Writtle Parish Council
Parish Office, The Green
Writtle, Chelmsford CM1 3DT
Tel: 01245 420066
Email: clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

Minutes of the Full Parish Council Meeting held on Monday 1 July, 2019, 7.30pm
in the Parish Office

| **Members** | | ✓= Present A = Apologies Ab = Absent | | |
|---|---|---|---|---|
| Mr C Hibbitt | ***(CHAIR)*** | ✓ | Mrs S Bell | ✓ |
| Mr R Schmid | | A | Mr A Carter | ✓ |
| Mrs W Walker | | ✓ | Mr P Costello | ✓ |
| Mrs S Emery | | ✓ | Ms S Massey | ✓ |
| Mr R Bray | ***(VICE CHAIR)*** | ✓ | Mr T Kinloch | A |
| Mr P Cracknell | | ✓ | Mrs L Gannicott | ✓ |

| **In Attendance** | | ✓= Present A = Apologies Ab = Absent | | | |
|---|---|---|---|---|---|
| Cllr J F Aldridge | ***(ECC)*** | ✓ | Mr D Walker | ***(RFO)*** | ✓ |
| Cllr T Roper | ***(CCC)*** | ✓ | Mrs L Fox | ***(CLERK)*** | ✓ |
| Clllr M Watson | ***(CCC)*** | A | Mrs K Sitara | ***(CLERICAL OFFICER)*** | ✓ |
| Mr J Weymouth | ***(NEIGHBOURHOOD PLAN)*** | A | | | |
| Members of the public | | 1 | | | |
| | | | | | |

**ACTION**

**PC.19.01 PUBLIC FORUM**
One member of the public was present.

**PC.19.02 APOLOGIES FOR ABSENCE**
Apologies were received and **noted** above.

**PC.19.03 MINUTES OF THE LAST MEETING**
The minutes of the meeting held on June 01, 2019 were **approved** and duly signed.
**Proposed:** Cllr P Cracknell
**Seconded:** Cllr A Carter
**All agreed**

**PC.19.04 DECLARATION OF INTERESTS**
There were no declarations of interest.

**PC.19.05 CHELMSFORD LOCAL PLAN**
A meeting was held on Monday 10 June 2019, attended by Cllr C Hibbitt, Mr J Weymouth, Cllr M Watson and Cllr T Roper. Minutes not yet circulated.

The official start date on the Warren Farm site is now likely to be 2021. Cllr C

Hibbitt is still awaiting a response regarding when CIL payment would be made.

A meeting would be organised with Writtle Minors and Crest Nicholson to discuss the possible use of the proposed recreation areas.

**PC.19.06 NEIGHBOURHOOD PLAN**

The Neighbourhood Plan progress report was circulated to councillors ahead of the meeting and there were no further questions.

**PC.19.07 THE FUTURE OF LONGMEADS HOUSE**

The exchange of contracts took place on Wednesday June 26th, 2019. Following the signing of the contract we now await the formality of building contracts from Essex County Council. Once these are received start dates can be agreed and the initial tree works can be scheduled. Estimated date of completion for the site is mid July 2020.

The WCA's AGM took place on Tuesday 25 June, 2019. Cllr R Schmid stood as a committee member. Mr R Black stood down as Financial Officer. The committee are still in need of more members.

The Chairman and councillors thanked Cllr R Bray for his hard work on this project. Cllr R Bray would provide a statement for Writtle News and the parish council website to update the parishioners with this progress. *Cllr R Bray*

**PC.19.08 THE GREEN**

The parish council had been made aware of some travellers on the Green overnight and as a result substantial amounts of horse manure had been left by horses. Various options were discussed of how to secure the Green and prevent this from happening again.

The majority of councillors agreed that two drop posts should be installed by the duck pond access area as an initial deterrent. The Clerk to obtain costings. *The Clerk*

The Clerk would speak to the police about the formal process of reporting an unlawful encampment on the Green. *The Clerk*

**PC.19.09 ASSESSMENT REPORTS**

A recent electrical installation report for the Sports and Social Club had highlighted £3,000 + VAT of remedial works that need to be carried out to provide a satisfactory report. Following discussions, it was agreed that the Clerk would forward Cllr R Bray the leases for both the Sports and Social Club and the CARDS to establish who is responsible for the costs of the assessment reports and the associated remedial works. *The Clerk*

There needs to be more signage on and around the old scout hut to highlight the dangers of climbing on the roof of the building and that the roof has

some asbestos content. The Clerk to investigate this and the associated costs. *The Clerk*

**PC.19.10 CO-OPTION OF PARISH COUNCILLORS**

The parish council has three vacancies for parish councillors. Following discussions it was agreed that the Clerk would advertise the vacancies on the noticeboards and website. Any potential councillors would be invited to attend a parish council meeting in the first instance. *The Clerk*

**PC.19.11 SECURITY IN THE VILLAGE**

A meeting had been arranged with District Commander, Gerry Parker to discuss security in the village on July 3rd, 2019. The meeting will be attended by Cllr Hibbitt, Cllr W Walker, Cllr R Bray and the Clerk. Any other parish councillors were welcome to attend. Mr B Irving, Mr A King and Mr S Rawlins from WSSC would also be attending. If the parish council decided to use an external security company then clear remits must be set in terms of coverage of the village.

Discussions were had regarding the promotion of Special Constables at the Summer Fayre in Writtle on 10 August. Cllr S Massey suggested that perhaps the Police Cadets could man a stall to help with the promotion. Cllr S Massey to look into this further. *Cllr S Massey*

**PC.19.12 COMMUNITY SPEED WATCH**

The Community Speed Watch initiative has attracted a good level of Volunteers and Mr Andy Russell was going to be the co-ordinator of the Group. The Clerk to write to Mr Russell and thank him for his hard work. *Clerk*

There had been a recent news article highlighting that no additional members of the public would now be trained on this scheme due to the strain this is putting on the police and courts once fines are issued. Cllr C Hibbitt to speak to the police to clarify the process.

Community Speed Watch training has been scheduled for July 24 and July 25, 2019. Training will take place in the parish council office for 60 mins and then roadside practical training for 20mins.

**PC.19.13 PARISH COUNCIL COPY FOR WRITTLE NEWS**

Parish Councillors were asked for any items for the Oct/Nov issue of the Writtle News.

Items to include: exchange of contracts for Longmeads House, public comments on the City Council's Planning Portal and the vacant parish councillor positions. The Clerk to co-ordinate. *The Clerk*

**PC.19.14 RECORDS RETENTION POLICY**

It was resolved to adopt the new Records Retention Policy, subject to the section relating to cheques paid being removed. The policy is based on the EALC recommendation.

**Proposed:** Cllr W Walker
**Seconded:** Cllr L Gannicott
**All agreed**

**PC.19.15 FINANCIAL REPORT at June 14, 2019**

The councillors **agreed** the Financial Report of June 14, 2019 and unanimously agreed that the receipts and payments made between May 14, 2019 and June 14, 2019 be approved and signed.
**Proposed:** Cllr R Bray
**Seconded:** Cllr S Emery
**All agreed**

**PC.19.16 RECEIPT OF COMMITTEE REPORTS**

The following minutes were accepted:-

- Planning & Dev Committee Meeting – June 17, 2019
- Highways & Transport Committee Meeting – May 20, 2019
- Environment Committee Meeting – June 17, 2019

**PC.19.17 PROGRESS CHECK**

All parish councillors are now on their new.gov.uk email addresses except Cllr Massey who has still been unable to set this up. As of the end of July all previous official parish council emails will be set with an auto reply advising of the new email address. Cllr S Massey to liaise with the Clerk and the IT support company to set up her account. *Cllr S Massey*

The progress check list would be amended to reflect the actions and their status. The spreadsheet would be amended to reflect the action status, ie open, closed or ongoing. *Clerical Officer*

Cllr J Aldridge requested that thanks were recorded for all the hard work from Writtle Archives and Cllr S Bell regarding the recent 125th anniversary of parish council.

**PC.19.18 COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS**

Essex County Council Observations – Cllr J Aldridge

The drain cover on Lodge Road by the bus stop would be investigated as the cover is loose and creates noise disturbance for residents. *Cllr J Aldridge*

The status of Essex libraries would be discussed at the July ECC Cabinet meeting.

The footpath surrounding the travellers site on Highwood Road has been obscured and must be cleared. Cllr J Aldridge to look into this and why the finger post has been removed from this site. *Cllr J Aldridge*

Essex County Council is now taking part in a drive to discontinue the use of

plastic cups and replace them with a sustainable product.

The junction of Victoria Road and Ongar Road was raised due to damage that was occurring to the verges as they were being used for parking. Cllr Aldridge to establish whether this land is the responsibility of Essex Highways. *Cllr J Aldridge*

Chelmsford City Council Observations – Cllr T Roper and Cllr M Watson
Nothing to report.

**PC.19.19 COMMITTEES UPDATE**

The retrospective planning application for Olio's was raised by Cllr R Bray and whether the comment from the Planning & Development Committee would set a precedent. It was felt that their response was adequate in this situation.

Writtle 1st Guides had cleaned the War Memorial and had done a brilliant job. The Clerk to write and thank them. *The Clerk*

The sports and social club are experiencing problems with the gate and this is currently being investigated by the handyman.

Discussions were had regarding the recent event at Writtle Minors and whether correct licenses were held to be selling on the fields ahead of the new football season. *Cllr P Costello*

**PC.19.20 ANY ITEMS FOR THE NEXT AGENDA**

The return visit of the circus to the Green in 2020 would be included. Discussions were had regarding the amount of advertising this year for the circus and the number and size of vehicles on the Green.

**PC.19.21 DATE OF THE NEXT MEETING**

The next Full Parish Council Meeting would take place on Monday, 2 September 2019 at 7.30pm at the Parish Council Office. Agenda items should be submitted to the Clerk before Friday, 23 August 2019.

**MEETING CONCLUDED 10.00 pm**

**Signed:** _____

*For and on behalf of Writtle Parish Council*

**Date:** _____

DRAFT