# WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5 September, 2016, 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 | | ✓ | Mr P Costello | | ✓ |
| Mr R Bray | | ✓ | Mr T Sach | | ✓ |
| Mr P Delaney | | ✓ | Mrs A Reid | | ✓ |
| Mrs L Gannicott | | ✓ | Mr P Cracknell | | ✓ |
| 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)*** | ✓ |
| 3 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 bought up the recent smells in Writtle, due to manure spreading. This was not the only complaint that had been received. There is no legislation that the Parish Council can implement and the powers on farmers are very limited. The Parish Council will try and talk to the farmers. Mr Delaney had spoken to the Environmental Agency and there is nothing that can be done unless there is fly contamination. There was also a complaint about the effect of the V Festival on residents in specific areas of the village, and how it is hard to travel anywhere on the Friday or Monday around the V weekend. It was noted that some marshalls had not been efficient and had been letting their friends through the barriers.

1.2 NOTED Mr Russell thanked the Parish Council for their support with the Writtle Jazz Festival. He would be setting up a Writtle Jazz Youth Project with some of the proceeds. The Parish Council thanked Mr Russell for all his efforts on putting together a great event. The suggested date for next year was Sunday, 30 July. Mrs Walker to check the date to avoid a clash with Open Gardens. Mrs Walker

1.3 NOTED it was **noted** that Mrs Fox had passed her CILCA (Certificate in Local Council Administration) examination and the Parish Council gave their congratulations.

**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 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 July 4, 2016 were **agreed** as an accurate record.

4.2 AGREED it was proposed by Mrs W Walker and seconded by Mrs A Reid that the **agreed** minutes be approved and signed.

**5. PROGRESS CHECK**

5.1 NOTED it was **noted** that the new CCTV had been installed. Once it had been commissioned then Mr Walker to arrange a visit for Parish Councillors to see the system in action. Mr Walker

5.2 NOTED it was **noted** that the repair of the pavements on Ongar Road was still being chased.

5.3 NOTED it was **noted** that the Post Office would close from its current site in early November and open in the Co-op.

5.4 NOTED it was **noted** that the action list would be updated and circulated to Parish Councillors.

**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 pipe to the pond would be fixed when the road closure was obtained.

7.1.2 NOTED it was **noted** that the additional posts on St John's Green would be installed.

7.1.3 NOTED it was **noted** that a letter had been received regarding the condition of Wear Pond and this item would be added to the next Environment agenda. Mrs Fox

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that the plants on the small triangle on the junction of Victoria Road and East View were all dead and did not create a traffic

hazard. It was **noted** that this would be added to the Environment agenda for the next meeting. Mrs Fox

7.2.2 NOTED it was **noted** that the Parish Council was waiting to hear from Essex Highways regarding the ownership of Chancery Place and liability.

7.2.3 NOTED it was **noted** that the ownership of Prestons triangle was still being investigated.

7.2.4 NOTED it was **noted** that residents were encouraged to complain to Essex County Council regarding the condition of pavements in the village.

7.3 **PLAYING FIELDS COMMITTEE**

7.3.1 NOTED it was **noted** that the new signs had been installed in the playground and skateboard park at Paradise Playing Fields. The long screws needed to be cut off at the back. Mr Walker

7.3.2 NOTED it was **noted** the temporary fix had been installed in the tunnel and HAGS would be returning to continue the repair. Mr Walker to chase. Mr Walker

7.3.3 NOTED it was **noted** that the electrician had been to look at the gate again, as there were continuing problems. They are looking into different options and will contact Mr Walker.

7.3.4 NOTED it was **noted** that the meeting to discuss the 4G addendum would hopefully be organised for September.

7.3.5 NOTED it was **noted** that the grant application for the flooring in the Pavilion had been sent off.

7.3.6 NOTED it was **noted** that Mr Costello would speak to Mrs Bell regarding potential planning permission for the container at Paradise Road. Mr Costello

7.4 **PLANNING COMMITTEE**

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

**8. THE FUTURE OF LONGMEADS HOUSE**

8.1 NOTED it was **noted** that the Parish Council solicitor would be preparing leases for the Talking Newspaper and preschool. The proposed completion date suggested was January 2018, subject to planning and outstanding legal issues.

8.2 NOTED it was **noted** that the current Chairman of WCA intended to resign. The Parish Council would wait and see what the outcome was from the meeting of their committee.

**9. NEIGHBOURHOOD PLAN**

9.1 NOTED it was **noted** RCCE would be coming in to talk to the Parish Council about a possible Neighbourhood Plan. The suitable date for the majority of councillors was Monday, 26 September at 7.30pm.

9.2 NOTED it was **noted** that creating a Neighbourhood Plan was not a short term plan and you would be looking at a minimum of 2 years. 2/3 Parish Councillors would need to be actively involved plus people from the village.

9.3 NOTED it was **noted** that the neighbourhood plan would be put on the October Parish Council meeting agenda. Mrs Fox

**10. COMMUNICATION**

10.1 NOTED it was **noted** that there had been a couple of incidents whilst the Clerk had been on holiday. The Parish Council had purchased a new mobile phone to help external calls reaching the appropriate person.

10.2 NOTED it was **noted** that a list of important phone numbers would be circulated to all Parish Councillors. Mr Walker

**11. YOUTH**

11.1 NOTED it was **noted** that a letter of thanks had been received from Mr Parr at the Raw Cafe regarding their recent trip and the donation towards the hire of a mini bus.

11.2 NOTED it was **noted** that Mrs Walker and Mr Hibbitt would be visiting the local schools to discuss Writtle Mill. They would also discuss the planting of daffodils at the back of the pond.

11.3 NOTED it was **noted** that Carols on the Green and the Xmas Tree Festival were discussed and these would be added to the agenda for the next Parish Council Meeting. Mrs Fox

**12. FINANCIAL REPORT AT AUGUST 14th 2016**

12.1 AGREED the Committee **agreed** the Financial Report of August 14, 2016.

12.2 AGREED it was proposed by Mr M Townley and seconded by Mrs R Smith and unanimously **agreed** that the receipts and payments made between June 15, 2016 and August 14, 2016 be approved and signed.

**13. RECEIPT OF COMMITTEE REPORTS**

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

a. Clerks Report at August 14, 2016
b. Planning & Development Committee Meeting – August 15, 2016

**14. COUNCILLORS QUESTION TIME**

14.1 NOTED it was **noted** that there were no councillor questions.

**15. ANY OTHER REPORTS**

15.1 NOTED it was **noted** that Cllr Sach and Cllr Roper had met with a representative from Hammonds Farm.

15.2 NOTED it was **noted** that Mrs Walker thanked the Parish Council for their help at the Writtle Country Fayre. Cheques for Essex Air Ambulance and Essex Wildlife Trust would be presented at the October Parish Council meeting and would be added to the agenda. Mrs Fox

15.3 NOTED it was **noted** that Mr Carter gave his apologies for the next meeting.

15.4 NOTED it was **noted** that Chequers Road was being closed on 26 September for 3 days due to resurfacing. It was not known what was happening to the bus route.

15.5 NOTED it was **noted** that Mrs Reid would be stepping down as a Parish Councillor and it would be necessary to appoint a new chair of the Environment Committee. This item would be added to the next agenda. It was noted that the Parish Council thanked Mrs Reid for all her help and wished her the best of luck. Mrs Fox

15.6 NOTED it was **noted** that the rent collection day for the allotments had been set as Sunday, 9 October from 10-12. Mrs Gannicott agreed to help out with this again.

15.7 NOTED it was **noted** that as Mrs Reid would be stepping down as a councillor, there would be an opportunity to co-opt onto the Parish Council. If anybody was interested, they should contact Mr Walker.

**16. DATE OF THE NEXT MEETING**

16.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday October 3, 2016 at 7.30pm in the Parish Office.

16.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday September 23, 2016.

**MEETING CONCLUDED 9.37pm**

**Signed:** _____

*For and on behalf of Writtle Parish Council*

**Date:** _____