blocked drainage — high	Secure work areas, safe public routes and regular checks for debris caught at fences or bridges.	Contractor and operator

The assessor must record the remaining risk after these measures, any further work needed and who accepts responsibility. Check the site before organised use and after heavy rain. Close unsafe areas. Review after flooding, an incident or a design change. Unresolved high risks prevent opening.

Football lighting and the environment

A surface that meets the club's needs

Wolves requests a suitable artificial grass football surface, preferably 3G. Hard courts can be used for some football, but do not provide the football-turf training surface we need. A 3G pitch is also not an equivalent tennis, netball or basketball surface. We therefore ask the Parish Council to compare a football option with a combined football and hard-court layout. [5]

The published scheme confirms tennis/netball; the club understands permeable tarmac and basketball are also intended. Check the final drawings. Plot the football area, safe space around it and each team's training slot before assuming it can replace all Western Park use. [1]

Light both training areas during one installation

Assess lights at the four corners of the artificial pitch, with separately aimed fittings on suitable columns lighting the upper-right grass training area too. Each area should have its own controls, so only the area being used is lit. A lighting specialist must check the positions, brightness and even coverage.

Complete the agreed electrical work during the main MUGA/3G trenching: supply, ducts, cables, controls and spare ducts. Coordinate it with drainage and tree roots. Use shielded LED lights, timers and agreed switch-off times to limit glare, neighbour disturbance and effects on bats. The aim is good visibility in darkness, not unnecessary daytime lighting. [6]

Grass still needs suitable drainage and rest. Lights alone will not make a wet pitch safe to train on.

A realistic environmental commitment

We want no increased flood risk, no avoidable damage to wildlife, and habitat improvements where possible. We should not promise zero impact: construction, artificial turf and lighting all have effects.

- Protect mature trees and survey wildlife before deciding the layout. Use suitable native planting; do not rely on trees to absorb winter floodwater.
- Keep light away from the swale and wildlife routes. Limit operating hours and energy use.
- Consider the environmental performance of turf and infill. Use suitable edge barriers, boot-cleaning points and drainage filters to keep particles out of water. [7]
- Check whether flooding could wash infill away or damage the surface. Include clean-up and replacement costs.
- Reuse excavated soil only where suitable. Control construction mud, silt, noise and fuel spills, and fund ongoing care.

Other places have combined recreation and flood relief

Sutcliffe Park in Greenwich combines flood relief, wetland habitat and public sport/play. Ellis Meadows in Leicester uses lowered parkland to hold floodwater. Halliwick Recreation Ground in Barnet has a completed water-storage scheme within its landscaped park. These show the principle can work, but do not replace a Willingham assessment. [8–10]

The invoice and the next steps

What the Western Park invoice confirms

Invoice PB-INV-01866, dated 2 October 2026, totals £2,635. It includes more than one month's bookings, so the total must not be presented as October's cost alone. [15]

Bookings and adjustments	Amount
September bookings	£550
Two September credits	−£90
October Mondays: 4 × £165	£660
October Wednesdays: 4 × £155	£620
October Thursdays: 5 × £155	£775
Saturday 10 October: two-hour booking	£120
Total invoice	£2,635

October alone totals £2,175. The recurring Monday, Wednesday and Thursday pattern costs £475 weekly. The invoice shows £55 per half-pitch hour and £100 for both halves together for a weekday hour. The separate Saturday booking works out at £60 an hour for that entry; it is not proof of a general weekend price.

No Tuesday booking appears here. Some existing sessions use both halves at once, so eight hours on a smaller local area may not replace them all. The Monday–Thursday 3G pattern is an income-model assumption, not the timetable shown on this invoice.

What we need the Parish Council to agree next

- Agree a time-limited pause on further discretionary MUGA spending, new contracts and final sign-off while the 3G option is assessed. Confirm existing commitments and set a review date.
- Commission a costed comparison covering the football area, current courts, drainage, bridges, safety, lighting and potential income.
- Confirm the approved drawings, planning conditions, available funding and any existing contractor commitments.
- Record that the existing Wolves training agreement continues across the Rec's grass and proposed 3G, without a hire charge. Confirm actual slots before offering remaining 3G time to paying users.
- Check demand, prices and opening hours with potential hirers, other sports and nearby residents.
- Agree who owns, operates, insures and maintains each part, including replacement savings and emergency closures.
- Discuss possible support with Cambridgeshire FA and the Football Foundation; grants are not assumed. [14]

A time-limited pause would let the Parish Council assess how to keep spending in Willingham, protect Wolves as grants run down, and earn income locally. Make the final decision after that comparison, with a safe design and realistic costs.

Sources and working assumptions

Public sources were checked on 7 October 2026. The income examples are calculations, not bookings or guaranteed receipts. The invoice verifies specific charges. Wider club expenditure, demand and the existing free training agreement are club-reported; the agreement itself has not been supplied for review.

[1] Willingham Parish Council procurement notice
Published July 2026; scheme description, planning reference and estimated procurement value.

[2] GOV UK National Planning Policy Framework Annex F
Flood-zone classification, vulnerability and functional-floodplain requirements.

[3] GOV UK Flood risk and coastal change
Site-specific assessment and compensatory storage guidance.

[4] CIRIA susdrain frequently asked questions
SuDS safety principles; read with the 2025 national SuDS standards.

[5] Sport England outdoor surfaces guidance
Sport-specific surface selection and design resources.

[6] Bat Conservation Trust artificial lighting guidance
Lighting design and ecological assessment resources, including GN08/23.

[7] Sport England joint position on 3G pitches
Environmental concerns and infill-containment measures.

[8] Royal Borough of Greenwich Sutcliffe Park
Flood alleviation, habitat and public recreation example.

[9] Environment Agency Leicester flood scheme
Ellis Meadows flood-storage example.

[10] Barnet Council Halliwick Recreation Ground scheme
Council announcement of completed SuDS scheme.

[11] Elite Sports UK Western Park
Facility and booking configurations; actual invoiced rates are separately evidenced by reference 15.

[12] Sport England Facility Costs Q3 2026
Download: Facility cost guidance Q3 2026; junior 3G benchmark and cost inclusions/exclusions.

[13] Sport England artificial surface lifecycle costs
Download: Life cycle costs artificial surfaces, Q2 2023; 61 × 43 m 3G reserve and maintenance percentages.

[14] Football Foundation 3G pitch grants
Project discussion and local prioritisation route.

[15] Elite Sports UK invoice PB-INV-01866
Supplied by Richard Merrill. Four pages, dated 2 October 2026. Total £2,635. Source: Elite Sports UK-PB-INV-01866.pdf.

Further sources for funding and hirers

[16] Willingham Parish Council September 2019 agenda
Historical discussion of balancing free and fee-paying use; not a current tariff.

[17] Longstanton FC club history
Youth and adult football; published winter training arrangements.

[18] Over Community Centre clubs
Home of Over Sports and Over Sports Youth Football Clubs.

[19] Swavesey Spartans and FA listing
Club information. FA Full-Time also lists its women's team.

[20] Swavesey Parish Council community directory
Lists Swavesey Institute FC; current fixtures also appear on Longstanton FC's website.

[21] Cottenham United FC
Adult team and fixtures.

[22] Cottenham United Colts FC
Youth club information.

[23] Cottenham Renegades touch tour
2026 tour includes Willingham, Over, Swavesey and Cottenham.

[24] World Rugby facility owner advice
Artificial turf compliance and rugby suitability.

Checked 7 October 2026. No clubs have been contacted as part of preparing this proposal. Funding-gap and payback figures are illustrative, not a quotation, funding award or booking commitment.



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: 4th November 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 consider and resolve the appointment of an internal auditor for the financial year 2026/27, including consideration of independence, competence, and suitability for the role
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?*	Previously, the Parish Council has appointed CAPALC as its Internal Auditor. CAPALC have a number of local Clerks who are trained in order to complete Internal Audits for Parish Councils. The Internal Auditor is often rotated so that the same auditor does not consecutively carry out the audits on a Parish Council.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	None.
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)*	For the financial year 2025/26 the cost was £310.00 plus the mileage claim for the auditor, £319.95 total.



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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: 4th November 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 information relating to the costs needed in relation to the Data Logger and consider any actions
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?*	Councillor Harris has obtained quotations for the works required to the Data Logger obtained for the use of Willingham Parish Council.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	None
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)*	Battery charger & USB/Charging Y-cable assembly - £258.50 + vat Should the battery need replacing - £572.00 + £15.00 delivery + vat The Council will need to resolve where in the budget to take the funds from if it resolves to proceed.



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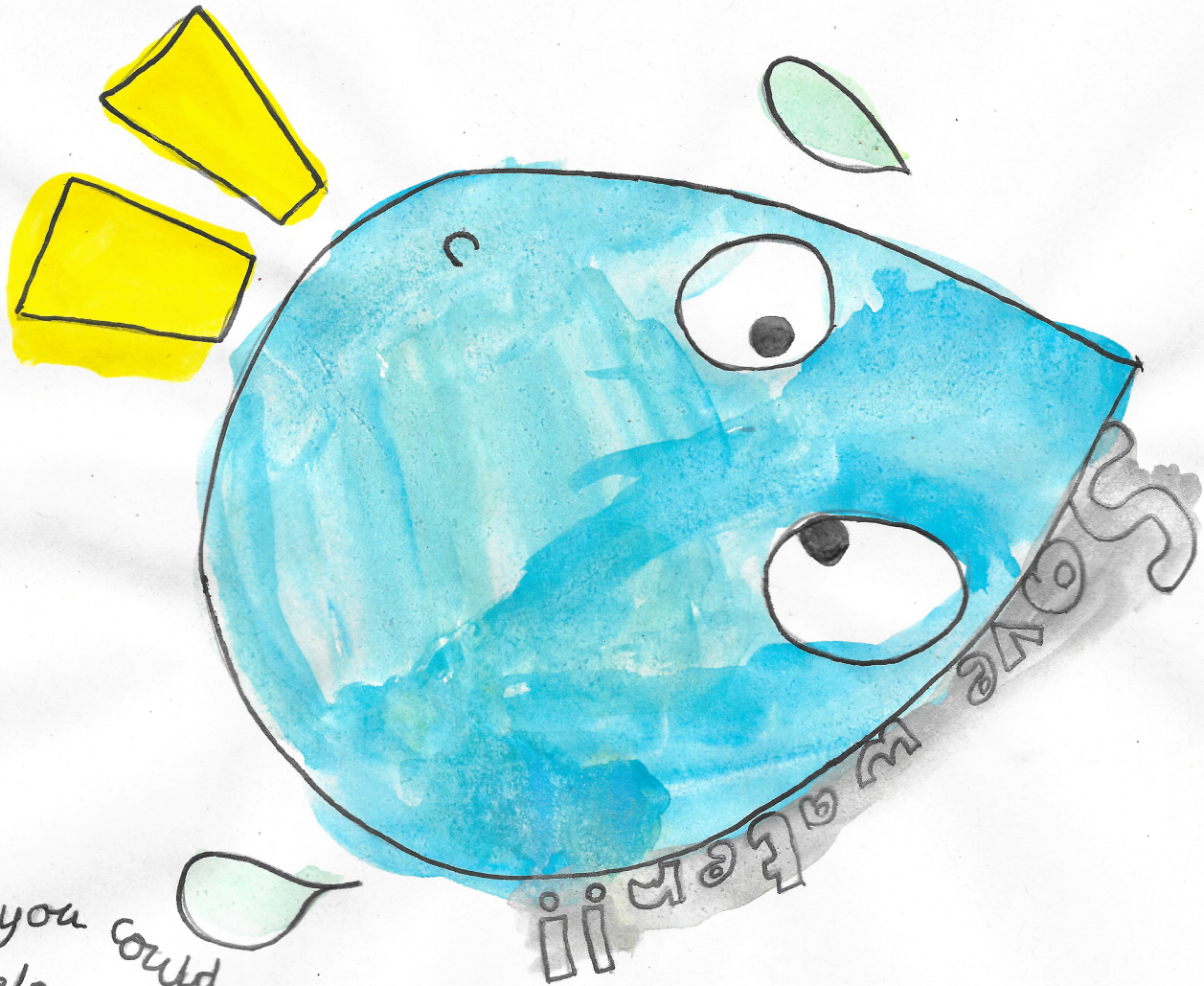
AGENDA REPORTING SHEET

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: 4th November 2026

Reporting Sheet Completed by: Sophie McNally

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 correspondence and posters from a young resident of the village and consider any actions.
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 Parish Office was contacted by the parent of a young resident seeking permission to display their environmental posters in parish buildings.
BACKGROUND DOCUMENTS: *Insert names of documents to be sent out with the meeting papers.*	Attached are the posters.
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)*	N/A


you could help save the world


difference
won't
cost
us
You could help
save the
world!



you could help
save the world!


We can make a difference
you could help save the world!

DEFORESTATION is a no



you could save our world!


We need to clean our mess up!
you could help save the world!