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, 2 October 2023 at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT**

*Lauretta Fox,* Parish Clerk
27 September 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.23/24.135** **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

**PC.23/24.136** **Apologies for absence.** The Clerk to advise of apologies for absence.

**PC.23/24.137** **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 4 September 2023 as a true and correct record. (Appendix 1).

**PC.23/24.138** **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.23/24.139** **Progress check.** A brief update on actions from the last meeting (Appendix 2).

**PC.23/24.140** **Verges, overgrown hedges and grass cutting.** To consider the current state around the village (Appendix 3).

**PC.23/24.141** **To receive written reports from County and City Councillors.** Questions to the councillors.

**PC.23/24.142** **Writtle Village Festival.** To consider the proposed event for 2024 on the Green (Appendix 4).

**PC.23/24.143** **Financial reports.** To receive the accounts and agree payments of September 2023. To receive the latest bank reconciliation (Appendix 5a,5b,5c). To confirm the bank reconciliation carried out by Cllr E Massey for the period Apr-June 2023.

**PC.23/24.144** **Budget/Precept for 2024/25.** To receive an update on the process of setting the budget/precept for 2024/25 and to consider any additional areas of expenditure not covered under committee meetings.

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**PC.23/24.145 Parish office roof repair.** To receive further quotes and consider any action (Appendix 6a, 6b, 6c. 6d).

**PC.23/24.146 Virtual access to meetings.** To receive an update.

**PC.23/24.147 Oxney Green Playground opening.** To receive an update.

**PC.23/24.148 Remembrance Day.** To receive an update on the service by the war memorial and consider any actions required.

**PC.23/24.149 Christmas Tree Festival.** To receive an update.

**PC.23/24.150 Christmas Tree on the Green.** To consider any actions required.

**PC.23/24.151 Christmas meal.** To consider whether the council would like to organise a meal.

**PC.23/24.152 Writtle Archives.** To receive an update on the recent grant application.

**PC.23/24.153 Writtle News.** To confirm any copy for next issue.

**PC.23/24.154 Correspondence from local residents.** To consider the requests for a pétanque court and comfortable seating on the Green (Appendix 7a, 7b).

**PC.23/24.155 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 8).

**PC.23/24.156 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.23/24.157 To receive reports of external meetings attended by any Parish Councillor or officers**.

**PC.23/24.158 Exclusion of Press and Public.** The Parish Council is recommended to approve 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.

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**PC.23/24.159 Lease with WSSC.** To consider the lease.

**PC.23/24.160 Items for inclusion in the next agenda.**

**PC.23/24.161 Date of the next meeting.** Monday, 6 November 2023 at 7.30pm.