



Clerk to the Council – David Walker  
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**Councillors are summoned to attend the Writtle Parish Council Meeting that will be held in the Parish Office on Monday, 4 December, 2017 at 7.30pm.**

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

**AGENDA**

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **County and City Councillors comments and reports.**
3. **Apologies for absence.** The Clerk to advise of apologies for absence
4. **Minutes of the last meetings.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on November 6, 2017 as a true and correct record.
5. **Progress check.** A brief update on actions from the last meeting.
6. **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.
7. **Request for dispensation.** The Clerk to be delegated to receive requests for dispensation for items on the Agenda for this meeting.
8. **Committees Update.** To receive an update from the Environment, Highways, Planning and Development and Playing Fields Committees.
9. **Chelmsford Local Plan.** To receive an update.
10. **Neighbourhood Plan.** To receive an update and to agree the proposed terms of reference.
11. **The Future of Longmeads House.** To receive an update on the current position.
12. **Writtle Flyer.** To discuss the content and timing of the 2018 issue.
13. **The Future Role of the Handyman.** To discuss the future role of the handyman.
14. **Cycle Event.** To discuss the proposed cycle event from Southend to Chelmsford on 23 April 2019.



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15. **Christmas.** To discuss Carols on the Green, Christmas Tree Festival and the Parish Council meal.
16. **Financial Report at November 14, 2017.** To receive the Financial Report for the Year to November 14, 2017, and to seek approval of the payments made between October 15, 2017 and November 14, 2017.
17. **Budget for the year 2018/19.** To discuss the proposed Budget report issued by the Clerk and to reappoint Bryan Rolf, the internal auditor.
18. **Receipt of Committee Reports.** The Chairman to request that the following Committee Reports are accepted:
  - a. Clerks Report at November 14, 2017
  - b. Planning & Dev Committee Meeting – November 20, 2017
  - c. Executive & Finance Committee Meeting – November 20, 2017
19. **Councillors Question Time**
20. **Any other reports**
21. **Date of the next meeting.** The next meeting is on Monday February 5, 2018 in the Parish Office commencing at 7.30 pm.

Signed

Date

29 November, 2017