WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 3 September 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		✓	Mr P Costello	A
Mr R Bray		✓	Mr T Kinloch	✓
Mr P Delaney		✓	Mr P Cracknell	✓
Mrs L Gannicott		✓	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)***	✓
Cllr M Watson	***(CCC)***	✓	6 members of the public	

ACTION

1. PUBLIC FORUM

1.1 NOTED it was **noted** that a brief update was given on the new admin structure for Writtle Parish Council and Mrs Kelly Sitara was welcomed as the new Clerical Officer.

1.2 NOTED it was **noted** that a brief update was given on this year's Summer Fayre on the Green. Thanks was given to the Parish Council for their help with the event. £1500 had been made from the event and monies would be distributed to the nominated charities.

1.3 NOTED it was **noted** that a proposal had been made to the Parish Council regarding the possibility of running the fayre annually. The feedback received from this year's fayre was very positive and residents were keen for this to happen annually. The timing of the event was still to be decided but August was suggested. The organisers would also like to extend the hours to perhaps 8 or 9pm

1.4 NOTED it was **noted** that a resident had found the weekend of the Jazz Festival very difficult due to the length of time of the festival. She Felt that the Green was not a suitable venue for a 17 hour festival.

1.5 NOTED it was **noted** that representatives from S Type Security attended the meeting to give the Parish Council an update. They had been contracted to carry out a 6 week patrol of the three open spaces owned by the Parish Council in Writtle following the anti-social behaviour incidents that had been reported to the Parish Council. They had set up a facebook page for residents to contact them directly. They had received mainly positive feedback from residents.

1.6 NOTED it was **noted** that the minutes from the meeting held with S Type Security held on 19 July were still to be issued. The agreement had been for 3 patrols to take place between the hours of 4pm and 11pm at 3 sites – The Green, Paradise Road and the Pleasure Bit on

the Ongar Road. The cost was £45 a day (£5 a visit) and would run for 6 weeks over the school holidays.

1.7 NOTED it was **noted** that a number of residents had seen S Type Security on their patrols and had expressed their support for them. S Type Security had intervened a drug deal happening in the car park outside the Parish office. They had also patrolled Loves Walk and there didn't appear to be any more trouble/drug dealing along the road anymore. The feedback received from Paradise Road recreation field was that they had seen big improvements. Mr Hibbitt thanked them for their service and asked if they could write a report covering their work over the 6 week period. He stressed that this report should cover the work agreed with the Parish Council and not other security issues around the village. Another meeting with S Type Security would then be arranged.

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 conifers that had been cut down along Foxburrows Lane, outside the nursery, were discussed. It was noted that these had been cut down by UK Power Networks.

2.1.2 NOTED it was **noted** that Chancery Lane was discussed. Cllr Aldridge to establish whether Essex County Council has an obligation to make the road safe for pedestrians as it is an unadopted road.

2.1.3 NOTED it was **noted** that the Zebra Crossing on the Green was in validation with the Local Highways Panel.

2.14 NOTED it was **noted** that the Vice Chancellor had been in touch with Cllr Aldridge regarding making the cycle path better.

2.15 NOTED it was **noted** that road markings had been put down in relation to the Mayfield Road changes, although it was thought that the wrong option had been marked out.

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 2nd July 2018 were agreed with the exception of 11.2 in which Essex Highways was referenced and this was in fact Essex County Council. The amendment to be made. The Clerk

4.2 AGREED it was proposed by Peter Cracknell and seconded by Rosemary Smith 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 bus shelter on the Ongar Road has been Authorised to be replaced. There is no confirmed date for the Works as yet.

6.2 NOTED it was **noted** that we are still awaiting costings for the proposed Petanque court. Three quotations have been requested.

6.3 NOTED it was **noted** that the CARDS building lighting is covered by the village hall insurance.

6.4 NOTED it was **noted** that the meeting with the Vice Chancellor at Writtle University College needed to be scheduled.

7. COMMITTEES UPDATE

7.1 **ENVIRONMENT COMMITTEE**

7.1.1 NOTED it was **noted** that a rough estimation of £27k had been put forward for fully dredging the pond.

7.2 **HIGHWAYS COMMITTEE**

7.2.1 NOTED it was **noted** that some new road markings have been seen at the Preston Garage junction. Mr Cracknell to get an update.

Peter Cracknell

7.3 **PLANNING COMMITTEE**

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

7.4 **PLAYING FIELDS COMMITTEE**

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

8. SUMMER FAYRE

8.1 NOTED it was **noted** that the Summer Fayre is currently a biannual event on the village green. It was suggested that this popular event be extended to annually. Matt Hitchcock and Bob Hibberd will be leading this moving forward

8.2 NOTED it was **noted** that there is a suggestion for slightly longer hours into the early evening.

8.3 AGREED it was unanimously **agreed** that there were no objections.

9. CHELMSFORD LOCAL PLAN

9.1 NOTED it was **noted** that Crest Nicholson, the proposed developer of Warren Farm (if it is approved) would be holding a meeting with local stakeholders on the 13th September 2018. The Parish Council will attend along with other local organisations in the village.

9.2 NOTED it was **noted** that discussions were held regarding the amount of possible Community Infrastructure Levy (CIL) that would be due to the Parish Council if the suggested 800 houses were built. Chelmsford City Council had confirmed that the Warren Farm site was eligible for CIL, although 40% of the houses would be exempt from CIL. If the Parish Council has an approved Neighbourhood Plan the payment of CIL would increase to 25% and the total payment would be around £1.7 million. If the Parish Council does not have a Neighbourhood Plan then the amount would reduce to £660,000.

9.3 NOTED it was **noted** that CIL is only paid from when planning application has been approved. It was noted that discussions would be had with Chelmsford City Council regarding the phasing of the planning application.

10. NEIGHBOURHOOD PLAN

10.1 NOTED it was **noted** there was no meeting in August.

10.2 NOTED it was **noted** that a grant of £6,500 had been obtained from Locality towards the cost of preparation of the questionnaire, its formatting, printing and analysis.

10.3 AGREED it was proposed by Mr Townley, seconded by Mrs Emery and unanimously **agreed** that all were in favour of the proposal to proceed with a Neighbourhood Plan for the village.

11. INCIDENTS of ANTI SOCIAL BEHAVIOUR

11.1 NOTED it was **noted** that S Type security reported a generally positive response to their presence in the village.

11.2 NOTED it was **noted** that S Type security would provide a full report for the trial period and submit to WPC ahead of the next PCM meeting.

11.3 AGREED it was **agreed** that a subcommittee would be set up in the short term to deal with any possible future agreement that the Parish Council has with S Type Security. This committee would consist of Mr Townley, Mr Cracknell and Mr Schmid. This item would be included on the October agenda for the Parish Council Meeting. The Clerk

12. CHURCHYARD MOWING CONTRACT

12.1 NOTED it was **noted** that the Clerk had sent an email to request two additional quotes. The Parish Council was awaiting response in advance of approval of the new churchyard mowing contract.
The Clerk

13. JUNCTION OF LODGE ROAD AND CHEQUERS ROAD

13.1 NOTED it was **noted** that reports had been received of cars parking on the grass verge outside of the bungalows on the corner of Lodge Road and Chequers Road. An email to be sent to Cllr Aldridge regarding the potential installation of bollards. The Clerk

14. EXTERNAL PAINTING OF THE PAVILLION

14.1 NOTED it was **noted** that three quotes had now been received.

14.2 AGREED it was **agreed** to proceed with the quote of £2850.00 + VAT presented by John Toplis. This will be funded from the playing fields general provision.

15. JAZZ FESTIVAL

15.1 NOTED it was **noted** that with the exception of the comments made during the public forum, the Parish Council had not received any other complaints regarding this year's festival.

15.2 AGREED it was **agreed** that next year's event would be supported as a two day event. If plans were for a three day event, then the Council felt that it would require a bigger venue. It was agreed that the guidelines for future events would be two days (Saturday and Sunday) with a finishing time of 9pm on Saturday and Sunday.

15.3 NOTED it was **noted** that a balance sheet should be provided at the end of the event for the Parish Council meeting. The Clerk to request this. The Clerk

16. PARADISE ROAD CAR PARK

16.1 NOTED it was **noted** that the car park at Paradise Road is now badly worn and three quotes should now be sourced for the resurfacing of the car park. This should be undertaken preferably before the frosty weather sets in. The Clerk

17. THE FUTURE OF LONGMEADS HOUSE

17.1 NOTED it was **noted** that contracts are yet to be exchanged.

18. CHELMSFORD CITY COUNCIL PLANNING PORTAL

18.1 NOTED it was **noted** that the Chelmsford City Council Planning website has made changes so you can no longer read individual comments. This is for GDPR reasons. This makes it very difficult to review planning applications. The Clerk to speak to the National Association of Local Council and the Essex Association of Local Councils for their views. The Clerk

19. PARISH COUNCIL WEBSITE

19.1 NOTED it was **noted** that the Parish Council website needs updating to make it more user friendly. The Clerk to look into three quotes for web designers. The Clerk

20. WRITTLE NEWS

20.1 NOTED it was **noted** that the Chair will now be providing Writtle News with a monthly update from the Parish Council.

20.2 NOTED it was **noted** that for each edition a subcommittee Chair will also provide an update. This month Mrs Gannicott provided a report from the Environment Committee.

21. MODEL STANDING ORDERS

21.1. NOTED it was **noted** that the existing model standing orders would be compared with the new revised model standing orders. This would be added to next month's agenda for discussion.

Mr Cracknell

22. FINANCIAL REPORT AT AUGUST 14, 2018

22.1 AGREED the Committee **agreed** the Financial Report of August 14, 2018.

22.2 AGREED it was proposed by Mr Townley and seconded by Mr R Schmid and unanimously **agreed** that the receipts and payments made between June 15, 2018 and August 14, 2018 be approved and signed.

23. RECEIPT OF COMMITTEE REPORTS

23.1 NOTED it was **noted** that the following reports were accepted:-

a. Clerks Report at August 14, 2018
b. Planning & Dev Committee Meeting – July 16, 2018 and 20 August 2018
c. Playing Fields Committee Meeting – July 16, 2018

24. COUNCILLORS QUESTION TIME

24.1 NOTED it was **agreed** that Carols on the Green would take place this year and a Christmas Tree would be ordered for the Green.

24.2 NOTED it was **noted** that the car boot sale in the field along Margaretting Road would be moving to another field in the same location.

24.3 NOTED it was **noted** that the Thorogoods planning permission had now been granted to run concert weekends over three weekends a year.

24.4 NOTED it was **noted** that the unveiling of the two plaques for the WW1 airfields would take place on the 4th November and will hopefully be attended by the Mayoress. Cllr Aldridge to look into a silhouette for the Green to be used at Remembrance Sundays.

24.5 NOTED it was **noted** that Mardens had applied to discharge the majority of the planning conditions on Longmeads House.

24.6 NOTED it was noted that the Allotment Society Potato Challenge was discussed. Mrs Emery was the winning Parish Councillor. The Clerk to obtain a list of participants.

The Clerk

25. ANY OTHER REPORTS

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

26. DATE OF THE NEXT MEETING

26.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday October 1, 2018 at 7.30pm in the Parish Office.

26.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday September 21, 2018.

MEETING CONCLUDED 9.58pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____