WRITTLE PARISH COUNCIL
Parish Office, The Green, Writtle,
Chelmsford, Essex, CM1 3DT
Tel: 01245 420066 Email clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

Councillors are summoned to attend the Parish Council Meeting on Monday, 6 December 2021 at 7.00pm in the Village Hall, 18 The Green CM1 3DU

Lauretta Fox - Clerk

Members of the press and public are warmly welcomed to attend but are requested to advise the Clerk **IN ADVANCE** to ensure compliance with current COVID restrictions. Face masks must be worn and no one must attend if they have a high temperature or are displaying any COVID symptoms. Access will be at the discretion of the Chair**.**

AGENDA

PC.21/22.151 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

PC.21/22.152 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.21/22.153 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 1 November 2021 as a true and correct record (Appendix 1).

PC.21/22.154 **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.21/22.155 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.20/21.156 **Request for dispensation.** The Clerk to be delegated to receive requests for dispensation for items on the agenda for this meeting.

PC.20/21.157 **Precept Request and Budget for 2022/23.** To consider the recommendation from the Executive & Finance Committee regarding the precept increase and budget for 2022/2023 (Appendix 3).

PC.21/22.158 **Financial reports.** To receive the accounts and agree payments of November 2021. To receive the latest bank reconciliations (Appendices 4a, 4b, 4c). To confirm the quarterly bank reconciliation check to end of September 2021 by Cllr Carter.

PC.21/22.159 **Farmers Market on the Green**. To receive an update following the recent meeting and consider any actions (Appendix 5).

PC.21/22.160 **Platinum Jubilee Weekend 2022.** To consider any events.

PC.21/22.161 **Parish Office.** To consider the request to use the parish office for a fundraiser (Appendix 6).

PC.21/22.162 **Victoria Road Ditch.** To consider the quotes for clearance of the ditch (Appendix 7).

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PC.21/22.163 **E-Newsletter**. To consider the quote to produce a template and first issue (Appendix 8).

PC.21/22.164 **Writtle News.** To consider any articles for the next edition. Copy due 1 January.

PC.21/22.165 **Writtle Mill.** To receive an update on the transfer document and agree any actions.

PC.21/22.166 **Circus.** To consider the request to visit the Green (Appendix 9)

PC.21/22/167 **Everyone's Library Service.** To consider a response to the 4 year draft plan (Appendix 10)

PC.21/22/168 **Christmas Tree.** To receive an update on the tree and consider a donation to Farleigh Hospice for removal of the tree in January.

PC.21/22.169 **Premise Licence Application.** To consider the premises licence for Hylands Estate (Appendix 11).

PC.21/22.170 **Expenses Policy.** To review and consider the policy (Appendix 12).

PC.21/22.171 **WCA Car Park Barrier.** To consider the options regarding the current barrier (Appendix 13).

PC.21/22.172 **Committee Reports**: to receive minutes or written report from Committees:-

1. Planning and Development (Cllr Bell) (Appendix 14a, 14b)
2. Environment (Cllr Gannicott)
3. Highways & Transport (Cllr Cracknell)
4. Playing Fields (Cllr Sloman)
5. Neighbourhood Plan Steering Group (Jonathan Weymouth)
6. Clerks Report (Appendix 15)

PC.21/22.173 **Working party updates and specific projects**

1. Governance Review Working Party (Cllr Hibbitt)
2. Warren Farm Development Working Party (Cllr Hibbitt) (Appendix 16)
3. Writtle Community Association (Cllr Schmid)
4. Writtle Mill (Cllr Bell)

PC.21/22.174 **To receive written reports of external meetings attended by any Parish Councillor** (Appendix 17a, 17b, 17c)

PC.21/22.175 **To receive written reports from County and City Councillors.** Questions to the councillors

PC.21/22.176 **Items for inclusion in the next agenda.**

PC.21/22.177 **Date of the next meeting.** The next meeting is on Monday, 7 February 2022 at 7.30pm in the village hall.

Signed *Lauretta Fox* **Date** 1 December 2021