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, 4 April 2022 at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT

Lauretta Fox - Clerk

AGENDA

PC.22/23.01 **Presentation by Robert Mitchell on the Bike London Essex Events (27-29 May 2022)**

PC.22/23.02 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.22/23.03 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.22/23.04 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 7 March 2022 as a true and correct record (Appendix 1).

PC.22/23.05 **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.22/23.06 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.22/23.07 **Financial reports.** To receive the accounts and agree payments of March 2022. To receive the latest bank reconciliations (Appendices 3a, 3b, 3c). To note Cllr Carter's quarterly bank rec check to end December 2021.

PC.22/23.08 **Annual Parish Meeting.** To receive an update and consider any actions.

PC.22/23.09 **E-newsletter.** To receive an update.

PC.22/23.10 **TOIL Policy.** To consider the new policy (Appendix 4).

PC.22/23.11 **Succession planning.** To consider the way forward.

PC.22/23.12 **Writtle News.** To confirm the articles for the next edition, deadline 1 May.

PC.22/23.13 **Event on the Green.** To consider voluntary help with the event.

PC.22/23.14 **Creamfields Event.** To consider the way forward with partnership working.

PC.22/23.15 **Thank you Board.** To consider a board for the parish office.

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PC.22/23.16 **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.22/23.17 **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)
5. Clerks Report (Appendix 5)

PC.22/23.18 **To receive written reports of external meetings attended by any Parish Councillor or officers.**

PC.22/23.19 **To receive written reports from County and City Councillors.** Questions to the councillors

PC.22/23.20 **Items for inclusion in the next agenda.**

PC.22/23.21 **Exclusion of Press and Public**

The Parish Council is recommended to approve the following resolution:
In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting for the duration of the following item(s) on the basis that the information to be disclosed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

PC.22/23.22 **Title deeds.** To consider the title deed on Pump Green (Appendix 6)

PC.22/23.23 **Writtle Green Pre-School**. To note the report on the rent review and agree any action (Appendix 7)

PC.22/23.24 **Date of the next meeting.** The next meeting is on Monday, 9 May 2022 at 7.30pm

Signed *Lauretta Fox* **Date** 30 March 2022