PARISH COUNCIL WRITTLE

Minutes of the Parish Council Meeting held on Monday 13 April 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		A
Mrs W Walker		✓	Mr A Carter		✓
Mrs R Smith		✓	Mr B Cairns		✓
Mr M Townley		✓	Mr T Sach		✓
Mr P Delaney		✓	Mrs A Reid		✓
Mr P Sullivan		✓	Mr P Costello		✓
Mr R Schmid		✓			

In Attendance	✓= Present		X=Absent	A = Apologies	
Cllr J F Aldridge	***(ECC)***	X	Mr D Walker	***(CLERK)***	✓
Cllr T Roper	***(CCC)***	A	Mrs L Fox	***(Admin Asst)***	✓
Members of the Public x 2					

ACTION

1. PUBLIC FORUM

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

1.2 NOTED it was **noted** that Mr Trusler was attending to hear of any updates on the bye laws for St John's Green. The experiment to put the posts on the small Green had been well received and the Parish Council were considering the possibility of installing additional posts around parts of the main Green and on St John's Green. The Council were also looking at possible ways to fund any new posts.

1.3 NOTED it was **noted** that the tree survey had been completed and it had recommended various actions over the following 3, 6 and 12 months.

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 March 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.

5.4 Baroness Platt

5.4.1 NOTED it was **noted** that the Parish Council would plant a small tree on the Green to honour Baroness Platt.

6. DECLARATIONS OF INTEREST

6.1 NOTED there were no declarations of interest.

7. UPDATE ON ANNUAL PARISH MEETING

7.1 NOTED it was **noted** that the posts around the small Green had been a successful trial. The Parish Council would be looking at ways to fund additional posts around the main Green and St John's Green. It was also suggested that posts be put on part of the small Green by Preston's. It was suggested that a working party be formed after the new council had been announced. It was **noted** that this would be put on the agenda for the new Environment Committee. Mr Walker

7.2 NOTED it was **noted** that a local resident had reported the bad state of the grass verges along Long Brandocks between the school and the shops. It was **noted** that the Parish Council would write to Highways regarding the issue. Mr Walker

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7.3 NOTED it was **noted** that the speed indicator devices were still on schedule for delivery. The size of the posts would need to be changed. Mr Townley to chase Essex County Council. Mr Townley

7.4 NOTED it was **noted** that the poor state of the pavements on Ongar Road were raised. Mr Hibbitt to chase Cllr Aldridge regarding any updates. It was **noted** that any problems regarding potholes and pavements should be reported on the Essex County Council's website. Mr Hibbitt

7.5 NOTED it was **noted** that only two people had volunteered for the speed watch on the night of the Annual Parish Meeting but the Parish Council had not heard anymore.

8. PLEASURE BIT

8.1 NOTED it was **noted** that an email had been received from Mr Hutchinson regarding disabled access to the playground at the Pleasure Bit. The Chair and Vice Chair of the Playing Fields Committee along with the Clerk of the Parish Council had met at the Pleasure Bit to discuss Mr Hutchinson's concerns. They agreed that the entrance to the Pleasure Bit was wide enough but that some plainings should be laid to level off the surface. Unfortunately around the time of Mr Hutchinson's visit, the nearby water main had fractured causing flooding in the park and there had also been heavy rain.

8.2 NOTED it was **noted** that there was an alternative entrance to the playground near the allotments and it was agreed that the hedge should be trimmed.This has now been done.

8.3 NOTED it was **noted** that Cllr Aldridge was establishing who owned the land between the Ongar Road and the entrance to the playground and this information would be fed back to the Parish Council. It was **noted** that the play equipment had been there long before the disability acts had come into force.

8.4 AGREED all Councillors **agreed** that they were happy for the plainings to be laid but this will be delayed until the ownership of the land is established..

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9. THE FUTURE OF LONGMEADS HOUSE

9.1 NOTED it was **noted** that the WCA had been offered a potential grant of £45,000 from one of their tenants, subject to them receiving a reduced rent. This grant may be used to extend the new building.

9.2 NOTED it was **noted** that the potential grant would be discussed at the WCA meeting on April 14th. The grant would be subject to ECC's agreement to amending the plans and planning permission being approved.

9.3 NOTED it was **noted** that any Section 106 monies from this project and any other qualifying projects will be reviewed by the new council. It was **noted** that any Section 106 monies paid would be a one off contribution.

10. HIGHWAYS

10.1 NOTED it was **noted** that Jon Simmons would be chased regarding the Ongar Road/Lordship Road Route Enhancement Study. It was noted that they were waiting for the results of six automatic traffic counts. Mrs Smith

10.2 NOTED it was **noted** that clarification was needed over the designation of Ongar Road since the opening of the Writtle bypass. Mrs Smith

10.3 NOTED it was **noted** that costings would be presented to the Parish Council in May/June 2015.

10.4 NOTED it was **noted** that there was some discussion regarding the cost of introducing flashing lights along the Chelmsford Road versus the cost of reducing the speed limit.

10.5 NOTED it was **noted** that there will be increased traffic flow along Chelmsford Road as a result of the change of usage at Skeggs Farm. It was **noted** that accidents do not just happen outside schools but also on the route from and to home.

10.6 NOTED it was **noted** that there was a discussion regarding the re-submitting of the Chelmsford Road bid to the Chelmsford Highway Panel, with the support from our City and County Councillors.

10.7	NOTED	it was **noted** that Mr Sullivan wanted to put forward a motion on the next Parish Council meeting agenda, to reduce the speed limit from 40mph to 30mph. It was **noted** that a petition was also going to be carried out amongst Hylands School parents to get the speed limit reduced.	Mr Walker
10.8	NOTED	it was **noted** that Mr Hibbitt would write to Cllr Aldridge regarding the timetable on the installation of the flashing lights.	Mr Hibbitt
10.9	NOTED	it was **noted** that Jon Simmons would be invited to the first meeting of the new Parish Council Highways Committee.	Mr Walker
10.10	NOTED	it was **noted** that Jon Simmons would be made aware of the change of usage at Skeggs Farm.	Mrs Smith

11. YOUTH

11.1	NOTED	it was **noted** that Josiah Parr did a great job at the Annual Parish meeting.
11.2	NOTED	it was **noted** that the School Environment Project would take place on 22 April at 1.15pm.

12. PARISH COUNCIL ELECTIONS

12.1	NOTED	it was **noted** that four Parish Councillors had decided not to stand for election.
12.2	NOTED	it was **noted** that there would not be an election as it was uncontested. All nominated would be elected.
12.3	NOTED	it was **noted** that the Chair gave thanks to the Cllrs standing down from the Council. Mr Cairns for his welcomed help on the Environment Committee; Mr Sullivan for his knowledge and support on the Highways Committee; Ms Bowser for her experience in local government and Mrs Roe for her 20 years on the Parish Council and chairing the Environment Committee.
12.3	NOTED	it was **noted** that there was a discussion regarding the co-opting of members to the Council. This would be on the agenda for the May meeting. Mr Walker

13. FINANCIAL REPORT AT MARCH 14, 2015

13.1	AGREED	the Committee **agreed** the Financial Report of March 14, 2015.
13.2	AGREED	it was **proposed** by Mrs Smith and **seconded** by Mr Delaney and unanimously **agreed** that the receipts and payments made between February 14, 2015 and March 14, 2015 be approved and signed.
13.3	NOTED	it was **noted** that the Clerk would present the final accounts at the May meeting. It was noted that there was approx. £55-56,000 in the bank account as at 31 March 2015. It was noted that the accounts would be sent to the external auditors on 8th June 2015. Mr Walker

14. CILCA COURSE

14.1	AGREED	it was **agreed** that the Asst. Clerk should attend the CILCA course, commencing on 6th May 2015.

15. RECEIPT OF COMMITTEE REPORTS

15.1 Clerks Report

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

15.2 Planning & Development Committee

15.2.1 RECEIVED the Committee received the Planning & Development Committee meeting report of March 16, 2015

15.3 Highways Committee

15.3.1 RECEIVED the Committee received the Highways Committee Meeting Report of March 16, 2015

15.4 Annual Parish Meeting

15.4.1 NOT RECEIVED the Committee had not received the Annual Parish Meeting minutes of 30 March, 2015

16. COUNCILLORS QUESTION TIME

16.1 NOTED it was **noted** that a piece of play equipment at Paradise Road had developed a crack and would be reported to Wickstead. Mr Walker

16.2 NOTED it was **noted** that a letter had been received from Mr Cooley regarding placing a bench on the Sustrans track overlooking the reservoir. The Cllrs had no objection and it would be put on the agenda for the first Environment Committee meeting. Mr Walker

16.3 NOTED it was **noted** that Mr Walker would contact Craig Brewster regarding the maintenance of benches in Writtle. Mr Walker

16.4 NOTED it was **noted** that the Easter Hunt planned by Fultons on the Green did not take place on the Green. They ran into health and safety issues at their other branch and decided not to proceed with the one in Writtle. They are keen to get involved in the village and would like to sponsor a duck feeder. It was **agreed** to progress this idea in principle.

16.5 NOTED it was **noted** that the Open Day for Writtle Archives would take place on 25th April from 2-4.30pm.

16.6 NOTED it was **noted** that the publication of the new Councillors would take place after 7 May.

16.7 NOTED it was **noted** that the new Cllrs should let the Clerk know which sub-committees they would like to sit on before 18 May 2015. All Cllrs

16.8 NOTED it was **noted** that the Chair thanked all the Cllrs for their help and support on the Council over the last four years.

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 May 18, 2015 at 7.30pm in the Parish Office.

18.2 NOTED it was **noted** that agenda items should be submitted to the Clerk by Friday 8 May, 2015.

MEETING CONCLUDED 9.23pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____