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, 3 April 2023
at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT

Lauretta Fox, Parish Clerk
29 March 2023

Distribution: Members of Writtle Parish Council as follows:
Councillors: C Sloman (Chair), I Nicholls (Vice Chair), S Bell, R Bray, A Carter, P Cracknell, J Denham, S Emery, L Gannicott, C Hibbitt, T Kinloch, S Massey, J Rayner, R Schmid, W Walker

AGENDA

PC.23/24.01 Apologies for absence. The Clerk to advise of apologies for absence.

PC.23/24.02 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.23/24.03 Presentation of Thank You Award to 2023 winner.

PC.23/24.04 Brief presentation from Essex Police Rural Engagement Team.

PC.23/24.05 Public Forum. Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting.

PC.23/24.06 To approve the minutes of the meeting held on 6 March. To approve the minutes of the meeting held on 6 March as a true and correct record (Appendix 1).

PC.23/24.07 Progress check. A brief update on actions from the last meeting (Appendix 2).

PC.23/24.08 To receive written reports from County and City Councillors. Questions to the councillors

PC.23/24.09 To receive report from Special Sergeant James Stocker.

PC.23/24.10 Financial reports. To receive the accounts and agree payments of March 2023. To receive the latest bank reconciliations (Appendices 3a, 3b, 3c).

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PC.23/24.11 Terms of Reference for Committees. To agree change to Terms of Reference for Committees. (Appendix 4a, 4b, 4c, 4d)

PC.23/24.12 Coronation of King Charles III. To receive an update on the proposed event.

PC.23/24.13 Writtle Village Fair. To receive an update on the fair.

PC.23/24.14 Yoga on the Green. To consider the recent request for use of the Green (Appendix 5)

PC.23/24.15 Request for adult mobility play equipment. To consider the request (Appendix 6)

PC.23/24.16 Parish Council Insurance. To consider the quotes for insurance cover (Appendix 7a, 7b)

PC.23/24.17 Writtle News. To consider articles for the next edition.

PC.23/24.18 Memorial Bench Application. To consider the application (Appendix 8)

PC.23/24.19 Google Analytic Report. To consider the report and consider recommendations (Appendix 9)

PC.23/24.20 Committee Reports: to receive minutes or written report from Committees:-

1. Planning and Development (Cllr Bell)
2. Environment (Cllr Massey)
3. Highways & Transport (Cllr Cracknell)
4. Playing Fields (Cllr Emery)
5. Library (Cllr Nicholls)
6. Clerks Report

PC.23/24.21 Working party updates and specific projects

1. Warren Farm Development Working Party (Cllr Hibbitt)
2. Writtle Community Association (Cllr Schmid) (Appendix 10)
3. Writtle Mill (Cllr Bell)
4. North-West Action Group (Cllr Sloman/Cllr Hibbitt)

PC.23/24.22 To receive written reports of external meetings attended by any Parish Councillor or officer

PC.23/24.23 Items for inclusion in the next agenda.

PC.23/24.24 Date of the next meeting. Monday, 15 May 2023 at 7.30pm