WRITTLE PARISH COUNCIL

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

Members	✓= Present		A = Apologies
Mr C Hibbitt ***(CHAIR)***	✓	Mr M Townley ***(VICE CHAIR)***	A
Mr R Schmid	✓	Mrs S Bell	✓
Mrs W Walker	✓	Mr A Carter	✓
Mrs R Smith	✓	Mr P Costello	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Delaney	✓	Mr P Cracknell	✓
Mrs L Gannicott	✓	Mrs S Emery	✓

In Attendance	✓= Present		A = Apologies
Cllr J Aldridge ***(ECC)***	✓	Mrs L Fox ***(CLERK)***	✓
Cllr T Roper ***(CCC)***	✓	Mr D Walker ***(RFO)***	✓
Cllr M Watson ***(CCC)***	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
Mr Jonathan Weymouth	✓		
6 members of public			

1. PUBLIC FORUM

1.1 **NOTED** It was **noted** that a member of the public raised concerns over the traveller site on the A414. Original plans included 4 stables and a tack room and to date no horses have been seen on the land. Concerns were also raised that the site can be seen from various locations in the village. It was highlighted that the transcripts state that the site was bought for agriculture reasons but is now being used as residential dwellings.

1.2 **NOTED** It was **noted** that Cllr T Roper reported that enforcement officers continue to make regular visits to the site. The planning appeal is currently underway. Members of the public asked if this was a matter for the Mayor of London as the site is green belt land. Cllr Roper did not think this was a matter for the Mayor.

1.3 **NOTED** It was **noted** that the appeal process will allow any new comments to be made before the 25th April 2019. All original objections will be carried forward. The members of the public were asked to communicate any comments regarding the appeal to the Clerk.

1.4 **AGREED** It was **agreed** that the Parish Council would investigate whether a representative could attend the enquiry.

The Clerk

1.5 **NOTED** It was **noted** that the Village Fayre is on track to take place on the 10th August 2019 from 12.00 – 9.00pm. The stalls will close around 6pm and the bands and bar will run for the last three hours of the event. Currently there are 99 confirmed stalls attending. It is anticipated that an events brochure will be produced and 1,000 copies sold as raffle tickets. Local businesses will be invited to advertise in the brochure.

1.6 **NOTED** It was **noted** that the Parish Council was asked to provide use of the toilets, electricity, the barriers, PA system, bunting, and the Parish Council van. All requests were agreed, subject to insurance cover being okay for the van. The Parish Council could not supply insurance for the event, the Clerk to ask the current provider if they are able to quote the best price for the Village Fayre.

The Clerk

1.7 **NOTED** It was **noted** that the Parish Council were asked to provide ideas of any local charities that could benefit from the proceeds of the event. Some mentioned at the meeting included Writtle Infant and Junior Schools, Writtle Relief in Need, Home Start and Barrow Farm Riding School. Any other ideas to be sent to the Clerk. A request for help on the day was also raised and information would be sent to the Clerk by the organisers with detailed jobs and times prior to the event.

All Councillors

2. APOLOGIES FOR ABSENCE

2.1 **NOTED** apologies were **noted** above.

3. MINUTES OF THE LAST MEETING

3.1 **AGREED** the minutes of the Writtle Parish Council meeting held on Monday 4th March 2019 were **agreed** as an accurate record, subject to item 6.9 which should have read Chelmsford City Council not Chelmsford County Council.

3.2 **AGREED** It was proposed by Cllr A Carter and seconded by Cllr L Gannicott that the **agreed** minutes be approved and signed.

4. DECLARATIONS OF INTEREST

4.1 **NOTED** It was **noted** that there were no declarations of interest.

5. CHELMSFORD LOCAL PLAN

5.1 **NOTED** It was **noted** that the draft minutes of the last meeting, held on 20 February, have now been received from Chelmsford City Council regarding Warren Farm and Crest Nicholson. Due to the elections it is unlikely that there will be any further meetings before the 2nd May 2019.

5.2 **NOTED** It was **noted** that the recreational area in the Masterplan was a Chelmsford City Council requirement due to the size of the site. This area would either be run by CCC or passed on to another party to run. It was noted that a meeting would be set up between Writtle Minors at the Sports and Social Club and Mr Potter at Chelmsford City Council.

5.3 **AGREED** It was **agreed** that Cllr M Watson would investigate further the possibility of acquiring the recreational site and the potential costs involved.

Cllr M Watson

5.4 **NOTED** It was **noted** that there is currently no further information on the enquiry.

5.5	**NOTED**	It was **noted** that there were suggestions for a second access to the new estate from Avon Road or Trent Road to alleviate some of the traffic issues. Cllr Roper and Cllr Watson to discuss with Planning at Chelmsford City Council. *Cllr Roper/Cllr Watson*
5.5	**NOTED**	It was **noted** that the recent press article released on the development of Hammonds Farm has been seen as a PR exercise. This site is currently not in the Local Plan.

6. NEIGHBOUHOOD PLAN

6.1	**NOTED**	It was **noted** that the last Neighbourhood Plan meeting was on March 20, 2019, and the next one is scheduled for April 17, 2019.
6.2	**NOTED**	It was **noted** that the final report (V5) on the Community Questionnaire has been received from IDA Ltd, circulated to WPC and will be placed on the WPC website.
6.3	**NOTED**	It was **noted** that an initial draft of the vision for the village and the objectives for the plan have been drafted for discussion by the Steering Group.
6.4	**NOTED**	It was **noted** a liaison group has been set up with the Parish Clerk around the new website and how the Neighbourhood Plan could feed into these plans.
6.5	**NOTED**	It was **noted** that the meeting with the Vice Chancellor of WUC for 18th March took place and an outline of the WUC's intention and future plans is awaited so that this may be included within the NP as part of the consultation/ engagement process.to examine the future role of that establishment and its relationship to the Parish
6.6	**NOTED**	It was **noted** that an update has been included in the latest edition of Writtle News. The group is considering a more dynamic presentation at the Parish meeting of 22nd May.
6.7	**NOTED**	It was **noted** that a list of possible CIL projects should be put together. Project ideas should be forwarded to the Clerk. *All Cllrs*

7. FUTURE of LONGMEADS HOUSE

7.1	**NOTED**	It was **noted** that there has been no progress with the sale since the last Parish Council Meeting.
7.2	**AGREED**	Cllr R Bray to speak to the Essex County Council regarding an official response ahead of the Annual Parish Meeting. *Cllr R Bray*

8. IT SERVICES

8.1	**NOTED**	It was **noted** that the first issue is the current systems the office are using need updating for effective management of administration. The second issue is the Parish Councillors email addresses and access to emails need to be changed to bring the Parish Council up to date with GDPR guidelines.
8.2	**NOTED**	It was **noted** that the Clerk had circulated the proposal for the IT upgrade along with the various quotations.

8.3	**AGREED**	It was **agreed** that the software upgrade for the office would take place with immediate effect and that the new .gov.uk email addresses for the Parish Councillors will take place after the election of any new councillors later this month.

9. ANNUAL PARISH MEETING

9.1	**NOTED**	It was **noted** that Chelmsford Neighbourhood Watch would be attending the meeting.
9.2	**NOTED**	It was **noted** that to date there had been no applicants for the Special Constable role advertised. The Specials Supported Policing Coordinator had been invited to the Annual Parish Meeting but would not be able to attend.
9.3	**AGREED**	It was **agreed** that the subject of special constables would be discussed at the meeting and should be listed as an agenda item. *Clerical Officer*
9.4	**AGREED**	It was **agreed** that the Clerk would write to the Superintendent giving him the opportunity to speak at the meeting. *The Clerk*
9.5	**AGREED**	It was **agreed** that the Neighbourhood Plan Steering Group would produce a presentation. This would be included on the agenda. *Clerical Officer*

10. COMMUNITY REMEMBRANCE BENCH

10.1	**AGREED**	It was **agreed** that the parish council will progress the community remembrance bench. The first person to be honoured with a plaque on the bench will be the parish council's late handyman. *Clerical Officer*
10.2	**NOTED**	It was **noted** that a policy for approving future plaques would need to be agreed.

11. LONG BRANDOCKS PLAY AREA

11.1	**NOTED**	It was **noted** that equipment in the play area was decommissioned in 2012. The last remaining items have now been removed by Chelmsford City Council along with all signage and dustbins.
11.2	**NOTED**	It was **noted** that some local residents had voiced concerns over the future use of this land.
11.3	**NOTED**	It was **noted** that the Clerk will investigate this further and report finding at next meeting. The Clerk

12. FINANCIAL REPORT at March 14, 2019

12.1	**AGREED**	The committee **agreed** the Financial Report of March 14th, 2019.
12.2	**AGREED**	It was proposed by Cllr R Schmid, seconded by Cllr R Smith and unanimously **agreed** that the receipts and payments made between February 15, 2019 and March 14, 2019 be approved and signed.

12.3 **NOTED** It was **noted** that the Chairman requested the RFO to produce a breakdown of the general administration and the running of the parish office costs before the annual parish meeting.

RFO

13. RECEIPT OF COMMITTEE REPORTS

13.1 **NOTED** It was **noted** that the following reports were accepted

a. Clerks Report at March 14, 2019
b. Planning and Development Committee Meeting – March 18, 2019
c. Environment Committee Meeting – March 18, 2019

14. PROGRESS CHECK

14.1 **NOTED** It was **noted** that the progress update was distributed ahead of the Parish Council Meeting. Councillors identified to carry out actions in the monthly report should inform the Clerk of progress before the next Council Meeting.

14.2 **NOTED** It was **noted** that the Environment Committee had received a request from a parishioner regarding aphid treatment for some of the trees within the conservation area due to the residue on parked cars. A response was sent from the Chair of the Environment Committee advising that this was not possible. It was felt that it would set a president for all the trees within the conservation area.

15. COUNTY AND CITY COUNCILLORS COMMENTS AND REPORT

15.1 Essex County Council Observations – Cllr J Aldridge

15.1.1 **NOTED** It was **noted** that Cllr Aldridge will investigate timings of the lights around the Green and whether they operate on a deceasing percentage of output later in the day.

Cllr Aldridge

15.1.2 **NOTED** It was **noted** that Cllr Aldridge expressed his appreciation to all the Councillors for their work over the years.

15.2 Chelmsford City Council Observations – Cllr Roper

15.2.1 **NOTED** It was **noted** that there was nothing to report.

16. COMMITEES UPDATE

16.1 **ENVIRONMENT COMMITEE**

16.1.1 **NOTED** It was **noted** that there was no additional update.

16.2 **HIGHWAYS COMMITEE**

16.2.1 **NOTED** It was **noted** that there was no additional update.

16.3 **PLANNING COMMITEE**

16.3.1 **NOTED** It was **noted** that there was no additional update.

16.4 **PLAYING FIELDS COMMITTEE**

16.4.1 **NOTED** It was **noted** that there was no additional update.

17. COUNCILLORS QUESTION TIME

17.1	**NOTED**	It was **noted** that by mid-April we should know whether an election will be necessary or not depending on number of applicants.
17.2	**NOTED**	It was **noted** that the Chairman expressed his thanks to all Cllrs for their hard work over the last four years. The Cllrs likewise thanked the Chair for his invaluable input.

18. ANY OTHER REPORTS

18.1	**NOTED**	It was **noted** that grass cutting would be starting around the village imminently.
18.2	**NOTED**	It was **noted** that the Writtle Infant and Writtle Junior School Councillors would be attending the parish office as Junior Parish Councillors on Weds 3rd April, 2019.

19. DATE OF THE NEXT MEETING

19.1	**NOTED**	It was **noted** that the next meeting will be held on Monday May 13, 2019 at 7.30pm at the Parish Council Office.
19.2	**NOTED**	It was **noted** that agenda items should be submitted to the Clerk before Friday May 3, 2019.

MEETING CONCLUDED 9.45 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____