WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday, 1 February 2016, 7.30pm
in the Parish Office

Members✓= Present		A = Apologies		
Mr C Hibbitt	***(CHAIR)***	✓	Mrs A Reid	✓
Mr R Bray	***(VICE CHAIR)***	✓	Mr T Sach	✓
Mrs S Bell		✓	Mr R Schmid	✓
Mr A Carter		✓	Mrs R Smith	✓
Mr P Costello		✓	Mr M Townley	✓
Mr P Delaney		✓	Mrs W Walker	✓
Mrs L Gannicott		✓	Mr T Kinloch	✓
Mr P Cracknell		✓		

In Attendance✓= Present		A = Apologies		
Cllr J F Aldridge	***(ECC)***	✓	Mr D Walker	***(CLERK)*** ✓
Cllr T Roper	***(CCC)***	✓	Mrs L Fox	***(ADMIN ASST)*** ✓
4 members of the public				

ACTION

1. PUBLIC FORUM

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

1.2 NOTED it was **noted** that Mr Russell discussed the proposed Jazz event. He had spoken to pubs, restaurants and village hall who were keen to get involved in the event. Adnams and Wilkins were also keen to get involved. The proposed date of 24 July was not possible as the Green was being used by the Circus. Other possible dates available included 7 and 14 August 2016, although 7 August would be better to allow sometime between the V Festival. Tickets would be issued by Civic Theatre, suggested price was £15. The event will be unlikely to make a profit but if it does the Parish Council will make a charge for the use of the Green and suggest the rest is given to a worthwhile cause. There were concerns raised regarding car parking. There was a suggestion to contact Writtle College regarding use of their car park. The issue regarding security of the site was also discussed, along with controlling crowds and logistics of running the event. It was noted that the number of tickets sold would be limited to restrict attendance. The event would run from lunchtime until approx 9pm.

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

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

2.1.1 NOTED it was **noted** that Essex County Council would have to increase the council tax, which would raise an extra £22 million. They would seek to protect vulnerable areas.

2.1.2 NOTED it was **noted** that Cllr Aldridge would meet with a Cabinet Member regarding the frustrations over the resurfacing of Longmeads Close. A Parish Councillor would also attend.

2.1.3 NOTED it was **noted** that there was a consultation regarding the Lower Thames Crossing at Dartford. This would be put on the agenda for the next Highways and Transport Committee meeting.

Mrs Fox

2.1.4 NOTED it was **noted** that Cllr Aldridge was thanked for all his efforts.

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

2.2.1 NOTED it was **noted** that there were no comments.

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 7 December 2015 were **agreed** as an accurate record.

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

5. PROGRESS CHECK

5.1 NOTED it was **noted** that a letter would be sent to Cllr Ian Grundy regarding the traffic wardens and the number of visits to the village and lack of tickets issued. Cllr Roper to receive a copy of the letter. Mr Walker

6. DECLARATIONS OF INTEREST

6.1 NOTED there were no declarations of interest.

7 COMMITTEES UPDATE

7.1 ENVIRONMENT COMMITTEE

7.1.1 NOTED it was **noted** that the root barrier had been completed around the Village pond.

7.1.2 NOTED it was **noted** that Mrs Reid had contacted the producers of grass guard and was waiting for sub-contractors to contact her.

7.1.3 NOTED it was **noted** that the posts around the Green had been installed.

7.1.4 NOTED it was **noted** that work on St John's Green had started.

7.2 HIGHWAYS COMMITTEE

7.2.1 NOTED it was **noted** that there was nothing to report.

7.3 PLANNING COMMITTEE

7.3.1 NOTED **i**t was **noted** there was not likely to be any further communication from

the City Council on the Local Plan Consultation until mid summer.

7.3.2 NOTED it was **noted** that the Daws Farm planning application was likely to be discussed at the Chelmsford City Council Planning Meeting on 23 February. The agenda will be finalised 10 days before the meeting.

7.3.3 NOTED it was **noted** that the Cowards Mill planning application would be discussed at the Writtle Parish Council planning meeting on 15 February. Strutt & Parker would issue an outline of the application to the Parish Council. It was noted that all councillors should make themselves familiar with the application. The initial proposal received was to gift the Parish Council an area of land. This would be an enormous expense to maintain and make the area safe. The second proposal was to lease the Parish Council the land but the council wouldn't have ownership and the security from ownership wasn't sufficient. Representatives from the Parish, City and County Councils had met with the owner and Strutt & Parker to discuss possible ways ahead. The plans had been resubmitted and would be discussed at the Parish Council meeting on 15th February.

7.3.4 NOTED it was **noted** that the current application includes building a single dwelling on the footprint of Cowards Mill. The majority of the rest of the site will be gifted to Writtle Parish Council under a 106 agreement. This area of land with be tidied up and enclosed at the expense of the landowner. Over a 10 year period a Land Management Programme would convert the site into a Conservation Area. This would become an effective Green Wedge between Chelmsford and Writtle. Access to the site would be restricted but the two local schools would be encouraged to use the site for natural history projects on the Green Wedge.

7.3.5 NOTED it was **noted** that there are significant benefits for the Parish Council with this application. The key one is that Parish Council ownership of the Green Wedge effectively prevents future development on the site. Points to be considered include a possible precedent for future building applications on the Green Belt and restriction of access to the Green Wedge.

7.3.6 NOTED it was **noted** that as many parish councillors should attend the meeting as possible.

7.4 PLAYING FIELDS COMMITTEE

7.4.1 NOTED it was **noted** that there was a query regarding the payment of electricity for the klargester. Writtle Sports and Social Club thought an agreement had been made for the Parish Council to pay £20 a month.

7.4.2 NOTED it was **noted** that on the old hard play area, profits had been split between the Parish Council, Anne Lockhart, the booking clerk, and the WSSC, with the Parish Council paying for the electricity costs.

7.4.3 NOTED it was **noted** that the current agreements specify that electricity should be paid by Writtle Sports and Social Club. Mr Walker to discuss with Mr Williamson. Mr Walker to summarise the position and forward to Mr Costello. It was agreed that the klargester is a service and WSSC should pay for it. Mr Walker

7.4.4 NOTED it was **noted** that Writtle Sports and Social Club should continue to pay for the floodlights on the site.

7.4.5 NOTED it was **noted** that WSSC has installed their own CCTV inside and are not happy about contributing £700 towards the external CCTV. They think they are paying too much.

7.4.6 NOTED it was **noted** that WSSC were asking the Parish Council for financial support towards the new floor. Tickers have been hiring the hall and using big equipment. This has resulted in structural damage. Also the floor is very slippery, especially for table tennis.. Tickers are hoping to pay half towards the cost of a new floor. £1500 has been raised from the race night. Mr Paul Delaney would approach trust funds. The Parish Council have budgeted to contribute £1000 if it was renewed before the end of the year. WSSC are also approaching the individual member clubs.

7.4.7 NOTED it was **noted** that the Parish Council would contact their insurance company to find out the responsibility for personal damage due to the condition of the floor. It was noted that signs should be put up in the sports club alerting people to the slippery floor. Mr Walker

7.4.8 NOTED it was **noted** that three quotes had been sought for the floor, with estimates around £8500.

8. JAZZ EVENT ON THE GREEN

8.1 NOTED it was **noted** that this event would be going ahead, date to be confirmed.

9. THE FUTURE OF LONGMEADS HOUSE

9.1 NOTED it was **noted** that Mr Bray had attended a meeting with Essex County Council. The building contract needed to be finalised and signed before any dates were agreed.

10. LOCAL GOVERNMENT PENSION SCHEME (LGPS)

10.1 AGREED it was proposed by Mr Schmid and seconded by Mrs Reid and **agreed** by all Parish Councillors that a resolution be passed to allow the ability to enrol all eligible job holders into the LGPS, as well as giving non eligible job holders and entitled workers the right to choose to join, or to opt-in employees that wish to do so, from 1st November 2015 and in the future.

11. COMMUNICATIONS

11.1 NOTED it was **noted** that Mr Costello and Mr Townley needed to finalise their reports for the Writtle Flyer and send to Mr Walker.
Mr Costello/Mr Townley

12. YOUTH

12.1 NOTED it was **noted** that the Parish Council had received a number of posters from the Junior School for their competition. Mrs Walker and Mr Hibbitt had been to present the prizes to the winners. Posters had been received from Writtle Infant School and winners were going to be chosen in the near future.

13. CCTV LEASE

13.1 NOTED it was **noted** that 6 years ago CCTV was installed and the Parish Council has been paying £3600 + £400 insurance per year to lease the equipment. The lease expired on 28 January 2016. The current replacement cost of the equipment is £15,700 and the Parish Council have paid £150 to insure until 31 May 2016.

13.2 NOTED it was **noted** that the Clerk had been in touch with Mr Nock at Chelmsford City Council CCTV with regards to installing a new system. It was noted that to install a new state of the art infrared roving camera and three static cameras would cost approx £6,000.

13.3 NOTED it was **noted** that the Clerk would look into whether there was a service charge in the current lease. This would be progressed and put on the agenda for the March Parish Council meeting. Mr Walker

14. FINANCIAL REPORT AT JANUARY 14, 2016

14.1 AGREED the Committee **agreed** the Financial Report of January 14, 2016.

14.2 AGREED it was proposed by Mr M Townley and seconded by Mr T Sach and unanimously **agreed** that the receipts and payments made between November 15, 2015 and January 14, 2016 be approved and signed.

15. RECEIPT OF COMMITTEE REPORTS

15.1 NOTED it was **noted** that the following Committee Reports were accepted: -

a. Clerks Report at January 14, 2016
b. Planning & Development Committee Meetings – December 16, 2015 and January 18, 2016
c. Issues and Options Consultation Public Meeting – January 6, 2016

16. COUNCILLORS QUESTION TIME

16.1 NOTED it was **noted** that the Issues and Options Consultation poster would be put on the notice board. Mr Bray to send to Mr Walker.

16.2 NOTED it was **noted** that the Parish Council had been asked if they would like to nominate anybody for the Community Champions programme run by Chelmsford City Council. It was noted that the Parish Council would propose the lady litter collector in the village and would submit the proposal to the City Council. Mr Walker

16.3 NOTED it was **noted** that Mr Hibbitt had met with the Doctors Surgery regarding the Warren Farm site. This could be a big problem for the surgery and if they don't take on the new residents, they could potentially have their resources cut. It was agreed that the Parish Council would meet with the surgery on a regular basis to discuss mutually important topics.

16.4 NOTED it was **noted** that a letter had been received from All Saints Church regarding a donation towards the repair of the gates. Mr Hibbitt to write to the Church for some further details. Mr Hibbitt

16.5 NOTED it was **noted** that the manure heap opposite Melba Court was growing. The owner to be put in touch with the Allotment Society.

16.6 NOTED it was **noted** that the Writtle Village Country Fayre would take place on 9 July. Help would be needed initially to put the bunting up on the Friday and take it down after the event. All Parish Cllrs.

16.7 NOTED it was **noted** that Mrs Rosemary Smith had received some information about Play Streets. Mrs Smith to progress the idea. Mrs Smith

16.8 NOTED it was **noted** that Longmeads would like to insert a single page flyer into Writtle Flyer.

16.9 NOTED it was **noted** that a notice had appeared in the Weekly News regarding the erection of a marquee and extended licensing hours at Writtle College. The Parish Council is not a consultee with regards to matters of licensing.

17. ANY OTHER REPORTS

17.1 NOTED it was **noted** that there were no further 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, March 7, 2016 at 7.30pm in the Parish Office.

18.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday, February 26, 2016.

MEETING CONCLUDED 9.57pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____