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 7th October 2024, 7.30pm at the Parish Office, The Green, Writtle, CM1 3DT

Members

Mr I Nicholls	✓ ***(CHAIR)***	Mr E Massey	✓
Mr M Evans	A ***(VICE-CHAIR)***	Ms S Massey	✓
Mr R Bray	✓	Mr J Milligan	A
Mr P Cracknell	✓	Mr R Schmid	✓
Mr J Denham	✓	Mr R Sidney	A
Mr G Dobbs	A	Mr C Sloman	A
Mrs S Emery	✓	Mr H Swan	A
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	6
Mrs J Atterbury	✓ (***ASST CLERK)***		
Mrs S Vainola	A (***ASST FINANCE OFFICER)***		

✓= Present A = Apologies Ab = Absent

Councillor H Swan attended on-line.

ACTION

PC.24/25.135 Public Forum

A member of the public welcomed that full fibre was being installed in Writtle. She raised a question on whether it was Gigaclear or Virgin Media or both companies who were offering full fibre. It was agreed to ask Gigaclear to attend the next parish council meeting to provide an update.

A question was asked on the requirements of the contractors to reinstate paving slabs as it seemed that they had been replaced with tarmac. Cllr Steel confirmed that the repair was warrantied for 2 years and the company should replace like for like.

An update on the Green Working party was requested. It was reported that the working party had arranged a meeting with Chelmsford City Council regarding noise and parking issues. The South East Parking Partnership were still to confirm attendance. Following the meeting with CCC, the Green Working party would present a paper to the full council for consideration. Cllr Steel confirmed that any concerns regarding noise can be reported to the CCC Environmental Health team. During the working week concerns should be reported on-line. Out of hours, Saturday and Sunday before 3 the phones would be answered by the CCTV team and the Environmental Health team who deal with noise pick up the messages after 3, when they are on duty.

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PC.24/25.136 Apologies for absence
Apologies were **noted** above.

PC.24/25.137 Minutes of the last meeting
The comments from the Refuge Church were **noted**.

It was considered whether the last sentence regarding the Refuge Church should be removed from the minutes of 2 September. A vote was undertaken, 5 voted in favour of the minutes remaining with no changes. 2 voted to make the change. The minutes of the meetings on 2 and the 9 September 2024, were therefore **approved** as a true and correct record.

PC.24/25.138 Declaration of interests
There were no declarations of interest.

PC.24/25.139 Progress Check
The updated list was circulated and councillors **noted** the progress made.

PC.24/25.140 To receive written reports from County and City Councillors
The written report from ECC Cllr Mike Steel was received and notes follow:

Member led defects
The defects on St Johns Road had been scheduled for repair. Cllr Steel had also reported the kerbs on Hunts Drive, although these may be out of scope for the programme. It was noted the Paradise Road pavements were due for repair at the end of the year. Cllr Steel was pushing to get Essex Highways to cut back the vegetation on the footpaths to Hylands School.

Cllr Knight reported that a decision on the Bulimer's Way planning application was expected next week. He reported CCC were preparing the budget for next year and there would be particular pressures on costs from homelessness and they were considering cost saving options.

Cllrs Steel and Knight left the meeting at 19.50.

PC.24/25.141 Financial Reports
The accounts were received and the payments for September 2024 were **agreed**. The latest bank reconciliation was received.

PC.24/25.142 Budget/Precept setting for 2025/26
The update on the process of setting the budget/precept for 2025/26 was received. Councillors were asked to consider any budget requests not covered by the committees.

PC.24/25.143 Plaque on children's memorial bench.

The application for additional information on a plaque on the children's bench was considered. The request for additional information to be displayed on the plaque was **declined**. All in agreement.

PC.24/25.144 Asset of Community Value
It was **noted** that Writtle Library had been re-listed as an asset of community value.

PC.24/25.145 Events in Writtle on 13 October
The letter to residents around the Green to inform them of the three unrelated events on 13 October was **agreed**. The Chair offered to deliver the 180 letters.

PC.24/25.146 Writtle Sports and Social Club
The revised invoice from the WSSC was considered. It was **agreed** to request additional information on the additional costs which were not included in the original invoice and to confirm the VAT number. The item was deferred to the Playing Fields Committee on 21 October.

ACTION
To request further information on the WSSC invoice and consider the request at Playing Fields Committee. *Clerk*

PC.24/25.147 Christmas Tree on the Green
It was **agreed** to have a tree on the Green as in previous years and the usual arrangements would be made.

ACTION
To make the arrangements for the Christmas Tree on the Green. *Asst Clerk*

PC.24/25.148 Remembrance Day
It was **noted** that the arrangements for Remembrance Day remained the same as last year. The Chair reported there were names of Writtle residents who had fallen during the war that were not on the war memorial. The Chair agreed to consult Wendy Hibbitt and John Trusler on the differences. It was **agreed** to order a poppy wreath from the Royal British Legion.

ACTION
To order a wreath from the British Legion. *Clerk*
To consult Wendy Hibbitt and John Trusler on the names for the war memorial. *Chair*

PC.24/25.149 Writtle News
It was **agreed** to prepare an update on the Junior Parish Council, allotments and if available, an update on Warren Farm.

ACTION
To prepare the update for Writtle News *Asst Clerk*

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PC.24/25.150 External Audit 2023/2024
The external audit was **noted**.

PC.24/25.151 Internal Auditor
It was **noted** that Heelis and Lodge were the Internal auditor for 2024-25. They had been appointed on a three-year fixed term.

PC.24/25.152 Licence Application
The licence application from The Duckquiri Ltd was considered. The application for a licence at the premises on the Green was welcomed. Overall, the councillors did not object to the principal of the proposal. However, they objected to the hours of sale or supply of alcohol from 8:00 – 23:00. It was proposed that the hours for the sale and supply of alcohol should be in line with other licenced businesses around the Green (pubs and restaurants). They requested that there is a noise limiter fitted, to reduce the likelihood of excess noise for local residents.

PC.24/25.153 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. Cllr Cracknell reported that he had applied to CCC for a new street sign in Hunts Drive at the junction of Lucerne Way to show that it is a no through road.
4. Playing Fields – As per minutes.
5. Clerks Report – The Clerk had reported the Writtle Archives were having an open afternoon on Saturday 19th October. It was noted the Clerk had met with the Community Engagement Team and a report would be prepared for consideration at the Executive and Finance Committee. The Clerk/Asst Clerk had been to view the overgrown vegetation by Riverside Place Cottages on Chelmsford Road. The PC handyman would cut back the overgrown vegetation.

PC.24/25.154 Working party updates and specific projects
1. Warren Farm Development Working Party – No further update.
2. Writtle Community Association (Cllr Schmid) – No further update.
3. Writtle Mill – It was noted that the working group would like to encourage school groups to use the land as per the agreement. It was agreed to discuss on the next Environment Committee meeting on 14 October.
4. North-West Action Group (Cllr Nicholls/Cllr Evans). The Chair reported that the NWAG were looking for a decision on whether parish councils wanted to progress with the land survey. This would be considered at the E&F Committee Meeting on 14 October.
5. WSSC Lease (Cllr Milligan) – It was noted the working party had met and a meeting with the Trustees and the Chair of the WSSC was being arranged.
6. Pétanque Group – It was noted grant funding options were being considered and an update would be provided to the Playing Fields Committee on 21 October.

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7. Writtle Archives – It was noted the lap top had been received by the archives and the IT provider was working on their IT set up. It was noted the working party would consider how to carry forward the digitisation project at their next meeting.
8. Youth Reps – It was noted that the first meeting for the new Junior Parish Council had been scheduled for 24 October.

PC.24/25.155 To receive written reports of external meetings attended by any Parish Councillor or officers

There were no reports received.

PC.24/25.156 Items for inclusion in the next agenda.

Update on Gigaclear.

PC.24/25.157 Date of the next meeting.

The date of the next meeting is Monday, 4 November 2024 at 7.30pm.

MEETING CONCLUDED 20.54pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____