



Clerk to the Council – Laretta Fox
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
Tel: 01245 420066 E-mail: clerk@writtlepc.com

Councillors are summoned to attend the Writtle Parish Council Meeting that will be held in the Parish Office on Monday November 5, 2018 at 7.30pm.

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The press and the public are cordially invited to attend

AGENDA

1. **Cheque Presentation.** To present cheques from the proceeds of the Summer Fayre to CHESS and the Essex & Herts Air Ambulance Trust.
2. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
3. **County and City Councillors comments and reports.**
4. **Apologies for absence.** The Clerk to advise of apologies for absence
5. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on October 1, 2018 as a true and correct record.
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. **Progress check.** A brief update on actions from the last 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.
11. **Update on Security.** To review the report from the security subcommittee.
12. **The Future of Longmeads House.** To receive an update on the current position and discuss the status of the outstanding loan.
13. **Church Lane.** To discuss the parking issues following recent events at All Saints Church and the Christian Centre.
14. **Remembrance Sunday.** To discuss the service to be held at the War Memorial on the Green.



15. **EALC Community Leadership Award.** To discuss possible ideas for ways in which to spend the £200 received as part of this award.
16. **New Archives Building.** To receive an update on the proposed extension to the Parish Office.
17. **Pedestrian Crossing Improvements.** To discuss the request received from the Chelmsford Local Highways Panel regarding gathering informal views of residents/businesses (between number 12-26 The Green) on a possible zebra crossing being located in the vicinity of their properties.
18. **Paradise Road Car Park.** To discuss the quotes received for the part re-surfacing of the car park.
19. **Environment Committee Meetings.** To discuss the frequency of the meetings.
20. **Christmas.** To discuss the Christmas tree, Carols on the Green, the Christmas Tree Festival and the Parish Council's Christmas meal.
21. **Financial Report at October 14, 2018.** To receive the Financial Report for the Year to October 14, 2018, and to seek the approval of the payments made between September 15 and October 14, 2018
22. **Receipt of Committee Reports.** The Chairman to request that the following Committee Reports are accepted:
 - a. Clerks Report at October 14, 2018
 - b. Planning & Development Committee Meeting – October 15, 2018
 - c. Environment Committee – October 15, 2018
23. **Councillors Question Time**
24. **Any other reports**
25. **Date of the next meeting.** The next meeting is on Monday December 3, 2018 in the Parish Office commencing at 7.30 pm.

Signed

Date

31 October, 2018