PARISH COUNCIL WRITTLE

Minutes of the Parish Council Meeting held on Monday 2 March 2015, 7.30pm in the Parish Office

Members	✓= Present		X= Absent	A = Apologies	
Mr C Hibbitt	***(CHAIR)***	✓	Mr R Bray	***(VICE CHAIR)***	✓
Ms L Bowser		X	Mrs E Roe		✓
Mrs W Walker		✓	Mr A Carter		✓
Mrs R Smith		✓	Mr B Cairns		A
Mr M Townley		✓	Mr T Sach		✓
Mr P Delaney		✓	Mrs A Reid		✓
Mr P Sullivan		✓	Mr P Costello		✓
Mr R Schmid		A			

In Attendance	✓= Present		X=Absent	A = Apologies	
Cllr J F Aldridge	***(ECC)***	A	Mr D Walker	***(CLERK)***	✓
Cllr T Roper	***(CCC)***	✓	Mrs L Fox	***(Admin Asst)***	✓
Members of the Public x 3					

ACTION

1. PUBLIC FORUM

1.1 NOTED it was **noted** that there were three members of the public present.

1.2 NOTED it was **noted** that Mr Weymouth had circulated information to the Councillors regarding the update on Gore Pond and Redwood Drive. It was **noted** that the residents of Redwood Drive were in favour of the new development at Longmeads House. The residents had put in time and money in preserving Gore Pond. Mr Weymouth put forward the suggestion of ring fencing an amount of money from the development to help maintain the pond.

1.3 NOTED it was **noted** that Mr Trustler wanted to know the progress on the byelaws for St John's Green. The Chair reported that bye laws were on the agenda and that the Parish Council had recently received advice on byelaws from the NALC (National Association of Local Councils).

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

2.1 Essex County Council Observations – Cllr J Aldridge

2.1.1 NOTED it was **noted** that there were no matters to report.

2.2 Chelmsford City Council Observations – Cllr T Roper and Cllr A Sach

2.2.1 NOTED it was **noted** that there were no matters to report.

3. APOLOGIES FOR ABSENCE

3.1 NOTED apologies were **noted** as above.

4. MINUTES OF THE LAST MEETING

4.1 AGREED the minutes of the Writtle Parish Council meeting held on 2 February 2015 were **agreed** as an accurate record.

4.2 AGREED it was proposed by Mr Townley and seconded by Mrs Reid that the **agreed** minutes be approved and signed.

5. OUTSTANDING ACTIONS

5.1 NOTED the list of outstanding actions were reviewed and updated.

5.2 Speed Indicator Devices

5.2.1 NOTED it was **noted** that the speed indicator devices had been ordered. They are due to be delivered around 24 April. Essex County Council are liaising with Highways regarding the work.

5.3 Bye Laws

5.3.1 NOTED it was **noted** that the bye law proposals discussed at the last meeting should be moved forward. However documentation had recently been received from the National Association of Local Councils and their recommendations were considered. There was discussion regarding the current bye laws.

5.3.2 NOTED it was **noted** that the Parish Council would try to bring the bye laws for St John's Green in line with those for the main Green.

5.3.3 NOTED it was **noted** that the bye laws should be put on the agenda for the next Parish Council meeting. Mr Walker

5.3.4 NOTED it was **noted** that Mr Townley and Mr Schmid would review the proposed list of changes to the bye laws in light of the discussions. Mr Townley/Mr Schmid

5.4 Baroness Platt

5.4.1 NOTED it was **noted** that the Parish Council considered ways to honour Baroness Platt. The planting of a small tree on the Green was felt an appropriate idea. Mr Bray informed the meeting that there has been a suggestion of naming the new community centre at Longmeads after Baroness Platt.

6. DECLARATIONS OF INTEREST

6.1 NOTED there were no declarations of interest.

7. THE FUTURE OF LONGMEADS HOUSE

7.1 NOTED it was **noted** that the planners had now given the okay to the layout of the site.

7.2 NOTED it was **noted** that there would be an exhibition on Saturday, 14 March from 10.00 to 12.00 at Longmeads Community Centre to review plans and proposals for the development and allow people to provide comments prior to the submission of the formal application to Chelmsford City Council.

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7.3	NOTED	it was **noted** that the proposed layout for the site would include a new community centre, 9 residential apartments and 3 new detached family homes.	
7.4	NOTED	it was **noted** that information about the exhibition would be displayed on notice-boards around the village.	

8. ESSEX POLICE

8.1	NOTED	it was **noted** that Mrs Walker and Mrs Reid attended the police meeting on 10 February. There were representatives from 11 other parish councils. There were discussions about the meeting including the ECM messaging system.	

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9. TOILETS

9.1	NOTED	it was **noted** that a notice would be put inside the toilets, asking for people to leave the toilets in a good condition.	Mr Walker
9.2	NOTED	it was **noted** that the disabled door won't close and also needed repainting.	Mr Walker
9.3	AGREED	it was **noted** that a cupboard would be sourced for the storage of the cleaning materials in the Parish Office toilet.	Mr Walker

10. WRITTLE FLYER

10.1	NOTED	it was **noted** the flyer had been printed and was ready for distribution.	
10.2	NOTED	it was **noted** that a vote of thanks was given to Mr Walker and Mrs Fox for their work on the flyer.	
10.3	AGREED	it was **agreed** that Cllrs would distribute the flyers to all residents by 14 March. The Chair thanked Cllr Roper for helping with the distribution.	All Cllrs

11. YOUTH

11.1	NOTED	it was **noted** that a poster competition had been held at the Infant and Junior Schools. Mrs Walker and Mr Hibbitt had visited the schools to present book tokens to the winners and badges to all the Junior Parish Councillors.	
11.2	NOTED	it was **noted** that the Junior School Environment project would take place on 22 April at 1.15pm on the Paradise Road Playing Fields. The children would be litter picking, designing posters for the playground and skateboard park and building bug hotels.	

12. PARISH COUNCIL ELECTIONS

12.1	NOTED	it was **noted** that any councillors wishing to stand for election, could complete their forms and pass them to Mr Walker by 30 March and he would arrange delivery to the Civic office.	

12.2 NOTED it was **noted** that nomination packs were available in the Parish Office.

13. ANNUAL PARISH MEETING

13.1 NOTED it was **noted** that Alan Cook from Essex Police would be invited to the meeting. Mrs Reid

13.2 NOTED it was **noted** that Josiah Parr from Raw Cafe would be attending.

13.3 NOTED it was **noted** that Mr Hibbitt would invite the Principal from Writtle College. Mr Hibbitt

13.4 NOTED it was **noted** that Mrs Walker would arrange refreshments for the meeting. Mrs Walker

13.5 NOTED it was **noted** that all Councillors would help with setting up the hall and clearing away at the end of the meeting. All Councillors

13.6 NOTED it was **noted** that the agenda for the meeting would be published on Monday, 23 March. Please let Mr Walker know if you have any items you wish to include before this date. All Councillors

14. FINANCIAL REPORT AT FEBRUARY 14, 2015

14.1 AGREED the Committee **agreed** the Financial Report of February 14, 2015.

14.2 AGREED it was **proposed** by Mrs Smith and **seconded** by Mr Townley and unanimously **agreed** that the receipts and payments made between January 14, 2015 and February 14, 2015 be approved and signed.

15. RECEIPT OF COMMITTEE REPORTS

15.1 Clerks Report

15.1.1 RECEIVED the Committee received the Clerks Report of February 14, 2015.

15.1.2 NOTED it was **noted** that a letter of thanks would be sent to Pat Roberts regarding her work on the Parish website. Mr Walker

15.2 Planning & Development Committee

15.2.1 RECEIVED the Committee received the Planning & Development Committee Meeting Report of February 16, 2015

15.3 Playing Fields Committee

15.3.1 RECEIVED the Committee received the Playing Fields Committee Meeting Report of February 16, 2015

16. COUNCILLORS QUESTION TIME

16.1 NOTED it was **noted** that the dog bin on the Chase needed to be checked. Mr Walker

16.2 NOTED it was **noted** that the street cleaning, gulley cleaning and landscaping of the Writtle Green Car Park should be added to the routine

maintenance schedules of Chelmsford City Council.
Mr Walker

16.3 NOTED it was **noted** that the panels on the bus stop on the Green needed to be reviewed. Mr Walker

16.4 NOTED it was **noted** that an update was required on the search for a new location for the Post Office. Mr Hibbitt

17. ANY OTHER REPORTS

17.1 NOTED it was **noted** that there were no other reports.

18. DATE OF THE NEXT MEETING

18.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday April 13, 2015 at 7.30pm in the Parish Office.

18.2 NOTED it was **noted** that agenda items should be submitted to the Clerk by Thursday 2 April, 2015.

MEETING CONCLUDED 9.24pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____