WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 12 October 2026 at 7.30pm in the Parish Office, The Green Writtle, CM1 3DT

Members

Mr I Nicholls	✓	***(CHAIR)***	Mr J Milligan	✓	
Mrs S Massey	A		Mr M Evans	✓	***(VICE CHAIR)***
Mr M Jones	A				

Mr J Denham ✓ (Attended on behalf of Mrs S Massey to represent the Environment Committee)

In Attendance

Mrs L Fox ✓ ***(CLERK)***

Mrs J Atterbury ✓ ***(ASST CLERK)***

Members of the public 0

✓= Present X = Absent A = Apologies

ACTION

E&F.26/27.25 Public Forum

There were no members of the public present.

E&F.26/27.26 Apologies for absence

Apologies for absence were noted above.

E&F.26/27.27 Minutes of the last extra ordinary meeting – 28 July 2026

The minutes of the Executive and Finance Committee meeting held on 28 July 2026 were **agreed** as a true and correct record.

E&F.26/27.28 Declaration of Interests

There were no declarations of interest.

E&F.26/27.29 Hire Charges for 2027/28

It was **agreed** to retain the current hire charges for the office and the Green.

E&F.26/27.30 Ear Marked Reserves

The current level of reserves was considered. The following EMR's were agreed –

- Play Equipment and Surfaces - £20,000. The surfacing at Paradise Road needs to be resurfaced.
- Skate Park – To move the outstanding budget from EMR Basketball/football (£327.85) to the skate park (EMR currently at £6090) and make it up to £7,000 (+£582.15)

- Wear Pond drainage - £5,000. It was agreed to allocate £5000 towards an EMR for unknown works required on the drains.
- Neighbourhood Plan - £2,000 – It was agreed to allocate £2000 towards the works required to renew the current plan. There is budget set aside in Parish Services cost centre and this would be transferred across at the end of the financial year.
- Asset renewal – it was agreed to set up an Asset Renewal EMR to cover replacement litter/dog bins/laptop etc - £2,000. The parish council has recently taken on responsibility for all dog bins. Chelmsford City Council continue to empty the bins.
- Legal Fees - £2,359 current total. An updated cost for the WSSC lease renewal would be sought.
- Replacement parish van – To continue to add £800 annually.
- Bus shelters – currently £200 is added annually but agreed by Highways & Committee to increase it by £1,000 annually
- Writtle Archives Digitisation – A recent meeting had been held regarding the digitisation and it was planned to spend some of the budget in this financial year. The remainder would be put into an EMR at the end of the financial year. Current 2026/27 budget is £4,000.
- Elections – To remain as is at £2000.

E&F.26/27.31 Current and Next Year's Budgets

The current forecasted budget and draft budget for 2027/27 were **noted**. It was **agreed** to review the Handyman's equipment budget to ensure that it covers safety equipment required for chainsaw use. It was **agreed** to keep the grass cutting grant for All Saints at £600. It was agreed to budget £800 for Gore Pond maintenance. The bollards on Prestons Triangle were discussed. This was currently being considered by the Highways and Transport Committee. Due to the land being owned by Essex Highways, all work would have to be carried out by an Essex Highways contractors and this cost was currently unknown. It was reported there was a broken gate post at the Oxney allotments which should be reviewed. It was **noted** the Playing Fields Committee were meeting on 19 October and would review their budget.

ACTION

To review the wooden gate at Oxney allotments by the dog waste bin to review whether any work is required. *Asst Clerk*

E&F.26/27.32 Local Government Pay Services Award 2026-27

The recent pay agreement was **noted**.

E&F.26/27.33 Date of the next meeting. The date of the next meeting is 16 November 2026.

MEETING CONCLUDED 8:21pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____