

Wendens Ambo Parish Council

Minutes of Parish Council Meeting 6th May 2025

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

Present: Councillors Alan Lovett, Michael Middlemiss, Chris Howitt, Brian Cole, Paul Beaufiles, Nell Perks

In Attendance: District Councillor Richard Pavitt, five members of the public and the clerk, Jane Rolfe

05/25/01	<p>Election of Chair</p> <p>The Chair's role is being assigned on a rolling basis between Parish Councillors. Cllr Chris Howitt was appointed Chair for tonight's meeting.</p>
05/25/02	<p>Apologies For Absence</p> <p>Apologies were received and noted from County Councillor Paul Gadd and District Cllr Neil Gregory. Cllr Simon Rowley was absent.</p>
05/25/03	<p>Declarations Of Interests</p> <p>None</p>
05/25/04	<p>Public Participation</p> <p>i)A member of the public thanked the Parish Council for its support with the recent fun run and reported that it was a huge success with the greatest number of participants. He advised that a great deal of money was raised for the Wendens Ambo Millennium Trust charity.</p> <p>ii)A member of the public advised that a BBQ has been donated by a local resident and is being stored in the Parish Council's shed at the village hall. It is in good condition but needs a new part and it was suggested that the Parish Council takes ownership and purchases the necessary part. There is no gas bottle with the BBQ, this will be the responsibility of whoever uses it.</p> <p>iii)A member of the public asked if there is any progress with the Register of Assets of Community Value. There was a discussion around items on the Assets of Heritage Value register and whether there are some duplications with the Assets of Community Value. Cllr Pavitt recommended that Items to be added to the Assets of Community Value register should go through a process of declaration with residents. Cllrs Paul Beaufiles /Chris Howitt will contact UDC to ascertain the process and a list of assets will be drawn up.</p> <p>iv)A member of the public suggested that the PC might want to explore an easier and quicker way of taking minutes during meetings. She explained the meeting is 'recorded for transcribing' using various platforms. This produces a transcription of the whole meeting which can be fed into Chat GPT to turn it into minutes. She also explained that Microsoft 365 can record the meeting and transcribe it in a variety of text formats. The clerk said that she would be happy to trial this.</p>
05/25/05	<p>County Councillor's Report</p> <p>Cllr Gadd's report included the following:</p> <p>i)B1039 potholes- these should be mended w/c 19/05/2025</p> <p>ii)Rookery Lane potholes-reference number 2958494. Unfortunately, there is still no progress on these.</p>
05/25/06	<p>District Councillor's Report</p> <p>Cllr Richard Pavitt reported that:</p> <p>i)The local plan hearing starts next month and should conclude by the end of the month.</p> <p>ii)Devolution is up in the air and there is still no plan for the number of unitary authorities, it is mooted that there may be 5, each with 350,000 – 400,000 people. He said that the time lines are ambitious and it will not be complete by 2027.</p> <p>iii)The district council launched a Zero Carbon programme last month and Cllr Pavitt encouraged Parish Councillors to join in.</p>
05/25/07	<p>Planning</p> <p>The following applications were reviewed</p> <p>i)Reference UTT/25/1014/DOC</p> <p>Alternative Reference Blank Field</p> <p>Application Received Wed 16 Apr 2025</p> <p>Application Validated Wed 16 Apr 2025</p>

	<p>Address: Chaumiere Nats Lane Wendens Ambo Saffron Walden Essex CB11 4LQ Proposal: Application to discharge condition 3 (materials) attached to UTT/24/2905/HHF Status Awaiting decision Comments by 7th May 2025 <u>Cllr Paul Beaufile advised that this is being handled by Heritage and there is nothing for the PC to do.</u></p> <p>ii)Reference UTT/25/0867/LB Alternative Reference PP-13910017 Application Received Mon 31 Mar 2025 Application Validated Fri 04 Apr 2025 AddressKellers Duck Street Wendens Ambo Essex CB11 4JU Proposal Proposed replacement french doors. Status Awaiting decision Comments by 5th May 2025 <u>No objections – comments were made before the deadline.</u></p>
05/25/08	<p>Previous Minutes The minutes of the April meeting were agreed as a true and accurate record of proceedings, and Cllr Mike Middlemiss signed the minutes. <i>There was a slight amendment made by hand to 04/25/15 to indicate that UDC will be contacted to ascertain whether there is need for a TPO to be applied to trees at the Lodge.</i></p>
05/25/09	<p>Matters Arising from Minutes of Previous Meeting i) Remaining WANPSG Grant of £181.20 to be returned to Groundwork. <i>See item 05/25/10 Financial Report</i> ii) PC to contact UDC regarding TPO for trees at the Lodge. <i>Done by Cllr Alan Lovett who is awaiting a reply.</i></p>
05/25/10	<p>Clerk's Report</p> <ul style="list-style-type: none"> i) The website was updated with minutes from the April meeting ii) The interest on the savings account with Unity Trust will reduce to 2.27% from 2.52% from 6th May 2025 iii) The PC's asset register has been updated and revalued as of 31/03/2025 iv) The end of year Annual Governance and Accountability Return (AGAR) documents are being prepared; section 2 lists the total income and expenditure for the financial year. I can confirm that, as the PC's expenditure for 2024/25 exceeds £25,000, exemption from a limited assurance review cannot be claimed. This limited assurance review will be undertaken by PKF LittleJohn who are the external auditors for smaller authorities from 2022/23 to 2026/27. It will cost approximately £250. v) The clerk has ascertained that the fifteen year lease for the part of the Wick will run until 28/11/2027 and the rent will remain at £350 per annum until then.
05/25/11	<p>Financial Report</p> <p>i) The clerk distributed the cash book and bank statement for April and the following invoices were approved for payment: Topsource (UK) Ltd - monthly payroll £20.69 Unity Trust - monthly bank charge £6.00 J Rolfe - clerk's salary April 2025 £386.40 J Rolfe - clerk's expenses April 2025 £6.66 EALC/NALC - affiliation fees for 2025/26 £176.94 Groundwork UK - repayment of WANPSG grant balance as at 31/03/2025 £181.20 Janet E Stobart - internal auditor's fee for 2024/25 accounts £180.00 Hardy Landscapes- 1 x grass cut in April 2025 £210.00</p> <p>ii) Feedback from Internal Audit – the clerk reported that the internal auditor was satisfied that 'proper bookkeeping' is in use. The auditor advised that the Parish Council is not legally constituted without a Chair and that the PC's Standing Orders specify that 'a Chair will be elected at its annual meeting who will hold office until the next annual meeting'. This will be discussed at the next PC meeting in June, which will incorporate the PC's annual meeting.</p>

05/25/12	<p>Wendens Ambo Neighbourhood Plan Steering Group Committee</p> <p>Cllr Brian Cole reported that, at a recent meeting, the Steering Group discussed what options were available should they not be eligible for another grant. The grant is required to engage professionals to support the development of policies and writing of the plan. It was concluded that the group has two options, one to write the plan themselves and the other, to seek funding from the Parish Council to cover all the remaining costs to complete the plan. The group will continue to progress the plan without any paid support until the funding eligibility criteria is established.</p> <p>Councillors discussed that the Parish Council agreed to undertake negligible costs for the steering group, such as hire of the village hall, but it was understood that all other expenses would be cost neutral.</p>
05/25/13	<p>Councillors Roles and Responsibilities</p> <p>At a recent meeting, responsibilities were undertaken as follows, deputies are in brackets:</p> <p>Planning – Cllr Paul Beaufile (CllrBrain Cole)</p> <p>Highways – Cllr Brian Cole (Cllr Mike Middlemiss)</p> <p>The Wick/Jubilee Wood/Green Triangle – Cllr Brian Cole (Cllr Mike Middlemiss)</p> <p>Footpaths – Cllr Alan Lovett (Cllr Nell Perks)</p> <p>Grants – All</p> <p>Trees – Cllr Alan Lovett</p> <p>Finance – Cllr Simon Rowley</p> <p>Policies – Cllr Nell Perks (Cllr Simon Rowley)</p> <p>HR Sub-Committee – Cllrs Nell Perks, Simon Rowley, Mike Middlemiss</p> <p>Website/Communications – Cllr Chris Howitt</p> <p>Neighbourhood Plan Steering Group – Cllrs Alan Lovett and Brian Cole</p> <p>This information is on the PC website.</p>
05/25/14	<p>Enquiries, Complaints and Correspondence</p> <p>i)A member of the public said that she had received an update from Anglian Water regarding mains drainage and that she would like this information to be uploaded to the PC website; she also advised that a lot of ‘news’ on the website is out of date. Cllr Howitt will attend to these items.</p> <p>ii)A member of the public asked about the further grant for the Parochial Church Council; an additional £240 for this financial year was agreed and will be processed in May.</p> <p>ii)Cllr Howitt had received an enquiry about removing graves. It was ascertained that the Parish Council does not deal with village cemeteries /graveyards, it is handled by the church. He was advised that to remove graves would be very difficult, although gravestones can be moved.</p> <p>iii)A member of the public suggested that the PC’s flag and flagpole be used for the VE celebration on Saturday. This was agreed.</p>
05/25/15	<p>Matters To Be Raised for Next Meeting’s Agenda</p> <p>i)Assets of Community Value</p> <p>ii)Update on TPO for trees at the Lodge</p> <p>iii)Review and approval of AGAR (end of year) accounting documents</p> <p>iv)Grass Cutting by Hardy Landscapes</p> <p>v)Appointment of Chair</p>
05/25/16	<p>Action Points from Meeting</p> <p>i) New part to be purchased for donated BBQ</p> <p>ii)UDC to be contacted re: Register of Assets of Community Value</p> <p>iii)Website to be updated with update from Anglian Water and ‘old news’ deleted</p> <p>iv)Grant for WAPCC to be processed</p>
	<p>The meeting closed at 9.15pm.</p>

The next Parish Council Meeting will be held on 9th June 2025 at 8pm, in Wendens Ambo Village Hall.