Writtle Parish Council
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Minutes of the Parish Council Meeting held on Monday 6 July, 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	A
Mrs S Emery		✓	Ms S Massey	✓
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)***	✓
District Commander Steve Scott-Haynes		✓	Ms A Wallerstrom ***(FINANCE OFFICER)***	✓
Cllr M Watson	***(CCC)***	✓	Cllr J F Aldridge ***(ECC)***	✓
Cllr T Roper	***(CCC)***	✓		
Mr J Weymouth	***(NEIGHBOURHOOD PLAN)***	✓	Members of the public	5

ACTION

PC.20/21.26 PRESENTATION AND QUESTIONS AND ANSWER SESSION FROM STEVE SCOTT-HAYNES, DISTRICT COMMANDER, CHELMSFORD AND MALDON DISTRICT, ESSEX POLICE

The council was informed of the new initiatives to build on rural policing. A rural engagement team will work with the police to look at putting new policies into place. Chelmsford and Maldon districts will be split to help ensure the rural areas get the coverage they need.

Moving forward the police will require intelligence to understand the local issues and where/when is the time and place to deploy police patrols.

Discussions were had regarding police visibility in the village and it was suggested that the police could be involved with the police speed watch sessions. Email address of Community Speedwatch Co-ordinator to be forwarded to the District Commander. *Clerk*

PC.20/21.27 PUBLIC FORUM

There were 5 members of the public present.

The public forum discussed the proposed community event on the Green. It was highlighted that this proposed to bring the community together especially those who have been alone through this pandemic.

A note of thanks was recorded to Ellie Long who co-ordinated the COVID-19 community project ensuring our most vulnerable residents had food and medication during the lockdown and beyond. City Council provided a list of vulnerable residents that required help during this time and every single enquiry was addressed.

Writtle Community Association had representation in the public forum. The new building is on track for handover on August 3rd, 2020. The council was informed that all booking forms and licenses have all been reviewed and are fully compliant with the regulations.

Writtle Jazz Festival is likely to be cancelled this year due to the pandemic. Early bird tickets all sold very quickly, and it was promising to be a great event. Final decision to be made in the coming week and the Clerk to be informed asap.

PC.20/21.28 APOLOGIES FOR ABSENCE

Apologies are noted above.

PC.20/21.29 MINUTES OF THE LAST MEETING

The minutes of the meeting held on June 1, 2020 were approved. The minutes were duly signed.
Proposed: Cllr P Cracknell
Seconded: Cllr R Schmid
All agreed

PC.20/21.30 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.20/21.31 COMMUNITY EVENT ON THE GREEN

This request has now been withdrawn.

PC.20/21.32 PROGRESS CHECK

The plaques for the memorial bench on the Green are now going through the order process, expecting receipt of the plaques by the end of July.

PC.20/21.33 FINANCIAL REPORT at June 30, 2020

The councillors agreed the Financial Report of June 30, 2020 and unanimously agreed that the receipts and payments made between May 31, 2020 and June 30, 2020 be approved and signed.
Proposed: Cllr A Carter
Seconded: Cllr J Rayner
All agreed

PC.20/21.34 PUBLIC TOILETS AND PLAY AREA

It was agreed that the play areas in the village should now be reopened. Chelmsford City has opened their play areas with signage in place. The Clerk to organise signs regarding social distancing. All Cllrs voted in favour of the play areas reopening with the correct signage.

The Clerk

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A discussion was had regarding the opening of the public toilets on the green. The committee voted in favour of the toilets reopening with correct signage. It was agreed that the cleaning schedule would remain the same.
The vote was held and 8 Cllrs voted in favour with 2 Cllrs voting against this.
The Clerk to organise signage and the reopening of the toilets.

The Clerk

The Clerk to look at whether a radar key entry system can be fitted on the Disabled toilet on the Green.

The Clerk

PC.20/21.35 WRITTLE SPORTS AND SOCIAL CLUB

During the pandemic, the Sports and Social Club has suffered financial difficulties. There have been no hall bookings and there has been very little sport taking place. The bar has been closed.

It was proposed that as a good will gesture the rent for Q1 would be waived.
Proposed: Cllr S Emery
Seconded: Cllr W Walker
Majority agreed in favour with 1 vote against.

PC.20/21.36 FINANCIAL REGULATIONS

All councillors voted in favour of the adoption of the financial regulations.

PC.20/21.37 STANDING ORDERS

All councillors voted in favour of the adoption of the standing orders.

PC. 20/21.38 RISK ASSESSMENT SCHEDULE

New Cllr training has now moved to online webinar service. The Clerk to send details to Cllr S Massey

The Clerk

It was proposed that the updated risk assessment schedule be accepted
Proposed: Cllr R Bray
Seconded: Cllr A Carter
All agreed.

PC.20/21.39 LOCALITY FUND AWARD

All Cllrs agreed that this would be an ideal fund for the Cards to apply for.
The Clerk to write to CARDS and inform them of this fund.

The Clerk

PC.20/21.40 PURCHASE OF PC

Two options were present to the Cllrs. The first was to purchase a PC for the office which would act as a server in the office and host the database. The cost would be approximately £800- £1,000. The second option is for Microshade to host the database at a cost of £25.00 per user per month.

The Cllrs voted in favour of the second option.

PC.20/21.41 CHELMSFORD LOCAL PLAN

A meeting was held between Chelmsford City Council and Writtle Parish Council. Chignal Estate Residents Association – CERA, also had representation. There were 27 people present at the meeting.

Crest Nicholson has agreed to include details of proposals for Lordship Road in the site Masterplan.

Concerns have been raised by the travelling show people regarding the travelling show peoples site. The entrance to this site will not accommodate their vehicles and they state that they have not been consulted.

The ongoing concerns over the bus route and the exit via Avon Road remains. CERA has a petition and legal representation regarding this matter. Writtle Parish Council has made their position clear, that all traffic including buses should not exit/enter the site via the Roxwell Road.

PC.20/21.42 NEIGHBOURHOOD PLAN

The Chair's progress report was noted. The draft plan has been sent by Jenny Robinson to the Policy Board at Chelmsford City Council.

The Neighbourhood Plan Group has consulted Chelmsford City Council regarding how they should proceed with consultation during the pandemic.

PC.20/21.43 THE FUTURE OF LONGMEADS

Cllr Bray's report was noted. The Cllrs agreed the appointment of LB Group Ltd and agreed the spend of £2450.00 + VAT on legal costs.

Proposed: Cllr R Bray
Seconded: Cllr A Carter
All agreed

Cllr R Bray will forward a copy of the finalised lease agreements to the Pre-School and the Talking Newspapers once they are available.
The following items were clarified

- The parish council will be the freehold custodian trustee for the WCA
- The WCA will manage all rents paid to the WCA.
- The WCA will not have to pay rent.
- The WCA will pay all their outgoings.
- Cllr R Bray is awaiting a response from Marden regarding whether or not they are providing fire extinguishers.
- Insurance for the building should commence 03.08.2020. The Clerk to arrange this.

The Clerk

PC.20/21.44 CORRESPONDENCE FROM BASIC ESSEX ACCIDENT RESCUE SERVICE (BEARS)

The Cllrs were asked to consider financial support request from BEARS. It was agreed that due to the pandemic all fund-raising events in the village have been deferred or cancelled. The Clerk to write to BEARS and advise that

once fund raising events have recommenced this could be considered.

The Clerk

PC.20/21.45 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – June 15, 2020
- Environment Committee Meeting – June 15, 2020

PC.20/21.46 COMMITTEE REPORTS

Committee reports were circulated and noted at the meeting.

PC.20/21.47 COUNTY AND CITY COUNCILLORS REPORTS

Essex County Council Observations – Cllr J Aldridge

- The Essex Welfare Service has been renamed the Essex Wellbeing Service
- The use of e scooters on cycleways is currently being considered
- There is currently work being carried out around the footway initiative

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

- No additional update

PC.20/21.48 ITEMS FOR INCLUSION ON THE NEXT AGENDA

Cllr P Cracknell raised the issue of trees planted close to the CARDS hut that allows youths to have access to the roof of the hut. This will be discussed at the Playing Fields Committee meeting on July 20, 2020.

PC.20/21.49 DATE OF THE NEXT MEETING

The next Parish Council Meeting will take place on September 7, 2020 at 7.30pm via Zoom. Agenda items should be submitted to the Clerk before Friday, 28 August 2020.

MEETING CONCLUDED 10.20pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

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