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 4 December 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	✓		Mr H Swan	A
Mrs S Emery	✓			
Mr T Kinloch	✓			

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr B Knight	✓	***(CCC)***		
Cllr A Thorpe-Apps	A	***(CCC)***	Members of the public	1
Mrs J Atterbury	✓	(***ASST CLERK)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.23/24.189 Brief Presentation from Ride London Essex

Chris Davey from London Marathon Events (the main liaison for the Ride London Essex) gave an update on the event arranged for 26th May 2024. He reported Essex County Council had signed up for a further 3 events (to 2026). The route for the 2024 event had been agreed and would be the same as this year's event. Publicity material would be provided to the parish council for local distribution. Alexa Cadwallader from ECC's Active Essex team gave an update on the "pit stop" events. Active Essex were encouraging community led events which would support the cycle ride. It was proposed that the Green could be used as a pit stop. The funding for events would be launched in the New Year. It was noted that Ride London Essex were looking for more local volunteers to support the event. Ride London would be included on the next Parish Council meeting agenda.

PC.23/24.190 Brief Presentation from Community Engagement Team – Maldon District Council

Simon Walker and Adrian Rayner from the Community Engagement Team gave a brief presentation on the work of the team. The team were established in July 2017 and work closely with Essex Police and are able to offer Trucam and Truvelo speed checking which means they are able, through Essex Police, to issue speeding tickets. They also work with the South East Parking Partnership and are able to assist with parking tickets. The team have recently been expanded and are able to offer support to other parish councils outside the Maldon District. It was noted that they were currently filling three vacancies and would be able to offer support from February 24. It was further noted that the current speed watch

sites in Writtle were not Trucam assessed, but the Community Engagement Team were able to assess.

PC.23/24.191 Public Forum
There were no points raised in the public forum.

PC.23/24.192 Apologies for absence
Apologies were **noted** above.

PC.23/24.193 Minutes of the last meeting
The minutes of the last meeting on 6 November 2023 were **approved** as a true and correct record.
All agreed

PC.23/24.194 Declaration of interests
There were no declaration of interests made.

PC.23/24.195 Progress check
The updated list was circulated and councillors **noted** the progress made.

It was agreed to move the discussion on the Rural England Prosperity Fund forward in the agenda. The discussion is minuted under PC.23/24.202.

The member of public left the meeting.

PC.23/24.196 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**. Cllr Steel was continuing to explore options for funding the pavement repairs in Paradise Road. It was **noted** Cllr Steel was working on the GP service provision. It was further **noted** that National Grid had circulated a newsletter (now available on the parish council website www.writtle-pc.gov.uk). It was **noted** that he had met with the Writtle Member of Parliament, Kemi Badenoch, Cllr Thorpe-Apps and Cllr Cracknell in Writtle the previous week. It was **noted** that Cllr Steel had circulated the results of the speed surveys carried out in 2021 and there was no funding available for further surveys. He had received a complaint regarding parking on Long Brandocks and had visited the site with Kemi Badenoch. It was **noted** that the resident could apply for parking restrictions.

The written report from Cllr Thorpe-Apps was received.

Cllr Knight gave an update on the Warren Farm development. It was **noted** the planning application had been delayed, but should be submitted next year.

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23/24.197 Financial Reports
The accounts were received and the payments for November 2023 were **agreed**. The latest bank reconciliation was received. The bank reconciliation check carried out by Cllr Edward Massey from July-September was **noted**.

PC.23/24.198 Precept Request and Budget for 2024-25.
Councillors considered the recommendation from the Executive & Finance Committee regarding the precept increase and budget for 2024/2025.

A vote was undertaken. 9 voted for, 1 abstained and 1 voted against the proposal.

It was **agreed** to request an increase of 8%, total £172,378 for 2024/25. The form would be submitted to Chelmsford City Council.

It was **agreed** to outline the work of the parish council at the Annual Parish Meeting in April 2024.

PC.23/24.199 Notice of Casual Vacancy
The resignation of Cllr Harvey Crane was **noted**. The notice of casual vacancy would be circulated 6 December 2023.

PC.23/24.200 Community Engagement Team
It was **agreed** to request the Community Engagement Team Trucam assess the following sites, Ongar Road, Bridge Street and the Green, Lordship Road and Margaretting Road (school end) with the view to employing the team in the future. **All Agreed**.

ACTION
To contact the Community Engagement Team to request they review the above sites suitability for a Trucam speed assessment. *Clerk*

PC.23/24.201 Biodiversity Policy
The biodiversity policy was **agreed**.

ACTION
To upload the Biodiversity Policy on the website. *Asst. Clerk*

PC.23/24.202 Rural England Prosperity Fund
It was noted a successful application to the Rural England Prosperity Fund for the compost toilets had been made. The remaining 20% of the costs were required to be funded. It was agreed that the parish council would fund 50% of this with the remainder funded by the Writtle Garden and Allotment Society. The location of the toilets to be decided by the Allotment Working Party. It was **noted** a quote from the insurance company was being sought.

ACTION

To arrange a site visit to agree the location of the compost toilets. To order the compost toilets. *Asst Clerk*

PC.23/24.203 Repair to the roof of the storage barn
The quotes for the repair of the roof of the storage barn were considered. A proposal to use the same supplier who repaired the parish office roof was made. A vote was taken, 9 voted for and 2 abstaining. It was **agreed** to accept the quote from S R Roofing and Construction

ACTION
To arrange for the roofing repairs to be carried out at the barn. *Clerk*

PC.23/24.204 Mobile coffee service
The request to locate a mobile coffee service adjacent to Wear Pond was considered. It was proposed that the vendor should be allowed free trading before Christmas. If there were no issues then the trader could continue in the New Year at a cost of £20 per day. A vote was undertaken 10 in agreement, 2 against. Therefore it was **agreed** to allow the mobile coffee service to trade by Wear Pond initially until the new year. It was further **agreed** that the mobile coffee service should be located adjacent to the parish notice board, but not block the footpath.

PC.23/24.205 Pond clearance
An update on the plans for the pond clearance on 13 January 2024 was received. Cllr Denham offered to join the volunteer group. It was **agreed** that a 6 yard skip with drop down end should be ordered. It was **agreed** the start time should be 9:30. Councillors were requested to bring wheel barrows, forks and rakes.

ACTION
To order a 6 yard drop end skip for the Wear pond volunteer day. *Asst. Clerk*

PC.23/24.206 Interest rate for deposit account
The report on the interest rate for the deposit account was considered. It was **agreed** to review the Charity bank proposed by Cllr Edward Massey alongside other options. It was **agreed** to further investigate a 12 month fixed term alongside a flexible savings account. It was agreed to arrange an Extraordinary meeting of the Executive and Finance Committee on 15th January 2024 to decide upon the outcome.

ACTION
To arrange an Executive and Finance Committee on 15th January 2024. *Clerk*
To circulate Cllr Edward Massey's e-mail detailing the charity bank. *Clerk*

PC.23/24.207 Rent increase at the lower field at Paradise Road
The increase in rent for the lower field at Paradise Road was **noted**. It was **agreed** to pass on the rent increase to the Writtle Minors who rent the field from the Parish Council.

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PC.23/24.208 EV charging in Writtle

It was **noted** following the previous presentation the EV charging company had responded that they could consider the suitability of the two parish council sites in Writtle - Paradise Road and the Beryl Platt Centre. It was **agreed** that the Beryl Plat centre would not be suitable as there was limited parking available. It was **agreed** to request that the company carry out a feasibility review into the Paradise Road car park.

ACTION

To request the EV company carry out a feasibility review of the Paradise Road car park for an electric vehicle charging point. *Clerk*

PC.23/24.209 Christmas meal

It was **noted** that councillors were required to choose menu choices and provide them to the Chair.

PC.23/24.210 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 – As per minutes.
5. Clerks Report – There was no further update.

PC.23/24.211 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 and was very successful.
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.
5. WSSC Lease - It was **noted** that the WSSC had agreed the proposal on the rent and outstanding rent had been paid. The procedural document was currently being considered by the WSSC.

PC.23/24.212 To receive written reports of external meetings attended by any Parish Councillor or officers

There were no written reports received. Cllr Cracknell reported that he had met with Kemi Badenoch MP, Cllrs Steel and Thorpe-Apps and representatives from Essex Police in Writtle. Local issues were raised which included speeding, parking and pylons. The police representative agreed to request speed checking to be carried out in Ongar Road.

PC.23/24.213 Items for inclusion in the next agenda.

Ford Ride London Essex would be included on the February agenda.

PC.23/24.214 Date of the next meeting.

The date of the next meeting is Monday, 5 February 2024 at 7.30pm.

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MEETING CONCLUDED 21:46pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____