

WRITTLE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 3 July, 2017, 7.30pm
in the Parish Office

Members		✓= Present	A = Apologies	
Mr C Hibbitt	<i>(CHAIR)</i>	✓	Mr M Townley	<i>(VICE CHAIR)</i>
Mr R Schmid		A	Mrs S Bell	
Mrs W Walker		✓	Mr A Carter	
Mrs R Smith		A	Mr P Costello	
Mr R Bray		✓	Mr T Sach	
Mr P Delaney		A	Mr P Cracknell	
Mrs L Gannicott		✓	Mrs S Emery	
Mr T Kinloch		✓		

In Attendance		✓= Present	A = Apologies	
Cllr J F Aldridge	<i>(ECC)</i>	✓	Mr D Walker	<i>(CLERK)</i>
Cllr T Roper	<i>(CCC)</i>	✓	Mrs L Fox	<i>(ASST CLERK)</i>
4 members of the public				

ACTION

1. PUBLIC FORUM

- 1.1 NOTED the Chair welcomed the members of public attending the meeting.
- 1.2 NOTED it was **noted** that a member of the public discussed the increase in the level of anti-social behaviour in the village, including break-ins, dog mess, littering, speeding and parking, along with an increase in drug use and drug dealing around the Green. He would like to look into the possibility of getting a policeman for the village and suggested each person in the village donate towards the cost.
- 1.3 NOTED it was **noted** that one of the councillors had recently been to the Local Council Police Conference and they discussed the possibility of Parish Councils paying for a Special Constable. Mrs Fox to investigate further.
- 1.4 NOTED it was **noted** that grants for PCSO's had been withdrawn.
- 1.5 NOTED it was **noted** that Cllr Aldridge will be setting up a meeting with local Parish Councils and the new Police Commander in the near future.
- 1.6 NOTED it was **noted** that the expansion of CCTV in the village could be a possibility.
- 1.7 NOTED it was **noted** that Andy Russell discussed the forthcoming Jazz and Blues Festival on 30 July and whether the Council had any concerns. It was noted that tickets are now on sale from the Civic Theatre.
- 1.8 NOTED it was **noted** that there were discussions regarding the emails that had been sent from Glenda Daines and Ralph Bray over the Longmeads development.

Mrs Fox

2. COUNTY & CITY COUNCILLORS COMMENTS AND REPORTS

2.1 Essex County Council Observations – Cllr J Aldridge

- 2.1.1 NOTED it was **noted** that part time lighting was discussed and whether this increased or decreased anti-social behaviour and crime. This was a police issue.
- 2.1.2 NOTED it was **noted** that the Ongar Road assessment was still being pushed through.
- 2.1.3 NOTED it was **noted** that 23,000 street lights will be changed to LED lights.
- 2.1.4 NOTED it was **noted** that Essex County Council would be rolling out Superfast Essex Broadband to even more homes across Essex following a multi million pound investment.
- 2.1.5 NOTED it was **noted** that Jennifer Tolhurst would be taking over as Lord Lieutenant when Lord Petre retires on his 75th birthday. Mr Walker to send a letter from the Parish Council.
- 2.1.6 NOTED it was **noted** that Cllr Aldridge was still pursuing the felling of the trees on Bulimers Way. It was noted by a Parish Councillor that there was Japanese Knotweed in that area.

Mr Walker

2.2 Chelmsford City Council Observations – Cllr A Sach and Cllr T Roper

- 2.2.1 NOTED it was **noted** that there was nothing to report.

3. APOLOGIES FOR ABSENCE

- 3.1 NOTED apologies were noted above.

4. MINUTES OF THE LAST MEETING

- 4.1 AGREED the minutes of the Writtle Parish Council meeting held on June 5, 2017 were agreed as an accurate record.
- 4.2 AGREED it was proposed by Mr A Carter and seconded by Mr T Kinloch that the **agreed** minutes be approved and signed.

5. DECLARATIONS OF INTEREST

- 5.1 NOTED it was **noted** that there were no declarations of interest.

6. PROGRESS CHECK

- 6.1 NOTED it was **noted** that three quotes would be obtained regarding the pot holes in Paradise Road car park. Mrs Fox
- 6.2 NOTED it was **noted** that following an email from Mr Barford at South Essex Parking Partnership, the Parish Council decided not to fund parking restrictions in front of the Doctor's surgery. The Highways Committee will progress a sign to encourage parking to be restricted to those attending the surgery. Mrs Fox to contact Mr Barford. Mrs Fox

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- 6.3 NOTED it was **noted** that the Local Plan was discussed. The City Council had recently emailed everybody who had registered a comment giving an update.
- 6.4 NOTED it was **noted** that Cllr Roper provided an update on the lamp-post that had been knocked down on the Green by the pond.
- 6.5 NOTED it was **noted** that Mr Bray asked Cllr Aldridge if he could enquire about the progress of fixing the lamp-post that had been hit and was resting against his house.
- 6.6 NOTED it was noted that the grass cutting had been discussed. To date there is satisfaction with the new grass contractor. He cuts the cricket pitch at Paradise Road every Thursday in the summer and other sites including the Green every two weeks on a day convenient to him.

7. COMMITTEES UPDATE

7.1 ENVIRONMENT COMMITTEE

- 7.1.1 NOTED it was **noted** that Ahern had been to visit the pile of rubbish and green waste at the Chase allotments. The access was restricted for any large vehicles to come and take it away. They suggested getting a digger and perhaps spreading the green waste over the allotments and disposing of the other waste.
- 7.1.2 NOTED it was **noted** that a gate would be installed at the entrance to the Chase allotments. It was noted that the bolts should be welded to avoid theft. The gate will not restrict access by foot.
- 7.1.3 NOTED it was **noted** that the allotment rent would be increased from October 2018.

7.2 HIGHWAYS COMMITTEE

- 7.2.1 NOTED it was **noted** that posts at Redwood Drive were obscuring vision. This would be added to the next Highways Committee meeting agenda.

Mrs Fox

7.3 PLAYING FIELDS COMMITTEE

- 7.3.1 NOTED it was **noted** the WSSC AGM was on 11 July.

7.4 PLANNING COMMITTEE

- 7.4.1 NOTED it was **noted** a training session was being organised by Mr Holmes at Chelmsford City for Parish Councillors. Date to be confirmed.
- 7.4.2 NOTED it was **noted** that Bumpsteads Cottage was discussed and the proposed planning application to demolish the existing house and build a new one. It was noted whether there could be an opportunity to improve the road on that corner.

8. COMMITTEE STRUCTURE

- 8.1 NOTED it was **noted** that there are currently 10 committee members on the Environment Committee and 5 on the Playing Fields Committee. It was felt that the two committees needed to be more balanced. Mr Delaney had moved to Environment as he felt the Playing Fields meetings hadn't been constructive. Mr Delaney offered to move back to Playing Fields for a year and Mr Bray also offered to join the Playing Fields Committee.

9. CREDIT CARD

- 9.1 NOTED it was **noted** that Mrs Fox had circulated information to the Parish Councillors regarding a new Parish Council credit card and how the expenditure should be authorised. Currently, the Parish Clerk uses his own credit card. It was noted that the card would have a £1200 credit limit and the Clerk and Assistant Clerk would be able to make unauthorised purchases up to a maximum of £50 (with the exception of stationary which would be £300). All other expenditure would need prior agreement from the Parish Council.
- 9.2 NOTED it was **noted** that the credit card bill receipts would pass through cheque signatories, complying with existing financial regulations.
- 9.3 AGREED it was proposed by Mr Costello, seconded by Mr Townley and unanimously **agreed** that the Parish Council should have its own credit card. It was noted that the payment date would be set for around the 10th, to ensure any payments could be approved at the Parish Council Meeting.

10. WRITTLE OPEN GARDENS AND PLAQUE UNVEILING

- 10.1 NOTED it was **noted** that the day had been excellent and had raised a fabulous £8,500. The unveiling of the plaque in memory of Dame Margaret Anstee was attended by representatives from the United Nations, the World Health Organisation, family members and a representative from the school she attended. Thank you letters had been sent to the Parish Council from the UN and WHO.

11. NEIGHBOURHOOD PLAN

- 11.1 NOTED it was **noted** that a meeting had been held on 21 June with some Parish Councillors and an action list had been agreed. It was noted that a meeting of volunteers would be held before the summer break. It was noted that Mr Weymouth had met with Jenny Robinson who worked on Neighbourhood Plans at Chelmsford City Council. It was noted that RCCE could provide a starter pack and in progress packs for a sum of money. It was noted that the terms of reference and accountability needed to be looked at. It was suggested that the committee speak with Broomfield Parish Council when things had progressed a little further.
- 11.2 NOTED it was **noted** that a new Principal would be starting at Writtle University College on 1 August and a date would be fixed for the

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Chair and Clerk to meet him. The existing Principal had already briefed him on local issues.

- 11.3 NOTED it was **noted** that the Neighbourhood Plan has to follow the Chelmsford City's Local Plan and the National Planning Policy Framework. It was noted that the Community Infrastructure Levy was discussed on the proposed new development at Warren Farm. 15% of CIL receipts from development within the Parish will be transferred from Chelmsford City Council to the Parish Council. This is capped at a maximum of £100 per existing Council Tax dwelling.

12. THE FUTURE OF LONGMEADS HOUSE

- 12.1 NOTED it was **noted** that Mr Bray had circulated his report prior to the meeting. There had been some comments from the Conservation Officer and the Tree Officer on the proposed planning application. Cllr Sach had asked for the application to go to committee if it was refused.

13. FINANCIAL REPORT AT JUNE 14, 2017

- 13.1 AGREED the Committee **agreed** the Financial Report of June 14, 2017.
- 13.2 AGREED it was proposed by Mrs M Townley and seconded by Mr T Sach and unanimously **agreed** that the receipts and payments made between May 15, 2017 and June 14, 2017 be approved and signed.

14. RECEIPT OF COMMITTEE REPORTS

- 14.1 NOTED it was **noted** that the following report was accepted:-
- a. Clerks Report at June 14, 2017
 - b. Planning & Dev Committee Meeting – June 19, 2017
 - c. Highways & Transport Committee Meeting – May 22, 2017
 - d. Environment Committee Meeting – June 19, 2017

15. COUNCILLORS QUESTION TIME

- 15.1 NOTED it was **noted** that there had been problems with the screws being taken off the skateboard park.
- 15.2 NOTED it was **noted** that an email had been received from Mrs Christine Aldridge regarding Writtle Relief in Need. They need two Parish Council representatives to sit on the committee, as Mr Derek Cooley is standing down. Mr R Bray, Mr P Cracknell and Mr M Townley all put themselves forward.
- 15.3 NOTED it was **noted** that Mr R Bray would be stepping down as representative on the Christian Centre Committee and another Parish Councillor representative would be required. The Committee meet approximately 6 times a year.

16. ANY OTHER REPORTS

- 16.1 NOTED it was **noted** that there were no other reports.

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17. DATE OF THE NEXT MEETING

- 17.1 NOTED the Committee **noted** that the next meeting of Writtle Parish Council will be held on Monday September 4, 2017 at 7.30pm in the Parish Office.
- 17.2 NOTED it was **noted** that agenda items should be submitted to the Clerk before Friday August 25, 2017.

MEETING CONCLUDED 9.15pm

Signed:

For and on behalf of Writtle Parish Council

Date:
