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

Lauretta Fox, Parish Clerk
30 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, H Swan.

The press and public are cordially invited to attend.

AGENDA

PC.24/25.160 **Gigaclear.** To receive an update from the Community Engagement Manager on works in the village.

PC.24/25.161 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.24/25.162 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.24/25.163 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 7 October 2024 as a true and correct record. (Appendix 1).

PC.24/25.164 **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.24/25.165 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.24/25.166 **To receive written reports from County and City Councillors.** Questions to the councillors.

PC.24/25.167 **Financial reports.** To receive the accounts and agree payments of October 2024. To receive the latest bank reconciliation (Appendix 3a,3b,3c).

PC.24/25.168 **Casual Vacancy.** To note the casual vacancy following Clive Sloman's resignation (Appendix 4).

PC.24/25.169 **Application for plaque on children's memorial bench.** To consider the application (Appendix 5).

PC.24/25.170 **Allvelo Cycle Centre.** To consider the request from the cycle centre (Appendix 6).

PC.24/25.171 **Internal Audit.** To note the interim internal audit (Appendix 7).

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PC.24/25.172 **Dignity at Work Policy**. To consider the policy (Appendix 8).

PC.24/25.173 **Civility and Respect Pledge.** To resolve to sign up to the civility and respect pledge (Appendix 9).

PC.24/25.174 **Remembrance Day.** To receive an update.

PC.24/25.175 **WSSC invoice for refurbishment of shower/toilet facilities at the pavilion.** To consider the updated information (Appendix 10).

PC.24/25.176 **West of Chelmsford Parishes Group.** To consider the budget for additional survey work (Appendix 11).

PC.24/25.177 **Christmas Tree Festival**. To receive an update.

PC.24/25.178 **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.24/25.179 **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.24/25.180 **To receive reports of external meetings attended by any Parish Councillor or officers**.

PC.24/25.181 **Items for inclusion in the next agenda.**

PC.24/25.182 **Date of the next meeting.** Monday, 2 December 2024 at 7.30pm.

PC.24/25.183 **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.

PC.24/25.184 **Planters on Long Brandocks.** To consider the final consent letter and resolve for the Clerk to sign the document.