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 3 June 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	✓
Mr P Cracknell	✓	Mr R Schmid	A
Mr J Denham	✓	Mr R Sidney	✓
Mr G Dobbs	✓	Mr C Sloman	A
Mrs S Emery	✓	Mr H Swan	A
Mr T Kinloch	A		

In Attendance

Mrs L Fox	✓ ***(CLERK)***	Cllr M Steel	✓ ***(ECC)***
Cllr B Knight	✓ ***(CCC)***		
Cllr A Thorpe-Apps	A ***(CCC)***	Members of the public	8
Mrs J Atterbury	✓ (***ASST CLERK)***		
Mrs S Vainola	A (***ASST FINANCE OFFICER)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.24/25.56 Public Forum

A resident requested a children's memorial bench. She asked for one bench to remember all of the children in the village who have sadly passed away. A second resident supported the request. She reported that the village had pulled together to support her son's treatment. She would like a bench to sit and remember the children of the village who didn't get an opportunity in life, somewhere for those who have lost a child to remember.

A resident pointed out that the pylon on the Green was 18m and the actual pylons were 50m, but there was no indication on the pylon as to the scale so people may not understand that the actual pylons are three times the height.

A further resident complained about the noise at an event on the Green which took place last year. It was confirmed that the parish council had not received any more complaints about the event. It was agreed to contact the hirer to remind them to keep noise to acceptable levels for their forthcoming event.

A resident complained about the potholes in St John's Road. The potholes had been reported in October but had not been repaired.

Cllr Mike Steel delivered his report which is minuted under PC.24/25.61.

1 member of the public left.

PC.24/25.57 Apologies for absence
Apologies were **noted** above.

PC.24/25.58 Minutes of the last meeting
The minutes of the last meeting on 13 May 2024 were **approved** as a true and correct record.
All agreed

PC.24/25.59 Declaration of interests
There were no declaration of interests made.

PC.24/25.60 Progress check
The updated list was circulated and councillors **noted** the progress made.

PC.24/25.61 To receive written reports from County and City Councillors
The written report from ECC Cllr Mike Steel was received. It was **noted** Cllr Steel had put forward a motion to ECC to oppose the National Grid pylons proposal and to lobby Government too. CCC are also preparing their response at an officer level (due to the purdah period in the run up to the General Election). The Member led defects scheme was progressing. Cllr Steel had arranged for a number of road defects to be repaired in Writtle. The ones in St Johns Road were scheduled to be repaired in the next round at the end of June. The bus stops at the Drs Surgery were on the approved list for Local Highways Panel Schemes. It was **noted** that Essex Highways were considering the request for the planters at Long Brandocks. It was **noted** Cllr Steel had now been contacted about the sewerage run off on Ongar Road and he was investigating who was responsible for repairing it. It was **noted** the Paradise Road pavement repairs were scheduled for October.

Cllr Knight confirmed that CCC was in purdah due to the General Election and no Councillors meetings or political decisions were being made. He reported the council had a lot of budget pressures and this was compounded by the high amount being spent on temporary housing. It was **noted** the deadline for the second Local Plan consultation was 19th June.

20:03 Cllrs Knight and Steel left the meeting.

PC.24/25.62 Community Memorial Bench for Children
The request from a resident for a community memorial bench for children was considered. Cllr Nicholls proposed the parish council supported the request for a memorial bench for children. Cllr Evans seconded the proposal. There were no objections to the proposal. It was **agreed** to consider the location for the bench (either on the Green or at Paradise Road) at the next Parish Council Meeting on 1st July. It was **agreed** that the bench would be for Writtle residents under 16.

ACTION
To consider the location for the community memorial bench for children. *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.24/25.63 Financial Reports
The accounts were received and the payments for May 2024 were **agreed**. The latest bank reconciliation was received. The councillor bank reconciliation check for 2023-24 was **noted**.

PC.24/25.64 Insurance
The cover for 2024/25 was confirmed.

Cllr E Massey left the meeting at 20:16.

PC.24/25.65 Annual Internal Audit Report 2023/24
The Annual Internal Audit Report 23/24 was received and **noted**.

2 Members of the public left.
PC.24/25.66 Annual Governance and Accountability Return 2023-2024 (AGAR) Annual Governance Statement.
It was resolved to approve the Annual Governance Statement 2023/24. All **agreed**.
The variances sheet was reviewed and **noted**. The Chair and the Responsible Finance Officer signed the statement.

PC.24/25.67 Annual Governance and Accountability Return 2023-2024 (AGAR). Accounting Statements.
It was resolved to approve the Annual Accounting Statements 2023/24. The Chair signed the statement. The period for the exercise of public rights to inspect the accounts was noted 10 June to 19 July 2024.
All Agreed.

PC.24/25.68 National Grid Statutory Consultation
Cllr Evans gave an update on the parish council National Grid Consultation Working Party which had met on 30 May. It was **noted** the consultation period had been extended from 18 June to 26 July due to the General Election. It was **noted** the WPC response was in draft and would be considered at the next parish council meeting on 1 July. It was **noted** the Pylon on the Green was completed and the press release with photos would be circulated on 4 June. It was **agreed** to include in the title of the press release a reference to the one third size replica.

It was **noted** four banners had been purchased for the replica pylon on the Green. It was **agreed** that two further banners should be purchased to make reference to the scale of the replica. Cllr Evans put forward a proposal for the parish council to fund the 6 banners, it was seconded by Cllr Nicholls. **All agreed**.

It was **noted** Pylons East Anglia would have a stand at the Writtle Open Gardens. They have a new slide pack prepared for new MPs which would be available. The group are encouraging candidates to sign election pledges.

ACTION

Cllrs Evans to arrange for two further banners detailing the scale of the replica pylon.

PC.24/25.69 WPC Grant Application
The grant application from Writtle CARDS was considered . The application was **agreed** subject to permission from the Village Hall Management Committee.

ACTION
To notify Writtle Cards *Asst Clerk*

PC.24/25.70 Assets of Community Value
It was agreed to re-apply for the Writtle Library to be registered as an asset of community value.

ACTION
To apply for the Writtle Library as an asset of community value. *Clerk*

PC.24/25.71 Community Resilience Plan
Councillors reviewed the Community Resilience plan. It was **agreed** to add the Prestons Garage shop, Highwood Parish Council and to update the contact at Gt Baddow Parish Council.

ACTION
To make the agreed changes to the Community Resilience Plan. *Asst Clerk*

PC.24/25.72 Knotweed at Wear Pond
The quote received to manage the knotweed at Wear pond was considered. It was **agreed** to make contact with ARU Writtle to determine whether they could assist or advise on the removal of the knotweed. It was **agreed** if ARU Writtle were unable to assist, a further quote should be sought.

ACTION
To contact ARU Writtle regarding the knotweed at Wear pond. *Asst Clerk*
If ARU Writtle are unable to support to seek further quotes to remove the knotweed by the pond. *Asst Clerk*

PC.24/25.73 Writtle Foodies
The request from Writtle Foodies to provide children's entertainment for the July market was considered. It was **agreed** not to give permission for the additional activities. It was **noted** that removal of rubbish was a condition of hire for the Green. It was **agreed** to remind the Writtle Foodies that they needed to make arrangements for the removal of the rubbish on the Green (either by asking stall holders to make their own arrangements to provide bins or hiring a bin).
It was **noted** the Refuge Church had requested to hire the Green on 28 July for a small event marking their 3rd Anniversary. All agreed.

PC.24/25.74 Writtle Archives

It was **noted** Councillors, Writtle Archives and Lodge Information Services met to consider the IT requirements for the Writtle Archives including the requirements for the digitisation project. It was **noted** a proposal would be presented to the Parish Council for consideration. It was **noted** the Christian Centre would be refurbishing the Archive room from 17 June and the archives would need to move out for a short period. It was **agreed** to rent space at the Big Yellow Storage to temporarily store the archive documents and to purchase 50 boxes. It was **noted** volunteers would be required to pack the boxes. Cllr Dobbs agreed to dispose of any rubbish.

ACTION

Cllrs to volunteer to pack boxes.	ALL
Clerk to circulate a rota for volunteers.	*Clerk*
To book the Big Yellow Storage and order boxes.	*Clerk*
Cllr Dobbs to arrange for the rubbish to be removed.	*Cllr Dobbs*

PC.24/25.75 Public Toilets

It was **noted** that there had been a number of recent incidents of the toilets being defaced. The request to install a notice with the opening times of the public toilets was **agreed**. It was **agreed** to include a note on the sign to request users keep the toilets clean.

ACTION

To order a notice for the public toilets.	*Clerk*

PC.24/25.76 Christmas Tree Festival

It was **agreed** that the parish council would make an entry for the Christmas Tree Festival. It was requested that councillors submit ideas for the tree.

ACTION

To consider a proposal for the Christmas Tree submission.	*ALL*

PC.24/25.77 Committee Reports: to receive minutes or written report from Committees:-

1. Planning and Development – As per minutes.
2. Environment - As per minutes. It was noted the compost toilets were being painted. It was noted the next allotment walk had taken place and tenants were being contacted as required.
3. Highways & Transport – As per minutes.
4. Playing Fields – As per minutes. It was noted the refurbishment of the toilets would be completed by the end of June. It was noted the Writtle Sports and Social Club had made a request to the parish council for funding would be considered by the Executive and Finance Committee on 10 June 2024.
5. Clerks Report – The Clerk requested Councillors provide any outstanding information required for the Saffron Building Society. It was noted the Guides would be carrying out the annual clean of the war memorial on 21st June.

PC.24/25.78 Working party updates and specific projects

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

1. Warren Farm Development Working Party – It was noted a meeting was arranged for 10 June with Working party members, Crest Nicholson, CCC, Cllr Barry Knight and Cllr Mike Steel.
2. Writtle Community Association (Cllr Schmid) – No further update.
3. Writtle Mill – No further update.
4. North-West Action Group (Cllr Nicholls/Cllr Evans). It was noted a meeting at Chignal Parish Council was arranged for 4 June.
5. WSSC Lease (Cllr Milligan) – It was **agreed** to consider at the next parish Council meeting on 1 July.
6. Pétanque Group – It was **noted** a business case would be presented to the Playing Fields Committee on 15 July.
7. Writtle Archives – Reported under PC.24/25.74.
8. Youth Reps – It was **noted** a meeting had been arranged with the youth reps on 25 October.

PC.24/25.79 To receive written reports of external meetings attended by any Parish Councillor or officers

The report on the Local Plan consultation briefing by CCC was presented by the Assistant Clerk. It was **noted** the deadline for responses was 19 June. It was **agreed** to prepare a response for the consultation for approval by the Planning and Development Committee on 17 June.

ACTION
To draft a response to the Local Plan consultation. *Asst Clerk*

PC.24/25.80 Items for inclusion in the next agenda.

Sports and Social Club Lease.
Location for the community memorial bench for children

PC.24/25.81 Date of the next meeting.

The date of the next meeting is Monday, 1 July 2024 at 7.30pm.

MEETING CONCLUDED 21.49pm

Signed: _____
For and on behalf of Writtle Parish Council

Date: _____