Writtle Parish Council
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Minutes of the Full Parish Council Meeting held on Monday 4 November, 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	A
Mrs S Emery		✓	Ms S Massey	✓
Mr R Bray	***(VICE CHAIR)***	✓	Mr T Kinloch	✓
Mr P Cracknell		✓	Mrs L Gannicott	A
Mr I Nicholls		A	Mr J Young	✓

In Attendance		✓= Present A = Apologies Ab = Absent			
Cllr J F Aldridge (arrived 8.05pm)	***(ECC)***	✓	Mr D Walker	***(RFO)***	✓
Cllr T Roper	***(CCC)***	✓	Mrs L Fox	***(CLERK)***	✓
Cllr M Watson	***(CCC)***	A	Mrs K Sitara	***(CLERICAL OFFICER)***	A
Mr J Weymouth	***(NEIGHBOURHOOD PLAN)***	A			
Members of the public		8			

ACTION

PC.19.71 PUBLIC FORUM

Eight members of the public were present.

Continued anti-social behaviour and crime in St Johns Green was raised by local residents. Following last months' attendance, the residents have set up a Neighbourhood Watch Group for their road. This is starting to work well and they are in touch with a local community police officer. They did express frustration that although they had reported the crimes, one of the police systems appeared to show that nothing had been reported. The resident had helped to rectify this issue. The parish council was in touch with Essex Police who hoped to organise a random patrol of the area. The vegetation around the bench on the Green had been cut back and since this had happened it was felt that the bench was being used less for drug dealing. The idea of removing the bench was again raised. As this was a memorial bench, the parish council would continue to monitor the situation.

PC.19.72 APOLOGIES FOR ABSENCE

Apologies were received and **noted** above.

PC.19.73 MINUTES OF THE LAST MEETING

The minutes of the meeting held on October 7, 2019 were **approved** and duly signed.
Proposed: Cllr R Schmid
Seconded: Cllr A Carter
All agreed

PC.19.74 DECLARATION OF INTERESTS
There were no declarations of interest.

PC.19.75 PROGRESS CHECK
Cllr T Roper discussed the play area next to the Co-op on Long Brandocks. Following discussions with members of CCC, it was felt that perhaps some trees should be planted in the area. This would be added to the agenda for the next Environment Committee Meeting for consideration on the type of tree to be planted. The Clerk had received an email from a resident who was saddened by the state of the area. This would be forwarded to Cllr T Roper. The Clerk

All actions on the progress check should be for members of the parish council, CCC and ECC.

PC.19.76 CO-OPTION OF PARISH COUNCILLOR
Cllr J Young and Cllr I Nicholls had already been co-opted, leaving one vacancy to fill. The vacancy would be re-advertised in Writtle News, on noticeboards and on social media. It was hoped that a new councillor would be in place by January 2020. If there was more than one candidate then it was proposed that the usual interview would take place and a selection policy would be implemented. *The Clerk*

PC.19.77 CHELMSFORD LOCAL PLAN
There were no new updates on the local plan from Cllr C Hibbitt.

Cllr T Roper informed the meeting that Crest Nicholson could submit a masterplan in the next 10-14 days. A planning application could also be submitted at the same time. The masterplan could go straight to cabinet at Chelmsford City Council (CCC) for approval. CCC did not want the bus gate moved, it was Crest Nicholson who had problems over ownership of land. The size of the proposed sports fields within the plot should not be a concern as these can be varied. Parking would be appropriate for the area. The proposed show people site would have a dedicated entrance for larger vehicles and screening and it was unlikely that the site would be moved. The proposed site was a concern for the parish council as it was never included in the original plans and had been moved and could lead to more houses.

PC.19.78 NEIGHBOURHOOD PLAN
The Neighbourhood Plan progress report was circulated to councillors ahead of the meeting and there were no further questions.

PC.19.79 THE FUTURE OF LONGMEADS HOUSE

The loan from the parish council to the WCA for the installation of the fire alarm system of £8600 was discussed and it was agreed that it should be written off.
Proposed: Cllr R Schmid
Seconded: Cllr R Bray
Agreed.

Cllr R Schmid and Cllr R Bray attended a meeting with WCA regarding the new community centre where changes and extras to the building were discussed. It was undecided how the invoicing of these items would be carried out but the parish council would not be funding any additional changes. The parish council had agreed to fund 30sq metres of soft play flooring and this was thought to be in the region of £3000. Quotes were being sought by the pre-school.

A new agreement was being drawn up regarding the management of the building. The WCA Committee would be responsible for all costs of the building including insurance and risk assessments. It was understood that a site manager would be employed for the community centre.

The completion date should be mid July 2020. There is currently a tenant in Longmeads and Cllr R Bray would speak to the WCA Committee and get them to serve notice in March.

PC.19.80 **WRITTLE LIBRARY**

The proposed Library Committee would consist of Cllr C Hibbitt, Cllr W Walker, Cllr I Nicholls, Andrew Thorpe-Apps, Sophie Jackson, two volunteers from the library and other interested parties.

The parish council is still waiting to hear from the Community Library Service regarding the other Expressions of Interest for Writtle Library. If the Neighbourhood Plan is agreed in time, then the parish council should receive the additional 10% CIL finances.

PC.19.81 **RESPONSIBLE FINANCIAL OFFICER**

Thanks was given to Mr David Walker, the current Financial Officer, for all his contributions and efforts over the 11 years he has worked for the parish council. He started off on a temporary basis for 6 weeks and this turned into 11 years where he has served as the Clerk/RFO and in the last year as the RFO.

Mr Walker would be resigning at the end of March 2020 and it was hoped that a replacement would be in place to have a couple of months handover. The job specification for the role would be reviewed by the Clerk and the Chair. The Clerk would be looking at an alternative finance package.

The Clerk/Cllr C Hibbitt

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PC.19.82 REMEMBRANCE SUNDAY

All councillors who can help should meet at the parish office at 10.30 on Sunday, 10 November to collect hi-vis jackets.
Cllr A Carter, Cllr P Cracknell and Cllr J Young would help with traffic at Prestons. Cllr L Gannicott would help with the road closure at Beresfords.
The handyman would drop off the barriers and cones on Sunday morning.

PC.19.83 HIRE OF THE GREEN

The new booking form and terms and conditions were circulated to parish councillors for consideration following the recommendation from the Environment Committee to introduce the new form and revise the hire charges for 2021. Bookings for 2020 would remain at the same fees as 2019 but increased charges would apply for 2021. The revised fee would be £215 per trading day and £50 per non trading day for commercial events. Each hirer would also be required to give the parish council a £1000 refundable damage deposit.
The increase in fees would make the parish council more inline with the charges made by Chelmsford City Council for the use of their open spaces.
One change to be made to the booking form - to include number of vehicles.
Proposed: Cllr T Kinloch
Seconded: Cllr R Bray
All Agreed

The letter received from Step Start Nurseries was also discussed. They have requested permission for casual use of a small section of the Green as they are in the process of bidding for the purchase of the United Reformed Church and need to provide outdoor activities for the children. The proposal was for 15 children for 30 minutes, three times a day, Monday to Friday on the Green. They would need to use wind breakers to safeguard the children.

The parish councillors did not agree to the request from Step Start Nurseries. They felt there were safeguarding concerns regarding the use of the Green and it was a public green for all to use. The parish council could not sanction the use of the Green for commercial purposes. The Clerk to write a letter to the nursery confirming the decision.
Proposed: Cllr R Schmid
Seconded: Cllr R Bray
All agreed

PC.19.84 VE DAY CELEBRATIONS

The committee has been putting together details for the event. This will be a family picnic on the Green on Friday, 8 May 2020. Further details to follow.

PC.19.85 CHRISTMAS

The Christmas Tree for the Green has been ordered.

Carols on the Green will take place on Thursday, 12 November. Volunteers include Cllr S Bell, Cllr L Gannicott, Cllr A Carter, the Clerk and Clerical Officer.

Set up from 4pm with event starting at 5pm. The Clerk to liaise with the schools regarding the music and programme. The Clerk to contact Mr Townley to see if he can help at the event. *The Clerk*
Cllr S Bell to contact Cllr Nicholls regarding assistance at the event. *Cllr Bell*

The parish council Christmas meal has been booked for 11 December at Olios. This will not be funded by the parish council but will be at the individuals own cost.

PC.19.86 WRITTLE MILL

Planning Enforcements at Chelmsford City Council has confirmed that the foundations of the mill are in the correct position. Cllr Hibbitt will arrange a meeting with the site owner and himself, Cllr S Bell and Cllr A Carter to ensure that all the work specified in the planning consent, relating to land within the site which will be owned by Writtle Parish Council, is being implemented.

PC.19.87 GREEN ENERGY SUPPLIER

Cllr R Schmid put forward the motion regarding the possibility of switching to a green supplier. The parish council is currently in a fixed deal with British Gas. The councillors agreed in principle that the council would look at a green energy supplier when the fixed deal expired.

PC.19.88 PARK RUN

The parish councillors were circulated the request from the City Councillor, Cllr Lager regarding a proposed park run at Writtle University College and the request for a contribution towards the one-off set up fee associated with a new park run of £3000. The council supported the principle and agreed to fund £250 towards the cost of the event. The parish council were unable to help with volunteers for the event. The Clerk to write to Cllr Lager and confirm the funding. *The Clerk*
Proposed: Cllr P Cracknell
Seconded: Cllr A Carter
All Agreed

PC.19.89 SOCIAL MEDIA

The proposal for the parish council's social media presence on Facebook was circulated. The councillors agreed that this should be progressed. *Clerical Officer*

PC.19.90 RURAL SERVICES NETWORK

The latest correspondence had been circulated to all parish councillors for consideration. The councillors felt it was not appropriate for Writtle Parish Council to join the group. The Clerk would respond to Rural Services Network. *The Clerk*

PC.19.91 DAMAGE TO WINDOW

The latest correspondence was discussed. The parish council would not be accepting liability and would agree the best way forward to manage the area of grass.

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PC.19.92 **FINANCIAL REPORT at October 14, 2019**

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

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

PC.19.93 **RECEIPT OF COMMITTEE MINUTES**

The following minutes were accepted:-

- Planning & Dev Committee Meeting – October 21, 2019

The following minutes had not yet been circulated:

- Environment Committee Meeting – October 21, 2019

PC.19.94 **COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS**

Essex County Council Observations – Cllr J Aldridge

The council is proposing a green agenda to include the following:-

- 375,000 new trees planted
- All street lights converted to LED
- Solar panel grants
- Removal of single use plastics
- Encouraging more vehicle charging and cycling
- 63km of wild roadside verges
- Protecting homes from flooding
- Recycling of roadside materials.

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

The Public Inquiry for Land at Junction Ongar Road West and Highwood Road would take place on 12 November. Cllr P Cracknell and Cllr R Schmid to attend on behalf of the parish council.

PC.19.95 **COMMITTEES UPDATE**

Highways – Discussions were had regarding the parking issues around the surgery. A Local Highways Panel request had been submitted by the parish council to Essex Highways.
Writtle Speedwatch is going well with groups of volunteers going out each week to monitor speed around the village.

PC.19.96 **ANY ITEMS FOR THE NEXT AGENDA**

No items

PC.19.97 **DATE OF THE NEXT MEETING**

The next Full Parish Council Meeting would take place on Monday, 2 December 2019 at 7.30pm at the Parish Council Office. Agenda items should be submitted to the Clerk before Friday, 22 November 2019.

MEETING CONCLUDED 9.34 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

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