Writtle Parish Council
Parish Office, The Green
Writtle, Chelmsford CM1 3DT
Tel: 01245 420066
Email: clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

Minutes of the Parish Council Meeting held on Monday 1 June, 2020,
7.30pm via Zoom

Members		✓= Present A = Apologies Ab = Absent		
Mr C Hibbitt	***(CHAIR)***	✓	Mrs S Bell	✓
Mr R Schmid		✓	Mr A Carter	✓
Mrs W Walker		✓	Mr P Costello	✓
Mrs S Emery		✓	Ms S Massey	Ab
Mr R Bray	***(VICE CHAIR)***	✓	Mr T Kinloch	✓
Mr P Cracknell		✓	Mrs L Gannicott	✓
Mr I Nicholls		✓	Mr J Rayner	✓

In Attendance		✓= Present A = Apologies Ab = Absent		
Mrs L Fox	***(CLERK)***	✓	Mrs K Sitara ***(CLERICAL OFFICER)***	✓
Mr D Walker	***(RFO)***	✓	Ms A Wallerstrom ***(FINANCE OFFICER)***	✓
Cllr M Watson	***(CCC)***	✓	Cllr J F Aldridge ***(ECC)***	✓
Cllr T Roper arrived 20.05	***(CCC)***	✓		
Mr J Weymouth Departed 21.10	***(NEIGHBOURHOOD PLAN)***	✓	Members of the public	0

ACTION

PC.20/21.01 ELECTION OF THE CHAIR AND VICE CHAIR

Due to the current COVID 19 pandemic, both the Annual Parish Meeting and the Annual Parish Council Meeting have been cancelled until further notice.

The election of Chair and Vice Chair will take place at the next Annual Parish Council meeting. In the current circumstances the Chair, Cllr C Hibbitt and Vice Chair, Cllr R Bray will continue in their current roles.

PC.20/21.02 ADOPTION OF PROTOCOL FOR REMOTE MEETINGS

The councillors were asked to consider and agree the adoption of the protocol for remote meetings which had been circulated prior to the meeting.

Councillors unanimously agreed the adoption of protocol for remote meetings.

PC.20/21.03 PUBLIC FORUM

No members of the public present.

PC.20/21.04 APOLOGIES FOR ABSENCE

No apologies received.

PC.20/21.05 MINUTES OF THE LAST MEETING

The minutes of the meeting held on March 2, 2020 were approved. The minutes were duly signed.
Proposed: Cllr R Bray
Seconded: Cllr W Walker
All agreed

PC.20/21.06 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.20/21.07 PROGRESS CHECK

Outstanding action with Writtle Minors regarding the food van licensing. This item is currently on hold due to the COVID 19 pandemic.

PC.20/21.08 FINANCIAL REPORT at MARCH 31, 2020

The councillors agreed the Financial Report of March 31, 2020 and unanimously agreed that the receipts and payments made between February 15, 2020 and March 31, 2020 be approved and signed.
Proposed: Cllr R Bray
Seconded: Cllr A Carter
All agreed

Mr D Walker provided an overview of the Annual Accounting statements (Annual Return for Year to 31/03/20), also internally audited, which will be submitted to the Audit Commission.

To approve the Annual Governance Statement 2019/20.
The councillors unanimously agreed the Annual Governance Statement 2019/20.
Proposed: Cllr R Bray
Seconded: Cllr A Carter
All agreed

To approve the Accounting Statement from the Annual Return and the Risk Assessment
The councillors unanimously agreed the Accounting Statement from the Annual Return and the Risk Assessment
Proposed: Cllr T Kinloch
Seconded: Cllr S Emery
All agreed

To propose the appointment of Heelis and Lodge for internal audits. An interim audit will take place in October each year and the final account audit in March each year. The councillors unanimously agreed the appointment of Heelis and Lodge.
Proposed: Cllr T Kinloch
Seconded: Cllr S Emery
All agreed

DRAFT

Mr D Walker, the RFO, will now officially stand down as RFO of the Parish Council. Thanks was given to Mr Walker for his service over the past 12 years as Clerk and more recently as the council's RFO. Mrs L Fox was formally appointed as the RFO for Writtle Parish Council.

PC.20/21.09 **FINANCIAL REPORT**

The councillors agreed the accounts for April/May 2020 and agreed the the receipts and payments made between 1 April and 31 May 2020. The Clerk was approved as the RFO for 20/21.

PC.20/21.10 MEETINGS

All future parish council meetings will take place via Zoom. This will be reviewed as government guidelines change. Dates of all meetings will remain the same as previously set.

PC.20/21.11 THE GREEN

To consider two proposals:- one from the Rose and Crown and Wheatsheaf regarding a community village event. Their original proposal had been withdrawn. The other proposal from Robyn's Nest regarding a one-off event using the Green.

Concerns were raised regarding the pandemic; with current social distancing rules in place how would children be kept apart. There has recently been anti-social behaviour at similar events in Essex that have made the news headlines. Traffic around the green was also discussed as a potential problem / danger. Social media promotion could mean the numbers increase dramatically; how would this be managed? Would the public toilets be available? Events on the green supported by the parish council have normally only been non profit events.

The proposed date requested for the community event was 31 August. The parish council is keen to support the local businesses that have provided the parishioners with vital support during this difficult time.

It was proposed that as this event is some time in the future the representatives should return to the July meeting for an open discussion.

The councillors voted on the proposed open discussion.
1 councillor voted against the discussion.
All other councillors voted in favour

Robyn's Nest had requested the use of the Green for a one off event on Father's Day. It was decided that this could not be supported as the government guidelines have not currently changed and this event is only a matter of weeks away. The Clerk to respond to Robyn's Nest. The Clerk

The Chair will speak to the representatives of the Rose and Crown and the Wheatsheaf and invite them to the July meeting. To also request that a risk

assessment be carried out for review. Chair

PC.20/21.12 PUBLIC TOILET AND THE GATE AT PARADISE ROAD

The councillors were asked to consider the reopening of the public toilets and gate at Paradise Road which were closed due to the COVID 19 lockdown.

There have been reports of problems at Paradise Road due to the gate being closed. It was closed due to the club and play areas being closed. Although the play areas remain closed, in line with government guidelines, the road outside the playing field has become congested with cars parking due to Hylands Park being open and Writtle Tennis Club resuming some tennis.

A vote was held, and all councillors were in favour of opening the gate from 3rd June 2020.

The councillors were asked to consider the opening of the public toilets. It was agreed that this should be reviewed at the July meeting. The toilets will remain closed to minimise transmission of COVID 19 within the community.

A vote was held, and all councillors were in favour of reviewing this at the July meeting. The clerk to add to the agenda. The Clerk

PC. 20/21.13 PARISH COUNCIL INSURANCE

The circulated information regarding the renewal of the parish council Insurance with Zurich was noted. This policy will run until 01.06.2023.

PC.20/21.14 CALENDAR OF MEETINGS TO JUNE 2021

The circulated calendar of meetings to June 2021 was noted and agreed by all councillors.

PC.20/21.15 EXPENSES POLICY

The circulated expenses policy was noted and agreed by all councillors.

PC.20/21.16 POLICE PATROLS

Following on from the police patrols last summer in the village the councillors discussed the proposal of further patrols for this summer. There have been letters from the police stating that more funding and resources will be coming to parish in the future under their rural protection project. It was suggested that with the current pandemic restricting usage of the playing field and the fall in crime nationally in recent weeks this scheme should not take place this year.

The Clerk to organise a zoom call with the police to discuss the rural project for the parish council. Cllr P Cracknell, Cllr C Hibbitt, Cllr Ian Nicholls to be invited as representatives of the parish council. Feedback to be provided at the next parish council meeting.

The Clerk

PC.20/21.17 WRITTLE CARDS

Previous discussions have been held and a new lease must be drawn up and

signed by both Writtle Cards and the parish council. This will involve costs that should be met by Writtle cards. To progress this matter further the following actions will be carried out.

Cllr R Bray to investigate the costs of such a lease. Cllr R Bray

Once the costs have been established the Clerk to organise a meeting between the parish council and Writtle Cards. The Clerk

PC.20/21.18 CHELMSFORD LOCAL PLAN

In early April Crest Nicholson presented its Masterplan to Chelmsford City Council. Major concerns were highlighted by both the parish council and the Neighbourhood Plan Steering Group regarding lack of engagement and lack of response to questions and letters that had been written to both Crest Nicholson and the planning officer allocated to the plan.

On Weds 27th May 2020 the Local Plan was adopted by Chelmsford City Council.

As soon as the masterplan application has been forwarded to the parish council for consultation, the Planning and Development Committee will provide representation along with the support of the parish council Chair and the Neighbourhood Plan Committee. There will be a maximum public consultation of three weeks. Due to the current pandemic there will be a leaflet drop to the surrounding area but no consultation due to social distancing.

Comments on this application must be submitted by the 3 July 2020.
The decision will be made by cabinet in September 2020.

Cllr M Watson will arrange a virtual meeting with Cllr C Hibbitt, Cllr J Aldridge, Mr J Weymouth, Chair of the Neighbourhood Plan Committee and Chelmsford City Council planning department. This meeting will be to discuss issues with infrastructure, traffic along Lordship Road, the suggested bus route, the intended bus stop at the college, as well as general road improvements.

Thanks was recorded to Cllr Malcolm Watson for his support and hard work.

PC.20/21.19 NEIGHBOURHOOD PLAN

The Neighbourhood Plan update was noted.

A full grant totalling £17,000 has now been received covering the last three years.

The draft plan has been received. There is a whole section in the Neighbourhood Plan on the Warren Farm development. Thanks was noted to the Neighbourhood Plan Steering Group from the Chair for the tremendous amount of work that has been carried out to date.

PC.20/21.20 THE FUTURE OF LONGMEADS

The building work is proceeding well. Completion is now expected in August 2020 subject to the current pandemic.

Talking Newspapers and Writtle Green Pre-School are now in receipt of their leases. Talking Newspapers has raised several enquiries regarding the lease which has resulted in an increase in costs with the solicitors. This increase in fees has not been budgeted for.

The Clerk to write to the Talking Newspapers representative to express the parish councils' concerns over the rising legal costs. The Clerk

PC.20/21.21 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – March 16, 2020
- The Clerks Report – May 2020

PC.20/21.22 COMMITTEE REPORTS

Committee reports were circulated and noted at the meeting.
Writtle News was distributed through the village to every household and Cllr I Nicholls was commended for organising the distribution during the pandemic.

PC.20/21.23 COUNTY AND CITY COUNCILLORS REPORTS

Essex County Council Observations – Cllr J Aldridge

- A grant looking at community matters will be available to parish councils. This would be to look at any community activity in the parish. If the funding was split amongst the 12 parishes this would be a fund of approx. £800.00
- Speed awareness courses have now moved to online courses

Chelmsford City Council Observations – Cllr T Roper and Cllr M Watson

- The masterplan consultation has a closing date of 3 July for all responses
- 16 July 2020 it will go to Chelmsford Policy Board
- 8 September 2020 it will then go to cabinet

PC.20/21.24 ITEMS FOR INCLUSION ON THE NEXT AGENDA

The proposal for the use of the Green for a community event. To consider the re-opening of the toilets.

PC.20/21.25 DATE OF THE NEXT MEETING

The next Parish Council Meeting will take place on July 6, 2020 at 7.30pm via Zoom. Agenda items should be submitted to the Clerk before Friday, 26 June 2020.

MEETING CONCLUDED 9.26pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

DRAFT