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 Parish Council Meeting held on Monday 4 March 2024, 7.30pm at the Parish Office, The Green, Writtle, CM1 3DT.

Members

Mr I Nicholls	✓ ***(CHAIR)***	Mr E Massey	✓
Mr M Evans	✓ ***(VICE-CHAIR)***	Ms S Massey	✓
Mr R Bray	✓	Mr J Milligan	A
Mr P Cracknell	✓	Mr R Schmid	✓
Mr J Denham	✓	Mr C Sloman	A
Mrs S Emery	✓	Mr H Swan	✓
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	5
Mrs J Atterbury	✓ (***ASST CLERK)***		
Mrs S Vainola	✓ (***ASST FINANCE OFFICER)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.23/24.242 Brief Presentation from Essex Police Specials Team.
The Essex Police Specials Team were unable to attend.

PC.23/24.243 Brief update on the Essex International Scout and Guide Jamboree 2024.
It was **noted** that the Essex Scout and Guides International Jamboree was due to take place in Boyton Cross from 27th July to 3rd August. Representatives from 37 countries are due to attend and it would be the largest event of its kind in the UK. Most participants would stay on site. Planned activities were all on site and would finish by 10:30pm each day. The parish council offered assistance if required.

PC.23/24.244 Co-option
It was **noted** there were two vacancies for parish councillors and three applications had been received. A written ballot was undertaken for each position. For the first post, two candidates received the same number of votes and the chair gave the casting vote. Gerald Dobbs was appointed as a councillor. A written ballot for the second vacancy was undertaken. Robert Sidney received the majority of votes and was appointed as a councillor. Cllr Sidney signed his Declaration of Acceptance of Office Form and joined the meeting. Apologies had been offered by Cllr Dobbs.

PC.23/24.245 Public Forum
There were no questions asked by the public.

PC.23/24.246 Apologies for absence

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Apologies were **noted** above.

PC.23/24.247 Minutes of the last meeting
The minutes of the last meeting on 5 February 2024 were **approved** as a true and correct record.
All agreed

PC.23/24.248 Declaration of interests
There were no declaration of interests made.

PC.23/24.249 Progress check
The updated list was circulated and councillors **noted** the progress made.

It was **noted** the Electric Vehicle charger company had ceased trading and it was **agreed** to close the action. It was noted Writtle Archives had requested that a working party be set up to consider IT requirements and succession planning . It was **agreed** that the archives service should be approached to give a presentation to the Annual Parish Meeting. Cllr S Massey requested to be on the working party. It was **noted** that the Chair and Clerk had met with Full Throttle and there was nowhere else suitable for him to park, but that he would be located on the grass area on the Green when the ground was dry.

ACTION
To invite Wendy Hibbitt to speak at the Annual Parish Meeting. Clerk
To include the Writtle Archives request for a working party on the agenda for the 8 April PCM. Clerk

PC.23/24.250 To receive written reports from County and City Councillors
The written report from ECC Cllr Mike Steel was received. It was **noted** the member led pothole scheme would be launched in April / May. It was **noted** that the repair of the pavements in Paradise Road would take up a large portion of the time for repair and would mean it was unlikely any other work could be carried out in Writtle under the scheme. Councillors reported that there were other priorities that they wished to be considered, potholes outside the Co-op funeral directors, on St Johns Road outside the Wheatsheaf, the junction of Lodge Road / Bridge Street / St Johns Green and Ongar Road between Longmeads Close and Back Road.

It was **noted** Cllr Steel had requested the South East Parking Partnership provide wording for notices on cars to inform them when they were illegally parked in Long Brandocks, but the legal department were unwilling to. It was **noted** the ESO were looking at 9 options for the Norwich to Tilbury National Grid route for pylons and would be reporting back shortly on all of the considered options. It was further **noted** that Cllr Steel was dealing with a flooding issue in the Chase which had been escalated to the Public Rights of Way team but was not considered priority by the team as there were other routes which could be used. It was **noted** the booking system at the recycling centres was going to be made permanent.

The written report from Cllr Andrew Thorpe-Apps was received. Cllr Barry Knight reported that the planning application for Warren Farm was due to be submitted to Chelmsford City Council shortly. Cllr Knight outlined the increasing pressures on the Chelmsford City Council budget.

Cllrs Knight and Steel left the meeting.

23/24.251 Financial Reports
The accounts were received and the payments for February 2024 were **agreed**. Cllr Edward Massey's verification of the bank reconciliations for October-December 2023 were **noted**.

PC.23/24.252 Energy Performance Certificate for Parish Council owned buildings.
The quotes for the Energy Performance Certificate surveyors were considered. It was **agreed** to go back to the supplier who had not yet given a break down across the sites. It was **agreed** to consider the revised quotes at the April parish council meeting.

ACTION
To request further details from the supplier who has not yet provided them.
Assistant Finance Officer

PC.23/24.253 Paradise Road Gate
It was **agreed** to submit the three quotes to Chelmsford City Council for consideration as part of the insurance claim to replace the damaged gates.

ACTION
To submit the three quotes to CCC. *Clerk*

PC.23/24.254 Local Council Award
It was resolved to make an application for the local council award scheme.

ACTION
To make an application for the local council award scheme. *Clerk*

PC.23/24.255 Correspondence regarding memorial on the Green
The correspondence regarding the memorial on the Green was considered. It was **agreed** to respond and outline the decision that the council does not allow any individual benches or plaques on the Green. It was **agreed** to include additional wording to the memorial plaque policy to reflect this –
The council receives numerous requests for individual memorial benches and tree plaques. New memorial benches and tree plaques are not permitted except when exceptional service to the village is shown.

ACTION
To respond to the letter from the Rt Hon Sir John Whittingdale MP. *Clerk*
To update the wording on the Memorial Plaque Policy as agreed. *Asst Clerk*

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PC.23/24.256 Community Engagement Team
The results of the two trial visits were **noted**. It was **noted** that further parish councils in Chelmsford were interested in signing up the team, once this had occurred they would be able to ascertain the cost for the work.

PC.23/24.257 Love Your Parish Day 2024
It was **noted** that the deadline for applying for Love Your Parish Day 2024 was 22 March. The following areas were considered to be a priority – the area of land in Lodge Road opposite Paradise Road and the alleyways in Writtle. The Chair agreed to review the alleyways and prioritise for the Love Your Parish Day.

ACTION
To review the state of the alleyways before submitting the priorities for Love Your Parish Day 2024. *Chair*

PC.23/24.258 Annual Parish Meeting
It was **noted** that the village hall had been booked for the Annual Parish Council meeting at 8:00pm on Monday, 15 April. The Clerk reported that unfortunately Kemi Badenoch had a prior engagement and was unable to attend. The speakers for the Annual Parish Meeting were reconsidered, it was **agreed** to ask Wendy Hibbitt from the archives, the Essex Police Specials Team, a representative from Writtle College to talk about the merger with ARU and Rosie Pearson from the Essex Suffolk Norfolk Pylons Group to talk about the latest position on the pylons consultation. It was further **agreed** for the Chairs of each Committee to give an update on the work of the parish council. It was **agreed** to provide refreshments as per previous years. Cllr S Emery agreed to source the refreshments and glasses. Cllr R Sidney agreed to work with Cllr S Emery.

ACTION
To invite speakers to the Annual Parish Meeting. *Clerk*
To arrange the refreshments and glasses for the APM *Cllrs Emery and Sidney*

PC.23/24.259 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. In addition it was noted the South East Parking Partnership had issued a parking ticket in Long Brandocks following reports received.
4. Playing Fields – As per minutes.
5. Clerks Report – As per report.

PC.23/24.260 Working party updates and specific projects
1. Warren Farm Development Working Party - It was **noted** that the planning application was expected by CCC on 15 March. Following this the Warren Farm working party would meet to consider a response.

2. Writtle Community Association (Cllr Schmid) – It was **noted** a request had been received from the Beavers for a sleep over at the Beryl Platt Centre. It was **noted** that the insurance did not prohibit the sleep over as long as the necessary insurance had been taken out by the hirer and risk assessments.
The Chair and Cllr H Swan stepped out from the meeting and Cllr M Evans took over as Chair.
3. Writtle Mill – No further update
4. North-West Action Group (Cllr Nicholls/Cllr Evans). No further update.
5. WSSC Lease – Nothing to report. It was **noted** that a meeting should be arranged.
The Chair and Cllr H Swan rejoined the meeting. Cllr Nicholls resumed Chairing the meeting.
6. Pétanque Group – The update from the first meeting of the Pétanque Group was **noted**. It was **noted** the group were investigating costs and how other facilities were managed.

PC.23/24.261 To receive written reports of external meetings attended by any Parish Councillor or officers
There were no written reports received.

PC.23/24.262 Exclusion of Press and Public.
The Parish Council approved the following resolution:
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.

The member of the public left the meeting and the Chair left the meeting.
Cllr M Evans resumed chairing the meeting.

PC.23/24.263 Wild Garden, Land left of Riverside Place.
The lease of the Wild Garden, Land left of Riverside Place was considered. It was agreed to continue with current arrangements and request for the handyman to review the site on an annual basis.

PC.23/24.264 Items for inclusion in the next agenda.
It was noted that the Charity Bank had temporarily suspended applications for the savings fund. It was agreed to consider further options at the next meeting.
Writtle archives working party request.
Energy Performance Certificate revised quotes.

ACTION
Councillors to consider further options for an accessible savings account and submit them to the Clerk in advance of the next PCM. *All Cllrs*

PC.23/24.265 Date of the next meeting.
The date of the next meeting is Monday, 8 April 2024 at 7.30pm.

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MEETING CONCLUDED 21:24pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____