

**MINUTES OF COUNCIL MEETING 4th DECEMBER 2023
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Messrs. Clark, Davis, Rogers, and Sloane. Mesdames: Ellis, Hutson & Payne; 3 members of the public.

The Chairman welcomed everyone to the December meeting and wished those present a Merry Christmas and Happy New Year. All present invited to stay following the meeting for Christmas refreshments.

Minute 140 Apologies: Cllrs Crossley & Davis. Apologies accepted.

Minute 141 Declarations of Interest – Cllrs Evans and Payne declared a personal interest in the item covering the Allotments – Minute 149

Minute 142 Public Participation

The following matters were raised: **St. Luke's** – Parking issues improved; Issue with ECC Highways not spreading salt/grit along the bus route (to be resolved); streetlights still not working (Cllr Davis has reported); lorry wash at the latest phase inadequate; concerns over car thefts from the estate; **Highways** – School parking on the bend by Homeholly House still an issue – The Chairman replied saying that SEPP had agreed to double-yellow lines, awaiting date for the lines to be painted; Meadow Lane weir blocked – this has been reported still waiting for CCC to review; Runwell Chase lower footpath overgrown and blocked by brambles (Cllr Davis has reported this); Slightly less rubbish at the lower end of Runwell Chase but general rubbish dropped from vehicles still an issue; Resident had been monitoring day time parking in Keith Avenue and advised there was not an issue that required parking restrictions. **Runwell Womble** – Brock Hill bus shelter bin being emptied on a regular basis and keeping an eye on the Browns Avenue bus shelter. **Resident thanks** – Thanks received for the work done by the parish council.

Minute 143 Minutes of Council Meeting held 6th November 2023 and Minutes of Finance/Standing Committee 20th October 2023 were approved and signed by the Chairman as a true record.

Minute 144 Clerks Report

The Chairman read out the Clerks report. (See appendix 1)

Minute 145 Finance

(i) Payments for approval:

Lloyds Bank : Prepayment

FPO	D Sutton	Gutter Clearance	£110.00
<u>Payments for authorisation</u>			
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 5 weeks plus locking etc	
FPO	Essex Pension Fund	Staff Pensions	
FPO	L Vallis	Groundsman Runwell Park 4 weeks	£974.80
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint.	Grass Cutting Park – Nov	£192.00
FPO	A – Z Supplies	Hall Supplies	£112.15
FPO	Viking Direct	Office Supplies	£67.32
FPO	JMH Technology	Supply & fit new alarm sensors	£779.45
FPO	T Pharez	Supply and fit wi-fi booster	£160.00
FPO	Supreme Gleam	Window Cleaning Village Hall	£75.00
FPO	C Harrison	Returnable Hall Deposit	£100.00
FPO	T Brett	ditto	£50.00
FPO	W Barrand	ditto	£50.00
FPO	D Davis	ditto	£50.00
D/debit	Adobe	Acrobat Pro - Monthly	£19.97
Total			£5858.88

CIL money of 14266.95 had been received therefore sufficient funds held in the Lloyds Current Account to cover these payments.

Barclays Bank: Payments

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	Strutt & Parker	1/4ly Allotment Rent Dec 23 – Mar 24	£112.00
D/debit	Brit Gas Business	Monthly Gas bill	£733.33
Card	Petty Cash	Park £70.69; Allotments £80.00; Stamp £1.25	
		Hall – Batteries £6.99 Hall – Bulbs £19.99	£178.92
107677	Wickford Refd. Baptists	Returnable Hall Deposit	£100.00
107678	Lloyds Bank plc	Transfer funds from Barclays to Lloyds	£10000.00
Total			£11410.21

Sufficient funds held in the Barclays current account to cover these payments

- (ii) Precept 24/25: The council reviewed the revised budget figures and proposed to increase the precept request for 24/25. The Council agreed a precept of £142022 One hundred and forty two thousand and twenty two pounds. Effect on Band D property £70.55 (increase of £10.68 for the year or £0.89 per month – previous Band D was ££59.69)18.19% increase.

Minute 146 Correspondence

1. Letter of thanks from St. Mary's for the annual maintenance grant for the North and South Churchyards - Noted
2. CCC – Reminder of Code of conduct training Microsoft Teams 5pm Wednesday 6th December and 4.30pm Monday 11th December. Noted
3. Strutt & Parker – Confirmation of Runwell Allotments Lease renewal and rent review. New quarterly rent with effect from 2022 £535 per annum. Next 3 yearly review 2025
4. CCC – Travelling Show Persons Sites Planning Advice note – Consultation 16/11/23 – 13/12/23 clerk to respond.
5. Terry Horsley – Standing down from Runwell Shed lead. Clerk to send letter of thanks.

Minute 147 Planning

1. Applications Received:
 - (i) 23/01767/FUL – 26 Egbert Gardens – Retrospective application for new outbuilding. *RPC comment:* Supported.
 - (ii) 23/01803/FUL – Runwell Hall Farm, Hoe Lane, Rettendon – Erection of Farm Office building. *RPC comment:* No objections.

Minute 148 Village Hall

- (i) To consider quotation for emergency repair of car park potholes and new concrete base for refuse bins: LTS Building and Landscaping Ltd – Pothole repairs £1800.00 and new concrete base for refuse bins £1500.00 plus VAT £660.00 total £3960.00. The Hall Chairman explained that 4 companies had been approached and only one had presented a quotation. The council agreed the quotation of £3960.00 be accepted and the work completed as soon as possible.

Minute 149 Allotments

- (i) Amendment to be added to Allotment Agreement/Rules: Delete Key Deposit and add Plot Deposit. All new Agreements/Rules issued wef 1/11/23 to contain new wording. The Council approved this change.
- (ii) Plotholders Consultation. All plotholders to indicate one of the following preferences:
Option 1. Agree that the key deposit held (at 31/10/23) can be re-allocated as a plot deposit or
Option 2. Request the return of the key deposit. All forms to be signed, dated and returned to the Clerk and actioned as required.

The Clerk advised that she had consulted the Legal Section of the National Society of Allotments to get advice on this matter. The Council agreed to the Consultation and management of the deposits.

Minute 150 Reports

Hall – Thanks to the work party for putting up the Christmas Decorations. Issue with the Quooker tap – new filter needed. Door in the ladies toilet needs oiling. Electrician scheduled to complete minor repairs. Work party arranged to take down Christmas decorations Sunday 7th January 2024 11am.

Park – No report.

Runwell Roundabout – Winter edition had been delayed. Articles now with editor and will be sent to printers later this week.

Allotments – See minute 149

PRoW – 49th Boxing Day Walk meeting in Runwell Park at 10.15am for 10.30am start.

CCC – Both Cllr Clark & Davis attended meeting with Essex Police to discuss siting an ANPR camera at the main roundabout into St. Luke's at the Runwell Road junction (funding available but formal decision still to be agreed), other issues covered – Car Thefts at St. Luke's. The planning application for the Solar Farm at Southlands Farm has been called to the Planning Committee Tuesday 5th December 2023.

Schools - RCPS & St.Luke's School – No reports

Minute 151 Notices of Motions and Future Business

- Planning Committee Monday 18th December 2023 7pm if business requires.
- Work party to take down decorations Sunday 7th January 2024 11am
- Council Meeting Monday 8th January 2024 7pm

The meeting closed at 8.30pm