



WRITTLE PARISH COUNCIL  
Parish Office, The Green, Writtle  
Chelmsford, CM1 3DT  
Tel: 01245 420066  
Email: [clerk@writtle-pc.gov.uk](mailto:clerk@writtle-pc.gov.uk)  
[www.writtlepc.com](http://www.writtlepc.com)

Clerk to the Council – Laretta Fox

**Councillors are summoned to attend the Annual Parish Council Meeting that will be held in the Parish Office on Monday May 13, 2019 at 7.30pm.**

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**The press and the public are cordially invited to attend**

#### **AGENDA**

Prior to the start of the meeting all Declarations of Acceptance of Office must be received and verified by the Clerk

1. **Election of Parish Council Chairman.** To elect a Chairman for the Year 2019/20. The elected Chairman will also be required to complete a Declaration of Acceptance of Office.
2. **Election of Parish Council Vice Chairman.** To elect a Vice Chairman for the Year 2019/20.
3. **Register of Interest Forms.** To note receipt of Councillors Register of Interest Forms.
4. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
5. **Apologies for absence.** The Clerk to advise of apologies for absence
6. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on April 1, 2019 as a true and correct record.
7. **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.
8. **General Power of Competence.** It is resolved that the council meets the criteria set out in the schedule of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 for the 2019/20 municipal year and is therefore able to exercise the general power of competence as set out in part 1 of the Localism Act 2011.
9. **Co-option of Parish Councillors.** To discuss the co-option of Parish Councillors.
10. **Committee Structure and Other Appointments.** To determine the Committee structure for the coming year and to make or confirm appointments to other positions.
11. **Appointments of Chairs and Vice Chairs to Sub Committees.** To appoint Chair and Vice Chairs to the following sub committees – Planning, Highways, Environment and Playing Fields.
12. **Code of Conduct.** To receive and approve the proposed amended Code of Conduct.



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13. **Terms of Reference for Committees.** To receive and approve the Terms of Reference for all Committees.
14. **Parish Council Insurance.** To note the Councils arrangements for insurance cover.
15. **Calendar of Meetings to June 2020.** To adopt the new calendar of meetings of the council.
16. **Chelmsford Local Plan.** To receive an update.
17. **Neighbourhood Plan.** To receive an update.
18. **The Future of Longmeads House.** To receive an update on the current position.
19. **Parish Councillor Training.** To discuss the training available to Parish Councillors.
20. **Annual Parish Meeting.** To finalise the agenda and arrangements for the meeting.
21. **GDPR.** To receive an update on the set up of the new email addresses for all Parish Councillors.
22. **Parish Councils' Chairs.** To discuss the unveiling of the new board detailing the chairs of the Parish Council, taking place on Sunday, 9 June.
23. **Financial Report at March 31, 2019.** To receive the Financial Report for the Year to March 31, 2019, and to approve the Annual Governance Statement and the Accounting Statement from the Annual Return and the Risk Assessment prior to submission to the Audit Commission. To reappoint the internal auditor.
24. **Receipt of Committee Reports.** The Chairman to request that the following Committee Reports are accepted:
  - a. Clerks Report at April 14, 2019
  - b. Planning & Development Committee Meeting – April 15, 2019
  - c. Playing Fields Committee Meeting – April 15, 2019
25. **Progress check.** A brief update on actions from the last meeting.
26. **County and City Councillors comments and reports.**
27. **Committees Update.** To receive an update from the Environment, Highways, Planning and Development and Playing Fields Committees.
28. **Councillors Question Time**
29. **Any other reports**
30. **Date of the next meeting.** The next meeting is on Monday June 3, 2019 in the Parish Office commencing at 7.30 pm.

Signed

Date

May 8, 2019