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 7 April 2025, 7.30pm at the Parish Office, The Green, Writtle, CM1 3DT

Members

Mr I Nicholls	✓	***(CHAIR)***	Mr T Kinloch	✓
Mr M Evans	✓	***(VICE-CHAIR)***	Mr E Massey	A
Mr R Bray	✓		Ms S Massey	✓
Mr P Cracknell	✓		Mr J Milligan	✓
Mr J Denham	✓		Mr R Schmid	A
Mr G Dobbs	✓		Mr R Sidney	✓
Mrs S Emery	✓		Mr H Swan	A
Mr M Jones	✓			

In Attendance

Mrs L Fox	✓	***(CLERK)***	Cllr M Steel	A ***(ECC)***
Cllr B Knight	✓	***(CCC)***		
Cllr A Thorpe-Apps	✓	***(CCC)***	Members of the public	0
Mrs J Atterbury	✓	(***ASST CLERK)***		
Mrs S Vainola	A	(***ASST FINANCE OFFICER)***		

✓= Present A = Apologies Ab = Absent

ACTION

PC.25/26.01 Public Forum
There were no comments from the public.

PC.25/26.02 Apologies for absence
Apologies were **noted** above.

PC.25/26.03 Minutes of the last meeting
The minutes of the meeting on 3 March 2025, were **approved** as a true and correct record.

PC.25/26.04 Declaration of interests
There were no declarations of interest.

PC.25/26.05 Progress Check
The updated list was circulated and councillors **noted** the progress made. It was **noted** the Love Your Parish day had been scheduled for 3 July. It was further **noted** the work on re-lining the Wear Pond drain had been completed.

PC.25/26.06 To receive written reports from County and City Councillors
The written report from ECC Cllr Steel was received.

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Cllr Thorpe-Apps reported Chelmsford City Council were predicting a £4 million deficit this year despite the charges for brown bins and Museum of Chelmsford entrance. A question was raised on the impact of fly tipping costs with the introduction of the brown bin charges. Cllr Thorpe-Apps reported that he shared concerns that charges for the brown bins could lead to increased fly tipping. The city councillors also reported that there had been costs incurred in rebranding the Museum of Chelmsford.

PC.25/26.07 Financial Reports
The accounts were received and the payments for March 2025 were **agreed**. The latest bank reconciliation was received.

PC.25/26.08 Open Gardens 2026
It was **noted** the church were still looking for two volunteers to take over the running of the Open Gardens event. Cllr Sidney proposed that there may be an opportunity to join the Summer Fete with the event. The Chair and Cllr Sidney agreed to consider whether this would be feasible. It was **agreed** to provide an update at the next parish council meeting.

ACTION
Chair and Cllr Sidney to consider the possibility of joining the Open Gardens with a Summer Fete. *Chair and Cllr Sidney*

PC.25/26.09 Parish Office Lighting
The quotes to fit LED lighting in the parish office were considered. Cllr Evans proposed and Cllr Milligan seconded that the quote from Andersons was accepted. All were in agreement and it was **agreed** to award the contract to Andersons.

ACTION
To make arrangements with the contractor to replace the parish office lighting.

PC.25/26.10 Action Plan 2025-26
The action plan for 2025-26 was reviewed.

PC.25/26.11 Terms of Reference
The terms of reference for the committees and working parties were reviewed and **agreed**.

PC.25/26.12 Risk Management Schedule
The risk management schedule was **agreed**.

PC.25/26.13 War Memorial Restoration
It was **noted** restoration on the war memorial had been completed. It was **noted** that the company had also repainted the letters. The Chair offered to complete the repointing of the granite stones at the base of the War Memorial. Cllr Evans offered the use of a telehandler to straighten two of the granite pillars around the War Memorial. It was **agreed** to prepare an article for the parish council website and Facebook.

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ACTION
To complete the repointing of the granite stones at the base of the war memorial. *Chair*
To arrange to use a telehandler to straighten two of the granite pillars around the war memorial. *Cllr Evans and Chair*
To prepare an article for the parish council website and Facebook. *Asst Clerk*

PC.25/26.14 Writtle News
It was **agreed** to prepare articles on the duck ringing at Wear Pond, the Writtle Infant school competition and Long Brandocks planters.

ACTION
To prepare articles for the next edition of Writtle News. *Asst Clerk*

PC.25/26.15 Essex Village of the Year
It was **agreed** to not submit an application for Essex Village of the Year but to consider next year.

Councillors Andrew Thorpe-Apps and Barry Knight left the meeting at 8:08 pm

PC.25/26.16 Passenger Shelter on Lodge Road
It was **agreed** to replace the two broken perspex windows on the Lodge Road passenger shelter with either a solid panel, perspex or black mesh grill (similar to the other passenger shelters). It was agreed to go ahead with the outstanding work on the Purcell Cole passenger shelter (to drill holes and repair the cracks). It was **agreed** to defer to the Highways and Transport Committee to consider a maintenance programme for the passenger shelters.

ACTION
To contact contractor for work on Lodge Road and Purcell Cole passenger shelters. *Clerk*

PC.25/26.17 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 review of the Chase Allotments had been undertaken and the Oxney review would take place the following week.
3. Highways & Transport – As per minutes. Cllr Denham requested the committee consider the issue of vehicles using the slip lane to turn right onto Lordship Road by Prestons Garage.
4. Playing Fields – As per the minutes.
5. Clerks Report – The Clerk reported the Environment Committee had agreed the Duck Ringing Society could humanely capture ducks on Wear Pond and ring them. They had agreed to update the parish council on the migratory habits of the ducks on the Green when it became available. The first ringing would take place on 8 April. It was noted the Community Engagement Team had planned to complete their first Trucam speed checks the previous week. The results of the checks would be reported to the parish council. It was noted the Clerk and Chair were meeting with ARU Writtle to request for assistance

from the college for parish council projects. It was **noted** that the Oxney Park climbing frame had been damaged and would require repair. It was **noted** the Handyman was leaving the parish council imminently and the Clerk was arranging for a quote to temporarily cover the grass cutting at the allotments before a new Handy Person could be recruited. The Clerk had arranged for cover for the bin collections at Paradise Road.

PC.25/26.18 Working party updates and specific projects

1. Warren Farm Development Working Party – No further update.
2. Writtle Community Association (Cllr Schmid) – It was noted that WCA AGM was scheduled for 25 April at 7:30pm.
3. Writtle Mill – No further update.
4. North-West Action Group (Cllr Nicholls/Cllr Evans). Reported under external meetings.
5. WSSC Lease (Cllr Milligan) – It was **noted** the WSSC still had not responded to the parish council on the draft lease. It was **noted** that councillors had met with Writtle Minors regarding their proposals to build a new clubhouse.
6. Pétanque Group – It was **noted** a number of residents have expressed interest in being involved with the Writtle pétanque. It was noted a local club member had reached out to offer advice. It was agreed to arrange a meeting with them prior to meeting with the volunteers.
7. Writtle Archives – It was **noted** the archives were progressing the digitisation project.
8. Youth Reps – It was **noted** that the entries from the junior school were now not being submitted. Cllrs Emery and Swan would meet to judge the entries from the infant school.
9. The Green – No further update.

ACTION
To arrange meetings to progress the pétanque project. *Asst Clerk*

PC.25/26.19 To receive written reports of external meetings attended by any Parish Councillor or officers

The update from the Chair and Cllr Evans on the NW/SW Action Group were **noted**. The update from the Chair and Clerk on the future of Writtle Relief in Need transfer to the Essex Community Foundation was **noted**.

PC.25/26.20 Items for inclusion in the next agenda.

Open Gardens.

PC.25/26.21 Date of the next meeting.

The date of the next meeting is Monday, 12 May 2025 at 7.30pm.

MEETING CONCLUDED 21.09pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____