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 March 2022 at 7.30pm in the Village Hall, 18 The Green CM1 3DU

Lauretta Fox - Clerk

AGENDA

PC.21/22.203 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

PC.21/22.204 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.21/22.205 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 7 February 2022 as a true and correct record (Appendix 1).

PC.21/22.206 **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.21/22.207 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.21/22.208 **Financial reports.** To receive the accounts and agree payments of February 2022. To receive the latest bank reconciliations (Appendices 3a, 3b, 3c, 3d, 3e).

PC.21/22.209 **Future focus of the Library Steering Group**. To receive an update from the group and agree any actions.

PC.21/22.210 **Writtle Mill.** To receive an update on the transfer document and agree any actions.

PC.21/22.211 **Credit Card.** To consider a new credit card for the council (Appendix 4).

PC.21/22.212 **Thank you Award**. To consider the nominations and agree any actions.

PC.21/22.213 **Annual Parish Meeting.** To receive an update on speakers and consider any actions.

PC.21/22.214 **War Memorial.** To receive an update on the planting and consider any actions.

PC.21/22.215 **Ditch Clearance**. To receive an update on the Victoria Road ditch clearance and agree any action.

PC.21/22.216 **Youth Council.** To receive an update and consider actions.

PC.21/22.217 **New public recycling bin for the Green.** To consider the correspondence regarding a new public recycling bin (Appendix 5).

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PC.21/22.218 Christmas Meal. To consider the postponed council Christmas meal.

PC.21/22.219 Venue for future meetings. To consider the venue for future council meetings.

PC.21/22.220 Committee Reports: to receive minutes or written report from Committees:-

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

PC.21/22.221 Working party updates and specific projects

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

PC.21/22.222 To receive written reports of external meetings attended by any Parish Councillor

PC.21/22.223 To receive written reports from County and City Councillors. Questions to the councillors

PC.21/22.224 Items for inclusion in the next agenda.

PC.21/22.225 Date of the next meeting. The next meeting is on Monday, 4 April 2022 at 7.30pm

Signed *Lauretta Fox* **Date** 2 March 2022