Writtle Parish Council
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Minutes of the Co-option Meeting held on Monday 2 November, 2020,
7.00pm via Zoom followed by the Parish Council Meeting via Zoom

Members		✓= Present A = Apologies Ab = Absent		
Mr C Hibbitt	***(CHAIR)***	✓	Mrs S Bell	✓
Mr R Schmid *(from 8pm)*		✓	Mr A Carter	✓
Mrs W Walker		✓	Mr P Costello	✓
Mrs S Emery		✓	Ms S Massey	✓
Mr R Bray	***(VICE CHAIR)***	✓	Mr T Kinloch	A
Mr P Cracknell		✓	Mrs L Gannicott	✓
Mr I Nicholls *(from 7.35pm)*		✓	Mr J Rayner	✓

In Attendance		✓= Present A = Apologies Ab = Absent		
Mrs L Fox	***(CLERK)***	✓	Ms A Wallerstrom ***(FINANCE OFFICER)***	✓
Cllr M Watson	***(CCC)***	A	Cllr J F Aldridge *(from 7.30pm)* ***(ECC)***	✓
Cllr T Roper *(from 7.30pm)*	***(CCC)***	✓	Mr J Weymouth ***(NEIGHBOURHOOD PLAN)*** *(from 8.00pm)*	✓
Members of the public		4		

ACTION

PC.20/21.86 CHAIRMAN TO OPEN THE CO-OPTION MEETING
The Chairman welcomed the 4 candidates. Each candidate gave a 5 minute presentation and questions were welcomed from the councillors.

PC.20/21.87 CO-OPTION OF NEW COUNCILLOR
The council discussed the candidates and voted. Clive Sloman took the majority vote. All candidates were congratulated on their applications and the Chair hoped that they would all continue to have an involvement with the work of the Parish Council.

PC.20/21.88 CHAIRMAN TO CLOSE THE CO-OPTION MEETING

FULL MEETING TO COMMENCE

PC.20/21.89 PUBLIC FORUM
There was 1 member of the public present for the full meeting.

PC.20/21.90 APOLOGIES FOR ABSENCE
Apologies were noted above.

PC.20/21.91 MINUTES OF THE LAST MEETING

The minutes of the meeting held on October 5, 2020 were approved. The minutes were duly signed.
Proposed: Cllr P Cracknell
Seconded: Cllr P Costello
All agreed

PC.20/21.92 DECLARATION OF INTERESTS
There were no declarations of interest.

PC.20/21.93 PROGRESS CHECK
Updated list was circulated. A further quote is required for the electrical works at Paradise Road. A number of suggestions were passed to the Clerk.

PC.20/21.94 FINANCIAL REPORT at October 31, 2020
The councillors agreed the Financial Report of October 31, 2020 and unanimously agreed that the payments made between 1 - 31 October be approved and signed.
Proposed: Cllr R Bray
Seconded: Cllr P Costello
All agreed

PC.20/21.95 BUDGET FOR 2021/22
The initial budget for the next financial year would be discussed at the Executive & Finance Committee Meeting in November. Full budget and precept request would be agreed at the next full council meeting. Each Committee Chairs were required to present any areas of expenditure at this meeting. Items for consideration included legal fees, the retaining wall of Wear Pond and the police patrols

PC.20/21.96 THANK YOU AWARD
Nominations had been received for the award and the winner would be announced at the December meeting. The nature of the award was discussed and it was felt that the person awarded should have made a significant contribution during the recent challenging months.

PC.20/21.97 WRITTLE MILL
The solicitor had provided the council with an advice note regarding the transfer of land at the former Writtle Mill site. There were issues regarding third party liability and insurance. It was agreed that a working party would be formed to discuss these issues and report back to full council. Cllr Bell, Cllr Carter and Cllr Costello would form the working party.

PC.20/21.98 CIL EXPENDITURE
The council agreed to use the allocation of CIL money on the new pipeline for the Wear Pond at a cost of £2850 + VAT.
Proposed: Cllr C Hibbitt
Seconded: Cllr W Walker
All Agreed

PC. 20/21.99 EXTENSION OF PUBLIC SPACES PROTECTION ORDER: DOG FOULING - CCC

The council agreed to the proposed extension for a further 3 years from 10th November 2020.

PC.20/21.100 EXTERNAL AUDIT

The external audit was circulated. The Notice of Conclusion of Audit had been displayed on the parish council's website and noticeboard.

PC.20/21.101 INTERNAL AUDIT

The interim internal audit was circulated.

PC.20/21.102 HIRE OF THE GREEN

The council had received correspondence from Children's World regarding the increase in charges of hire of the Green for 2021. The council agreed to delay implementation of costs for Children's World and maintain current hire fees for 2021.

PC.20/21.103 COMMITTEE REPORTS

The minutes and reports for the following committees were noted:

- Planning & Development (Cllr Bell) – as per minutes. Cllr Bell reported that the 4 green plaques had been installed and 4 further sites were being investigated. It was unlikely that a grant would be available for 2021/22
- Environment (Cllr Gannicott) – the Christmas tree would be installed on 1st December 2020.
- Highways & Transport (Cllr Cracknell) – a meeting was to be held with Howard Swan and Andy Russell regarding traffic concerns on the Ongar Road.
- Playing Fields (Cllr Costello) – the WSSC was closed due to COVID. Issues raised over traffic on Paradise Road. Overflow parking had been discussed in front of the CARDS building but security of the field was raised. A traffic count was being undertaken by Essex Highways. The light outside the CARDS building was not working and the Clerk would get this looked at. *The Clerk*
- Neighbourhood Plan Steering Group – report circulated. Mr Weymouth highlighted that only 21 responses had been received online to the survey along with 2 postal votes. A reminder was being circulated on social media platforms. The school would also send out a reminder to the school parent mail.

PC.20/21.104 WORKING PARTY UPDATES AND SPECIFIC PROJECTS

- Governance Review Working Party (Cllr Hibbitt) – nothing to report.
- Warren Farm (Cllr Hibbitt) – report circulated.
- Beryl Platt Centre (Cllr Bray) – the building is complete. Two parking spaces that are owned by the Centre have not been included in the land transfer. The council's solicitor was dealing with MARDENS over this issue. There could be more legal fees to resolve this issue.

PC.20/21.105 COUNTY AND CITY COUNCILLORS REPORTS

No reports received. Cllr Aldridge noted that he would keep the council updated with COVID developments. No report from Cllr Roper.

PC.20/21.106 ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Chair updated the meeting on the plans for Remembrance Sunday. The church would be closed and a Zoom service would take place.
The public toilets would remain open in the second lockdown.
No items raised for the next agenda.

PC.20/21.107 DATE OF THE NEXT MEETING

The next Parish Council Meeting will take place on December 7, 2020 at 7.30pm via Zoom. Agenda items should be submitted to the Clerk before Friday, 27 November 2020.

MEETING CONCLUDED 9.32pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____

DRAFT