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

Clerk to the Council – Lauretta Fox

Councillors are summoned to attend the Parish Council Meeting on Monday, 5 October 2020 at 7.30pm via Zoom

To join the meeting, please use the log on details below.

Join Zoom Meeting
https://us02web.zoom.us/j/82183626513?pwd=eFRxTWNEYi9ocVF3QUNaZERCdThsdz09
Meeting ID: 821 8362 6513
Passcode: 723526

The press and the public are cordially invited to attend
AGENDA

PC.20/21.70 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

PC.20/21.71 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.20/21.72 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 7 September 2020 as a true and correct record.

PC.20/21.73 **Declaration of Interests.** All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.

PC.20/21.74 **Progress check.** A brief update on actions from the last meeting.

PC.20/21.75 **Financial Report.** To receive and agree the accounts and agree payments of September 2020. To receive the latest bank reconciliation.

PC.20/21.76 **Website Accessibility**. To consider the proposal regarding the requirement for the council website to comply with WCAG 2.1 accessibility regulations and agree actions required.

PC.20/21.77 **Remembrance Sunday.** To consider the planting of the war memorial ahead of Remembrance Sunday and discuss any actions.

PC.20/21.78 **Christmas Tree on the Green.** To discuss the tree on the Green and agree any actions.

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PC.20/21.79 **Clerical Officer Vacancy.** To receive an update on the vacancy and agree any actions.

PC.20/21.80 **Parish Councillor Vacancy.** To receive an update on the vacancy and agree any actions.

PC.20/21.81 **Committee Reports**: to receive minutes or written report from Committees

- Planning and Development (Cllr Bell)
- Environment (Cllr Gannicott)
- Highways & Transport (Cllr Cracknell)
- Playing Fields (Cllr Costello)
- Neighbourhood Plan Steering Group (Jonathan Weymouth)

PC.20/21.82 **Working party updates and specific projects**

1. Governance Review Working Party (Cllr Hibbitt)
2. Warren Farm (Cllr Hibbitt)
3. Beryl Platt Community Centre (Cllr Bray)

PC.20/21.83 **To receive written reports from County and City Councillors**
Questions to the councillors

PC.20/21.84 **Items for inclusion in the next agenda**

PC.20/21.85 **Date of the next meeting.** The next meeting is on Monday November 2, 2020 via Zoom

Signed *Lauretta Fox* **Date** 30 September, 2020

Online meeting guidance

- Councillors are to raise their hand to speak or use the hand raised reaction facility and will be invited to do so by the Chair. Voting will be by physical showing of hands.
- The meeting is open to the press and public, but they will be muted for the duration of the meeting. Should any member of the public wish to speak during the public participation session, please inform the Clerk in advance.
- The required standards of behaviour and conduct as required at face to face meetings will apply to online meetings.