

WEST WRATTING PARISH COUNCIL

Clerk to West Wrating Parish Council

12th May 2025

DRAFT MINUTES

Held on 12th May 2025 in West Wrating Village Hall at 7.30pm.

In Attendance: Cllr S Chandler (Chairman), Cllr Ryder, Cllr. McKenna, Cllr. L Chandler, Cllr. O'Donovan, Cllr Harvey.

Also Present: Cameron Biggs (Clerk), Cllr. Henry Batchelor, Cllr. Geoff Harvey

Members of the Public: 2

Annual Meeting of the Council

120525/1 Election of Officers

- (a) Chairman - Simon Chandler was duly elected Chairman, and signed the declaration of acceptance of office.
- (b) Vice Chair – Paul McKenna was duly elected Vice-Chairman, and signed the declaration of acceptance of office.

120525/2 Chairman's Welcome

- (a) The chairman welcomed all councillors and the public.

120525/3 Apologies for absence

- (a) Cllr. Parsons tendered her resignation, this was accepted by the council.

Action for clerk to reassign email account and update bank mandate.

120525/4 To receive declarations of pecuniary and non-pecuniary Interest

Interests were declared by Cllr McKenna and Cllr. Ryder as members of the Village Hall Management Committee, a dispensation was granted in respect of this and the matter to be discussed.

120525/5 It was resolved to approve the minutes of the meeting held on Monday 10th March 2025.

120525/6 It was resolved to approve updates to the [Terms of Reference](#)

120525/7 It was resolved to approve [Standing Orders](#) and [Finance Regulations](#) (no changes made since last approval)

120525/8 To update on arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. (WWSPC lease and VHMC scheme (inc adoption of new land)

The changes to the sports pavilion club lease rules were accepted at a previous meeting

AGENDA

120525/9 It was resolved to approve the [Asset Register](#)

120525/10 It was resolved to approve the [Risk Register](#)

120525/11 Confirmation of [insurance and premium](#) was received and approved for the forthcoming year.

Action for clerk to confirm with the supplier and pay invoice.

120525/12 To approve Disciplinary and Grievance procedure.

(a) This item was deferred to a future meeting.

120525/13 It was noted that all councillors have now completed the GDPR/Data Protection checklist

120525/14 It was resolved to approve the [Retention Policy](#)

120525/15 It was resolved to approve the [IT Policy](#)

Action for Chair and Clerk to implement actions arising from this policy.

120525/16 Finance

(a) It was resolved to make payments as per the below

31/03/2025	To HMRC (PAYE Tax for Clerk)	BACS	£583.94
31/03/2025	C Biggs March salary less PAYE	BACS	£215.40
31/03/2025	Bank Service Charge	BACS	£6.00

(b) Monies received were noted as per the below:

(i) Precept - £14,300

(c) The bank reconciliation for [FY24/25](#) was accepted.

(d) Summary of bank balances as at 30th April 2025

Current Account: £21846.15

High Interest Account: £37054.19

Total: £58900.34

120525/17 The follow documents were completed and approved for the Annual Return 24/25

(a) [Certificate of Exemption](#) (page 3)

(b) [Exemption Notice](#)

(c) [Annual Governance Statement](#) (page 5)

(d) [Annual Accounts Statement](#) (page 6)

120525/18 It was approved to set dates as follows for ordinary council meetings to end of FY25/26

Monday 14th July, 8th September, 10th November, 12th January, 9th March, 11th May at 7.30pm.

AGENDA

This concludes the Annual Meeting of the Council (20:59)

Ordinary Parish Council Meeting

It was resolved to move agenda item 120525/23(c) to this section of this meeting.

It was resolved to move agenda item 120525/27 to this section of the meeting

120525/19 Open forum for public participation

No speakers were present.

120525/20 Council business:

- (a) It was resolved to approve a grant to the Village Hall Management Committee for the value of £1200 to contribute towards the cost of insuring the building.
- (b) A yearly payment of £54 towards the advertising of the village website in Challenge magazine was approved.

Action for clerk to inform A Bragg and process invoice.

- (c) It was approved to transfer the westwrating.org.uk domain from current hosting (Sapien) to namecheap, with the benefit of improved support and features now required by local government rules. Cost will be £37.76/year. (Previous cost £36.23)

Action for Chair

- (d) This item was deferred because it is duplicated elsewhere - **120525/23(c)**

120525/21 Planning

- (a) An update from the Planning Committee was noted, no actions are required currently.
- (b) Planning application decisions and tree works were noted as per the below.

- **22/04689/CONDE** - Lamb's Yard surface water management and dormers, March 2025

Reference:	22/04689/CONDE	Applicant:	Mr Vince Canning Dyason Developments Ltd
Status	'Information only' on 17/2/25. Dormers part approved, but surface water management refused on 10/04/25.	Agent:	Mr Trevor Lang J.A.P Architects J A P Architects Market Hill Clare CO10 8NN
Date started	13/02/2025		
Case Officer	Alice Young		
Type	Condition request		
Site	73 The Lamb Yard High Street West Wrating Cambridgeshire CB21 5LU		

AGENDA

Proposal	Submission of details required by conditions 8 (dormers scale of 1:20) and 33 (surface water management strategy) of planning permission 22/04689/FUL.
Web Link	https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/04689/CONDE

- **25/01260/FUL** - Erection of solar panels with associated infrastructure at Camgrain

Reference:	25/01260/FUL	Applicant:	Cam Grain Ltd
Status	Consultation period expires: 02/05/2025	Agent:	Mr Jack Wilkinson Wilkinson Planning Ltd Bury Lodge Bury Road Stowmarket Suffolk IP14 1JA
Date started	02/04/2025		
Case Officer	Melissa Reynolds		
Type	Full Application		
Site	Grain Stores Valley Farm Road West Wrating Cambridgeshire CB21 4HH		
Proposal	Erection of solar panels with associated infrastructure		
Web Link	https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01260/FUL		

- **25/0308/TTCA** - 2x Ash trees need to be chopped down

Reference:	25/0308/TTCA	Applicant:	Mr Alex Brown
Status	No objection (approved)	Agent:	
Date started	21/03/2025		
Case Officer	Adrian Sargeant		
Type	Works to CA trees		
Site	59A High Street West Wrating Cambridgeshire CB21 5LU		
Proposal	2x Ash trees need to be chopped down. A landscaper who also looked at the trees agrees with our concerns. We are not 100% sure of the tree species but we understand that both trees are Ash trees.		
Web Link	https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/0308/TTCA		

AGENDA

- (c) To consider planning applications received below.
None

120525/22 Village Hall

- (a) It was noted that this agenda point will be revised to 'An Update from Village Hall Working Group' for future meetings.
- (b) It was noted that the Village Hall Management Committee will source a quote from a conveyancer in order to enact the transfer of land from Dyason developments and rectify the title for the Village Hall.

Action for the Village Hall Management Committee.

Cllr. L Chandler left the meeting at 22:19

120525/23 Kingsway Solar Farm

- (a) An update was noted from the chair who is a member of KSCA.
- (b) It was approved to commission the production of three reports relating to Kingsway Solar Farm, three quotations will be sourced, funded by anonymous sources.
 - (i) Traffic report (construction phases)
 - (ii) Hydrology report
 - (iii) Air quality analysis report
 - (iv) It was also proposed and subsequently approved to delegate responsibility for procuring the above services to the planning committee.
- (c) To approve the exhibition of a sample solar array as per [this proposal](#), on the green opposite the Village Hall.
 - (i) It was noted that there is a covenant on the proposed land that restricts any structures in excess of 1 metre in height and therefore will be unsuitable for the exhibition.
 - (ii) It was also noted that the council will now need to research a suitable area of land and obtain authorisation for its use, and once this work is carried out, an extraordinary meeting will be called to approve the temporary installation.

120525/24 West Wratting Sports Pavilion Club

- (a) The following events were approved -
 - (i) Danials Family party Saturday 7th June 2025, 12pm-11pm
 - (ii) Classic Car Show on Sunday 29th June 2025, 10am-4pm

Action for clerk to inform Sonia Ford

- (b) To receive an update on the application to Wadlow Wind Farm Community Fund for money towards upkeep of pavilion (external decoration).
 - (i) No update, awaiting a response.
- (c) To receive an update from the working group formed at the previous meeting (Cllrs. McKenna, O'Donovan, Chandler, Chandler and the SPC committee) on progress of revising the lease agreement.
 - (i) It was agreed to defer this item to a future meeting.

AGENDA

- (ii) It was agreed that Cllr. McKenna and/or Cllr. O'Donovan will begin attending the SPC meetings.

Action for working group to arrange a meeting and devise a plan of action.

120525/25 Small assets

- (a) To receive an update from the working group.
 - (i) An update was received, the Defib battery is now below 25% and a replacement needs to be ordered.

Action for clerk.

- (b) To receive an update from Cllr. McKenna on costs, viability and scope of repairs to the Pound, and Telephone box.
 - (i) An update was received, no actions required at this time.

120525/26 Road safety, highways and footpaths

- (a) To receive an update from the working group, incl. LHI application & 20 mph application.
 - (i) It was noted that the 20mph application has been submitted again.
- (b) To receive an update on footpaths from Mr McCall.
 - (i) No update was received

120525/27 District & County Councillors' reports

- (a) The reports were received.

120525/28 Date of next meeting & matters for future consideration

- (a) The next meeting will be Monday 14th July at 7.30pm

Link to agenda for the preceding [Annual Parish Meeting](#)