Writtle Parish Council
Parish Office, The Green
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Minutes of the Parish Council Meeting held on Monday 2 March, 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		✓	Ms S Massey	A
Mr R Bray	***(VICE CHAIR)***	✓	Mr T Kinloch	A
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)***	A
Mr J Weymouth	***(NEIGHBOURHOOD PLAN)***	✓	Members of the public		4

ACTION

PC.19/20.162 ESSEX INTERNATIONAL JAMBOREE

The Essex Jamboree is due to take place from the 1st August 2020 to the 8th August 2020. The event lasts for one week and will have a capacity of 10,000 people. This is a festival of guides and scouts and 30 countries are represented. Events onsite include go karting, pigeon shooting etc. Children will camp and cook for themselves.

The impact that this is expected to have on the village is mainly from the traffic of the attendees arriving and departing, once they have arrived for the week all activities will be onsite, therefore there will be little traffic between arrival and departure. There will also be some noise from the site during the day and there will be some stage shows, there is a 10.30pm cut off in place.

Volunteers from Essex Jamboree have now distributed leaflets to neighbours in a 1km distance of the site.

PC.19/20.163 PUBLIC FORUM

There were 4 members of the public present.

PC.19/20.164 APOLOGIES FOR ABSENCE

Apologies were received and noted above.

PC.19/20.165 MINUTES OF THE LAST MEETING

The minutes of the meeting held on February 3, 2020 were approved. The minutes were duly signed.
Proposed: Cllr R Schmid
Seconded: Cllr P Costello
All agreed

PC.19/20.166 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.19/20.167 PROGRESS CHECK

Cllr P Costello to progress outstanding action with Writtle Minors regarding the food van licensing. To feedback at next meeting.

Cllr P Costello

Update regarding VE Day celebrations, all is on track. The media have now released that there will be a flyover and it is hoped that if the usual flight path is used flyover should fly over the Green.

The village plaques are due to arrive on Match 4th, 2020. The residents of the identified homes will be asked to sign a consent form prior to the village handyman attaching these plaques.

A license application for land on Margaretting Road had been highlighted. This is for the Hideaway Festival 14-16th August 2020 but could also cover large events in the future. Cllr T Roper to investigate this further.

Cllr T Roper

PC.19/20.168 FINANCIAL REPORT at February 14, 2020

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

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

PC.19/20.169 AUTOMATIC GATE at PARADISE ROAD

Following several discussions regarding the long-term future of the gate at Paradise Road the Cllrs were presented with four options.

a) To keep the existing gate at a cost of £2,500 repair and £300 + VAT ongoing annual maintenance
b) To replace the gate, remove the old gate and replace with a boom gate at a cost of £4,500 + VAT
c) To install a manual gate that would need to be open and locked each morning and evening at a cost of approximately £1,500.
d) To leave the existing gate open with the option to manually close in extenuating circumstances but not on a daily basis.

Option D was proposed.

Proposed: Cllr R Bray
Seconded: Cllr A Carter
Majority agreed (one vote against)

The clerk to speak to sports and social club regarding any vulnerable access points to the field.

The Clerk

PC.19/20.170 SOCIAL MEDIA

After discussion it was agreed that all social media interaction should be delivered through dedicated Parish Council accounts rather than from individual Cllrs personal accounts.

The parish council will respond with informative statements asking individuals to contact the office if they would like to discuss any specific matter further.

PC.19/20.171 NEW PARISH COUNCIL WEBSITE

The current website is due to be superseded by the new site at the end of March. A lot of work is currently going on surrounding content. Members of staff in the council office will be trained in how to maintain the site in the coming weeks.

PC. 19/20.172 JAZZ FESTIVAL

The subject of refundable deposit for the Jazz festival was discussed by Cllrs. The festival has been proposed for one day only on Sunday 9th August 2020. Set up for this event on the Green would commence on 7th August and propose to leave the site on Monday 10th August.

It was proposed the fee would be £100.00 per a day. Refundable deposit of £1000 be provided in the form of a cheque.

Proposed: Cllr R Bray
Seconded: Cllr S Bell
All agreed

The Clerk to invite the organiser of the Jazz festival to the July parish council meeting to run through the detail of the day.

The Clerk

PC.19/20.173 CHURCH FLOWER FESTIVAL – JUNE 2022

Cllrs support the concept of the flower show festival.
Cllr S Bell volunteered to represent the Parish Council.

PC.19/20.174 EXPENSES POLICY

A possible expenses policy was discussed. It was agreed that the current £25.00 allocated to Cllrs will be abolished. It was proposed that councillors would keep any receipts that related to official council business and submit

these for reimbursement from the RFO and countersigned by the Clerk.

A Chairman's Allowance was discussed and agreed. Expenses could be used by the chair for donations and gifts, agreed by the clerk and shown on the accounts. This would have a limit of £50.00 per an item and total limit of £200.00 per financial year. Anything outside of this must be put forward to council for approval. A policy would be written to reflect this. *The Clerk*

Proposed: Cllr A Carter
Seconded: Cllr I Nicholls
All agreed

PC.19/20.175 GRASS CUTTING

Following the sad events in the village at the end of January 2020, it was proposed clearance of the small green would take place on Monday, March 23, 2020. The Clerk to liaise with the bereaved family to ensure any personal items have been removed beforehand. *The Clerk*

Proposed: Cllr R Bray
Seconded: Cllr W Walker
All agreed

PC.19/20.176 WRITTLE TENNIS CLUB

To vote on the parish council acting as a guarantor to the tennis club for their loan from the LTA for £25,000.

All requested documentation has now been received by the RFO. A meeting has taken place with the chair of the tennis club. The proposal was to support the tennis club as a guarantor. All agreed.

RFO to write to the tennis club officially confirming this. *RFO*

Proposed: Cllr P Costello
Seconded: Cllr W Walker

All Agreed.

PC.19/20.177 COMMUNITY FUND INITIATIVE

There were two suggestions put forward for the consideration for the next round of grants from the community fund initiative. One for the archives relocation and the other for the petanque court.

It was agreed that the archives move is more imminent and therefore this should be progressed first.

Clerical Officer to progress this in line with the current CiLCA course module being studied. *Clerical Officer*

PC.19/20.178 MEETING WITH CHELMSFORD CITY COUNCIL

DRAFT

Cllr C Hibbitt will attend this meeting on March 6th 2020. Cllr C Hibbitt to feedback at the next parish council meeting. *Cllr C Hibbitt*

PC.19/20.179 WRITTLE CARDS

It has been established that the building came to Willingale at the start of WW2 and then arrived in Writtle 1961/1962.

There has been no further update from Cards regarding the proposed agreement. This item is to be added to the next agenda. *The Clerk*

PC.19/20.180 LIBRARY

An initial meeting took place with the library committee on February 25, 2020. Cllr C Hibbitt was elected as Chairman, Andrew Thorpe-Apps as Vice Chairman, the members of the committee include parish councillors and volunteers from the library, Writtle Archives and the neighbourhood plan. Cllr J Aldridge will also provide a link between Writtle and Essex County Council.

Discussions were had on the long-term plans for the library. Volunteers raised concerns that the position that they volunteered for at the library would dramatically change in remit. Writtle is very fortunate to have great volunteers who have been very supportive and involved in this process. Thoughts of a community-hub whilst supporting some level of library service were discussed as well as the potential of archives relocating to the library.

A meeting is scheduled for March 16, 2020 with Chelmsford City Council and members of the Library Committee. The committee will be looking for more information regarding the costs involved and the long-term objectives.

The parish council is very keen to support the library. The long-term costs and logistics must be investigated thoroughly before decisions are made.

PC.19/20.181 CHELMSFORD LOCAL PLAN

The local plan has been approved but needs to be adopted.

It is expected that the Masterplan for Warren Farm will be presented to all Chelmsford City councillors the first week in April. It will then be presented to the Policy Board and next steps will be a three-week public consultation period. Post consultation it will be presented to cabinet for approval and then back to the planning committee.

Concerns were raised that the steering group for this development have not met since June. There has been no response to Cllr C Hibbitt's letter to Matthew Perry two weeks ago.

Concerns had been raised regarding the statement of common ground in November 2018, there were details in the statement which were not commonly agreed. Writtle Parish Council highlighted that there had been

unsatisfactory answers to these questions raised.

Chelmsford City Council and Crest Nicholson have been informed that the parish council are astounded that their version of the masterplan will be released with the steering group having not met since June and crucial queries remaining outstanding.

PC.19/20.182 NEIGHBOURHOOD PLAN

A letter was written from Mr J Weymouth and Cllr C Hibbitt to Matthew Perry at CCC two weeks ago and this has had no response.

Mr J Weymouth and Cllr C Hibbitt to now write to the Chief Executive at CCC. This will outline the concerns over engagement and suggest that the Masterplan should not be presented to City Council until the parish council and the neighbourhood plan have been engaged. This letter will be drafted urgently.

Cllr T Roper to support the letter. *Cllr C Hibbitt/ Mr J Weymouth*

PC.19/20.183 THE FUTURE OF LONGMEADS

The building work is proceeding well and still on track to complete on 22nd July 2020.

The community centre will be called the Beryl Platt Centre. There will be a sign on the building listing Writtle Pre-School, Talking Newspapers, Writtle Community Centre. The current Longmeads Community Centre signage will be changed to the Writtle Community Centre. There were no plans for the signs on the road to be changed.

Fittings for the new centre are all in hand and progressing well.

PC.19/20.184 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – February 17, 2020
- Library Steering Group Committee Meeting – February 25, 2020

The Highways and Transport Committee Meeting – February 17, 2020 are with the chair of the committee for approval following this they will be issued and accepted at the next parish council meeting.

PC.19/20.185 COUNTY AND CITY COUNCILLORS COMMENTS AND REPORTS

<u>Essex County Council Observations – Cllr J Aldridge</u>

- A new scheme for rubber kerbing has been trialled in Long Brandocks where some kerbs have been replaced with rubber kerbing. This is a pilot scheme and it is thought that although expensive the material will be much more resilient.

<u>Chelmsford City Council Observations – Cllr T Roper and Cllr M Watson</u>

- Current reports are of 40 cases of Covid-19 in the UK, 1 case in Essex. Community spread remains a threat, public plans to be issued tomorrow.
- The first magistrates hearing for Fantasia Circus and the extensive fly posting of advertisements is due to take place in the next few weeks.

PC.19/20.186 COMMITTEES UPDATE

Planning

The work at the Mill site has stopped. Cllr S Bell to chase this for an update. *Cllr S Bell*

PC.19/20.187 ANY ITEMS FOR THE NEXT AGENDA

Update from Cards regarding the agreement.
Update on the Library meeting at ECC and next steps.

PC.19/20.188 DATE OF THE NEXT MEETING

The next Parish Council Meeting will take place on April, 7 2020 at 7.30pm at the Parish Council Office. Agenda items should be submitted to the Clerk before Friday, 27 March 2020.

MEETING CONCLUDED 9.50 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

DRAFT