WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5 December, 2016, 7.30pm
in the Parish Office

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

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

ACTION

1. PUBLIC FORUM

1.1 NOTED the Chair welcomed members of the public attending the meeting. It was **noted** that one member of the public discussed the junction at St John's Green where there had recently been an accident. It was suggested whether there could be a mini-roundabout put at the junction. There was some discussion over the number of roads that can join a mini-roundabout and whether 4 would be too many. This issue would be discussed at the next Highways Committee Meeting in February 2017. It was **noted** that it would perhaps be worth writing to the County Council before the meeting, highlighting the recent accident and asking for possible solutions. Mrs Fox/Mr Cracknell

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 the transition of the Post Office to the Co-op had been completed.

2.1.2 NOTED it was **noted** that the County Council hoped to maintain the opening times for the library and were seeking volunteers to help with its running. The County Council were also looking at how to move forward with the library in the long term.

2.1.3 NOTED it was **noted** that everybody wanted to acknowledge Maria's work at the Post Office. This item to be put on the Parish Council's February agenda. Mrs Fox

2.2 <u>Chelmsford City Council Observations – Cllr A Sach and Cllr T Roper</u>

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

3. APOLOGIES FOR ABSENCE

3.1 NOTED apologies were noted above. It was **noted** that for personal reasons, Mrs Smith did not attend.

4. MINUTES OF THE LAST MEETING

4.1 AGREED the minutes of the Writtle Parish Council meeting held on November 7, 2016 were **agreed** as an accurate record.

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

5. PROGRESS CHECK

5.1 NOTED it was **noted** that a visit to the CCTV room at Chelmsford City Council would be organised for January 2017. Mr Walker

5.2 AGREED it was unanimously **agreed** by all Councillors that a letter should be sent to Spencer Clarke's Manager at Chelmsford City Council regarding Writtle Parish Council's CCTV at Paradise Road and the recent discovery of a missing piece of the equipment. Mr Walker

5.3 NOTED it was **noted** that the byelaws were being reviewed to fit the new template.

5.4 NOTED it was **noted** that the flashing light outside the Parish Office needed fixing. Mr Walker

5.5 NOTED it was noted that the Clerk was still chasing the form for the Neighbourhood Plan. Mr Sach to chase up. Mr Sach

6. DECLARATIONS OF INTEREST

6.1 NOTED it was **noted** that there were no declarations of interest.

7. REQUEST FOR DISPENSATION

7.1 NOTED it was **noted** that before discussion takes place on the Precept all Councillors have a disclosable pecuniary interest and, as such, could be committing a criminal act if this was not declared before the meeting.

7.2 AGREED it was **agreed** that Mr Walker should be delegated to accept these declarations and allow a dispensation to Councillors so that discussion and recommendation related to the Precept can take place and that this delegation should be in force for this meeting.

7.3 AGREED it was proposed by Mr Townley, seconded by Mr Delaney, and unanimously **agreed** that the Clerk be permitted full dispensation and delegation rights.

7.4 NOTED it was **noted** that all Councillors present at this meeting declared their disclosable pecuniary interest and were granted dispensation to discuss the draft Precept.

8. COMMITTEES UPDATE

8.1 ENVIRONMENT COMMITTEE

8.1.1 NOTED it was **noted** that the daffodil bulb planting had gone very well. Mrs Gannicott had also involved the school children in the planting, which they had enjoyed.

8.1.2 NOTED it was **noted** that Mrs Gannicott had been to see Gore Pond with Mr and Mrs Everett and agreed that it looked very good. It was **noted** that some work needed to be carried out on the pond and the question was asked as to whether the Parish Council would be able to pay the expense. This item will be discussed with the Environment Committee.

8.1.3 NOTED it was **noted** that one of the benches at Gore Pond needed to be repaired.

8.1.4 NOTED it was **noted** that thanks was given to Ken and all the residents for their hard work on the pond.

8.2 HIGHWAYS COMMITTEE

8.2.1 NOTED it was **noted** that the Ongar Road pavements had been patched.

8.2.2 NOTED it was **noted** that the hole at East View had been repaired.

8.2.3 NOTED it was **noted** that Prestons Triangle had been repaired.

8.3 PLAYING FIELDS COMMITTEE

8.3.1 NOTED it was **noted** that the grant for the Pavillion floor at WSSC had been received and it would be fitted in January 2017.

8.4 PLANNING COMMITTEE

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

9. THE FUTURE OF LONGMEADS HOUSE

9.1 NOTED it was **noted** that Mr Bray had met with Mardens and their lawyers on 8 November. It had been a good meeting and Mardens had agreed to pay for the £10,000 shortfall that the Parish Council had acquired from the a recent high legal bill. This was good news as there was now not a requirement to look for a grant.

9.2 NOTED it was **noted** that Mardens aimed to submit a planning application in early Spring with possible completion around Christmas 2017.

9.3 NOTED it was **noted** the Community Association was struggling but still going. The bar upstairs has been closed, due to it not being profitable.

9.4 NOTED it was **noted** that ECC and Writtle Parish Council needed to ensure that there was enough time for the tenant to move out of Longmeads House before signing the contract for empty occupation.

10. NEIGHBOURHOOD PLAN

10.1 NOTED it was **noted** that the summary produced by Mr Weymouth had been circulated to all Councillors. This had been written following a meeting of Mr Weymouth, Mr Kinloch, Mrs Bell and Mr Hibbitt. The summary was discussed and points highlighted included that it was a long term project; the whole village needed to be engaged as early as possible and that it was important to ring fence finance and responsibilities.

10.2 NOTED it was **noted** that Broomfield Parish Council had launched their plan on Saturday, 19 November and they had decided to run it as an open house rather than a more formal meeting.

10.3 NOTED it was **noted** that the annual Writtle Flyer would be used to help launch Writtle's Neighbourhood Plan.

10.4 NOTED it was **noted** that Writtle College was keen to have a representative on the Steering Group.

10.5 NOTED it was very important for local people to get involved on the Steering Group for the Neighbourhood Plan and anybody interested should contact Mr Hibbitt, Chair of Writtle Parish Council.

10.6 NOTED it was **noted** that East Bergholt Neighbourhood Plan would be a good plan for Councillors to look at. All Cllrs

11. YOUTH

11.1 NOTED it was **noted** that thanks was given to Mrs Gannicott for bringing the children to plant the daffodil bulbs.

12. WRITTLE FLYER

12.1 NOTED it was **noted** that the Chairs of the Committees would need to give their reports to Mr Walker by 6th February. All Chairs

12.2 NOTED it was **noted** that the flyer could be extended by 2 pages if necessary.

13. CHRISTMAS

13.1 NOTED it was **noted** that help was needed to set up on the night of Carols on the Green, from 4pm on Thursday, 15 December.

13.2 NOTED it was **noted** that the Parish Council meal had been booked for 14 December, 7.00pm for 7.30pm.

14. FINANCIAL REPORT AT NOVEMBER 14th 2016

14.1 AGREED the Committee **agreed** the Financial Report of November 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 October 15, 2016 and November 14, 2016 be approved and signed.

15. BUDGET FOR THE YEAR 2017/18

15.1 NOTED it was **noted** that there were discussions around the projected budget for 2017/18.

15.2 NOTED it was **noted** that there was a proposal from the Executive and Finance Committee to increase the precept by 2% - £2,300.

15.3 AGREED it was proposed by Mr Bray and seconded by Mr Sach and unanimously **agreed** that the recommendations from the Executive and Finance Committee regarding the new budget and the increase of the precept by 2% be approved.

15.4 AGREED it was proposed by Mr Townley and seconded by Mrs Walker and unanimously **agreed** that the internal auditor, Bryan Rolf be reappointed.

16. RECEIPT OF COMMITTEE REPORTS

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

a. Clerks Report at November 14, 2016
b. Planning & Dev Committee Meeting – November 21, 2016
c. Executive and Finance Meetings – November 3 and 21, 2016

17. COUNCILLORS QUESTION TIME

17.1 NOTED it was **noted** that Circus Fantasia would be on the Green from 5-13 August 2017. They had asked if a funfair could also go on the Green. Cllrs felt this would be too much, as Children's World already visits twice a year.

17.2 NOTED it was **noted** that there were discussions over parking enforcements and tickets that had recently been issued around the Green.

18. ANY OTHER REPORTS

18.1 NOTED it was **noted** that thanks was given to everybody who was involved in the Christmas Tree Festival. Over £7000 had been raised, with an extra 30% of people attending.

19. DATE OF THE NEXT MEETING

19.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday February 6, 2017 at 7.30pm in the Parish Office.

19.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday January 27, 2017.

MEETING CONCLUDED 9.15pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____