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 5 September 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	A
Mrs S Emery	A	Ms S Massey	✓
Mr R Bray	✓	Mr T Kinloch	✓
Mr P Cracknell	✓	Mrs L Gannicott	✓
Mr I Nicholls	A ***(VICE CHAIR)***	Mr J Rayner	A
Mr J Denham	✓		

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr T Roper	A	***(CCC)***		
Cllr A Thorpe-Apps	✓	***(CCC)***	Members of the public: 4	
Mrs J Atterbury ✓ (***CLERICAL OFFICER)***				

✓= Present A = Apologies Ab = Absent

ACTION

PC.22/23.93 Presentation on Community Resilience, Karen Buttress Community Safety Lead Officer, Chelmsford City Council

Karen Buttress, Community Safety Lead Officer gave an overview on community resilience and her work at Chelmsford City Council. Karen is working with the parish council's in the district to prepare a Community Safety Plan. She outlined the programme of community resilience volunteers who could be called upon in the event of a community safety incident in the local area. Full training is provided.

PC.22/23.94 Public Forum

Wendy Hibbitt gave an update on the flooding of the Archives room at the Christian Centre. The archives moved to their current location in 1994. Two weeks ago, following a storm, the archives flooded. Fortunately, all documents were able to be saved. However, further investigation by the Christian Centre has revealed extensive wet rot following water ingress under the floor for several years. In order to fully dry out, investigate and then repair the damage, the archive room must be cleared. This means either a temporary re-location of the archives off site, or a permanent re-location. It is hoped that a permanent solution could be found locally as a second move to and from a temporary location would be very costly and difficult for the volunteers. Previously consideration had been given to relocating the archives to the library and it was hoped that this could be reconsidered. Cllr Mike Steel had

contacted Cllr McKinley the libraries lead at Essex County Council to bring the matter to her attention.

The Beryl Platt Centre Manager gave an update. She had unfortunately tendered her resignation and they were looking for a new centre manager to job share with the other post holder. Claire raised concerns that the self-funding centre was struggling to cover the monthly running costs. It was confirmed that the parish council is a custodian trustee but it had been agreed to cover the cost of the buildings insurance. It was agreed to discuss the Beryl Platt Centre as an agenda item at the next PC meeting. A vote of thanks was given to Claire for the work that she had done at the Beryl Platt Centre.

The organiser of the Farmers Market requested that the market continue to run until Christmas (weather depending) and to start up in March 2023. He also proposed that the December Market could have carol singing by school children.

ACTION
To include the Beryl Platt Centre as an agenda item for the October PCM. *Clerk*

PC.22/23.95 Apologies for absence.
Apologies were **noted** above.

PC.22/23.96 Minutes of the last meeting.
The minutes of the last meeting on 4 July 2022 were **approved** as a true and correct record.
Proposed: Cllr W Walker
Seconded: Cllr Sue Bell
All agreed

PC.22/23.97 Declaration of interests
There were no declarations of interest.

Cllr Mike Steel gave his report. Noted in PC.22/23.111.

PC.22/23.98 Community Resilience
It was agreed to arrange a date for community resilience training and to offer it to the wider community.

It was agreed to adopt the Community Resilience Plan (with the reduced list of contacts).

All Agreed

ACTION
To liaise with Karen Buttress at CCC for a training date and circulate to all councillors and the wider community. *Clerical Officer*

To make the agreed changes to the draft Community Resilience Plan. *Clerical Officer*

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

Cllr Mike Steel left the meeting.

PC.22/23.99 Farmers Market/Jazz Festival

The proposals for the farmers market and jazz festival were considered. It was **agreed** the farmers market can run up until Christmas. It was further **agreed** that schoolchildren could be invited to sing at the Farmers Market on 11 December. This would replace the Carols on the Green event. It was **agreed** to explore the children's outdoor activities offered by AlFresco Outdoor Events as part of the farmers market. Additionally, it was **agreed** that the jazz festival could be run as a two day event with a different music genre on the first night. Concerns were raised regarding parking on the Green and it was **agreed** that this would be considered at the next Environment Committee on 17th October 2022.

All Agreed

ACTION
Cllr Walker to contact the school with an update on the proposal to combine Carols on the Green with the farmers market and inform them that the organiser of the farmers market would contact them to arrange the details. *Cllr Walker*

To add parking on the Green to the next Environment Committee on 17 October 2022. *Clerk*

PC.22/23.100 Progress check

Updated list was circulated and noted.

PC.22/23.101 Financial reports

The accounts and bank reconciliations were received. The payments for July and August 2022 were **agreed**. The quarterly bank reconciliations to end June 2022 carried out by Cllr Carter were **noted**.
All agreed

PC.22/23.102 Operation London Bridge

It was agreed to liaise with All Saints Church regarding a book of condolences and to install a landing page on the parish council website following the implementation of Operation London Bridge.

ACTION
To liaise with Rev Tony regarding the book of condolences and put in place the changes for the website for when required. *Clerk*

PC.22/23.103 Model Code of Conduct

It was agreed to adopt the LGA's code of conduct in line with Chelmsford City Council.

All Agreed

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

PC.22/23.104 Local Plan

It was **agreed** a small working party of Cllr Sloman, Cllr Bell and Jonathan Weymouth should liaise to agree a response to the issues and options consultation to be considered at the next PCM on 3 October 2022. It was **noted** that Chelmsford City Council had arranged a planning briefing which included the local plan consultation and details would be sent to all councillors.

ACTION
To arrange the draft response to the Issues and Options consultation. *Cllrs Sloman and Bell*
To circulate the details of the planning briefing. *Clerical Officer*

PC.22/23.105 Rebuild Cost Assessment Survey on council buildings

The update on the Rebuild Cost Assessment Survey on council buildings was **noted**. It was **agreed** to go ahead with the quote received to carry out the survey.

ACTION
To contact Rebuild Cost to organise survey *Clerk*

PC.22/23.106 Christmas Tree Festival

It was **agreed** to form a working party for the council's contribution to the Christmas Tree Festival. Cllrs Walker, Gannicott, Hibbitt, Bell and Sloman put themselves forward for the working party. It was further **agreed** to consider the theme for this years tree at the next PCM on 3 October 2022.

ACTION
To consider the theme for the parish council entry to the Christmas Tree Festival. *All*

PC.22/23.107 All Saints Church car park

The proposal for All Saints Church car park was considered. It was agreed to object to the proposal to charge for car parking due to the impact it would have on parking around the Green.

ACTION
To submit the response to the All Saints church car park proposal. *Clerk*

PC.22/23.108 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 Massey)* - Councillors **noted** the minutes previously circulated.
3. *Highways & Transport (Cllr Cracknell)* - Councillors **noted** the minutes previously circulated. Cllr Cracknell arranged a walk to review the possibility of a SID in Bridge Street and its location.
4. *Playing Fields (Cllr Emery)* - Councillors **noted** the minutes previously circulated and Cllr Emery's report circulated.

5. *Library (Cllr Nicholls)* – Nothing further to report.
6. *Clerks Report* – The report was circulated and received.

PC.22/23.109 Working party updates and specific projects

1. Warren Farm Development Working Party (Cllr Hibbitt) – No further update.
2. Writtle Community Association (Cllr Schmid) – Cllr Schmid's report was circulated.
3. Writtle Mill (Cllr Bell) – It was noted that Writtle Mill was on the market. Planning permission for the gates had been refused. The Essex Forest Initiative had offered to provide whips for the hedging and volunteers to help plant them.
4. North-West Action Group (Cllr Hibbitt/Cllr Sloman) – Cllr Sloman's report was circulated. It was noted that the Action Group would be responding to the Local Plan review and National grid were currently carrying out local surveys.

PC.22/23.110 To receive written reports of external meetings attended by any Parish Councillor or officers. Cllr Cracknell's report was circulated. Cllr Cracknell put forward a motion for consideration at the next meeting "Writtle Parish Council would like the current 30mph Writtle Village speed limit reduced to 20mph."

PC.22/23.90 To receive written reports from County and City Councillors. Questions to the councillors

Cllr Mike Steel's report.

East Anglia GREEN – from Norwich to Tilbury - UPDATE

Letters have been sent to landowners along the swathe (and just outside it) which request access for a "walkover" survey. Kemi Badenoch MP has been invited to attend a meeting of the North/West Perish Group to tell us what she can do from the central Govt perspective.

RideLondon

ECC have approved the event for next May 28th. They have signed up for just one year. The route has not been determined yet. There will be just one day, rather than the 3 days for Essex. Cllr Steel has been invited onto the RideLondon Steering Group who will determine the route.

Homes for Ukraine Scheme Update 01.06.22

Key figures:

- In the Essex County Council area there are now 1166 registered sponsors (22 new sponsors). The number of requests involves 2,643 individual guests.
- 1604 guests have now arrived.

ECC are surveying sponsors in respect of their intention to remain in the Homes for Ukraine scheme beyond the 6 month minimum period. The length of time for DBS checks were

holding up application and sponsors can now be offered in person DBS checks at County Hall, Chelmsford or Stanwell House, Colchester.

Member Led Carriageway Pothole Repair Programme
The three potholes in Writtle have now been repaired.

Highways Matters
20s Plenty Campaign
Cllr Steel has been sent information on the 20 is Plenty Campaign, from some of his Parish Councils. He has spoken to Safer Essex Road Partnership (SERP) to ask their view on this. They are in the process of updating the Functional Route Hierarchy Review. Once completed, this will be followed by the revision of the Essex Speed Management Strategy.

No further update from Cllr Thorpe-Apps

PC.22/23.112 Items for inclusion in the next agenda
Beryl Platt Centre
Christmas Tree Festival
Local Plan consultation response
Motion regarding the reduction of 30mph speed limits to 20mph

PC.22/23.113 Exclusion of Press and Public
RESOLVED. That 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. All agreed.

PC.22/23.114 Memorial Bench
The revisions to the Memorial Bench Policy were agreed. These would better reflect the exceptional contribution to the local community as stated on the bench. It was further agreed that any applications should be considered by full council.

The application for a plaque for the bench was considered and it was agreed on this occasion the applicant did not meet the criteria set out on the bench and now reflected in the revised policy.

PC.22/23.115 Date of the next meeting
The next meeting is on Monday, 3 October 2022 at 7.30pm

MEETING CONCLUDED 9.59 pm

Signed: _____
For and on behalf of Writtle Parish Council

Date: _____

J Atterbury
WPC 220905