# WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 4 September, 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 | | A |
| Mrs R Smith | | ✓ | 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)*** | A | Mr D Walker | ***(CLERK)*** | ✓ |
| Cllr T Roper | ***(CCC)*** | ✓ | Mrs L Fox | ***(ASST CLERK)*** | ✓ |
| 4 members of the public | | | | | |

**ACTION**

**1. PUBLIC FORUM**

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

1.2 NOTED it was **noted** that documents had been circulated to the Councillors prior to the meeting regarding the proposed Christmas Bazaar. Ms Di Marco introduced herself and gave an outline of the proposals including possible sponsorship opportunities.

1,3 NOTED it was **noted** that the Parish Council had been disappointed that Ms Di Marco had not discussed the idea with them initially. Ms Di Marco felt she wanted to have some background to the event before discussing it. The Church was not happy for the event to be held the same weekend as the Christmas Tree Festival.

1.4 NOTED it was **noted** that the Parish Council would not support the event if all the roads around the Green were closed for a whole weekend in December. Ms Di Marco agreed not to proceed with the event as planned but said she would consider a smaller event at the University College and/or the Blue Bridge Grill. The Parish Council will be happy to discuss a possible event in 2018 with Ms Di Marco.

**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 there was nothing to report.

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.

**4. MINUTES OF THE LAST MEETING**

4.1 AGREED the minutes of the Writtle Parish Council meeting held on July 3, 2017 were agreed as an accurate record.

4.2 AGREED it was proposed by Mr M Townley and seconded by Mr P Costello 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 repair to the lamp post on the Green was still outstanding along with the lamp post outside Mr Bray's house.

6.2 NOTED it was **noted** that Mr Hibbitt, Mr Walker and Mr Weymouth will be having a meeting with the new Vice Chancellor at Writtle University College on 19 September.

**7. COMMITTEES UPDATE**

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** that a working party would hopefully be set up for October half term to help with the rubbish on the Chase allotments.

7.1.2 NOTED it was **noted** that a new lock had been fitted at the Chase allotments and keys had been circulated to all plot holders. Replacement keys available at a cost of £7.50.

7.1.3 NOTED it was **noted** that visits to other allotment sites would be organised.

7.2 **HIGHWAYS COMMITTEE**

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

7.3 **PLAYING FIELDS COMMITTEE**

7.3.1 NOTED it was **noted** that the use of the 4G pitch at Paradise Road was discussed. It was noted that there had been a breakdown in communication with the Sports & Social Club. It was noted that a meeting would be called to discuss further. Mr Costello

7.3.2 NOTED it was **noted** that the lease, 4G lease and constitution would be circulated to Councillors. Mr Walker

7.3.3 NOTED it was **noted** that the benches around the village were being refurbished. One of the benches to be completely removed from the skateboard park. Mrs Fox

7.3.4 NOTED it was **noted** that damage had been caused to the flooring at the Paradise Road site Play area and one of the rockers had been snapped off.

7.3.5 NOTED it was **noted** that Fire Safety Checks needed to be reviewed for all Parish Council owned buildings. This included:-

- Ensuring all equipment has been PAT tested
- EIC certificate
- General risk assessment
- Fire risk assessment
- Fire policy

7.4 **PLANNING COMMITTEE**

7.4.1 NOTED it was **noted** that work had started at Foxburrows Lane.

8. **JAZZ FESTIVAL**

8.1 NOTED it was **noted** that the weather was one of the main problems for this year's Jazz Festival. Andy Russell, the organiser had spent more money on this year's festival. A small profit had been made and over £1000 had been made for Little Havens Hospice through the selling of programmes. Chelmsford City Council was working on a Cultural Festival next year. Andy mentioned some other possible ideas for next year's festival and would discuss with the Council after Christmas. The Chairman proposed thanks to Andy for all his efforts.

**9. CAR PARK AT PARADISE ROAD**

9.1 NOTED it was **noted** that Mrs Fox had circulated two quotes for repairs to the Paradise Road car park. It was noted that Mr Bray would look at the car park.

**10. GATE AT PARADISE ROAD**

10.1 NOTED it was **noted** that there had been ongoing problems with the gate and it was felt that the electric gate was no longer feasible. There were discussions over different gates and it was felt that a simple barrier gate like the one at Writtle School could be a good possibility. The Clerk to contact Mervad regarding a quote for a barrier. Mr Bray to find out more information about the gate at the school.
Mr Bray/Mr Walker

**11. THE FUTURE OF WRITTLE ARCHIVES**

11.1 NOTED it was **noted** that the Christian Centre Committee has been taken over by the Parochial Church Council. They have made a lot of changes, putting up costs and making it more efficient. Mr Bray has resigned from the committee. The Writtle Archives is run on behalf of the Parish Council and is a great value to the village. The rent for the archives is being increased from 2018 with storage being charged at £600 from £200 along with a £500 hire charge for the

office. The office would now be shared with the Christian Centre. Alternative options were being explored with a possibility of extending the Parish Office. Mr Bray was putting together an outline plan.

11.2 NOTED it was **noted** that charges for the hire of the Parish Office was discussed and it was noted that the charges would be reviewed at the Executive and Finance Committee in November. Mrs Fox

**12. NEIGHBOURHOOD PLAN**

12.1 NOTED it was **noted** that Mrs Gannicott had explained the Neighbourhood Plan to the Infants School. It was noted that a draft constitution was needed for the Committee and the plan needed to be properly funded. It was noted that Mr Bray, Mr Hibbitt and Mr Townley would draft a document. Mr Bray, Mr Hibbitt, Mr Townley

**13. CHELMSFORD LOCAL PLAN**

13.1 NOTED it was **noted** that the City Council would be announcing the next phase of the Local Plan at the next Development Meeting on 28 September. It was noted that there was a discussion about the benefits of Hammonds Farm.

13.2 NOTED it was **noted** that a site in Writtle was being put forward by a developer to the City Council as a possible alternative site to Warren Farm.

**14. COMMUNITY INFRASTRUCTURE LEVY SUGGESTION**

14.1 NOTED it was **noted** that a suggestion for a petanque /boules court was put forward by Mr Carter. It was noted that everybody thought this was a good idea although people weren't keen on the Green as a possible location. Other locations to be looked at.

**15. BUSINESS INFORMATION MAP**

15.1 NOTED it was **noted** that a suggestion for a business information map had been received from D S Eagle Butchers. The Councillors thought this was an excellent idea. It would consist of a map of the area with advertisements placed around the outside of the map. It was suggested that by the library or close to the pond would be a possible location. All Councillors were in favour of the map. Cllr Roper to check with the City Council as to who they use as their contractor. Cllr Roper

**16. THE FUTURE OF LONGMEADS HOUSE**

16.1 NOTED it was **noted** that the case officer in charge of the planning application felt that there were only a few things to sort out until planning would be permitted. It was noted that the lawyer was working on current and future leases for the pre-school and Talking Newspapers.

16.2 NOTED it was **noted** that the current WCA committee would be resigning on 31 December 2017.

**17. GREEN WASTE PROPOSAL**

17.1 AGREED it was **noted** that the Councillors had received the proposal from Mrs Gannicott regarding the Parish Council's green waste. It was **agreed** that the Councillors agreed the AHERN costing and a suitable venue would be sought.

**18. ALLOTMENT TENANCY AGREEMENT AND SCHEDULE**

18.1 AGREED it was proposed by Mrs Walker, seconded by Mrs Smith and unanimously **agreed** that the allotment tenancy and schedule be adopted.

**19. CHRISTMAS**

19.1 **WRITTLE PARISH COUNCIL ENTRY FOR CHRISTMAS TREE FESTIVAL**

19.1.1 AGREED it was **agreed** that the Parish Council would put in an entry. It was noted that a tree would be purchased. A suggestion for the tree was discussed. Mrs Walker

19.2 **PURCHASE OF A TREE FOR THE GREEN**

19.2.1 AGREED it was **agreed** that a tree would be purchased for the Green. Mrs Walker

19.3 **CAROLS ON THE GREEN**

19.3.1 AGREED it was **agreed** that this would take place and a date would be agreed.

19.4 **PARISH COUNCIL CHRISTMAS MEAL**

19.4.1 AGREED it was **agreed** that Mrs Walker would contact Olio's to book a Christmas meal for the Parish Councillors. It was noted that all Parish Councillors would pay for their own meal. Mrs Walker

19.5 **PROPOSED CHRISTMAS BAZAAR**

19.5.1 NOTED it was **noted** that a response would be sent to Ms Di Marco regarding the proposed event. Mr Walker

**20. FINANCIAL REPORT AT AUGUST 14, 2017**

20.1 AGREED the Committee **agreed** the Financial Report of August 14, 2017.

20.2 AGREED it was proposed by Mrs Smith and seconded by Mr Townley and unanimously **agreed** that the receipts and payments made between June 15, 2017 and August 14, 2017 be approved and signed.

20.3 AGREED it was proposed by Mr Townley, seconded by Mrs Walker and unanimously **agreed** that the proposed funds of £1097.81 from the Parish Plan Committee and £850.00 from the Writtle Society be re-allocated to be used by the Neighbourhood Planning Committee.

**21. RECEIPT OF COMMITTEE REPORTS**

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

a. Clerks Report at August 14, 2017

b. Planning & Dev Committee Meeting – July 17 & August 21, 2017
c. Playing Fields Committee Meeting – July 17, 2017

**22. COUNCILLORS QUESTION TIME**

22.1 NOTED it was **noted** that the Clerk and Asst Clerk would be attending a Data Protection course on 7 November.

22.2 NOTED it was **noted** that a complaint had been received about overgrown shrubs on the path opposite Beresfords.

22.3 NOTED it was **noted** that an article would be put in Writtle News about the new grass cutting schedule.

22.4 NOTED it was **noted** that a new dog poo bin would be installed in Nicholas Close.

**23. ANY OTHER REPORTS**

23.1 NOTED it was **noted** that there were no other reports.

**24. DATE OF THE NEXT MEETING**

24.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday October 2, 2017 at 7.30pm in the Parish Office.

24.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday September 22, 2017.

**MEETING CONCLUDED 10.12pm**

**Signed:** _____

*For and on behalf of Writtle Parish Council*

**Date:** _____