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 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

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
293	31.08.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	14.35	0.00	14.35
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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