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 Parish Council Meeting held on Monday 3 February, 2020,
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	A	Ms S Massey	A
Mr R Bray ***(VICE CHAIR)***	✓	Mr T Kinloch	✓
Mr P Cracknell	✓	Mrs L Gannicott	✓
Mr I Nicholls	✓	Mr J Rayner	✓

In Attendance	✓= Present A = Apologies Ab = Absent		
Mrs L Fox ***(CLERK)***	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
Mr D Walker ***(RFO)***	✓	Cllr J F Aldridge ***(ECC)***	✓
Cllr T Roper ***(CCC)***	✓	Cllr M Watson ***(CCC)***	✓
Mr J Weymouth ***(NEIGHBOURHOOD PLAN)***	✓	Members of the public	5

ACTION

PC.19/20.128 CO-OPTION OF NEW PARISH COUNCILLOR

Mr J Rayner was formally co-opted and welcomed by the parish council. The Clerk received his signed acceptance of office.

PC.19/20.129 PUBLIC FORUM

There were 5 members of the public present.

The fatal stabbing in the village was discussed and the parish council wished to record its sympathy for all those affected by this event. It had been a shock to the whole community.

Residents of St Johns Green requested an update on their request for removal of the bench opposite Beresford's. The parish council has advised that this bench is a memorial bench and will remain in place for the time being. There had been no incidents in the road since last year. Chelmsford City Council do not have mobile CCTV equipment. Chelmsford City would be happy to explore CCTV with the parish council if this was proposed. Cllr T Roper to speak to Insp. Steve Scott Hayes regarding possible attendance at the Annual Parish Meeting.

PC.19/20.30 APOLOGIES FOR ABSENCE

Apologies were received and noted above.

PC.19/20.31 MINUTES OF THE LAST MEETING

The minutes of the meeting held on December 2nd, 2019 were approved and the minutes of the extraordinary parish council meeting on January 20, 2020 were also approved. Both sets of minutes were duly signed.
Proposed: Cllr R Schmid
Seconded: Cllr R Bray
All agreed

PC.19/20.132 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.19/20.133 PROGRESS CHECK

Cllr P Costello to progress outstanding action with Writtle Minors regarding the food van licensing. *Cllr P Costello*

Cllr J Aldridge to progress the worn road markings on Redwood Drive. *Cllr J Aldridge*

PC.19/20.134 FINANCIAL REPORT at JANUARY 14, 2020

The councillors agreed the Financial Report of January 14, 2020 and unanimously agreed that the receipts and payments made between November 15, 2019 and January 14, 2020 be approved and signed.

Proposed: Cllr R Bray
Seconded: Cllr T Kinloch
All agreed

PC.19/20.135 SAFETY OF THE AUTOMATIC GATE at PARADISE ROAD

Following a recent inspection, the automatic gate at Paradise Road has been decommissioned in its current form due to safety concerns.

A proposal for the costs of the gate repair to be split four ways was put forward from the Sports and Social Club. The proposal was to split the costs between the parish council, sports and social, 4G and the Scouts. The Scouts need to be approached regarding the 25% and Cllr Costello would be following this up. *Cllr Costello*

Discussions were held around whether the gate should be repaired or perhaps replaced with a barrier arm style gate, along with whether or not a gate was necessary to protect the car park and whether it was sufficient to just protect the playing fields.

It was decided that the initial action would be for the Clerk to investigate the different options for replacing the gate and the costs involved. The Clerk will feed this information back and the councillors can then decide if repair or replacement of the gate is the best option. The quotes should include removal of the existing gate. This would be included on the March PCM agenda. *The Clerk*

PC.19/20.136 PLAQUE POLICY FOR COMMUNITY MEMORIAL BENCH

The community memorial bench policy was proposed and was agreed by all**.**

The chair proposed that due to his long-standing contributions to Writtle village Mr John Roberts should be awarded a plaque with costs met by the parish council. A vote took place and there was a majority in favour vote.

PC.19/20.137 FINANCE AND ALLOTMENT COMPUTER SOFTWARE

The finance and allotment computer software proposal was circulated to all councillors ahead of the meeting.
It was proposed that the parish council should proceed with the purchase of both packages ahead of the new Assistant Financial Officer taking post.

Proposed: Cllr L Gannicott
Seconded: Cllr P Costello
All agreed

PC. 19/20.138 LIBRARY COMMITTEE

The members of the new library committee were agreed as Cllr Hibbitt, Cllr Walker and Cllr Nicholls, in addition Cllr J Aldridge, two members of the neighbourhood plan and three volunteers from the library will also form the committee.

The first meeting will be held in February and the Clerical Officer will provide administrative support for this meeting.

All agreed.

PC.19/20.139 ANNUAL PARISH MEETING

Suggested speakers for the Annual Parish Council meeting were Rev Tony Cant. Cllr Hibbitt will formally invite. *Cllr C Hibbitt*

Following recent events in the village Cllr Roper will ask if the District Commander can attend the meeting as a guest speaker. *Cllr Roper*

Other suggestions included neighbourhood watch, a representative from the CCTV at Chelmsford City Council. The Clerk will liaise with these parties. *The Clerk*

PC.19/20.40 GORE POND

The residents of Redwood Drive have spent many years maintaining the pond on Redwood Drive. Unfortunately, the number of volunteers has diminished, as this pond is on parish council land there has been a request for help from the parish council.

Discussions were had around the village handyman contributing some time towards this. The councillors were asked to vote on whether they feel the council should be helping with resources for this area of the village.

There was a majority vote in favour.

The Clerk to investigate options of how we can provide come support.

The Clerk

PC.19/20.41 INTERNET BANKING ARRANGEMENTS

It was agreed that the Clerk should be added to the co-op bank mandate, following the RFO's retirement in March. *RFO*

Proposed: Cllr R Bray
Seconded: Cllr R Schmid
All Agreed.

PC.19/20.142 BARCLAYCARD CREDIT LIMIT

The Cllrs where asked to consider the increase of the parish council credit card limit to £500.00 per card to allow more flexibility. They were also asked to consider the Clerical Officer becoming an additional card holder ahead of the RFO retirement. *RFO*

Proposed: Cllr A Carter
Seconded: Cllr J Rayner

All Agreed.

PC.19/20.143 PURCHASE OF NEW LAPTOP

The Cllrs were asked to consider the purchase of a new laptop for the Administrative team. This purchase would be for the new Assistant Financial Officer. *The Clerk*

Proposed: Cllr R Bray
Seconded: Cllr S Bell

All Agreed.

PC.19/20.144 WRITTLE NEWS

Updated information regarding the date for the Annual Parish Meeting and Parish Councillors would be sent for the next issue. *The Clerk*

PC.19/20.145 UNAUTHORISED ENCAMPMENTS CONSULTATION & BRIEFING

It was agreed that Cllr P Cracknell will attend the meeting at the EALC on February 5th, 2020 and provide the Clerk with feedback.

Cllr P Cracknell

The questionnaire will then be completed by the Clerk following this meeting and feedback.

The Clerk

PC.19/20.146 DRONES

Discussions were held around whether drones should be flown in the village and what powers the parish council has regarding drones. Cllr T Roper and Cllr M Watson will investigate Chelmsford City Council's approach

on drones and feedback to the council.

Cllr T Roper /Cllr M Watson

PC.19/20.147 SCREEN ON THE GREEN

Screen on the Green is now no longer operating. The equipment was originally purchased by the parish council. The Cllrs were asked whether they felt the equipment should be kept in storage or given to charity.

It was agreed by all that the equipment should be kept and stored.

PC.19/20.148 OLD SCOUT HUT

Notes of a meeting held with CARDS was circulated to all councillors. Following this meeting, the ownership of the building has been confirmed as CARDS since 2007. It was agreed that the parish council would continue to insure the building until the renewal of their premium at the end of May.

CARDS had agreed to pay a contribution towards drainage costs incurred during 2019. They would pay £500 initially and then a further £500 by end August 2020, to allow time for fundraising. This was agreed at the meeting. *RFO*

The parish council are awaiting the CARDS business plan.

The Clerk to send Cllr R Bray the license for CARDS. *The Clerk*

PC.19/20.149 GEOPHYSICS ON THE GREEN

The Cllrs considered the request of using equipment on the Green for a one off survey.

All agreed with no charge.

PC.19/20.150 WRITTLE FLYER

The Writtle Flyer is now progressing well. All Cllrs that have not yet forwarded their articles to the Clerk were asked to do so by the end of the week. *All Cllrs*

PC.19/20.151 CHELMSFORD LOCAL PLAN

It is expected that Crest Nicholson will submit the masterplan to Chelmsford City Council. Following this it is expected that the local plan will be adopted at a meeting in March.

The parish council has not had any communication or feedback from Crest Nicholson following the concerns they raised at the meeting held on June 10th, 2019. The parish council would like to minute that they have not been consulted or engaged and their correspondence have not been responded to. There are unanswered questions regarding recreational areas, bus routes, traffic implications.

Cllr T Roper to speak to Jeremy Potter regarding this matter and to express

the parish councils concern and request for visibility. *Cllr T Roper*

Cllr C Hibbitt to write a letter to Chelmsford City Council Planning to express the concerns and frustration. *Cllr C Hibbitt*

PC.19/20.152 NEIGHBOURHOOD PLAN

Thanks were noted to all those who have completed the recent survey.

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

The parish council would like to note thanks to the neighbourhood plan group for hosting a great open day event in the parish council office on February 1st, 2020.

PC.19/20.153 THE FUTURE OF LONGMEADS

The ground floor steel frame is now completed. Completion is still expected at the end of July 2020.

Cllr R Schmid to take the query around the WCA applying for grants to furnish the building to the next WCA meeting. *Cllr R Schmid*

PC.19/20.154 VE DAY CELBRATIONS

The planning for the VE celebrations is going well, several meetings have now taken place.

The format of the day will include a service of celebration of peace at the Church. If the bell ringers are available there will be bells rung at the church. Family picnics will take place on the green with a WW2 theme. A 1940's singer will form part of the entertainment. The organisers are hoping to arrange for some vehicles to be present and re-enactment group.

It has been proposed that there will be a small number of stalls (approx. 6) for the children to play games on the green. As this is a parish council event the Cllrs have been asked to volunteer some time on the day to set up, man stalls and clear away post event. *All Cllrs*

Cllr I Nicholls to speak to Writtle Surgery and see if they have a first aider that may be happy to help at this event. *Cllr I Nicholls*

It was agreed that the parish council's insurance would cover this event.

PC.19/20.155 WRITTLE MILL

Work at the Mill is now well underway.

Discussions highlighted that later in the build the access statement must be investigated and discussions need to be had with the owner regarding the two pieces of land at the entrance to the site that were to be signed over to the parish council as previously agreed.

PC.19/20.156 CONSULTATION ON THE ESSEX COAST RECREATIONAL DISTURBANCE AVOIDANCE AND MITIGATION STRATEGY DRAFT SUPPLEMENTARY PLANNING DOCUMENT

This was circulated for consideration prior to the meeting.

It was agreed by all that the parish council would not submit a response to this consultation.

PC.19/20.157 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – December 16, 2019 & 20 January 2020
- Playing Fields Committee Meeting – December 16, 2019

PC.19/20.158 COUNTY AND CITY COUNCILLORS COMMENTS AND REPORTS

Essex County Council Observations – Cllr J Aldridge

- The budget will see a requested 1.9% increase in council tax and a request for an additional 2% increase for social care.

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

- Crest Nicholson – The Masterplan for Warren Farm is expected to be signed off shortly by the board of Crest Nicholson and submitted to CCC by mid Feb.
- Local Plan – It is anticipated that the local plan will be adopted at a special meeting of the council in March.
- Beaulieu was cited as an example of good practice in the National Design Guide. Much of the design elements are already reflected in the new local plan. The focus is now on getting the placemaking right e.g movement around developments, green spaces, right uses making places liveable and attractive communities.
- Neil Jordan at CCC has organised a meeting next week on the masterplan for developments in Broomfield. Cllr. T. Roper agreed to consider what could be done for the site in Writtle. *Cllr T Roper*

PC.19/20.159 COMMITTEES UPDATE

Environment

Thanks to all who helped with the recent clearance of the pond.

Planning

The historical building plaques have now been ordered.

Highways

There have been recent reports of HGVs driving through the village and it is suspected that these vehicles are not all dropping off loads in the village.

This item will be added to the agenda for the upcoming highways meeting.

Any sightings of vehicles please record time and company name and forward this info along with photographic evidence to Cllr J Aldridge for progression.

Playing Field
It has been identified that the solar lights purchased by WSSC would not be adequate to light the top end of the car park.

A risk has been raised regarding the locking of the 4G site and the potential of people still being on site. This matter will be investigated further.

PC.19/20.160 ANY ITEMS FOR THE NEXT AGENDA
No items

PC.19/20.161 DATE OF THE NEXT MEETING
The next Parish Council Meeting will take place on March, 2 2020 at 7.30pm at the Parish Council Office. Agenda items should be submitted to the Clerk before Friday, 21 February 2020.

MEETING CONCLUDED 10.03 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

DRAFT