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, 7 February 2022 at 7.30pm 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.21/22.178 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

PC.21/22.179 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.21/22.180 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 6 December 2021 as a true and correct record (Appendix 1).

PC.21/22.181 **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.21/22.182 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.21/22.183 **Financial reports.** To receive the accounts and agree payments of December 2021 and January 2022. To receive the latest bank reconciliations (Appendices 3a, 3b, 3c, 3d, 3e, 3f).

PC.21/22.184 **Fundraiser on the Green.** To consider the request to use the Green for a fundraiser (Appendices 4a, 4b).

PC.21/22.185 **Writtle Open Gardens 2022.** To consider the correspondence (Appendix 5a, 5b).

PC.21/22.186 **Writtle Mill.** To receive an update on the transfer document and agree any actions.

PC.21/22.187 **Credit Card.** To consider the options regarding the council credit card and level of available credit.

PC.21/22.188 **Writtle News.** To consider any articles for the next edition. Copy due 1 March.

PC.21/22.189 **Thank you Award**. To receive an update.

PC.21/22.190 **2MT Centenary Celebrations.** To receive an update (Appendix 6).

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PC.20/21.191 **Sponsorship for Oxney Green Park refurbishment.** To receive an update on the sponsorship.

PC.21/22.192 **Annual Parish Meeting.** To consider the format for the meeting.

PC.21/22.193 **Defibrillator for the village.** To receive an update and consider any actions (Appendix 7).

PC.21/22.194 **Volunteers.** To discuss the use of volunteers to help with community projects.

PC.21/22.195 **Memorial on the Green**. To consider any further action.

PC.21/22.196 **Venue for future meetings.** To consider the venue for future council meetings.

PC.21/22.197 **Committee Reports**: to receive minutes or written report from Committees:-

1. Planning and Development (Cllr Bell) (Appendices 8a, 8b)
2. Environment (Cllr Gannicott)
3. Highways & Transport (Cllr Cracknell) (Appendix 9)
4. Playing Fields (Cllr Sloman)
5. Neighbourhood Plan Steering Group (Jonathan Weymouth)

PC.21/22.198 **Working party updates and specific projects**

1. Governance Review Working Party (Cllr Hibbitt)
2. Warren Farm Development Working Party (Cllr Hibbitt) (Appendix 10)
3. Writtle Community Association (Cllr Schmid/Cllr Bray) (Appendix 11)
4. Writtle Mill (Cllr Bell)

PC.21/22.199 **To receive written reports of external meetings attended by any Parish Councillor**

PC.21/22.200 **To receive written reports from County and City Councillors.** Questions to the councillors

PC.21/22.201 **Items for inclusion in the next agenda.**

PC.21/22.202 **Date of the next meeting.** The next meeting is on Monday, 7 March 2022 at 7.30pm in the village hall.

Signed *Lauretta Fox* **Date** 2 February 2022