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 7 September, 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	✓
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)***	✓	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		2		

ACTION

PC.20/21.50 PUBLIC FORUM

There were 2 members of the public present.

The organiser of the Jazz Festival discussed his proposal for next year's Festival with a proposed date of 8 August 2021.

PC.20/21.51 APOLOGIES FOR ABSENCE

No apologies received.

PC.20/21.52 MINUTES OF THE LAST MEETING

The minutes of the meeting held on July 6, 2020 were approved. The minutes were duly signed.
Proposed: Cllr R Schmid
Seconded: Cllr R Bray
All agreed

PC.20/21.53 DECLARATION OF INTERESTS

There were no declarations of interest.

PC.20/21.54 PROGRESS CHECK

It was agreed that the proposed drop posts on the Green were no longer required and could be deleted from the list. All committees were asked to consider any outstanding items.

PC.20/21.55 FINANCIAL REPORT at August 31, 2020

The councillors agreed the Financial Report of August 31, 2020 and unanimously agreed that the receipts and payments made between July 1, 2020 and August 31, 2020 be approved and signed.
Proposed: Cllr A Carter
Seconded: Cllr J Rayner
All agreed

It was noted that the income for the year was down due to a number of reasons including that the parish office was not open for hire, a number of events had been cancelled on the Green and rent had not been received from WSSC. There had also been extra money spent on consumables for the toilets relating to COVID. It was proposed that an Executive & Finance Committee meeting be organised to discuss the budget in further detail.

PC.20/21.56 INFORMAL COMMUNITY GOVERNANCE REVIEW

Chelmsford City Council is running an informal community governance review and the council considered its response. One of the areas under review is whether current boundaries of the parishes should change. All Cllrs agreed that Warren Farm should remain within the parish of Writtle and the boundaries should not change. The Neighbourhood Plan is based on a designated area which includes Warren Farm. All Cllrs agreed to the setting up of a working party to consider issues relating to the review and report back to the council. The working party would consist of the Chair, Vice Chair, Chair of Planning Committee and Chair of the Neighbourhood Steering Group.

PC.20/21.57 CLERICAL OFFICER VACANCY

The job description/person spec and job advertisement were circulated. It was agreed that the post would be advertised as from Tuesday, 8 September with a closing date of Friday, 2 October. The advert would be displayed on noticeboards, parish website, social media and the EALC job bulletin.
Proposed: Cllr P Costello
Seconded: Cllr W Walker
All agreed

PC.20/21.58 NALC SALARY INCREASES

The proposed increase of 2.75% confirmed by NALC was agreed and would be back dated to 1 April 2020. The NJC has also agreed that from 1 April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.
Proposed: Cllr P Costello
Seconded: Cllr S Emery
All agreed

DRAFT

PC.20/21.59 CO-OPTION VACANCY

The advertisement for the new parish councillor vacancy was discussed and the advert would be displayed as from Tuesday, 9 September.

PC. 20/21.60 CLEANING OF THE PUBLIC TOILETS AND PARISH OFFICE

All Cllrs agreed that the public toilets should be cleaned at the weekend.

Following a review of the cleaning costs of the toilets and the parish office, the Cllrs agreed to cancel the contract with the current cleaners and commence with Integra Cleaning Group. It was agreed that the cleaning services should be covered by one contractor. The Clerk to speak to Minister Cleaning regarding their notice period and the current cleaner of the office. Integra would be instructed to begin the cleaning of the office and weekend cleaning of the toilets. It was agreed that the cleaning of the public toilets would be 7 days a week, all year round.

The Clerk

PC.20/21.61 THANK YOU AWARD

All Cllrs agreed to the proposal for a new annual 'thank you' award for the unsung heroes of the village. Each year the council will ask for nominations from Parish Councillors and all our parishioners. These will be sent to the Clerk before November and the selected person will be announced at the Parish Council meeting in December.

PC.20/21.62 CHELMSFORD LOCAL PLAN

Chelmsford City Council's Policy Board discussed proposals for the bus link between the new estate and Avon Road. The parish council rejects any proposals for additional bus traffic to enter/exit onto the Roxwell Road.

PC.20/21.63 NEIGHBOURHOOD PLAN

The Chair's progress report was noted.

PC.20/21.64 THE FUTURE OF LONGMEADS

The completion on the new building had not taken place, as the Warranty Guarantee cover note had not been received from Marden Homes Ltd.

PC.20/21.65 RECEIPT OF COMMITTEE MINUTES

The following minutes were accepted:-

- Planning & Dev Committee Meeting – 20 July and 17 August 2020
- Playing Fields Committee Meeting – 20 July 2020

PC.20/21.66 COMMITTEE REPORTS

The Chair of the Environment Committee wished to thank everybody who helped with the watering of the plants at the war memorial.

PC.20/21.67 COUNTY AND CITY COUNCILLORS REPORTS

<u>Essex County Council Observations – Cllr J Aldridge</u>

- Cllr Aldridge would follow up the community run library for Writtle

<u>Chelmsford City Council Observations – Cllr T Roper and Cllr M Watson</u>

- The planning application for Land at Junction Ongar Road West and Highwood Road had been refused but the applicant had 6 months to appeal.

PC.20/21.68 ITEMS FOR INCLUSION ON THE NEXT AGENDA

There were no items for inclusion.

PC.20/21.69 DATE OF THE NEXT MEETING

The next Parish Council Meeting will take place on October 5, 2020 at 7.30pm via Zoom. Agenda items should be submitted to the Clerk before Friday, 25 September 2020.

MEETING CONCLUDED 10.20pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

DRAFT