

Wendens Ambo Parish Council

Minutes of Parish Council Meeting 3rd October 2022

Wendens Ambo Parish Council Meeting in Wendens Ambo Village Hall, Wendens Ambo at 8pm.

Present: Chair Gail Gibbs, Councillors Kathryn Butterworth, Simon Rowley, Chris Howitt, Alan Lovett, Sam Slota-Newson, Chris Stringer.

In Attendance: County Councillor Paul Gadd, District Councillors Neil Gregory and Richard Pavitt, four members of the public and the Clerk Jane Rolfe

10/22/01	<p>Chair`s Welcome Chair Gail Gibbs welcomed everyone to the meeting.</p>
10/22/02	<p>Apologies For Absence None received.</p>
10/22/03	<p>Declarations Of Interests None.</p>
10/22/04	<p>Public Participation i)A member of the public asked whether there had been an arrest following Inspector Mirrington-French`s recent update on suspected local arson attacks. Cllr Gregory reported that there had not been an arrest yet and that he is continuing to communicate with the police for further information. <i>Correspondence was received after the meeting from Cllr Gregory to advise that a person was arrested on 24th September and is currently on police bail for further enquiries to be completed.</i> ii)A member of the public asked for clarification on the main page of the WAPC website which states that `local information is now held across multiple websites`. Cllrs Chris Howitt and Sam Slota-Newson to investigate.</p>
10/22/05	<p>County Councillor`s Report Cllr Gadd`s report was sent in advance (appendix 1) He confirmed that: i) a grant has been agreed for replacing the fence at the village hall. ii) the bus service from Saffron Walden to Audley End station has recently improved.</p>
10/22/06	<p>District Councillors` Report i)Cllr Gregory stated that there are still grants available which need to be applied for before 31/03/2023. The Locality Fund of £3,000 is rapidly diminishing and bids need to be made as soon as possible. ii)Cllr Gregory reported that the Local Plan has been delayed again. He explained that the plan requires a comprehensive review, including draft site allocations. He advised that there will be a meeting of the Local Plan Leadership next Wednesday, 12th October. iii)Cllr Gregory said that since the announcement of the government`s energy bill rebate, the need for supply of `warm spaces` has diminished. He explained that Elmdon has devised a superb community project, offering the village hall during the afternoons, for various activities such as film matinees. iv)Cllr Pavitt spoke about the increased number of tipper trucks in the area which are travelling from Bishops Stortford and Dunmow to an illegal aggregate site neat Great Chesterford. He explained that the company running the site has been refused planning permission and has received an enforcement order. It is thought that the company has lodged an appeal.</p>
10/22/07	<p>Previous Minutes Councillors agreed the minutes of the September Parish Council meeting as a true and accurate record of proceedings and Vice-chair Alan Lovett signed the minutes. Chair Gibbs signed the minutes of the extraordinary meeting of 11th July after they were agreed as a true and accurate record of proceedings.</p>
10/22/08	<p>Clerk`s Report The clerk reported that: i. The website was updated with minutes from the September meeting. ii) The defibrillator has received a software update. iii) All relevant financial information for 2021/22 has been uploaded to the website. iv) A grant is available from the Locality Fund for repairs to notice board.</p>
10/22/09	<p>Financial Report The clerk circulated a statement and review of accounts and invoices for payment; eSlip Ltd - monthly payroll £17.96 Wybone - replacement bin £248.39 Wendens Ambo Village Hall - hall hire £40.00 Diocesan Glebe Management-rent for the Wick Nov 21 to Nov 22 £300.00 J Rolfe - clerk's salary Sept 2022 £81 PAYE to pay) £324.00</p>

	<p>J Rolfe - clerk's expenses Sept 2022 £18.65 HMRC quarterly payment £253.80 Npower - electricity charges from 01/12/21 - 31/03/22 £9.29 Play Inspection Company - annual inspection at the Wick £95.94 Unity Trust Bank Service Charge at 30.09.2022 £18.00 It was agreed that the invoice from the Play Inspection Company would not be paid until the inspection report was received from them.</p>
10/22/10	<p>Planning Cllrs reviewed the following planning application: i) UTT/22/2528/TPO Alternative Reference PP-11540443 Application Received Mon 12 Sep 2022 Application Validated Mon 12 Sep 2022 Address Flat 2 Lime Tree House Royston Road Wendens Ambo Saffron Walden Essex CB11 4JX Proposal no. lime tree- fell Status Awaiting decision Appeal Status Unknown Appeal Decision Blank Field <u>Cllrs agreed that no further action is required regarding this application.</u></p>
10/22/11	<p>Policies for Review i) Cllrs discussed amendemnts made to the Risk Assessment. It was noted that historical documents will be stored at the Essex Records Office and not the offices of the EALC. It was also agreed by Cllrs that files should be stored on the cloud, particularly finance documents. Clerk to investigate storage capacity and fees involved. ii) It was agreed that Cllrs' pecunairy interest forms will be reviewed. Clerk to re-distribute forms signed by Cllrs on joining Parish Council. iii) Chair Gibbs read out the Retain and Destroy Policy. She explained that she was awaiting advice from the legal team of EALC on the retention of minutes. It was suggested that the policy would be clearer if it is presented as a table of retention periods. There was a discussion aound the policy including details for deletion of council emails. Chair Gibbs to re-write policy and re-circulate. iv) Cllrs reviewed the Grant Award Policy. It was suggested that the council should be allowed to consider grants submitted outside the nominated dates (April and November) if necessary. These dates have been set historically for budgeting purposes. There was a discussion around eligibility and it was suggested that groups operating within the parish and who are of benefit to the local community should be given preference. Chair Gibbs to amend and re-circulate.</p>
10/22/12	<p>Bus Shelter Replacement Various types of shelters were discussed. It was agreed by Cllrs that 3 quotations will be obtained for a brick built bus shelter. Chair Gibbs to investigate whether planning permission is required. Cllr Chris Stringer to investigate designs and costs and report back at next meeting.</p>
10/22/13	<p>i) Update on Brambles on Jubilee Woods Vice-chair Lovett advised that the brambles have been cut back and the footpath is clear. He said that he is unaware who carried out the work, but thanked whoever did so. ii) Update on Oak Trees Offered to Parish Council It was discussed that 3 trees have been lost in Jubilee Woods and 3 in the green triangle. Cllr Sam Slota-Newson to order new trees for the green triangle. Chair Gibbs reported that she has been offered 2 oak tree seedlings. It was agreed that these would be planted in Jubilee Woods and one possibly made a Jubilee commemoration tree. Cllr Sam Slota-Newson offered his help in planting trees. iii) Watering of trees was discussed and Chair Gibbs offered to investigate the purchase of a suitable vessel to help with the process; she will speak to the individuals who carry out watering.</p>
10/22/14	<p>Enquires, Complaints and Correspondence i) The clerk received an email requesting an update on repairs to goal posts. It was reported that, after recent repairs, the metal pieces have rusted. Cllr Katherine Butterworh to investigate and arrange repairs. ii) It was noted that the village signs are not noticable as the hedgerow is overgrown. iii) It was raised that the path at Drayton Hill is overgrown and the gutter is blocked. Highways to be informed. iv) A member of the public advised Cllrs that there will be an update on 24th October regarding skeletons found in the village. This will be delivered by Simon Coxhall.</p>
10/22/15	<p>Matters to be raised for next meeting's agenda i) Bus shelter designs ii) Grant Award Policy</p>

	iii)Retention Policy iv)Budgets v)Lease for Wick and option to buy land vi)Grant Applications
10/22/16	Meeting Actions i)Clerk to investigate saving of files to cloud ii)Chair Gibbs to re-write and re-circulate Destroy and Retention Policy, plus Grant Awarding Policy iii)Clerk to locate and distribute Cllrs' pecuniary interest forms iv)Clerk to contact Hardy Landscapes to request copy of contract for grass cutting v)Clerk to request copy of inspection report for the Wick play equipment vi)Cllr Chris Stringer to investigate bus shelter options and feed-back at next meeting vii)Cllr Katherine Butterworth to investigate rust on metal parts of football goal posts and arrange repairs viii)Chair Gibbs to inform Highways of blocked gutters at Drayton Hill ix)Chair Gibbs to investigate purchase of vessel for tree watering x)Cllr Sam Slota-Newson to order new trees for green triangle
	The meeting closed at 9.30pm

The next Parish Council Meeting will be held on 7th November at 8pm, in Wendens Ambo Village Hall.
www.wendensamboparishcouncil.org.uk

Minutes approved as accurate:

Date: