WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5 June, 2017, 7.30pm
in the Parish Office

Members		✓= Present		A = Apologies
Mr C Hibbitt	***(CHAIR)***	✓	Mr M Townley ***(VICE CHAIR)***	✓
Mr R Schmid		A	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)***	✓	Mrs L Fox ***(ASST CLERK)***	✓
1 member of the public				

ACTION

1. PUBLIC FORUM

1.1 NOTED the Chair welcomed the member of public attending the meeting.

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

2.1 Essex County Council Observations – Cllr J Aldridge

2.1.1 NOTED it was **noted** that the Traveller Unit would be co-ordinating the City, Council and Police efforts if there are any significant incursions.

2.1.2 NOTED it was **noted** that 23,000 street lamps would be replaced with LEDs. These should last about 20 years.

2.1.3 NOTED it was **noted** that the leak on Lodge Road, by the bus stop was still being investigated. It was suggested that Essex Highways put up a sign to inform the public that the utilities had been out to look at the problem.

2.1.4 NOTED it was **noted** that any clearance of vegetation on the highways can be made on a Rangers Request Form via the Local Highways Panel.

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

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

3. APOLOGIES FOR ABSENCE

3.1 NOTED apologies were noted above.

4. MINUTES OF THE LAST MEETING

4.1 AGREED the minutes of the Writtle Parish Council meeting held on May 8, 2017 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. DECLARATIONS OF INTEREST

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

6. PROGRESS CHECK

6.1 NOTED it was **noted** that Mr Walker would write to Cllr Roper regarding the replaced lamp post on the Green. Mr Walker

6.2 NOTED it was **noted** that Cllr Aldridge would follow up about the felled trees on Bulimers Way.

7. COMMITTEES UPDATE

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** that Mrs Gannicott would be progressing the Tree Charter. Mrs Gannicott

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that a possible crossing on Ongar Road had been discussed at the last Highways Meeting, along with a barrier at the end of the alleyway from Home Mead to Ongar Road. These would be added to the agenda of the next Highways meeting. Mrs Fox

7.2.2 NOTED it was **noted** that Mr Hibbitt had met with one of the doctors at the surgery and they were still anxious about the parking in the lay-bys outside the surgery. It was noted that the Highways Committee would consider wording for signs at its next meeting. Mrs Fox

7.2.3 NOTED it was **noted** that the Highways Committee had agreed that there shouldn't be any parking restrictions on St Johns Green.

7.3 **PLAYING FIELDS COMMITTEE**

7.3.1 NOTED it was **noted** that Mr Costello hadn't been informed about the last WSSC meeting.

7.3.2 NOTED it was **noted** that the position of Vice Chair for the Committee would be discussed at the next Playing Fields meeting. Mrs Fox

7.4 **PLANNING COMMITTEE**

7.4.1 NOTED it was **noted** that the Longmeads Planning Application had been discussed and the committee had no objections.

8. **GRASS CUTTING CONTRACT**

8.1 NOTED it was **noted** that the Parish Council could not fund the increase in grass cutting charges and WSSC did not have any funds. The Parish Council had sent out contracts for the work. Philip Maule had been recommended by Old Chelmsfordians. He quoted for £375 per week for 28 weeks from Spring to Autumn but wouldn't be able to strim the Green quite as often as Peter Webb.

8.2 NOTED it was **noted** that Mr Maule would be given a trial period until the end of the year. It was noted that he would be paid weekly spread over 52 weeks. It was **noted** that references had been received from Old Chelmsfordians commending his work.

8.3 NOTED it was **noted** that we needed to budget for an annual increase in the grass cutting costs.

8.4 NOTED it was **noted** that Mr Walker would contact Mr Webb regarding finishing his contract after the Open Gardens.
Mr Walker

8.5 AGREED it was proposed by Mr T Sach, seconded by Mr P Costello and unanimously **agreed** that Mr Maule should be used for the grass cutting. The Council would be paying £10,500 per annum as opposed to the previous costs of £13,860.

9. PARISH LIFE MAGAZINE

9.1 NOTED it was **agreed** that Mr Walker would put in the nomination for an award for our volunteer litter picker.

10. YOUTH

10.1 NOTED it was **noted** that a collage had been donated by the Junior School for the Parish Office. It was noted that it would be framed before being put up. Mr Walker

10.2 NOTED it was **noted** that a request had been received from Josiah Parr regarding running a Drone Club at Paradise Road Playing Fields. It was **noted** that all Councillors were in agreement in principle. Mrs Walker to contact Mr Irving. Mrs Walker

11. WRITTLE OPEN GARDENS AND PLAQUE UNVEILING

11.1 NOTED it was **noted** that the handyman would put the plaque up on the Parish Office wall. It was noted that the unveiling of the plaque would be at 3pm and the Open Gardens would start at 12pm.

12. CHELMSFORD LOCAL PLAN

12.1 NOTED it was **noted** that Mr Hibbitt had met with Mr Potter from Chelmsford City Council regarding the local plan consultation, including the scheduling of the drop in exhibitions and the description of the Warren Farm site. There had been discussions regarding the site and how it would now be called West Chelmsford Urban Growth and not Warren Farm. This site is the nearest to Chelmsford and the Council is hoping to encourage people to walk and cycle into the city.

12.2 NOTED it was **noted** that there had been an IT problem at Chelmsford City Council in the last 2 days before the end of the consultation. This had been a Microsoft problem and was unexpected.

12.3 NOTED it was **noted** that the next phase of the Consultation will be in 6 month's time.

12.4 NOTED it was **noted** that Mr Walker would send a copy of the Parish Council's and the North West Action Group's submissions to Mr Bray. Mr Walker

12.5 NOTED it was **noted** that there was a discussion around the consultation reports that had been undertaken on behalf of the North West Action Group. It was noted that Mr Walker would arrange to pay the invoice for the main consultation and the 3 other Parish Councils involved would arrange to pay Writtle Parish Council. It was noted that the transport consultation report had not been as good as was hoped, so the final report was still being negotiated.

13. NEIGHBOURHOOD PLAN

13.1 NOTED it was **noted** that a letter had been sent to Chelmsford City Council from the Neighbourhood Plan Group regarding the Local Plan. There had been promises of co-operation from Writtle College and the Doctors Surgery.

13.2 NOTED it was **noted** that Mr Weymouth would look at terms of reference and also contact Jenny Robinson at Chelmsford City Council.

13.3 NOTED it was **noted** that a meeting would be convened for present volunteers.

14. COMMUNITY INFRASTRUCTURE LEVY

14.1 NOTED it was **noted** that the Community Infrastructure Levy was discussed and suggestions made. These included:-

- Equipment for Film Club (already agreed)
- Resurfacing car park at Paradise Road site
- Refurbishment and maintenance of Gore Pond
- Long term plan for tree maintenance/planting for the Green
- Possible improvement in the play area adjacent to the Long Brandock shops
- Community sheds/poly tunnel/compostable toilets for the allotments

15. THE FUTURE OF LONGMEADS HOUSE

15.1 NOTED it was **noted** that there had been 5 comments from the public regarding construction, parking, etc. Unexpectedly, the Conservation Officer has raised concerns over the extension to Longmeads House and the siting of the new houses and new community centre on the land. Additionally the TPO officer has raised some concerns. Should planners not recommend the scheme for approval, the Parish Council requested our City Councillor Cllr Sach requests the proposal goes to committee.

16. FINANCIAL REPORT AT MAY 14, 2017

16.1 AGREED the Committee **agreed** the Financial Report of May 14, 2017.

16.2 AGREED it was proposed by Mrs W Walker and seconded by Mr M Townley and unanimously **agreed** that the receipts and payments made between April 1, 2017 and May 14, 2017 be approved and signed.

17. RECEIPT OF COMMITTEE REPORTS

17.1 NOTED it was **noted** that the following report was accepted:-

a. Clerks Report at May 14, 2017
b. Planning & Dev Committee Meeting – May 22, 2017
c. Highways & Transport Committee Meeting – May 22, 2017 (this was still outstanding).

18. COUNCILLORS QUESTION TIME

18.1 NOTED it was **noted** that the piece of land by Lodge Road/Chequers Road was discussed as a number of cars had been parking on it. This was private land.

19. ANY OTHER REPORTS

19.1 NOTED it was noted that there were no other reports.

20. DATE OF THE NEXT MEETING

20.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday July 3, 2017 at 7.30pm in the Parish Office.

20.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday June 23, 2017.

MEETING CONCLUDED 9.38pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____