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

Lauretta Fox, Parish Clerk
27 November 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.24/25.185 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.24/25.186 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.24/25.187 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 4 November 2024 as a true and correct record (Appendix 1).

PC.24/25.188 **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.24/25.189 **Progress check.** A brief update on actions from the last meeting (Appendix 2).

PC.24/25.190 **To receive written reports from County and City Councillors.** Questions to the councillors.

PC.24/25.191 **Financial reports.** To receive the accounts and agree payments of November 2024. To receive the latest bank reconciliation (Appendix 3a,3b,3c).

PC.24/25.192 **Precept Request and Budget for 2025/26.** To consider the recommendation from the Executive & Finance Committee regarding the precept increase and budget for 2025/2026 (Appendix 4a, 4b).

PC.24/25.193 **Casual Vacancy.** To receive an update.

PC.24/25.194 **Refurbishment of shower/toilets at Pavilion**
To re-consider the request from the Sports and Social Club committee for a further contribution towards the refurbishments costs in light of new information (Cllrs Emery and Milligan) (Appendix 5).

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PC.24/25.195 **Recommendations from the Green Working Party.** To consider the recommendations (Appendix 6a,6b).

PC.24/25.196 **Hire of the Green.** To consider the booking forms (Appendix 7a,7b).

PC.24/25.197 **Remote Meetings Consultation.** To note the consultation (Appendix 8).

PC.24/25.198 **Restriction of Access to Sports Field off Fox Burrows Lane**. To consider the correspondence (Appendix 9).

PC.24/25.199 **Policies.** To review the following policies – Co-option Policy, Training Policy, Record Retention Policy, Asset Register Policy, Equality and Diversity Policy and Reserves Policy (Appendices 10a-f).

PC.24/25.200 **Booking at WSSC**. To consider the request (Appendix 11).

PC.24/25.201 **Floodlights at 4G court, Paradise Road.** To receive an update on the change of lights to LED (Appendices 12a-c).

PC.24/25.202 **Writtle News**. To consider the copy for the next edition.

PC.24/25.203 **Christmas Tree Festival.** To receive an update.

PC.24/25.204 **Litter Picker**. To receive an update.

PC.24/25.205 **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.24/25.206 **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.24/25.207 **To receive reports of external meetings attended by any Parish Councillor or officers**.

PC.24/25.208 **Items for inclusion in the next agenda.**

PC.24/25.209 **Date of the next meeting.** Monday, 3 February 2025 at 7.30pm.