WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 1 October 2018, 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	A
Mrs R Smith	A	Mr P Costello	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Delaney	✓	Mr P Cracknell	✓
Mrs L Gannicott	A	Mrs S Emery	✓

In Attendance	✓= Present	A = Apologies	
Cllr J F Aldridge ***(ECC)***	✓	Mrs L Fox ***(CLERK)***	✓
Cllr T Roper ***(CCC)***	✓	Mr D Walker ***(RFO)***	✓
Mr Jonathan Weymouth	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
13 members of the public			

1. PUBLIC FORUM

1.1 **NOTED** It was **noted** that the Chair had expressed his satisfaction at undertaking the security project in the village over the summer holidays. It had highlighted the problems that the residents had been experiencing. The feedback being received is that there is still a problem.

1.2 **NOTED** It was **noted** that the members of the public present at the meeting were pleased that the anti-social behaviour trial security scheme had taken place this summer. It has meant that links with the local police are now open again. Feedback from the public reveals that there is a problem.

1.3 **AGREED** It was **agreed** that an antisocial behaviour committee would be set up to look at this matter in more detail. Committee members are Mr Townley, Mr Schmid and Mr Cracknell.

1.4 **NOTED** It was **noted** that S Type Security were present and discussed that during the scheme their telephones had been ringing daily and people had felt safer. Since the scheme had ended crime is back on the increase and they are still regularly contacted by members of the parish for assistance.

1.5 **NOTED** It was **noted** that many of the members of the public present reside at Melba Court and reported ongoing problems with crime particularly in the Melba Court car park. Crimes include number plates being stolen from cars, cars being stolen from the car park, drug dealing and general antisocial behaviour. All the residents of Melba Court reported they felt unsafe and that it was only a matter of time before an accident happens with the high speed these vehicles are entering and leaving the car park. The feedback the

residents have received from the managing agents Remus is that it is a problem for the police and they will not put in measures to secure the car park. The residents also commented on how difficult it is to report crimes and obtain crime references from the police.

1.6 **NOTED** It was **noted** that a member of the public felt unsafe allowing children to play on the skate park and children's play equipment at Paradise Road and that during the trial scheme with S Type this had been much improved but now this is no longer in place the problems have returned.

1.7 **NOTED** It was **noted** that the Parish Council had attended a constructive meeting with Essex Police. The Police want to meet again in 2-3 months time.

1.8 **NOTED** It was **noted** that there were discussions regarding the Parish Council's precept and the cost of security and how the council has to have at least 50% of its precept in reserves. The Parish Council would not be able to make a decision at tonight's meeting regarding whether or not private security would continue in Writtle. The Chairman noted that this issue was at the top of the Parish Council's agenda.

1.9 **NOTED** It was **noted** that Rosalind Coleridge a Broadband Champion was present and reported that most of the village was now able to upgrade to a fibre connection if they wished to do so. There are some small pockets of the community who may be on a different exchange and for them this may take a little longer.

1.10 **NOTED** It was **noted** that Mr Russell, the organiser of the Jazz Festival was present at the meeting and wanted to update on his plans for 2019. It was agreed that Saturday and Sunday were acceptable days of the week for the festival moving forward. Both parties agreed that a Friday session would not take place and that a finish time would be set. The timings are up for debate and Mr Russell was advised to contact the Parish Council once he had an idea of future plans. The Parish Council has asked that a balance sheet be submitted following any Jazz Festival event.

1.11 **NOTED** It was **noted** that moving forward Mr Russell was happy to contribute to the use of the Green for the Festival. It was noted that the date of 27/28 July was confirmed for next year's Jazz Festival.

1.12 **NOTED** It was **noted** that Mr and Mrs Walker had attended the Essex Association of Local Councils Awards Ceremony and Writtle Parish Council had won the Community Leadership Award for Essex 2018 and they were presented with a cheque for £200. This is the first time that the Parish Council has won an award like this.

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 Police currently have a strategy of no longer investigating any domestic burglary. Unfortunately for insurance purposes the victim must have collaboration from the Police. The length of time this is taking results in financial loss to the victim.

2.1.2 **NOTED** It was **noted** that Mrs Biggs now has 800 signatures for the petition regarding the zebra crossing on the Green. Mrs Biggs has asked for a meeting with Cllr Aldridge.

2.1.3 **NOTED** it was **noted** that the Army and Navy roundabout is still being investigated and reinforced joists have now been erected to secure the flyover.

2.1.4 **NOTED** It was **noted** that due to the devolution of highways matters, Essex Highways would like to nominate three parish councils from each division to manage some of their own works and funding. Writtle Parish Council was asked if this is something they would like to consider.

2.2 Chelmsford City Council Observations – 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 Monday 3rd September 2018 were agreed as an accurate record.

4.2 **AGREED** it was proposed by Mr Townley and seconded by Mr Kinloch 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 the Cards building can now be removed from the progress check with regards to the electrical installation.

6.2 **NOTED** It was **noted** that the new GDPR ICO registration is now complete and this can be removed from updates.

6.3 **NOTED** It was **noted** that Mr Bray was unable to obtain three quotes for the new Parish Office extension because of the nature of the building. The Clerk to look into whether this will have to go to tender and incur the associated costs.

The Clerk

6.4 **NOTED** It was **noted** that the Clerk would progress the meeting with the Vice Principal at Writtle College

The Clerk

6.5 **NOTED** It was **noted** that the Clerk had requested a balance sheet from Mr Russell regarding the Jazz Festival.

6.6 **NOTED** It was **noted** that Writtle Parish Council liked the idea of having the Parish's own plaques for commemorative buildings. The Clerk to speak to Great Waltham Parish Council who have adopted these already.

The Clerk

7. COMMITTEES UPDATE

7.1 ENVIRONMENT COMMITTEE

7.1.1 **NOTED** It was **noted** that that the Environment Committee had obtained two quotes for the petanque court. The quotes were for approximately £11,000 plus VAT. They will now be looking into grants to fund this work.

7.2 HIGHWAYS COMMITTEE

7.2.1 **NOTED** It was **noted** that the Highways Committee had nothing to report.

7.3 PLANNING COMMITTEE

7.3.1 **NOTED** It was **noted** that the Planning Committee updated the Parish Council with news of the decline of the planning application for the proposed traveller site.

7.3.2 **NOTED** It was noted that Mr Carter, Head of the Planning Committee would write an editorial piece for the next edition of Writtle News.

7.4 PLAYING FIELDS COMMITTEE

7.4.1 **NOTED** It was **noted** that the Playing Fields Committee felt positively towards the recent trial of S Type Security and felt that this had made a difference at the Paradise Road Playing Fields. Correspondence had been received from Mr Irving, Chair of WSSC to this effect.

7.4.2 **NOTED** It was **noted** that concerns were raised around how often the CCTV at Paradise Road was being monitored.

8. CHELMSFORD LOCAL PLAN

8.1 **NOTED** It was **noted** that several members of the Parish Council attended the Crest Nicholson meeting relating to the proposed development at Warren Farm.

8.2 **NOTED** It was **noted** that new plans had shown the introduction of 8 football pitches on the Warren Farm site. Concerns were raised regarding who would run these pitches and the impact that these would have on additional traffic.

8.3 **NOTED** It was **noted** that the Consultant representing the North West Action Group would produce a report to present at the inspection of the Local Plan.

9. NEIGHBOURHOOD PLAN

9.1 **NOTED** It was **noted** that a grant of £6500 had been received from Locality. The questionnaire is in final draft and should be launched second or third week in October.

9.2	**NOTED**	It was **noted** that this would be delivered to all houses in the Parish but that there would also be an online version.
9.3	**NOTED**	It was **noted** that members of the Neighbourhood Plan Committee would attend a general NP workshop held by Chelmsford County Council on the 18th October 2018.
9.4	**NOTED**	It was **noted** that the Neighbourhood Plan representatives also attended the Crest Nicholson meeting on the 13th September 2018.
9.5	**NOTED**	It was **noted** that the Chair of the Neighbourhood Plan committee reported to Chelmsford CC that the recent petition on Warren Farm was not supported by the WNP Group.
9.6	**NOTED**	It was **noted** that a meeting had taken place on the 10th September 2018 regarding the potential Community Infrastructure Levy for the Warren Farm development. Mr Weymouth, Mr Hibbitt and Cllr Roper met on this subject with other representatives from CCC.

10. UPDATE ON SECURITY

10.1	**NOTED**	It was **noted** that the comments from members of the public have been taken on board and that a subcommittee would now be established to look into the antisocial behaviour problems in more detail and feedback to the Parish Council.
10.2	**AGREED**	It was **agreed** that the Committee members are Mr Townley, Mr Schmid and Mr Cracknell.
10.3	**NOTED**	It was **noted** that all Parish Councillors should send through any facts to the sub-committee regarding security issues.
10.4	**NOTED**	It was **noted** that the Parish Council know of two other Parish Councils who are currently employing security firms.
10.5	**NOTED**	It was **noted** that Mr Townley left the meeting following the discussion on security.

11. THE FUTURE OF LONGMEADS HOUSE

11.1	**NOTED**	It was **noted** that the exchange of contracts due to happen on the 31/08/18 did not go ahead.
11.2	**NOTED**	It was **noted** that on the 25/09/18 Mardens wanted to change the structure of the Community Centre from a masonry frame to a steel frame.
11.3	**NOTED**	It was **noted** that there were no objections to this change if the visual aspect of the building did not change from the original plans. The building must look the same as original drawings both internally and externally.
11.4	**NOTED**	It was **noted** that there will be an open day at Longmeads House on the 13/10/18 at 2.30pm. There will be tours of the house, Writtle archives and the nursery school will also be represented.
11.5	**NOTED**	It was **noted** that Cllr Aldridge would speak to the legal department at ECC to discuss progress.

12. MODEL STANDING ORDERS

12.1 **NOTED** It was **noted** that the model standing orders from both 2010 and 2018 had now been looked into by Mr Cracknell.

12.2 **AGREED** It was **agreed** that Mr Cracknell would start with the new model standing orders and insert the amendments.

Mr Cracknell

13. REMEMBRANCE SUNDAY

13.1 **NOTED** It was **noted** that the silhouette of a solider for the 100 years commemoration would be erected on the Green (around the war memorial) before the 11th November. This will be bolted down onto a plate beneath a removable piece of lawn. The silhouette will be stored by the Parish Council and would then go up on the Green every year once the British Legion begin their Poppy Appeal and would be taken down once Remembrance Sunday had taken place.

13.2 **NOTED** It was **noted** that Writtle Brownies and Guides would be making poppies to be used at the ceremony.

13.3 **NOTED** It was **noted** that it would be the 125th anniversary of the Parish Council in 2019 and Cllr Aldridge asked if the council would be undertaking anything to celebrate the anniversary.

14. PROPOSED NEW BENCH ON THE GREEN

14.1 **NOTED** It was **noted** that a request had been made to the Parish Council for a remembrance bench on the Green.

14.2 **NOTED** It was **noted** that several requests have been declined in the past as the village has a great deal of benches that require maintenance and replacement periodically.

14.3 **NOTED** It was **noted** that The Clerk would look into a suggestion of having a memorial bench on which several plaques could be placed and come back to the Parish Council.

The Clerk

15. CHRISTMAS

15.1 **NOTED** It was **noted** that Carols on the Green will take place on 13/12/18 at 5pm.

15.2 **AGREED** It was **noted** that the Parish Council would like a Christmas Tree on the Green again this year despite the anticipated increase in cost. It was proposed by Mr Cracknell, seconded by Mr Schmid and unanimously **agreed** that Mrs Walker should source a tree for the Green from Hanging Garden Nursery.

Mrs Walker

15.3 **NOTED** It was **noted** that the Parish Council Christmas meal will take place at Olio's on the Green. Mr Hibbitt will look into a suitable date.

Mr Hibbitt

15.4

15.5 **NOTED** It was **noted** that the councillors were asked to think about ideas for the Parish Council's entry at the Christmas Tree Festival.

16. FINANCIAL REPORT at SEPTEMBER 14, 2018

16.1 **NOTED** the committee agreed the Financial Report of September 14th 2018.

16.2 **AGREED** it was proposed by Mr Delaney and seconded by Mrs Bell and unanimously **agreed** that the receipts and payments made between August 15, 2018 and September 14, 2018 be approved and signed.

17. RECEIPT OF COMMITTEE REPORTS

17.1 **NOTED** It was **noted** that the following reports were accepted

a. Clerks Report at September 14, 2018
b. Planning & Development Committee Meeting - September 17, 2018
c. Highways & Transport Committee Meeting - September 17, 2018
d. Essex Police & Parish Council Meeting - September 12, 2018
e. WPC and Neighbourhood Plan Committee - August 20, 2018

18. COUNCILLORS QUESTION TIME

18.1 **AGREED** It was **agreed** that some low branches on specific trees on the Green opposite the Pharmacy are now obstructing vision and need some attention. The Clerk to speak to Bartlett's regarding this.

The Clerk

18.2 **NOTED** It was **noted** that the unveiling of the plaques to record the WW1 airfields in Writtle and Widford will take place on the 4/11/18 at the site overlooking the former Writtle airfield. Further information is available through Writtle Archives and Heritage Writtle.

18.3 **NOTED** It was **noted** that there is still some water loss on Lodge Road. This has now been going on for some weeks. The Clerk to respond to the resident with contact details of the water board regarding this ongoing problem.

The Clerk

18.4 **NOTED** It was **noted** that there had been a kind donation of a picture of King Johns Hunting Lodge. This would be put up in the Parish Council Meeting Room.

19. ANY OTHER REPORTS

19.1 **NOTED** It was **noted** that there were no other reports.

20. DATE OF NEXT MEETING

20.1 **NOTED** The committee **noted** that the next meeting of Writtle Parish Council will be held on Monday November 5, 2018 at 7:30pm in the Parish Office.

20.2 **NOTED** It was **noted** that agenda items should be submitted to the Clark before Friday October 26, 2018.

MEETING CONCLUDED 10.05 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____