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

Lauretta Fox, Parish Clerk
4 September 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.24/25.109 **Public Forum.** There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.24/25.110 **Apologies for absence.** The Clerk to advise of apologies for absence.

PC.24/25.111 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 1 July 2024 as a true and correct record. (Appendix 1).

PC.24/25.112 **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.24/25.113 **Events on the Green**. To consider any actions and bookings for 2025 (Appendix 2).

PC.24/25.114 **Progress check.** A brief update on actions from the last meeting (Appendix 3).

PC.24/25.115 **To receive written reports from County and City Councillors.** Questions to the councillors.

PC.24/25.116 **Financial reports.** To receive the accounts and agree payments of July and August 2024. To receive the latest bank reconciliation (Appendix 4a,4b,4c, 4d). To note the bank reconciliation agreement by Cllr Denham for April-June 2024.

PC.24/25.117 **Defibrillator at the Beryl Platt Centre**. To consider the funds available for the proposed defib and agree any actions (Appendix 5).

PC.24/25.118 **Plaque on children's memorial bench.** To consider the application (Appendix 6).

PC.24/25.119 **Volunteer Policy and Application Form and Communications Policy.** To consider the documents and revision of the Communications Policy (Appendix 7a-d).

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PC.24/25.120 **Financial Regulations.** To adopt the revised financial regulations (Appendix 8a, 8b).

PC.24/25.121 **Speed Indicator Devices.** To note the report and agree actions (Appendix 9).

PC.24/25.122 **Parish Council gazebo.** To consider whether a PC logo'd gazebo is required for event attendance.

PC.24/25.123 **Essex Transport Strategy.** To consider the council's response (Appendix 10).

PC.24/25.124 **IT costs.** To consider the additional IT costs (Appendix 11).

PC.24/25.125 **Christmas Meal.** To consider a date and venue for the council meal.

PC.24/25.126 **Christmas Tree Festival.** To consider the proposed idea (Appendix 12).

PC.24/25.127 **Sign for public toilets.** To agree the design of the sign advertising the opening times (Appendix 13).

PC.24/25.128 **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.24/25.129 **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

PC.24/25.130 **To receive reports of external meetings attended by any Parish Councillor or officers** (Appendix 14).

PC.24/25.131 **Items for inclusion in the next agenda.**

PC.24/25.132 **Date of the next meeting.** Monday, 7 October 2024 at 7.30pm.

PC.24/25.133 **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.24/25.134 **CARDS licence agreement.** To consider the terms of the new agreement.

PC.24/25.135 **Litter picker.** To review the current arrangements and consider any actions.