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 3 July 2023, 7.30pm at the Parish Office, The Green, Writtle, CM1 3DT.

Members

			Mr M Evans	✓
Mr C Sloman	✓	***(CHAIR)***	Mr E Massey	✓
Mr I Nicholls	✓	***(VICE-CHAIR)***	Ms S Massey	✓
Mr R Bray	✓		Mr J Milligan	✓
Mr P Cracknell	✓		Mr R Schmid	✓
Mr J Denham	A		Mr H Swan	A
Mrs S Emery	✓		Mr H Crane	✓

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr B Knight	✓	***(CCC)***	Special Sergeant James Stocker	✓
Cllr A Thorpe-Apps	✓	***(CCC)***		
Mrs S Vainola	✓	***(FINANCE OFFICER)***	Members of the public	49
Mrs J Atterbury	✓	***(ASST CLERK)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.23/24.80 Co-option

The council considered the candidate and voted.
The majority of councillors voted in favour and therefore Harvey Crane was co-opted onto the parish council.
Cllr H Crane signed the Declaration of Office.

PC.23/24.81 Public Forum

A number of questions were raised on the non-statutory consultation on the pylons. There were concerns raised that Writtle residents were not aware of the issue.
The parish council had responded to the previous non-statutory consultation against the proposals to run the pylons through Writtle. The Chair encouraged all residents to attend the public consultation event on 12 July 2-7pm at the Chelmsford City Racecourse and to complete the consultation document by the deadline 21st August. https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/public-consultation

The North West and South West Parishes are meeting with Rosie Pearson from the Essex, Suffolk, Norfolk Pylons Action Group on 4 July. Cllr Sloman and Cllr Evans would be attending.

Cllr Mike Steel reported that MPs along the route had received agreement that the off-shore route would be assessed. This would be completed in October, and not in time to feed into the latest consultation.

Jonathan Weymouth, the Chair of the Writtle Neighbourhood Plan Working Group reported the Neighbourhood Plan was a statutory planning document. It set out a number of protected views, including Lodge Road, that residents had agreed to protect. The proposed route for the pylons would run through the protected views and the green belt.

A further request was made for a 30mph speed limit in Nathans Lane, which is a Grade 2 protected lane. It was noted the details on the requirements for a 30mph speed limit were available on the Local Highways Panel website pages. Nathans Lane was unlikely to meet the criteria set by Essex County Council. It was noted the pylons route would go across the Nathans Lane, a Grade 2 protected lane.

A resident on the A414 reported that following a fatality a tree had been turned into a shrine for the deceased and was causing a distraction for drivers. It was noted Chelmsford City Council had the remit to remove littering on the Highway.

PC.23/24.82 Apologies for absence
Apologies were **noted** above.

PC.23/24.83 Minutes of the last meeting
The minutes of the last meeting on 5 June 2023 were **approved** as a true and correct record.
All agreed

PC.23/24.84 Declaration of interests
There were no declarations of interest.

PC.23/24.85 National Grid Pylons
The latest non-statutory consultation was **noted**. It was **agreed** to set up a working party to draft the response to the consultation. It was **agreed** that the Chair (Cllr Sloman), Chair of Planning and Development (Cllr Evans) and the Chair of the Writtle Neighbourhood Plan Steering Group, Jonathan Weymouth would prepare the response which would be circulated by e-mail for councillors to agree (in the absence of a suitable timed meeting). The Chair **agreed** to engage with Chelmsford City Council to encourage them to respond to the consultation. It was agreed that the next edition of the e-newsletter would include information on the latest consultation. Information was also on the parish council website.

ACTION
To arrange a meeting with the Chief Executive at Chelmsford City Council. *Chair*
To include information on the non-statutory pylon consultation in the next edition of the council's e-newsletter *Clerical Officer*
To prepare response for circulation to councillors *Cllrs Evans/Sloman and J Weymouth*

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.23/24.86 Progress check
Updated list was circulated and councillors **noted** the progress made. It was **noted** the letter to the resident who requested a memorial bench was outstanding, and would be written shortly.

PC.23/24.87 To receive written reports from County and City Councillors
The written report from ECC Cllr Mike Steel was received. It was **noted** that the member led carriageway pothole scheme was starting shortly and he had received 18 potholes for submission across his parishes, including the potholes in Margaretting Road. It was **noted** that there was a member footway repair scheme and he had submitted Paradise Road as the number one priority following correspondence from local residents.

Cllrs Thorpe-Apps and Knight had nothing further to report.

PC.23/24.88 To receive report from Acting Special Inspector James Stocker
Acting Special Inspector James Stocker gave an verbal update on his activity in Writtle. He continues to feed in reports on anti-social behaviour into police intelligence for Writtle and to visit the areas which have been reported to him previously. It was **noted** James will be attending the Writtle Village Fair, along with the Essex Rural Police on 22 July. It was **noted** that the operation planned for April would be re-scheduled.

Cllr Mike Steel and Acting Special Inspector James Stocker left the meeting.

PC.23/24.89 Financial report
The accounts were received and the payments for June 2023 were **agreed**. The latest bank reconciliation was received.

PC.23/24.90 Barclaycard
It was **agreed** to close the Barclaycard account and to continue to use the Equals pre-payment card. It was **agreed** to increase the limit on the Equals card to £1,000 (in line with the Barclaycard limit).

ACTION
To update the Financial Regulations to reflect the change. *Clerk*

PC.23/24.91 Parish Office Roof
The quote for the parish office roof was considered. It was **noted** that a further quote had been sought but the company had not responded. It was **agreed** that an additional quote should be sourced. It was **agreed** that once an additional quote had been received, the quotes would be circulated to councillors for consideration as there is no Parish Council Meeting in August.

ACTION
To obtain a second quote for the parish office roof, and circulate to councillors for decision.
Clerk

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.23/24.92 Writtle Village Fair
The update on the Writtle Village Fair on 22 July was **noted**. A request was made for volunteers to assist on the day of the village fair. Cllrs Sloman, Crane, Nicholls, Emery, S Massey, Evans and Swan signed up to assisting with the parish council stand on the day. Cllrs Sloman and Swan signed up to bring a table and display stands.

(Cllr Swan offered his support before the parish council meeting).

PC.23/24.93 Compost Toilet for the Allotment Sites
The paper on the options for compost toilets was received. It was **agreed**, in principle, that the parish council would like to consider a compost toilet at both allotment sites. It was **agreed** to set up a working party to review the options on toilets, costs and the ongoing maintenance and management. Cllrs S Massey, Cracknell, Schmid and Crane **agreed** to be part of the working party, along with the Chair of the Writtle Garden and Allotment Society, Ginny Craig.

ACTION
To arrange the first meeting of the Compost Toilet Working Party. *Asst Clerk.*

PC.23/24.94 CIL
The request for CIL funding for two replacement loft ladders at the Beryl Platt Centre was **noted**. It was **agreed** the Beryl Platt centre should investigate whether they were able to apply for a Community Initiatives Fund grant. If this was not successful, quotes for replacement ladders would be considered at the next PCM.

A request was made for an air brick to be fitted to the Beryl Platt Centre for the air conditioning unit (to be paid for by the Centre). It was **agreed** to grant permission to allow the air brick to be fitted.

PC.23/24.95 Defibrillator for Chequers
It was **noted** that Big John had spoken to the Chequers and they were willing to host the defibrillator and he would arrange for the electrician to install it. Big John was also happy to be guardian for the defibrillator and be responsible for the ongoing checks and maintenance. It was **noted** that there would need to be a written agreement with the Chequers. It was **noted** the defibrillator was being funded by Big Johns fundraising through providing the First at work courses and donations. It was **noted** John would be happy to fund raise for a defibrillator at the Beryl Platt Centre. It was **noted** that the Co-op had moved the defibrillator from the cabinet to behind the counter as the cabinet was broken.

It was **agreed** to purchase the defibrillator for the Chequers subject to the necessary agreements being in place.

PC.23/24.96 Writtle Archives
The long term agreement between Writtle Parish Council and Christian Centre for the hire of the room for Writtle Archives was **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.23/24.97 Policies
The following policies – Asset Register, Co-option and Records Retention were reviewed. It was **noted** that the changes proposed were agreed. It was **agreed** that the Records Retention Policy should be amended to reflect cheque stubs and statements should be kept for a period of 6 years. The policies, with the additional amendment to the Records Retention were **agreed**.

ACTION
To make the change as above to the Records Retention Policy. *Clerk*

PC.23/24.98 Christmas Tree Festival
The proposal for the Christmas Tree Festival was considered. The picture your parish proposal depicting photographs of the parish council assets was **agreed**.

ACTION
To submit the proposal for the Christmas Tree festival. *Asst. Clerk*

PC.23/24.99 Writtle News
It was agreed to submit articles on the defibrillator at the Chequers, the renovation of the Oxney Green play area and an update on pylons for the next edition of the Writtle News, deadline 1 September.

ACTION
To submit the articles for the Writtle News by 1 September. *Asst. Clerk*

PC.23/24.100 Essex Electric Vehicle Charging Strategy
It was **noted** the consultation was more suitable for individuals to answer rather than an organisation. It was **noted** that there was an aspiration in the Neighbourhood Plan to have public electric charging points in the village. The Highways and Transport Committee were exploring options for lamp post charging.

PC.23/24.101 Committee Members
It was **noted** Cllr T Kinloch had moved from the Highways and Transport Committee to the Environment Committee and Cllr J Denham had moved from the Planning and Development Committee to the Environment Committee to balance numbers on each committee.

PC.23/24.102 Committee Reports: to receive minutes or written report from Committees:-
1. Planning and Development – As per minutes.
2. Environment - As per minutes.
3. Highways & Transport – As per minutes.
4. Playing Fields – Next meeting 17 July.
5. Clerks Report – It was **noted** the Little Stars Circus had a successful event on the Green. The funeral of Wendy Walker would be taking place next week. The family had requested donations to Farleigh Hospice, through Luckings Funeral Directors. It was agreed that the

parish council would send a £50 donation with parish councillors to make individual donations if they would like to.

PC.23/24.76 Working party updates and specific projects

1. Warren Farm Development Working Party (Cllr Sloman)– It was **noted** the notes from the meeting with the developers and from the briefing session for councillors had been circulated.
2. Writtle Community Association (Cllr Schmid) – No further update.
3. Writtle Mill – It was **noted** the volunteering day had taken place on 24 June. It was noted Sue Bell and the Clerk would meet with the primary schools to explore the opportunities for the schools to visit the site and wildlife projects. The Environment Agency had requested permission to store equipment on the site for a week whilst they carry out repairs to the weir and wid. It was **agreed** that the Writtle Mill Working Party membership would be Sue Bell, Andrew Carter, Louise Gannicott, Cllr T Kinloch and Cllr I Nicholls.
4. North-West Action Group (Cllr Sloman/Cllr Evans). Next meeting on 4 July.

PC.23/24.104 To receive written reports of external meetings attended by any Parish Councillor or officers

Cllr Cracknell reported he had attended a lamp post charging webinar which outlined options for installing lamp post charging for electric vehicles as a solution for people who do not have access at home.

PC.23/24.105 Items for inclusion in the next agenda.

Cllr Milligan requested a review of GDPR at the next meeting.

PC.23/24.106 Date of the next meeting.

The next meeting is on Monday, 4 September 2023 at 7.30pm.

MEETING CONCLUDED 21.31pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____