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

Lauretta Fox, Parish Clerk
2 October 2024

Distribution: Members of Writtle Parish Council as follows:

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

The press and public are cordially invited to attend.

AGENDA

PC.24/25.135 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.24/25.136 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.24/25.137 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 2 and 9 September 2024 as a true and correct record. (Appendix 1a, 1b).

PC.24/25.138 **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.24/25.139 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.24/25.140 **To receive written reports from County and City Councillors.** Questions to the councillors.

PC.24/25.141 **Financial reports.** To receive the accounts and agree payments of September 2024. To receive the latest bank reconciliation (Appendix 3a,3b,3c).

PC.24/25.142 **Budget/Precept setting for 2025/26.** To receive an update on the process of setting the budget/precept for 2025/26 and to consider any additional areas of expenditure not covered under committee meetings.

PC.24/25.143 **Plaque on children's memorial bench.** To re-consider the application (Appendix 4).

PC.24/25.144 **Asset of Community Value.** To note the decision for Writtle Library (Appendix 5).

PC.24/25.145 **Events in Writtle on 13 October**. To consider the note to residents (Appendix 6).

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PC.24/25.146 **Writtle Sports and Social Club.** To consider the revised invoice (Appendix 7).

PC.24/25.147 **Christmas Tree on the Green.** To consider the tree on the Green for 2024.

PC.24/25.148 **Remembrance Day.** To receive an update on the service by the war memorial and consider any actions required.

PC.24/25.149 **Writtle News.** To agree copy for next edition.

PC.24/25.150 **External Audit 2023/2024.** To note the external audit from PKF Littlejohn (Appendix 8).

PC.24/25.151 **Internal Auditor.** To confirm the council's internal auditor for 2024/25.

PC.24/25.152 **Licence Application.** To consider the application for the Duckqueri (Appendix 9).

PC.24/25.153 **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

PC.24/25.154 **Working party updates and specific projects**

1. Warren Farm Development Working Party
2. Writtle Community Association
3. Writtle Mill
4. North-West Action Group
5. WSSC Lease
6. Petanque Group
7. Writtle Archives
8. Youth Reps
9. The Green

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

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

PC.24/25.157 **Date of the next meeting.** Monday, 4 November 2024 at 7.30pm.