WRITTLE PARISH COUNCIL
Parish Office, The Green, Writtle,
Chelmsford, Essex, CM1 3DT
Tel: 01245 420066 Email clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

Councillors are summoned to attend the Parish Council Meeting on Monday, 4 September 2023 at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT

Lauretta Fox, Parish Clerk
30 August 2023

Distribution: Members of Writtle Parish Council as follows:

Councillors: R Bray, P Cracknell, H Crane, J Denham, S Emery, M Evans, T Kinloch, E Massey, S Massey, J Milligan, I Nicholls (Vice-Chair), R Schmid, C Sloman (Chair), H Swan.

The press and public are cordially invited to attend.

AGENDA

PC.23/24.107 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.23/24.108 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.23/24.109 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 3 July 2023 as a true and correct record. (Appendix 1).

PC.23/24.110 **Declaration of Interests.** All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.

PC.23/24.111 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.23/24.112 **To receive written reports from County and City Councillors.** Questions to the councillors

PC.23/24.113 **To receive an update on the Community Special Constable role for Writtle.**

PC.23/24.114 **Child's Bench on the Green.** To consider the correspondence (Appendix 3).

PC.23/24.115 **Financial reports.** To receive the accounts and agree payments of July and August 2023. To receive the latest bank reconciliation (Appendix 4a,4b,4c,4d).

PC.23/24.116 **External Audit.** To note the External Audit certificate for 2022-23 (Appendix 5).

PC.23/24.117 **National Grid Pylons**. To note the council's response to the non-statutory consultation (Appendix 6).

PC.23/24.118 **Parish office roof repair.** To receive an update (Appendix 7).

WRITTLE PARISH COUNCIL
Parish Office, The Green, Writtle,
Chelmsford, Essex, CM1 3DT
Tel: 01245 420066 Email clerk@writtle-pc.gov.uk
www.writtle-pc.gov.uk

PC.23/24.119 **Virtual access to meetings.** To discuss virtual access to meetings and consider any actions.

PC.23/24.120 **Creamfields.** To consider the correspondence (Appendix 8).

PC.23/24.121 **Village Fayre**. To receive an update on this year's event and to consider next year's booking.

PC.23/24.122 **Event on the Green.** To consider the application for Writtle Foodies (Appendix 9).

PC.23/24.123 **Defibrillator for Chequers Road.** To receive an update.

PC.23/24.124 **Writtle Archives.** To receive an update on the agreement and grant application.

PC.23/24.125 **Compost Toilets**. To consider the proposal for compost toilets on the allotments (Appendix 10).

PC.23/24.126 **Rural England Prosperity Fund.** To consider the fund (Appendix 11).

PC.23/24.127 **GDPR.** To consider the current GPDR practices.

PC.23/24.128 **Action Plan.** To review the Action Plan for 2023/24 (Appendix 12).

PC.23/24.129 **Request from Wendy Walker's Family.** To consider correspondence (Appendix 13).

PC.23/24.130 **Committee Reports**: to receive minutes or written report from Committees:-

1. Planning and Development
2. Environment
3. Highways & Transport
4. Playing Fields
5. Clerks Report (Appendix 14)

PC.23/24.131 **Working party updates and specific projects**

1. Warren Farm Development Working Party
2. Writtle Community Association
3. Writtle Mill
4. North-West Action Group

PC.23/24.132 **To receive reports of external meetings attended by any Parish Councillor or officers** (Appendix 15a, 15b, 15c).

PC.23/24.133 **Items for inclusion in the next agenda.**

PC.23/24.134 **Date of the next meeting.** Monday, 2 October 2023 at 7.30pm.