



Clerk to the Council – David Walker
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
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Councillors are summoned to attend the Writtle Parish Council Meeting that will be held in the Parish Office on Monday, 5 February, 2018 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 December 4, 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. **Committees Update.** To receive an update from the Environment, Highways, Planning and Development and Playing Fields Committees.
8. **Chelmsford Local Plan.** To receive an update.
9. **Neighbourhood Plan.** To receive an update.
10. **The Future of Longmeads House.** To receive an update on the current position.
11. **Writtle Flyer.** To discuss the content and timing of the 2018 issue.
12. **Special Constables.** To discuss the meeting with Les Hawkins, Essex Police.
13. **Parking at Junction of Lodge Road and Chequers Road.** To receive a report on instances of irresponsible parking.
14. **Post Office.** To discuss the recent problems over the Christmas period with deliveries around the village.
15. **Data Protection.** To discuss the new regulation and its implications for the Parish Council.



16. **Tree Planting.** To discuss the letter received from Mr Cooley regarding tree planting in the village.
17. **Social Media Policy.** To discuss the adoption of a social media policy for Writtle Parish Council.
18. **Financial Report at January 14, 2018.** To receive the Financial Report for the Year to January 14, 2018, and to seek approval of the payments made between November 15, 2017 and January 14, 2018.
19. **Receipt of Committee Reports.** The Chairman to request that the following Committee Reports are accepted:
 - a. Clerks Report at January 14, 2018
 - b. Planning & Dev Committee Meeting – December 18, 2017 and January 15, 2018
 - c. Playing Fields Committee Meeting – December 18, 2017
20. **Councillors Question Time**
21. **Any other reports**
22. **Date of the next meeting.** The next meeting is on Monday March 5, 2018 in the Parish Office commencing at 7.30 pm.

Signed

Date

31 January, 2018