# WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5 March 2018, 7.30pm
in the Parish Office

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

| **In Attendance** | | ✓= Present | A = Apologies | | |
|---|---|---|---|---|---|
| Cllr J F Aldridge | ***(ECC)*** | ✓ | Mr D Walker | ***(CLERK)*** | ✓ |
| Cllr T Roper | ***(CCC)*** | ✓ | Mrs L Fox | ***(ASST CLERK)*** | ✓ |
| Mr Jonathan Weymouth | | A | | | |
| 3 members of the public | | | | | |

**ACTION**

**1. PUBLIC FORUM**

1.1 NOTED it was **noted** that there were three members of the public present. The Jazz Festival will be taking place for 3 days over the weekend of 27 July and 3 charities would benefit from the weekend. These included Little Havens, Kidz Inspire and Writtle Junior School. It was noted that the tickets were now on sale through the Civic Theatre.

**2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS**

2.1 Essex County Council Observations – Cllr J Aldridge

2.1.1 NOTED it was **noted** that Essex County Council had commissioned an independent report carrying out a comprehensive examination of fire safety in all Essex County Council buildings.

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 February 5, 2018 were **agreed** as an accurate record.

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

**5. PROGRESS CHECK**

5.1 NOTED it was **noted** that the collage from the school would be mounted directly onto the Parish Office wall rather than being framed.

5.2 NOTED it was **noted** that the new printer would be purchased before the next Parish Council meeting in April. Asst Clerk

5.3 NOTED it was **noted** that the Asst Clerk would contact the potential supplier for the noticeboard for Mauros. Asst Clerk

5.4 NOTED it was **noted** that the Clerk had written a letter to Maztec regarding the outstanding grant. The Clerk to contact the Maztec again as no response had been received. Clerk

5.5 NOTED it was **noted** that the Clerk would meet Mr Bensley from Chelmsford City Council re. the table tennis table for WSSC. Clerk

5.6 NOTED it was **noted** that the letter regarding the Parish Cleansing Days would be posted. Asst Clerk

5.7 NOTED it was **noted** that the repair of the bus shelter on Ongar Road was being discussed by ECC.

5.8 NOTED it was **noted** that the company putting the SILTEX in the pond would be contacted for a quote for the removal of the fallen debris. Mrs Gannicott

**6. DECLARATIONS OF INTEREST**

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

**7. COMMITTEES UPDATE**

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** that the bin compound had been installed at Paradise Road car park.

7.1.2 NOTED it was **noted** that the lime trees on Bulimers Way were discussed and the budgetary restraints on the Parish Council to replace them. This would be over £800 and it was still unclear who had originally cut them down. Bulimers Way is also not Parish Council land.

7.1.3 NOTED it was **noted** that the Parish Council would be seeking three quotes for a tree report. The limes on the Green were discussed and these would be included in the future tree report.

7.1.4 NOTED it was **noted** that a letter had been received from Mr Cooley regarding a number of items including tree planting and the clearing of the pond. Mrs Gannicott to look at possible grants for clearing the pond as quotes had been received upwards of £15,000 which was prohibitive.

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that Cllr Aldridge, Mr Cracknell and Mr Simmons had met to discuss the two options for Mayfield Road/Ongar Road.

7.2.2 AGREED it was **agreed** that all councillors present agreed with option 2.

7.2.3 NOTED it was **noted** that a Local Highways Panel Request Form had been submitted for validation for a zebra crossing.

7.2.4 NOTED it was **noted** that a Local Highways Panel Request Form had been submitted for validation for bollards for one side of the Prestons Triangle Green.

7.2.5 NOTED it was **noted** that Mr Simmons would be contacted re. publishing the results of various surveys carried out in Writtle, on the Parish Council's website (post meeting note – this has been agreed). It was noted that the monthly speed indicator device data would also be published on the Parish Council website.

7.2.6 NOTED it was **noted** that Planning Enforcements would be contacted again regarding the condition of Fox Burrows Lane. It was noted that the earth bund was now about 6-7m high. Asst Clerk

7.2.7 NOTED it was **noted** that 22 St Johns Green is enclosing Highways land, and the street sign has been taken down. There are neighbour concerns and the ownership needs to be determined. Cllr Aldridge is following this up. Cllr Aldridge

7.3 **PLANNING COMMITTEE**

7.3.1 NOTED it was **noted** that the Cowards Mill site had been put up for sale. There were discussions regarding the sale and the implications for the Parish Council.

7.4 **PLAYING FIELDS COMMITTEE**

7.4.1 AGREED it was **noted** that the electrical surveys would be carried out on the Paradise Road sites w/c 5 March 2018.

**8. CHELMSFORD LOCAL PLAN**

8.1 NOTED it was **noted** that the drop in session had been held at the Parish Office on Saturday 3 March and over 50 people had attended.

8.2 NOTED it was **noted** that there had been problems with the consultation portal including the form being faulty for the first 10 days. This had been discussed with the Planning Department at Chelmsford City. Residents had also mentioned problems with accessing the portal as passwords were not working properly. Also approximately 35 of the 150 hyperlinks don't work.

8.3 NOTED it was **noted** that information about the consultation would be shared on social media again and a copy of the comments form put on the Parish Council website.

8.4 NOTED it was **noted** that any forms dropped into the Parish Office by Monday, 12 March would be delivered to the City Council.

8.5 NOTED it was **noted** that a letter had been received supporting the Parish Council and he would be contacting the local press and MPs.

**9. NEIGHBOURHOOD PLAN**

9.1 NOTED it was **noted** that Jonathan Weymouth's progress note was circulated to all councillors.

**10. THE FUTURE OF LONGMEADS HOUSE**

10.1 N0TED it was **noted** that planning decision has now been extended to 30th March to allow further time to deal with a Sustainable Drainage System on the site.

10.2 NOTED it was **noted** that current Trustees have not yet stood down/handed over to the new Trustees. On 20th Feb Writtle Parish Council (WPC) solicitor received a copy of a deed required by the retiring Trustees from their solicitor. The deed had been incorrectly witnessed making it invalid, also new trustees had not been advised to take independent legal advice and it was based on an incorrect draft.

10.3 NOTED it was **noted** that on 1st March WPC solicitor agreed a way forward with existing Trustees solicitor for the existing Trustees to retire now and hand over to the new committee. Several outstanding issues still to resolve on technicalities of handover. Joint Lawyers' suggested process - Meeting to be convened and minuted attended by existing and new trustees and both Lawyers present, after which the agreed properly executed Deed and a letter of comfort from Essex County Council on restricting liabilities will be issued to the Retiring Trustees. With that arrangement the new Trustees will not be required to enter into any form of deed, which will now be between the Parish Council and the retiring Trustees. The new Trustees will therefore not need independent advice.

10.4 NOTED it was **noted** that the Chair enquired on extent of legal fees as a consequence of current events. Mr Bray confirmed legal fees for the principal development is capped and should not exceed the capped amount. There is no provision for any fees as a consequence of retiring Trustees actions, provision of Trustee retirement deeds was all unexpected and has never occurred before with the Writtle Community Association (WCA) or for that matter any other committee or association in the Parish. The final extra cost will be established at the end of the process and will be an additional cost to the Parish Council. The retiring Trustees legal costs are being charged to the WCA Charity funds and would not fall on WPC. Concern was expressed over the amount this would deplete the WCA Charity funds.

10.5 AGREED it was **noted** that the Chair reminded the meeting that a debt against WCA was outstanding to the Parish Council for funding the cost of the fire alarm installation, (outstanding since spring 2010, the amount is £8,588.00, the terms of the loan was as WCA minutes item 8 - 3rd November 2009 "Parish Council had agreed to an Interest free loan of £8,600 for installation of the ground floor alarm system. The loan to be repaid as soon as WCA were able.") The latest WCA accounts show a surplus of about £35,000, consequently it was considered

WCA are now in a position to repay that loan. It was proposed by Mr Cracknell, seconded by Mr Costello and unanimously agreed that repayment of the loan should be requested forthwith.

**11. DATA PROTECTION**

11.1 NOTED it was **noted** that the new Data Protection Regulation that comes into force on 25 May 2018 was discussed. The Data Protection Officer (DPO) is unlikely to be the Clerk as not independent if using the data. The DPO must be appointed on the basis of:
1. Professional qualities;
2. Expert knowledge of data protection law and practices;
3. The ability to perform the responsibilities.

Suitable 'experts' to be approached preferably before May 2018 when the Act comes into force.

**12. SOCIAL MEDIA POLICY**

12.1 AGREED it was **noted** that the council felt that a small publicity committee should be established.

**13. ANNUAL PARISH MEETING**

13.1 NOTED it was **noted** that a possible speaker for the meeting was discussed. It was noted that the Vice Chancellor of Writtle College would be invited. Clerk

13.2 NOTED it was **noted** that councillors were asked to arrive at 7pm to help with setting up the hall.

**14. REVIEW OF PARISH OFFICE HIRE CHARGES**

14.1 AGREED it was **noted** that the Clerk circulated a summary of the Parish Office usage and charges. It was proposed by Mr Costello, seconded by Mrs Walker and unanimously agreed that the hire charge of the Parish Office would increase to £30 from 1 June 2018.

**15. FINANCIAL REPORT AT FEBRUARY 14, 2018**

15.1 AGREED the Committee **agreed** the Financial Report of February 14, 2018.

15.2 AGREED it was proposed by Mr Townley and seconded by Mr Schmid and unanimously **agreed** that the receipts and payments made between January 15, 2018 and February 14, 2018 be approved and signed.

**16. RECEIPT OF COMMITTEE REPORTS**

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

a. Clerks Report at February 14, 2018
b. Planning & Dev Committee Meeting – February 19, 2018
c. Highways & Transport Committee Meeting – February 19, 2018 **(this had not yet been circulated to Cllrs)**

**17. COUNCILLORS QUESTION TIME**

17.1 NOTED it was **noted** that there were no questions.

**18. ANY OTHER REPORTS**

18.1 NOTED it was **noted** that there were no further reports.

**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 April 9, 2018 at 7.30pm in the Parish Office.

19.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday March 30, 2018.

**MEETING CONCLUDED 9.48pm**

**Signed:** _____

*For and on behalf of Writtle Parish Council*

**Date:** _____