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 Co-option Meeting on Monday, 2 November 2020 at 7.00pm followed by the Parish Council Meeting via Zoom

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

Join Zoom Meeting
https://us02web.zoom.us/j/84191776543?pwd=OURTY2tGUmZPZWN3Z1FiZ05aVERWZz09
Meeting ID: 841 9177 6543
Passcode: 013948

The press and the public are cordially invited to attend

AGENDA

PC.20/21.86 **Chairman to open the Co-option Meeting**

PC.20/21.87 **Co-option of new councillor**

PC.20/21.88 **Chairman to close the Co-option Meeting**

Full Meeting to commence

PC.20/21.89 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

PC.20/21.90 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.20/21.91 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 5 October 2020 as a true and correct record.

PC.20/21.92 **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.20/21.93 **Progress check.** A brief update on actions from the last meeting.

PC.20/21.94 **Financial Report.** To receive and agree the accounts and agree payments of October 2020. To receive the latest bank reconciliation.

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PC.20/21.95 **Budget for 2021/22.** To consider any new areas of expenditure for the next financial year ahead of the Executive & Finance Committee Meeting.

PC.20/21.96 **Thank you Award**. To consider the proposed nominations.

PC.20/21.97 **Writtle Mill.** To consider the information received from ECC regarding the transfer of land to the parish council.

PC.20/21.98 **CIL Expenditure**. To agree the recommendation from the Environment Committee that the current allocation of CIL money be spent on the new pipeline required for the Wear Pond at a cost of £2850+ VAT.

PC.20/21.99 **Extension of Public Spaces Protection Order: Dog Fouling - Chelmsford City Council.** To consider the proposed extension.

PC.20/21.100 **External Audit.** To note the External Auditor's Report and Certificate.

PC.20/21.101 **Internal Audit.** To note the Internal Auditor's Report.

PC.20/21.102 **Hire of the Green.** To consider the correspondence received from Children's World.

PC.20/21.103 **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.20/21.104 **Working party updates and specific projects**

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

PC.20/21.105 **To receive written reports from County and City Councillors**
Questions to the councillors

PC.20/21.106 **Items for inclusion in the next agenda**

PC.20/21.107 **Date of the next meeting.** The next meeting is on Monday December 7, 2020 at 7.30pm via Zoom

Signed *Lauretta Fox* **Date** 28 October, 2020

Online meeting guidance

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- 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.