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

Minutes of the Parish Council Meeting held on Monday 6 June 2022, 7.30pm at the Parish Office, The Green, Writtle, CM1 3DT.

Members

Mr C Hibbitt	✓	Mr C Sloman	✓ ***(CHAIR)***
Mr R Schmid	✓	Mrs S Bell	✓
Mrs W Walker	✓	Mr A Carter	✓
Mrs S Emery	✓	Ms S Massey	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Cracknell	✓	Mrs L Gannicott	✓
Mr I Nicholls	✓ ***(VICE CHAIR)***	Mr J Rayner	✓
Mr J Denham	✓		

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr T Roper	✓	***(CCC)***	Mr J Weymouth	✓ ***(NEIGHBOURHOOD PLAN)***
Cllr A Thorpe-Apps	A	***(CCC)***		
Ms A Wallerstrom	✓ ***(FINANCE OFFICER)***			
Mrs J Atterbury	✓ (***CLERICAL OFFICER)***		Members of the public	2

✓= Present A = Apologies Ab = Absent

ACTION

PC.22/23.49 Public Forum.
There were no members of the public present.

PC.22/23.50 Apologies for absence.
Apologies were **noted** above.

PC.22/23.51 Minutes of the last meeting.
The minutes of the last meeting on 16 May 2022, with the change above were **approved** as a true and correct record.

Proposed: Cllr R Bray
Seconded: Cllr C Hibbitt
All agreed

PC.22/23.52 Declaration of interests
There were no declarations of interest.

PC.22/23.53 Progress check.
Updated list was circulated and councillors noted the progress made.

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PC.22/23.54 Financial reports.
The accounts and latest bank reconciliations were received. The payments for May 2022 were **agreed**.

Proposed: Cllr A Carter
Seconded: Cllr J Rayner
All agreed

PC.22/23.55 Fixed Asset Register.
The fixed asset register for 2021/22 was received.

PC.22/23.56 Review of policies.
The Asset Register Policy, Co-option Policy, Memorial Plaque Policy and Record Retention Policy were **agreed. All agreed.**

Cllr Steel gave his update (PC.22/23.73) at this point.
Cllr Steel left the meeting.

PC.22/23.57 Risk Management Schedule.
The risk management schedule was considered. It was proposed to include an additional risk under "assets" to reflect the parish council responsibility to ensure up to date health and safety documentation on the parish council owned buildings run by third parties (Writtle Sports and Social Club and Beryl Platt Centre) and buildings on PC land had been checked by the parish council. It was **agreed** to include the additional risk in the risk management schedule.

ACTION
To add the additional risk outlined above to the risk management schedule. *CLERK*

PC.22/23.58 Year End Internal Audit 2021/22.
The year end internal audit was **noted**.

PC.22/23.59 Annual Internal Audit Report 2021/22.
The Annual Internal Audit Report 21/22 was received and **noted**.

PC.22/23.60 Appointment of Internal Auditor for 2022/23.
The re-appointment of Heelis and Lodge for 2022/23 was **agreed.**

PC.22/23.61 Insurance cover.
The councils arrangements for insurance cover were **noted.** It was **agreed** a desk top valuation of council buildings by a qualified Surveyor should be arranged.

ACTION
Cllr Kinloch to consider the approach to the desk top valuation with the Clerk. *Cllr Kinloch /Clerk*

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PC.22/23.62 Annual Governance and Accountability Return 2021-2022 (AGAR). Annual Governance Statement.

It was resolved to **approve** the Annual Governance Statement 2021/22. **All agreed.**
The variances sheet was reviewed and **noted**.

PC.22/23.63 Annual Governance and Accountability Return 2021-2022 (AGAR). Accounting Statements.

It was resolved to **approve** the Annual Accounting Statements 2021/22. **All Agreed**.
The period for the exercise of public rights to inspect the accounts was **noted**.

PC.22/23.64 National Grid Pylon Consultation.

The council's response to the National Grid Pylon consultation was considered. It was **agreed** that the response should focus on parish issues, such as the pinch point at Nathan's Lane and the proximity of local ancient monuments. The response would also refer to the Neighbourhood Plan giving examples which had been independently evaluated in the AECOM report. It was **agreed** to delegate the decision on the consultation response to the Executive and Finance Committee on 13 June 2022. The Chair would draft the response for consideration by the E&F Committee. It was further **agreed** that the article on the website should be updated to remind residents that the deadline for response was 16 June 2022.

ACTION

To prepare the final draft on the National Grid Pylon consultation response for consideration by the E&F Committee on 13 June 2022. *Chair*
To update the article on the website to remind residents the consultation deadline is 16 June 2022. *Clerk*

PC.22/23.65 Christmas Tree Festival.

It was **agreed** to enter the Christmas Tree Festival and to have a tree indoors. A working party to be formed nearer to Christmas.

ACTION

To inform the organiser Clerk
To form a working party for the Christmas Tree Festival at September's meeting

PC.22/23.66 Writtle News.

It was agreed that an introduction to the new Chair of the Parish Council and Play in the Park at Paradise Road should be submitted for the next Writtle News. Deadline for copy to Writtle News - 1 July 2022. Articles to be co-ordinated through the Clerical Officer.

ACTION

To prepare an introduction to the Chair. *Chair*
To prepare an article on play in the park. *Clerical Officer*

PC.22/23.67 E-newsletter.

The first edition of the newsletter was noted. It was further noted the next edition was planned for the end of July, depending on news availability nearer the time.

ACTION
To prepare the next edition of the e-newsletter, aiming for the end of July 22.

PC.22/23.68 Fishmongers.
The request from Fresh and Wild Fish for a weekly pitch on the Green was **agreed** on a trial basis for 3 months. It was further **agreed** to request a contribution of £20 for each visit.

PC.22/23.69 Keyholder for the parish office.
It was **agreed** to appoint Cllr Sloman as an additional keyholder for the office. It was **agreed** Cllr Hibbitt should remain as an additional keyholder.

PC.22/23.70 Committee Reports: to receive minutes or written report from Committees:-

1. Planning and Development (Cllr Bell) - Councillors **noted** the minutes previously circulated
2. Environment (Cllr Gannicott) - Councillors **noted** the minutes previously circulated
3. Highways & Transport (Cllr Cracknell) - Councillors **noted** the minutes previously circulated
4. Playing Fields (Cllr Sloman) - Councillors **noted** the minutes previously circulated. It was further **noted** there had been issues with decisions being taken at the Writtle Sports and Social Club outside the Management Committee and this required resolution. A 24 hour charity football match on 13-14 August was being hosted at the 4G pitch in aid of Mind.

PC.22/23.71 Working party updates and specific projects

1. Warren Farm Development Working Party (Cllr Hibbitt) – It was **noted** that the revised application was expected by the end of June 2022.
2. Writtle Community Association (Cllr Schmid/Cllr Bray) – Cllr Bray reported that he was no longer the contact for the WCA as his work had been completed.
3. Writtle Mill (Cllr Bell) - It was **noted** that the agreement had still not been signed due. The owner needed to sign a possessory title for a strip of the land. She thanked the solicitor at Essex Legal Services for her work on the project.
4. North-West Action Group (Cllr Hibbitt) – The previously circulated update was **noted**.

PC.22/23.72 To receive written reports of external meetings attended by any Parish Councillor or officers.
Cllr Nicholls reported that he had attended a meeting on the East Anglia GREEN project at Margaretting Parish Council.

Cllr Walker reported that she had attended a meeting of Writtle Relief. She thanked the volunteers for the 2MT event and the organisers of the parish council meal on 1 June 2022. It was **agreed** to send a letter to the Writtle WI to thank them for the great work that they had done in yarn bombing the village.

ACTION
To prepare a thank you letter for the Writtle WI. *Chair*

PC.22/23.73 To receive written reports from County and City Councillors. Questions to the councillors

The update provided by Cllr Steel was **noted**. In addition, he reported the Ride London event would be reviewed by ECC prior to a decision on whether to support it for the next 5 years. In relation to the East Anglia Green project the NW Action Group now had wider representatives. Chelmsford City Council had requested and been granted an extension to the consultation for their response. The Chelmsford City Council Conservative group had formally agreed to oppose the proposals. Cllr Steel had met with Kemi Badenoch MP and she had put her support to a letter opposing the proposals alongside a number of other MPs. Cllr Steel was chasing the consultation response from ECC.
In relation to homes for Ukraine, there were 942 registered sponsors in Essex. The number of requests involved 2,042 individual guests.
Cllr Steel reported Highways have launched a new Member Led Carriageway Pothole Repair Programme to address the worst potholes of each area. Writtle were asked to put forward 3 potholes for repair. Deadline for response was 13 June 2022.

ACTION
To send details of potholes to Cllr Steel. *Clerk*

PC.22/23.74 Items for inclusion in the next agenda.

It was agreed to include items on the Farmers Market and the library would be included on the committee updates for the next agenda.

PC.22/23.75 Date of the next meeting.

The next meeting is on Monday, 4 July 2022 at 7.30pm

MEETING CONCLUDED 9.39 pm

Signed: _____
For and on behalf of Writtle Parish Council

Date: _____