Willingham Parish Council
serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law
Clerk: Amy Rudderham
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MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 2nd September 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), Maris, McKee, Moore, Phillips, Ramsden, Watson, Wilkinson
District Councillors: Hutchcraft
County Councillor:
Parishioners: Five

Clerk: Amy Rudderham
Deputy Clerk: Sophie McNally

APPROVED

134/26 Apologies for absence

Apologies were received from Councillors Rashid and Mansfield due to personal commitments. Councillor Hutchcraft proposed the apologies be accepted, seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

135/26 Declarations of interest

The Clerk declared an interest under item 142/26, as there were two invoices received from her husband's business for works completed.

The Clerk and the Deputy Clerk declared an interest under item 144/26, as the matter was relating to the pay scales.

136/26 Public forum *(maximum 3 minutes per person, with an overall limit of 15 minutes)* All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative. (Please see important note above)

A resident addressed the Council regarding the use of the Ploughman Hall for Pickle Ball. There is currently a group of four residents of Willingham who play the game together and currently hire a court at St Ives. The group have their own net and equipment and would like to hire the Ploughman Hall for one hour per week during the day. The item was due for discussion under item 141/26 c.

A representative of the 1st Willingham Scouts addressed the Council regarding an item under 141/26 f. The Scouts had provided a written proposal to the Parish Council regarding the siting of a storage container on the Recreation Ground. The Scouts would use the container to store all of their equipment now that the Public Hall was no longer available. It was confirmed the ex Salvation Army Hall had been purchased by the District Scouts and it would be a 'hub' and not for the specific use or provision of the 1st Willingham Scouts. It was confirmed that the Scouts would cover all associated costs in order to provide and install the container and there would be no financial request to the Parish Council in this regard.

A representative of Willingham Action Group (WAG) addressed the Council and confirmed that a number of the trees that had been planted earlier in the year,

received from the Woodland Trust, had not survived due to the drought. It was confirmed that additional funding had been received from the Co-Op towards to the costs, but a recurring request in the coming years for replacement trees would be likely, due to the loss suffered this year.
The Chairman, echoed by the Councillors, thanked the representative for all of the works WAG did and it was very much appreciated.

137/26 To receive and ratify minutes from the Council meeting held on the Wednesday 5th August 2026

Councillor Hutchcraft proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor Maris and **resolved** with 11 votes in favour and two abstentions due to not being present at the meeting.

Action: Clerk

138/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

A report had been circulated and tabled at the meeting.

Councillor Harris noted that a temporary 30MPH limit had been implemented on Shelford Road and would formally request the County Council implement a temporary 7.5T weight limit along the roadway too. It was requested the Clerk write to the County Councillor regarding this matter.

Action: Clerk

139/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

A report had been circulated and tabled at the meeting. Councillor Hutchcraft provided a verbal overview of the report. Councillor McKee passed congratulations onto the District Council for the reduction in its carbon emissions.

140/26 Chair's report including:

<u>To receive an update on the flooding works being undertaken by R Mason</u>

A report had been previously circulated and tabled at the meeting. It was confirmed that Mr Mason would bring these concerns to the attention of Cambridgeshire County Council.

Action: R Mason

141/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

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

<u>To receive and consider the amended Financial Regulations</u>

Following the amendments approved at the August meeting with the addition of the changes to the wording in clauses 1.5, 2.2, 2.3, and 4.6 together with the addition of clause 7.3, Councillor Law proposed the document be accepted and adopted. This was seconded by Councillor Maris and **resolved** unanimously.

Action: Clerk

APPROVED

To receive and consider the Terms of Reference for the Finance, HR and General Purpose Committee

Following the amendments approved at the August Meeting, Councillor Hutchcraft proposed the document be accepted and adopted by the Parish Council, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive individual Councillor Signatures in relation to the Civility and Respect Pledge

Following the signing of the Civility and Respect Pledge by the Parish Council in August, Councillor Hutchcraft proposed that all Councillors, individually sign the certificate, to demonstrate their commitment. This was seconded by Councillor Law and **resolved** unanimously.

Action: All Councillors

A document had been prepared by the Clerk and was circulated to all Councillors present, for their signature.

To receive and consider the updated Emergency Plan

All equipment referred to within the Emergency Plan had now been moved to the Ploughman Hall, as previously resolved by the Parish Council. The Clerk had therefore updated the document to reflect these changes. It was noted that under Check List 2 – The Shelter, the wording *"The Cambridge Melchior College/"* should be removed and under clause 4.5 *"excluding VAT" should be added.* Councillor Maris proposed that subject to the above-mentioned changes, the document should be accepted and adopted, seconded by Councillor Harris and **resolved** unanimously.

Action: Clerk

To receive and consider the updated Flood Plan

All equipment referred to within the Flood Plan has now been moved to the Ploughman Hall, as previously resolved by the Parish Council. The Clerk had therefore updated the document to reflect these changes. Councillor Law proposed the document be accepted and adopted, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider WAG routine volunteer tasks Risk Assessment

A Risk Assessment had been circulated to the Council. Councillor Maris proposed the document be accepted, seconded by Councillor McKee and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding the reallocation of funds held within the budget

Councillor Phillips proposed that the funds remaining within the Elections section of the budget should be reallocated to the Grants section of the budget. This was seconded by Councillor Moore and **resolved** unanimously.

Action: RFO

APPROVED

To note the arrangements for Remembrance Day and consider any actions
Councillor Ramsden proposed the Council request a wreath, matching that obtained in previous years, and provide a donation to the Royal British Legion of £100.00. This was seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

Councillor Law confirmed that he could take delivery of the wreath.

b. Planning Committee – updates and actions to be taken, including:
To receive the Minutes of the meeting held on 3rd August 2026
Draft Minutes had been circulated ahead of the meeting. No queries were raised.

c. Halls – Updates and actions to be taken, including:
A report had been previously circulated and tabled at the meeting.

To receive and consider the draft Terms of Reference for the Public Hall Working Party
The draft Terms of Reference had been previously circulated. Councillor Law proposed the Council accept the Terms, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive an update on the Public Hall insurance claim
Councillor Clark confirmed the excess of £250.00 had been paid and the insurance company had confirmed the claim had now been closed.

To receive information from a local group of individuals and consider any actions
Councillor Clark proposed the group of individuals wishing to play Pickle Ball in the Ploughman Hall be granted permission at the standard hourly rate. Once adequate insurance had been obtained and evidence provided to the Office, the lower hourly rate of £11.00 would be applied. This was seconded by Councillor Ramsden and **resolved** with 12 votes in favour and one abstention.

Action: Clerk

d. Cemetery – updates and actions to be taken, including:
A report had been circulated ahead of the meeting and no queries were raised.

e. Green & Boundaries – updates and actions to be taken, including:
Councillor Watson confirmed that the bench had been received that day and had been installed at the Wildlife Meadow. Thanks were given to MC Groundcare for installing the bench free of charge.

To receive information regarding a platform installed on Long Pond and consider any actions

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A draft letter had been circulated ahead of the meeting. Councillor McKee proposed the draft letter be softened slightly and be sent on behalf of the Parish Council. This was seconded by Councillor Phillips and **resolved** with 12 votes in favour and one abstention. Councillor Hutchcraft agreed to amend the letter on behalf of the Parish Council.

Action: Councillor Hutchcraft

f. Leisure & Amenities – updates and actions to be taken, including:
A report had been received and circulated ahead of the meeting.

To receive and consider the draft Terms and Conditions of the hire of the recreation ground and pavilion by the Willingham Wolves
The draft Terms and Conditions had been circulated. Following a meeting between the Clerk and a member of the Wolves, it was requested that:-

1. The notice be extended to 30 days, as the Willingham Wolves could be liable for a fine from the FA if they do not give the required notice on matches.
2. The Ploughman Hall be available for parking for matches. However, if large bookings were made at the Ploughman Hall requiring the car park, then the Wolves would be notified, and the car park could not be used.
3. The adult teams be allowed to consume alcohol on the premises, following a match. This was subject to no alcohol being stored anywhere on Parish Council Land (including in the storage container) and all rubbish be cleared up completely and disposed of correctly.

Councillor Phillips proposed that subject to the above amendments, the Terms and Conditions be accepted, seconded by Councillor Harris and resolved unanimously.

Action: Clerk

To consider the hire charges applicable to the Willingham Wolves
Councillor Clark proposed the Wolves be charged £350.00 for the use of the Recreation Ground and Pavilion during the 2026/27 season. This was seconded by Councillor Harris and **resolved** with 12 votes in favour and one against.

Action: Clark

To receive and consider the quotation from RPM for the repair of the HAGS Unit
A quotation had been circulated ahead of the meeting. Councillor Phillips proposed the quotation be accepted, seconded by Councillor Law and **resolved** unanimously.

Action: Clerk

To receive and consider request from Willingham Scouts regarding the siting of a storage container
Information had been circulated ahead of the meeting. Councillor Clark proposed the Council grant permission for the siting of a 40ft storage container, on the Recreation Ground subject to the following:-

1. Sited next to the Willingham Wolves Container, the side of the hedging.

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2. The storge be rent free
3. An agreement be entered into between the Parish Council and the 1st Willingham Wolves
4. All and every expense associated with the provision, installation and preparing the ground and space be met in full by the 1st Willingham Scouts
5. The time period for the siting of the container be for 24 months initially, to be reviewed after 18 months
6. If the container is removed at any time, the ground is to be made good at the expense of the 1st Willingham Scouts
7. Should the 1st Willingham Scouts wish to dispose of the container at any time, Willingham Parish Council are offered first refusal for the purchase.

This was seconded by Councillor Phillips and **resolved** with 12 votes in favour and one abstention.

Action: Clerk

<u>To receive and consider request from a resident to take off from and land a drone on the Recreation Ground</u>

Information received from a resident had been circulated ahead of the meeting. Councillor Phillips proposed permission be granted, subject to providing copies of the necessary paperwork to the office. This was seconded by Councillor Law and **resolved** with 11 votes in favour and two abstentions.

Action: Clerk

142/26 To receive and ratify monthly accounts for payment.
(see Appendix 1)

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

Action: RFO

143/26 To note conclusion of the 2025/26 external audit and consider the final external auditor report and decide what, if any, action is required

Information had been circulated ahead of the meeting. The Chairman thanked the office for all of its hard work in relation to the audit. Councillor Law proposed the Council noted the conclusion of audit, seconded by Councillor Phillips and **resolved** unanimously.

Action: RFO

144/26 To receive correspondence from the SLCC regarding the 2026 Local Government Pay Settlement and consider any actions

Information had been circulated ahead of the meeting. Councillor Law proposed that the retired Clerk be included in the pay increase award, seconded by Councillor Moore and **resolved** unanimously.

Action: RFO

145/26 Police update including:

<u>To receive and consider an update regarding the damaged picnic bench at the QEII Playpark</u>

APPROVED

Councillor Hutchcraft requested the Clerk provide an update to the Council. A verbal update was provided and it was requested the Clerk obtain quotations for a replacement bench, both in the same material and in metal.

Action: Clerk

146/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

To receive and consider information regarding the volunteer Speedwatch group operating in the village

Information had been circulated ahead of the meeting. Councillors Ramsden, Jeffrey and Harris confirmed they would be happy to assist the Speedwatch volunteers. The Clerk confirmed she would liaise with the Speedwatch team on the Councillors behalf.

Action: Clerk

To receive information regarding signage and consider the installation of community Speedwatch signs within the village

Information regarding the signage had been circulated ahead of the meeting. Councillors Clark, Jeffrey, Maris and Harris confirmed they would install the signs on behalf of the Parish Council. It was noted that the location needed to be provided to the office so that this information could be passed on to Highways and the Police.

Action: Councillors Clark/Jeffrey/Maris/Harris

To receive and consider information regarding the equipment required for the download of the data logger information, including any financial complications

Councillor Harris confirmed that the company who made the logger had confirmed they would check over the logger and advise if the beams and the battery were ok. If any works were needed, they would provide costings to Councillor Harris ahead of the next meeting.

Action: Councillor Harris

147/26 Environment and Sustainability update including:

Councillor McKee confirmed she was still trying to obtain the pink bin to visit Willingham at a future date.

148/26 Items for future meetings

Wildlife Meadow Water Supply
Flag of the Fens
Cemetery Memorial
QEII bench
Community Orchard Tap
Meeting dates for 2027
Willingham News Grant
Public Hall Quotations
Carols on the Green

149/26 Date of next meeting

Wednesday 7th October 2026

Meeting closed at 21.51.

APPROVED

APPENDIX 1
Payments for approval at meeting to be held on 02.09.2026

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
228	31.07.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	13.75	0.00	13.75
231	03.08.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
232	03.08.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
233	03.08.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
234	03.08.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
235	03.08.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
236	03.08.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
237	03.08.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
238	09.08.2026	DD	British Gas	Monthly Charge	L&A	73.18	3.66	76.84
249	12.08.2026	BACs	OS Gawthroup	Grass Cutting Contract	F&GP	892.00	178.40	1,070.40
247	12.08.2026	BACs	OS Gawthroup	Installation of Bench	F&GP	250.00	50.00	300.00
276	17.08.2026	BACs	BT	Monthly Charge	F&GP	68.04	13.61	81.65
285	18.08.2026	DD	Lloyds Bank	Service Charge	F&GP	8.50	0.00	8.50
284	19.08.2026	BACs	HUL GBP Claims	Insurance Excess	HALLS	250.00	0.00	250.00
283	24.08.2026	BACs	SafeSite Facilities	HERAS Fencing	HALLS			871.97
277	25.08.2026	DD	Nest	Pension Contributions	F&GP	289.35	0.00	289.35
278	25.08.2026	DD	HMRC	PAYE	F&GP	948.25	0.00	948.25
279 - 282	25.08.2026	BACs	Staff	Salaries	F&GP	4,875.18	0.00	4,875.18
288	26.08.2026	BACs	Valda Energy	Street Lighting	F&GP	39.68	1.98	41.66
254	29.08.2026	BACs	British Gas	Monthly Charge	L&A	44.86	2.24	47.10
255	29.08.2026	BACs	British Gas	Monthly Charge	HALLS	41.72	2.09	43.81
256	29.08.2026	BACs	British Gas	Monthly Charge	HALLS	252.93	12.65	265.58
257	29.08.2026	BACs	British Gas	Monthly Charge	G&B	32.45	1.62	34.07

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
258	03.09.2026	BACs	ATLAS Tree Surgery	Emergency works - Recreation Ground	L&A	150.00	30.00	180.00
259	03.09.2026	BACs	ATLAS Tree Surgery	Cemetery Tree works	CEM	480.00	96.00	576.00
260	03.09.2026	BACs	Cambridge Advanced Cleaning	Human Waste Cleaning	L&A	300.00	0.00	300.00
261	03.09.2026	BACs	CBE Limited	PAT Testing	F&GP	120.00	24.00	144.00
262	03.09.2026	BACs	MC Garden Maintenance	Grass Cutting	F&GP	1,485.00	297.00	1,782.00

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263	03.09.2026	BACs	PKF Littlejohn	External Audit	F&GP	1,050.00	210.00	1,260.00
264	03.09.2026	BACs	RPM	QEII Repairs	L&A	2,365.00	473.00	2,838.00
265	03.09.2026	BACs	Sanctuary	Lifelines	F&GP	231.00	46.20	277.20
286	03.09.2026	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
289	03.09.2026	BACs	Connections	Youth Service	F&GP	247.50	0.00	247.50
287	03.09.2026	BACs	CAPALC	Conference	F&GP	75.00	0.00	75.00
266	03.09.2026	BACs	5 Folds	Octagon Hire	F&GP	48.00	0.00	48.00
291	03.09.2026	BACs	Fix and Finish Property Services	QEII Bench	L&A	175.00	0.00	175.00
290	03.09.2026	BACs	Fix and Finish Property Services	Pavilion Fencing	L&A	175.00	0.00	175.00

Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
82	06.08.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	192.50	38.50	231.00
81	06.08.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	68.75	13.75	82.50
80	06.08.2026	BACs	Little City Cambridge	Ploughman Hall Hire	HALLS	100.83	20.17	121.00
86	07.08.2026	BACs	HMRC	VAT Return	F&GP	3,448.11	0.00	3,448.11
88	10.08.2026	BACs	Lloyds Bank	Bank Interest	F&GP	384.86	0.00	384.86
87	11.08.2026	BACs	SUM UP	Side Hall Income	HALLS	140.91	28.18	169.09
83	24.08.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	91.67	18.33	110.00
85	24.08.2026	BACs	SCDC	Grant Payment - Bench	F&GP	1,738.80	0.00	1,738.80

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
267	20.08.2026	BACs	Amazon	Stationery	F&GP	9.62	1.92	11.54
268	20.08.2026	BACs	Amazon	Charging Bags	HIGH	21.61	4.32	25.93
269	20.08.2026	BACs	Adobe	Monthly Charge Monthly	F&GP	16.64	3.33	19.97
270	20.08.2026	BACs	Jet Pack	Subscription Monthly	F&GP	2.80	0.56	3.36
271	20.08.2026	BACs	Giff Gaff	Subscription Monthly	G&B	6.67	1.33	8.00
272	20.08.2026	BACs	34SP	Subscription Monthly	F&GP	9.96	1.99	11.95
273	20.08.2026	BACs	Lebara	Subscription	G&B	4.17	0.83	5.00
274	20.08.2026	CARD	CO-OP	Battery	HALLS	4.40	0.00	4.40
275	20.08.2026	CARD	One Stop	Bin Bags	F&GP	6.00	0.00	6.00

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