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

Members

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

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr B Knight	✓	***(CCC)***		
Cllr A Thorpe-Apps	✓	***(CCC)***	Members of the public	3
Mrs J Atterbury	✓	(***ASST CLERK)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.23/24.162 Brief Presentation from Gigaclear

The Community Engagement Manager from Gigaclear gave a presentation on the broadband infrastructure that Gigaclear were planning to install in Writtle. The company were founded in 2010 and had installed an extensive network in Essex. Gigaclear had mapped out the existing infrastructure. Where possible they would be using existing telegraph poles. Where this was not possible trenches would need to be dug. It was noted that in private roads all residents would need to be in agreement, or the infrastructure could not be installed. It was noted Gigaclear were planning to start on the installation in early 2024.

PC.23/24.163 Public Forum

A resident raised a point regarding the Warren Farm development in light of a report in the previous weeks Essex Chronicle on an additional 3,500 houses in a garden village adjacent to the Beaulieu / Channels development. He outlined the history of the housing proposals for Warren Farm and reiterated the objection to the development by Writtle and Broomfield residents. It was noted that the focus for new developments was on a community garden style ie a self-contained development in which local services were provided in the residential area.

PC.23/24.164 Apologies for absence

Apologies were **noted** above.

PC.23/24.165 Minutes of the last meeting

The minutes of the last meeting on 2 October 2023 were **approved** as a true and correct record.
All agreed

PC.23/24.166 Declaration of interests
In light of recent additional advice from the Monitoring Officer, Cllr Milligan declared he was a member of the Writtle Sports and Social Club (WSSC), the Safeguarding Officer for the WSSC and the Honorary Secretary of the Rugby Club. Cllr Emery declared she was a member of the WSSC and Membership Secretary for WSSC. Cllr Sloman declared that he previously had been a member of the WSSC but believed his membership had lapsed in April.

PC.23/24.167 Progress check
The updated list was circulated and councillors **noted** the progress made.

PC.23/24.168 To receive written reports from County and City Councillors
The written report from ECC Cllr Mike Steel was received. The update on the member led pothole scheme was **noted**. It was noted that he had been informed that the Paradise Road pavement was not suitable for the member led scheme. Cllr Steel was meeting the Cabinet Member on site to try to progress the improvements. It was noted Cllr Steel was investigating the reported flooding in the Public Right of Way between Ongar Road and Mayfield Road. It was noted the Army and Navy improvements scheme had now been funded.

The written report from Cllr Thorpe-Apps was received.
It was noted the next consultation on the Local Plan review would be early next year. It was noted the Writtle Neighbourhood Plan would need to be reviewed following the Local Plan review.

PC.23/24.169 Speed Management Scheme
The update on the speed management scheme was noted. It was noted the ECC strategy only allowed for 20mph speed limits in areas that "felt like" 20mph areas, ie residential zones. The design of new developments were more likely to meet the criteria.

Cllrs Steel, Thorpe-Apps and Knight left the meeting.

PC.23/24.170 Financial reports
The accounts were received and the payments for October 2023 were **agreed**. The latest bank reconciliation was received. Cllr Denham requested information regarding the interest rates on the savings account.

ACTION
To circulate details on the savings account. *Clerk*

PC.23/24.171 Interim Internal Audit
The update on the recently completed interim internal audit was **noted**.
Councillors congratulated staff on the positive comments in the interim audit.

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PC.23/24.172 Hire of the Green
The request for the use of the Green for a two week booking in 2024 for Children's World was **agreed**. The request from Writtle Foodies to have a reindeer at the December Farmers market was considered. A vote was taken. 8 councillors in favour, 1 against. The motion was carried. It was **noted** that Writtle Foodies had taken steps to reduce the likelihood of damage to the surface on the Green. It was **agreed** to accept their offer to repair any damage caused to the Green.

PC.23/24.173 Dog Fouling Public Spaces Protection Order Proposed Extension of Order.
The response to the consultation was considered. It was **agreed** no response was required.

PC.23/24.174 Code of Conduct
The annual review of the Code of Conduct was **agreed**. The training sessions organised by CCC were **noted** and all councillors were encouraged to attend a session. *All Councillors*

PC.23/24.175 Policies – Training, Equality & Diversity, Financial Reserves and Memorial Plaque.
The annual review of the following policies was considered. It was agreed to amend the Memorial Plaque Policy to remove the following "In this event, the named person(s) on the enquiry form will be informed. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.". With this amendment, the policies were agreed.

ACTION
To amend the memorial plaque policy and upload the reviewed policies on the Writtle Parish Council website. *Asst Clerk*

PC.23/24.176 Terms of Reference
The Terms of Reference for the Lease working party were **agreed**.

PC.23/24.177 Virtual access to meetings
The update on the revised quote for the meeting equipment – screen, stand and web cam was considered. A vote on whether to purchase the meeting equipment was undertaken. 5 councillors were in favour, 5 were against, 1 abstained. The Chair gave the casting vote for the proposal. It was **agreed** to fund the meeting equipment, if funding was available in 2024-25.

PC.23/24.178 Community Engagement Team
It was noted the Community Engagement Team from the Maldon District were in a position to offer their services to parish councils outside the Maldon District. The team is accredited by the police to issue speeding tickets and parking tickets. It was agreed to explore employing the services of the team and to request they attend the December Parish Council meeting to outline the services they offer.

ACTION

To arrange for the Community Engagement Team to attend the December PCM. *Clerk*

PC.23/24.179 Remembrance Service
It was noted that the road at Prestons Garage and at Beresfords Estate Agents would be temporarily closed between 10:50-11:10 for the memorial service on the Green. It was noted Councillors should meet at the Parish Office at 10:30.

PC.23/24.180 Christmas Meal
It was noted the Christmas meal had been booked at the Rose and Crown on Tuesday, 12 December. It was noted attendees would need to pay a deposit to the Chair at the next parish council meeting on 4 December 2023. It was noted the Chair would circulate the menu choices and all attendees to inform him as soon as possible.

ACTION
Chair to circulate menu choices and all to send choices to him. *Chair/All*

PC.23/24.181 Lanyards
The proposal to purchase lanyards for councillors, staff and volunteers was considered. A vote was undertaken on whether to purchase 30 lanyards at a cost of £215 plus vat. 9 councillors were in favour, 2 were against. The motion was carried.

ACTION
To arrange the purchase lanyards for councillors, staff and volunteers. *Finance Officer*

PC.23/24.182 Committee Reports: to receive minutes or written report from Committees:-
1. Planning and Development – As per minutes.
2. Environment - As per minutes and it was noted an application had been made to the Rural Prosperity Fund for the compost toilets.
3. Highways & Transport – As per minutes.
4. Playing Fields – As per minutes. It was noted recent vandalism at Paradise Road had been reported to the police.
5. Clerks Report – The Clerks report was noted. It was noted Chris Davey from London Marathon Events, who arrange the Ride London event would be attending the December PCM to give an update on arrangements for 2024. The organisers had invited key individuals to feed into the access plans for the event.

PC.23/24.183 Working party updates and specific projects
1. Warren Farm Development Working Party (Cllr Sloman)– No further update.
2. Writtle Community Association (Cllr Schmid) – It was noted the WCA quiz had sold out.
3. Writtle Mill – The Clerk and Mrs Bell were pursuing with the Forest Initiative to develop ideas for school activities on the site
4. North-West Action Group (Cllr Sloman/Cllr Evans). No further update.

PC.23/24.184 To receive written reports of external meetings attended by any Parish Councillor or officers

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There were no written reports received. Cllr Cracknell reported that there was still a sign for the recent Chelmsford Marathon on Mayfield Road. The organisers will be contacted.

PC.23/24.185 Exclusion of Press and Public.
In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 it was resolved 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

The public left the meeting (there were no press present).

PC.23/24.186 Lease with WSSC. To consider the lease**.**
The proposal from the Lease working group on grant and rent levels was considered. A vote was undertaken. A vote was held and 7 councillors supported the proposal, 4 abstained 0 were against. It was **agreed** that the proposal should be made to the WSSC.
A proposal on whether to refund the additional rent received in 2022/23 from WSSC (above the 2019 rate) was considered. A vote was undertaken 10 councillors were in agreement, 1 abstained. The motion was carried.

ACTION
To make the proposal on the grant/rent levels to the WSSC. To arrange for the refund of the additional rent received in 2022, above the 2019 rate. *Clerk*

PC.23/24.187 Items for inclusion in the next agenda.
There were no items for inclusion in the next agenda.

PC.23/24.188 Date of the next meeting.
The date of the next meeting is Monday, 4 December 2023 at 7.30pm.

MEETING CONCLUDED 21:15pm

Signed: _____
For and on behalf of Writtle Parish Council

Date: _____