



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 Parish Council Meeting that will be held in the Parish Office on Monday, 2 December 2019 at 7.30pm.**

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

### **AGENDA**

- PC.19.98 Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
- PC.19.99 Apologies for absence.** The Clerk to advise of apologies for absence.
- PC.19.100 Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on 4 November, 2019 as a true and correct record.
- PC.19.101 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.
- PC.19.102 Request for dispensation.** The Clerk to be delegated to receive requests for dispensation for items on the agenda for this meeting.
- PC.19.103 Budget for the year 2020/21.** To consider the proposed budget report issued by the RFO and to agree the reappoint of Bryan Rolf, the internal auditor.
- PC.19.104 Financial Report at November 14, 2019.** To receive the Financial Report for the Year to November 14, 2019 and to seek the approval of payments made between October 15 and November 14 2019.
- PC.19.105 Progress check.** A brief update on actions from the last meeting.
- PC.19.106 Co-option Policy.** To approve the Parish Council's Co-option Policy
- PC.19.107 Chelmsford Local Plan.** To receive an update.
- PC.19.108 Neighbourhood Plan.** To receive an update.
- PC.19.109 The Future of Longmeads.** To receive an update.
- PC.19.110 Writtle Library.** To receive an update.
- PC.19.111 Writtle Flyer.** To consider the timing and content of the 2020 flyer.



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)

- PC.19.112 VE Day Celebrations.** To receive an update.
- PC.19.113 Christmas.** To receive an update on the Parish Council's Christmas activities.
- PC.19.114 Writtle Mill.** To receive an update on progress.
- PC.19.115 Receipt of Committee Minutes.** The Chairman to request that the following Committee Minutes are accepted:  
Planning & Development Committee Meeting – 18 November 2019  
Executive & Finance Committee Meeting – 28 November 2019
- PC.19.116 County and City Councillors comments and reports.**
- PC.19.117 Committees Update.** To receive an update from the Environment, Highways & Transport, Planning & Development and Playing Fields Committees.
- PC.19.118 Any items for the next agenda.**
- PC.19.119 Date of the next meeting.** The next meeting is on Monday February 3, 2020 in the Parish Office commencing at 7.30 pm.

Signed *Lauretta Fox*

Date

27 November, 2019