



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 November 2026
at 7.30pm in the Parish Office, The Green, Writtle, CM1 3DT**

Lauretta Fox, Parish Clerk
28 October 2026

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Distribution: Members of Writtle Parish Council as follows:

Councillors: S Bolwell-Davies, J Denham, G Dobbs, S Emery, M Evans (Vice-Chair), R Hartley, M Jones, T Kinloch, E Massey, S Massey, J Milligan, I Nicholls (Chair), R Schmid, R Sidney

The press and public are cordially invited to attend.

AGENDA

PC.26/27.154 Co-option. To consider the applications.

PC.26/27.155 Public Forum. There will be 15 minutes available for public question time limited to 3 minutes maximum per person.

PC.26/27.156 Apologies for absence. The Clerk to advise of apologies for absence.

PC.26/27.157 Minutes of the last meeting. To consider and approve the minutes of the meeting held on [5 October 2026](#) as a true and correct record.

PC.26/27.158 Declaration of Members' 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.26/27.159 Progress check. A brief update on actions from the last meeting (Appendix 1).

PC.26/27.160 To receive written reports from County and City Councillors. Questions to the councillors.

PC.26/27.161 Financial reports. To receive the accounts and agree payments of October 2026. To receive the bank reconciliation to [30 September 2026](#) and summary of receipts and payments to [30 September 2026](#). To confirm Cllr Denham's bank reconciliation check from July-September.

PC.26/27.162 Chancery Place Parking. To consider whether to support a proposal for parking restrictions at the entrance to Chancery Place (Appendix 2).

PC.26/27.163 Treatment of Oak Trees for Processionary Moth. To receive an update.



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- PC.26/27.164 Benches.** To agree the quote to move the benches from under the large oak tree and relocate them elsewhere on the Green (Appendix 3).
- PC.26/27.165 Outdoor Chess Table.** To receive an update.
- PC.26/27.166 Annual Parish Meeting.** To consider the terms of reference for the working party and consider actions from the recent working party meeting (Appendix 4a-b).
- PC.26/27.167 IT Provision for 2027-28.** To consider the recommendations from the council's IT company (Appendix 5).
- PC.26/27.168 Safer Writtle Working Party.** To consider the recommendations from the recent meeting (Appendix 6).
- PC.26/27.169 Bollards on St Johns Green.** To consider the quote for replacement and new bollards on the Green (Appendix 7).
- PC.26/27.170 Policies.** To consider the annual review of the following policies: Communications; Dignity at Work; IT; Volunteer and Application Form (Appendix 8a-e).
- PC.26/27.171 Remembrance Service at the War Memorial on the Green.** To receive an update on the planting and to consider any actions.
- PC.26/27.172 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.26/27.173 Working party updates and specific projects**
- | | |
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| 1. Warren Farm Development Working Party | 6. Writtle Archives |
| 2. Writtle Community Association | 7. Youth Reps |
| 3. Writtle Mill | 8. Safer Writtle Working Party |
| 4. North-West South West Parishes Group | 9. Annual Parish Meeting |
| 5. Lease Working Party | Communications Group |
- PC.26/27.174 To receive reports of external meetings attended by any Parish Councillor or officers.**



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PC.26/27.175 Items for inclusion in the next agenda.

PC.26/27.176 Date of the next meeting. Monday, 7 December 2026 at 7.30pm