Writtle Parish Council
Parish Office, The Green
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Minutes of the Full Parish Council Meeting held on Monday 2 December, 2019, 7.30pm in the Parish Office

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

In Attendance		✓= Present	A = Apologies Ab = Absent		
Cllr J F Aldridge	***(ECC)***	A	Mr D Walker	***(RFO)***	✓
Cllr T Roper	***(CCC)***	✓	Mrs L Fox	***(CLERK)***	✓
Cllr M Watson	***(CCC)***	A	Mrs K Sitara	***(CLERICAL OFFICER)***	✓
Mr J Weymouth	***(NEIGHBOURHOOD PLAN)***	✓			
Members of the public		12			

ACTION

PC.19.98 PUBLIC FORUM

Twelve members of the public were present.

Continued anti-social behaviour and crime in St Johns Green was raised by residents. All incidents have been reported to the police. In the last week there has been several broken wing mirrors and most recently the spray painting of four vehicles.

The residents continue to work with PC Thomas and the parish council with their police contact.

The subject of street lighting was raised and the potential of leaving the streetlights on for longer. The Clerk will forward Cllr J Aldridge's contact details to the nominated resident of St Johns Green.

The Clerk

Cllr T Roper to speak to his colleagues at CCC regarding CCTV in the area and potential mobile CCTV unit. Cllr Roper to feedback to nominated resident.

Cllr T Roper

The Clerk to organise a meeting between the parish council and police contact to discuss the antisocial behaviour in person.

The Clerk

The bench by the vegetation on St Johns Green would continue to be monitored with regards to it being moved.

PC.19.99 APOLOGIES FOR ABSENCE

Apologies were received and **noted** above.

PC.19.100 MINUTES OF THE LAST MEETING

The minutes of the meeting held on November 4th, 2019 were **approved** and duly signed.
Proposed: Cllr R Schmid
Seconded: Cllr R Bray
All agreed

PC.19.101 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.19.102 REQUEST FOR DISPENSATION

It was noted that before discussion takes place on the precept all councillors have a disclosable pecuniary interest and, as such, could be committing a criminal act if this was not declared before the meeting.

It was agreed that Mrs L Fox should be delegated to accept these declarations and allow a dispensation to councillors so that discussion and recommendation related to the precept can take place.

It was unanimously agreed that the Clerk be permitted full dispensation and delegation rights.

It was noted that all Cllrs present at this meeting declared their disclosable pecuniary interest and were granted dispensation to discuss the draft precept.

Proposed: Cllr R Schmid
Seconded: Cllr A Carter
All agreed

PC.19.103 BUDGET FOR THE YEAR 2020/2021

The budget was discussed by the RFO and Cllrs. It was agreed that the following should be reflected in the budget:-

- Circus Fantasia has not yet booked for 2020 - the income should be removed
- The final loan repayment by the Tennis Club has been made and should now be removed
- The Jazz Festival income should be added to the budget
- Insurance costs from Zurich for the new building at Longmeads House should be added – approx. £3000
- The Neighbourhood Plan has a grant for £2800 for the coming year, this should be reflected
- Solar lighting at Paradise Road site approx costs of £2,000

- Soft play flooring at new community centre approx. costs of £3,000
- Potential move of archives to the library approx costs of £5,000
- The Sports and Social pavilion remedial electrical works approx. costs of £3,000
- Repair work to the electric gate at Paradise Road site approx. costs of £2,000

Following the retirement of the RFO in March 2020, the Clerk presented a potential new structure for the admin team. The Clerk would oversee the RFO responsibility with a new financial officer to support her. There should be no extra costs involved in the new structure.

It was agreed that there should be a proposed increase of 3% to the precept along with £3000 to cover the increase in insurance costs for the Longmeads House Community Centre which should be completed in July.

Proposed: Cllr R Schmid
Seconded: Cllr I Nicholls
All agreed

It was proposed by Cllr Hibbitt, that the internal auditor Bryan Rolf be reappointed.

Proposed: Cllr S Emery
Seconded: Cllr R Schmid
All agreed

PC.19.104 FINANCIAL REPORT at NOVEMBER 14, 2019

The councillors agreed the Financial Report of November 14, 2019 and unanimously agreed that the receipts and payments made between October 15, 2019 and November 14, 2019 be approved and signed.

Proposed: Cllr R Schmid
Seconded: Cllr A Carter
All agreed

PC.19.105 PROGRESS CHECK

A resident has contacted the parish council to ask why the potential nursery was unable to use the Green for regular play sessions. Cllr C Hibbitt explained the safety concerns surrounding the proposal.

There has been interest expressed for the Tree Warden position following the recent advert. The Clerk to speak to all potential applicants. Chelmsford City Council to look at further tree planting at Brewhouse Hoppit along with the new wardens when they are in post. *The Clerk*

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PC.19.106 CO-OPTION POLICY

There is now one remaining vacancy for a new Parish Councillor. The advert for the post has been successful and there have been several applicants. The applicants have been asked to complete the application form. A meeting will be held to meet the candidates and then a majority vote system will be used to appoint the successful individual.

The Parish Council hope to co-opt the successful candidate in time for the February Parish Council meeting.

PC.19.107 CHELMSFORD LOCAL PLAN

It has been confirmed that the BT site will be in the new local plan.

There will be a meeting to discuss the Warren Farm development on Wednesday 11 December between Mr Weymouth, Cllr C Hibbitt and the chair of the Chignal Steering Group.

PC.19.108 NEIGHBOURHOOD PLAN

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

There has been some slippage to the Neighbourhood Plan and it now looks likely that work will be complete by next Spring.

Cllr S Bell will be the Parish Council representative and will sign off the final plan.

Proposed: Cllr R Schmid
Seconded: Cllr A Carter
All agreed

PC.19.109 THE FUTURE OF LONGMEADS HOUSE

The foundations of the building work have now been laid. The structural steel frame should be erected next week and completed before Christmas.

There has been some tarmac repair to the service lane as damage has occurred due to heavy loads of material and the recent bad weather.

There are some road markings on Redwood Drive that have now disappeared The Clerk to write to Cllr J Aldridge regarding this matter. *The Clerk*

Terms have been agreed with the WCA regarding moving once the build is complete. Completion has been set at the 26th July 2020, the WCA will have ten days from that date to move to the new building.

PC.19.110 WRITTLE LIBRARY

Expressions of interest for the library building have now been made public.

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There has been two, one from the Workers Education Association and one from Citizens Advice in Chelmsford. Following these initial applications, the WEA have withdrawn their application.

The parish council continues to engage with the library volunteers. In mid January a meeting will be called to set up the library committee. Members would include parish council representatives (Cllr W Walker, Cllr C Hibbitt and Cllr I Nicholls) along with library volunteers, members of the Neighbourhood Plan and Cllr J Aldridge.

PC.19.111 WRITTLE FLYER

It was suggested that this year's flyer should contain more pictures and less wording than last years.

It was agreed that items to be covered would include Longmeads House, Neighbourhood Watch, VE Day, Writtle Mill, new councillors, Speedwatch and the library. In addition, there will be updates from the sub committees.

The date for copy would be sent to all councillors. *The Clerk*

PC.19.112 VE DAY CELEBRATIONS

The committee for VE Day Celebrations has now met several times and plans are well underway.

Celebrations will take place on the 8 May 2020 on the Green.
Residents will be asked to bring their own picnics and drinks. A singer has been arranged along with the actors dressed as soldiers that attended the Remembrance Sunday event.

Mr M Hitchcock has agreed to set up 6 stalls and requested some volunteers from the parish council to help run the stalls. Cllr S Emery, Cllr I Nicholls, Cllr P Cracknell, Cllr S Massey and Mr D Walker have all volunteered to help.

The committee would be providing Writtle News with an article for the event. Thanks was given to the committee from the parish council.

PC.19.113 CHRISTMAS

The Christmas tree will be delivered to the Green on Friday, 6 Dec. Cllr W Walker to inform the Clerk of exact timings once known.

The parish council Christmas meal will be held in Olios on 11 December.

The parish council agreed that in future they should enter a tree into the Christmas Tree Festival. It was agreed that this should be added to the progress check list to allow more time to plan and prepare. *Clerical Officer*

Carols on the Green are due to take place at 5pm on Thursday 12 December.

PC.19.114 WRITTLE MILL

A meeting has taken place between the owner of the Mill Site, Cllr A Carter, Cllr S Bell and Cllr Chris Hibbitt.

The owner has reassured the parish council that the project is on schedule and that the works are in line with the planning conditions. He will provide the parish council with updates and site visits as the build progresses.

A budget for legal fees was discussed with regards to the transferring of the land to the parish council. A figure of £3000 was suggested.

PC.19.115 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – November 18, 2019
- Executive & Finance Committee Meeting – November 28, 2019

PC.19.116 COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

Essex County Council Observations – Cllr J Aldridge

No update. Cllr J Aldridge not in attendance.

Chelmsford City Council Observations – Cllr T Roper and Cllr M Watson

No update.

PC.19.117 COMMITTEES UPDATE

Environment

In January there will be another date for cleaning the pond on the Green. The Environment Committee will be looking for volunteers again.

Planning

The historical building plaques are being progressed and should be ordered in the next few weeks.

Highways

A meeting between Cllr P Cracknell, Cllr C Hibbitt, Cllr J Aldridge, and the Management of Writtle Surgery is to be held to discuss the risk of cars going in and out of the surgery car park on Lordship Road.

Playing Fields

There were ongoing problems with the gate. This would be added to the next Playing Fields agenda. The expenses associated with the CARDS building would also be included on the next agenda. The item relating to the parish council acting as a guarantor for the tennis club's loan would be included on the next PCM agenda. *The Clerk*

PC.19.118 ANY ITEMS FOR THE NEXT AGENDA

No items

PC.19.119 DATE OF THE NEXT MEETING

The next Full Parish Council Meeting would take place on Monday, 3 February 2020 at 7.30pm at the Parish Council Office. Agenda items should be submitted to the Clerk before Friday, 24 January 2020.

MEETING CONCLUDED 9.58 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

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