

Wendens Ambo Parish Council

Minutes of Parish Council Meeting 2nd October 2023

Wendens Ambo Parish Council Meeting in Wendens Ambo Village Hall, Wendens Ambo at 8.00pm.

Present: Councillors Alan Lovett, Chris Howitt, Kathryn Butterworth, Simon Rowley

In Attendance: District Councillor Richard Pavitt, six members of the public and the Clerk Jane Rolfe

10/23/01	Election of Chair The Chair's role is being assigned on a rolling basis between Parish Councillors. Kathryn Butterworth was appointed Chair for tonight's meeting.
10/23/02	Apologies For Absence Apologies were received, and accepted, from County Cllr Paul Gadd and District Cllr Neil Gregory. Cllr Sam Slota-Newson was absent, no apology was received.
10/23/03	Declarations Of Interests None
10/23/04	Public Participation i) A member of the public encouraged the Parish Council to make use of Youth Fund monies which have been held for a number of years. She asked whether consideration could be given for purchase of a bike rack. ii) A member of the public asked why the meeting minutes did not identify the individual participating by name. A discussion took place as to whether it should be ascertained if the member of the public wished to be named in the minutes. The clerk will establish correct procedures. iii) A member of the public pointed out that some action points from one meeting are not carried forward to the following meeting. Cllr Rowley suggested that subsequent agendas have an item titled 'Matters Arising from Last Meeting'.
10/23/05	County Councillor's Report The clerk read out Cllr Paul Gadd's report which included the following: i) Locality fund - information from the cricket club has now been received and an application of £500 has been submitted to fund new cricket covers. ii) Most of Cllr Gadd's current pothole allocation has been used up, but he can be contacted with reports of any dangerous potholes. He will advise when the second allocation is falling near. iii) With regard to the LHP scheme to introduce a 40mph zone west of the village; after a recent LHP meeting, it is unclear what the current year budget is and so this scheme is still no further forward. iv) Cllr Gadd has chased again the defective manhole cover in Duck Street.
10/23/06	District Councillor's Report i) Cllr Richard Pavitt said that the draft Local Plan is now in the public domain and available on the UDC website. It will be discussed in public forum of the Local Plan Leadership Group on October 4 th and then sent to cabinet on 16 th October. Public consultation will begin in early November. A summary of the draft plan and its reasoning is available in the agenda papers for the Oct 4 th meeting. ii) Cllr Pavitt advised that the Zero Carbon Communities grant scheme is open again and asked for applications to be submitted. A webinar on 12 th October (see UDC website for details) will assist in how to apply and the information required. iii) Cllr Pavitt reported that an 'EV car club' has been set up in Saffron Walden. This scheme offers two pay-as-you-go electric vehicles for hire.
10/23/07	Previous Minutes Councillors agreed the minutes of the September Parish Council meeting as a true and accurate record of proceedings and Kathryn Butterworth signed the minutes.
10/23/08	Clerk's Report The clerk reported that: i) The website was updated with minutes from the September meeting. ii) The clerk met with the representative from Truvelo and downloaded data from the speedsign. The average speed from April to September was 37.2 mph. A graph will be produced when the next download of data is done and presented at a subsequent meeting. iii) The clerk spoke to Beth Lunn of the Community Payback Project who advised that a group could be sent for one day to carry out work identified by the Parish Council. This group will be supervised and comprise of approximately 5-10 people who will work for 7 hours; no skilled work can be undertaken. Enough tasks must be provided by the Parish Council to accommodate approximately 60 hours of work. Welfare facilities and drinking water must also be available. After a discussion, it was decided that a list of suitable tasks will be drawn up and a

	group will be engaged to work at the weekend when the village hall will be available. The Parish Council will pay for use of the village hall.
10/23/09	<p>Financial Report</p> <p>The following invoices were approved for payment: Topsorce Worldwide (UK) Ltd - monthly payroll £19.37 Bank Charges - July to Sept 2023 £18.00 Hardy Landscapes - grass cutting x 1 in August 2023 £198.31 Val Evans, internal auditor £127.20 The Play Inspection Company Ltd- inspection of equipment at Wick £190.80 HMRC - quarterly payment £260.60 J Rolfe - clerk's salary Sept 2023 (£87.00 PAYE to pay) £347.40 J Rolfe - clerk's expenses Sept 2023 £13.32 RCCE - subscription for 2023/24 £52.80</p>
10/23/10	<p>Planning</p> <p>To review the following planning application</p> <p>i)Reference UTT/23/2170/HHF Alternative Reference PP-12409686 Application Received Thu 24 Aug 2023 Application Validated Thu 24 Aug 2023 Address: The Spinney Clanver End Arkesden Road Wendens Ambo Saffron Walden CB11 4UL Proposal: Proposed front single storey extensions - revised scheme to that approved under UTT/21/3248/HHF Status Awaiting decision <u>Cllrs had no objection to this application</u></p> <p>ii)Reference UTT/23/2260/HHF Alternative Reference PP-12433201 Application Received Tue 05 Sep 2023 Application Validated Tue 05 Sep 2023 Address Flat 2, Lime Tree House Royston Road Wendens Ambo Essex CB11 4JX ProposalAmendment to previous approval (Proposed additional floor extension UTT/23/1386/HHF) to revise windows within East and West elevations Status Awaiting decision <u>Cllrs had no objection to this application</u></p> <p>iii) Reference UTT/23/0739/FUL Bromley Cottages Grain Store Cllr Pavitt reported that approval was given to the grain store and felt that a Parish Council presence at the Planning meeting would have carried some weight to its case.</p>
10/23/11	<p>Roles and Responsibilities of Councillors</p> <p>See item 10/23/16</p>
10/23/12	<p>Football Goals on the Wick</p> <p>Cllr Katherine Butterworth explained that she has arranged for the goalposts to be repaired. It was discussed that the Community Payback Project may then be able to sand and paint them.</p>
10/23/13	<p>Update on Replacement Bus Shelter</p> <p>The clerk explained that this has now progressed to the claims department at Zurich Insurance and that something should be heard from them soon.</p>
10/23/14	<p>Roadmarkings at Mini-Roundabout near Station, and at Duck Street and Rookery Lane</p> <p>Cllr Lovett reported that roadmarkings up to roundabout are worn out and non-existent. He reported that at the base end of Duck Street, where it goes into Rookery lane, markings are worn and cars are flying straight accross. He said that "slow" signs are required at various locations in the village. Cllr Lovett to prepare a document and Cllr Butterworth to prepare map which will be forwarded to highways, county and district councillors.</p>
10/23/15	<p>Reply to Newport Parish Council</p> <p>Cllr Lovett explained that a letter was received from the Chair of the Newport Quendon and Rickling Neighbourhood Plan Steering Group to inform the Parish Council of a possible housing development adjacent to the roundabout on the B1383 for the B1052 Sparrows Hill. Cllr Lovett said that it is not clear what is being proposed and he will draft a letter asking for clarification.</p>
10/23/16	<p>Recruitment for Vacancies</p> <p>A member of the public offered to become a co-opted councillor. The clerk will arrange to meet up and complete the appropriate paperwork.</p>

	<p>Roles and responsibilities was discussed under this agenda item. There is a current list of responsibilities which Cllr Butterworth will locate and this item will be discussed at a subsequent meeting.</p> <p>It was agreed that the Councillor who chairs the meeting will remain chair for the whole month and take on that responsibility until the following meeting.</p>
10/23/17	<p>Update on Purchase of Wick Glebeland</p> <p>As Cllr Slota-Newson was not present, there was no update on this item.</p>
10/23/18	<p>Freedom of Information Policy</p> <p>This policy was amended along with guidance from the internal auditor. The clerk's address was the only amendment required. The clerk will post the new policy on the PC website.</p>
10/23/19	<p>Bank Mandate</p> <p>The current bank mandate was received from the Parish Council's bank. Two signatories need to be removed as they are no longer serving Parish Councillors. The clerk has completed the appropriate form and two signatures will be obtained to make the necessary change. In the future, more signatories will need to be added as currently there are only two.</p>
10/23/20	<p>Enquiries, Complaints and Correspondence</p> <p>i) Councillors discussed correspondence received from a resident regarding two damaged stiles, one possibly vandalised. The landowner is keen for the stiles to remain as there are sheep in the adjacent field. Councillors concluded that the stiles are the landowner's responsibility.</p> <p>ii) Correspondence was received regarding the postal service at Audley End train station which has reduced to one collection per day. After a discussion, which identified that there are other post boxes in the village, it was concluded that little can be done by the Parish Council.</p> <p>iii) An invite was extended by a member of the public to a gathering at Great Chesterford village hall to say farewell to the Vicar of Wendens Ambo church.</p> <p>iv) Public Rights of Way were discussed, carried over from the last meeting. Cllr Butterworth explained that she had done a lot of research on this and holds a form for completion, whereby between 5 – 30 residents have to have lived in the village for 20 years and used the footpath for that length of time. The footpath in question is from the viaduct to the Bear Warden Estate and should be registered as a right of way. This can be done without consent of the owners. However, it was agreed that Cllr Butterworth would speak to the relevant landowners and complete the appropriate form with the help of longstanding residents.</p>
10/23/21	<p>Correspondence</p> <p>It was agreed that all correspondence should be sent to the clerk at wambopc@gmail.com</p> <p>The clerk will ensure that this is included in the parish magazine.</p>
10/23/22	<p>Matters to be raised for Next Meeting's Agenda</p> <p>i) £882.57 Youth Club Fund</p> <p>ii) Community Payback Project</p> <p>iii) Roadmarkings</p> <p>iv) Roles and responsibilities</p> <p>v) Right of way for footpath.</p> <p>vi) Budget Monitoring Report</p> <p>vii) Damaged posts at the Wick – quotations to be gained, Cllr Hewitt to supply contractors' names.</p> <p>viii) Bus Shelter update</p> <p>ix) Glebe Land Update</p> <p>x) Recruitment of Councillors</p>
10/23/23	<p>Meeting Actions</p> <p>i) Ideas to be compiled for use of the Youth Club Fund.</p> <p>ii) Clerk to establish correct procedures for naming members of the public in meeting minutes.</p> <p>iii) List to be compiled of tasks for Community Payback Project to undertake</p> <p>iv) Clerk to meet with potential Co-opted Councillor</p> <p>v) Cllr Butterworth to locate list of Councillors' responsibilities to discuss at next meeting</p> <p>vi) Cllrs Lovett and Butterworth to contact Highways, County and District Councillors re: roadmarkings</p> <p>vii) Cllr Lovett to write to Newport Parish Council</p> <p>viii) Clerk to update PC website with new Freedom of Information Policy</p> <p>ix) Cllr Butterworth to complete form to register footpath as Public Right of Way, and talk to landowners</p> <p>x) Cllr Hewitt to supply contractor's name to gain quotation for posts at the Wick</p>
	<p>The meeting closed at 9.45pm</p>

The next Parish Council Meeting will be held on 6th November 2023 at 8.00pm, in Wendens Ambo Village Hall.
