**MINUTES OF COUNCIL MEETING 5th JANUARY 2015**

**IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE**: - Chairman: Mr. B Lansdale; Messrs. Croot, Dockerill, Grummett, Lerwill, Martin, Rogers and Sloane. Mesdames: Martin, Payne and Varney. CC Councillors Ride and Millane.

The Chairman welcomed everyone to the first meeting in 2015.

**Minute 154 Apologies: -** Mrs K Racher & Mr S Fagioli

**Minute 155 Declarations of Interest –** None declared

**Public Participation**

1. RD reported defective streetlight along footpath linking Canewdon Gardens and Runwell Gardens; further defective streetlight at junction of Church End Avenue and Locarno Avenue. RD further reported two radiators in the Hall not working (valves sticking).
2. JS/MG reported damaged road sign by width restriction/traffic calming opposite Grange Road.
3. BL/MR reported on their inspections of the new trash grille installed in the ditch at Meadow Lane. The councillors discussed the responsibilities for clearing the ditch and the dangers involved
4. Public (FW, AD & DD) made comment on the ditch and other flooding in the area.
5. RR (CCC) made comment on the ditch explaining the current measure was interim and then spoke of the problems with flooding along the A132.

**Minute 156** The Minutes of Council Meeting held 1st December 2014 were approved and signed by the Chairman as a true record.

**Minute 157 Clerks Report** see Appendix 1

JS commented on the new fence round the children’s play area

**Minute 158 Finance:** Payments

Petty Cash

Clerks 1/4ly Personal Phone Allowance £20.00 Marking Paint £22.00 Brushes, Filler, Paint £28.51

Padlocks & Duplicate Keys £52.85 Christmas Meal (Pearce x2) £30.00 **Total £153.36**

Pre-payments

106861 Viking Direct Wall planners 7 printer ink £82.58

106862 DMR Garden Services Prune/clear Village Hall rear garden (2 days) £240.00

D/Debit BT Hall payphone £51.43

D/Debit BT Office telephone £88.75

Cheques to issue

106863 Mrs J Pharez Salary

106864 Mrs G Smith Caretakers Salary 5wks & locking

106865 L Vallis Groundsman 5 weeks £1495.00

106866 Essex Pension Fund Pension £361.63

106867 Safe Fire Protection Annual Fire Extinguisher Service x15 £240.00

106868 C.D.B.F Allotment 1/4ly rent £79.11

106869 Images Winter Edition Runwell Roundabout £141.60

106870 Sky Fencing Play Area Fencing £6439.68

106871 PC Wright Electrical Ltd Hall emergency repair £180.00

106872 WB Lansdale Chairmans expenses £37.99

106873 A – Z Supplies Hall Supplies £70.49

106874 HMRC Tax & NI Oct, Nov, Dec £1171.21

106875 Cash Petty cash as above £153.36

106876 E.on Hall electricity – Oct, Nov, Dec £692.62

D/Debit J & J Pharez CCTV Broadband £12.21

D/Debit E.on Electricity used at Park £142.99

Total **£13303.31**

The Council agreed to transfer £8,000 from business tracker a/c to current a/c to cover these payments

**Minute 159 Correspondence**

Received

1. SLCC – 2014-2016 National Salary Award – New rates to apply from 1st January 2014.
2. CCC – Emergency Planning Awareness. Noted
3. CCC – Parish Cleansing Days. Clerk to send details of areas needing attention.
4. RCCE – Community Agents Update. Noted
5. ECC – Where are the flood problems in your area? Return due by 31st January 2015. Three areas identified. (i)A132- run off from fields due to blocked drainage/ditches area opposite Oma, Runwell Road and 100 metres approximately beyond Burr Hall, Runwell Road (ii) 28 – 90a Church End Lane – insufficient capacity of ditch from Meadow Lane (iii) Brock Hill – lowest part of Hill on the Runwell boundary by Moorgarden Wood
6. St. Mary’s Church – Church maintenance costs and burial plots availability. Discussed and noted.

**Minute 160 Planning**

1. **Applications received:**

14/01992/FUL 18 Downham Road - Part single, part two storey rear extension. Insertion of new window to both first floor side elevations – No objections

1. **Runwell Hospital Development**:

RR reported that work to the new access road was starting and construction traffic should be using the haul road. The first phase of housing is to be started so the first occupations can coincide with the opening of the road (but not before).

**Minute 161 Village Sign**

It was agreed that the current sign should be re-furbished, Clerk to research records to get contact details of original manufacturer, sign to be removed and stored to dry. Quotation for work to be obtained.

**Minute 162 Hall Handyman**

KR had asked for this item to be put on the agenda and was not present at the meeting. This item to be placed on the next Hall committee agenda for consideration.

**Minute 163 Reports**

* 1. **Hall** – RL reported that most issues had been covered; specification for electrical work and new side lights agreed (BL circulated details); hall to be closed during half term for the work to be completed. It was agreed to arrange a Hall committee to discuss the summer refurbishment. LP/JS thanked everyone who helped take down the Christmas decoration.
  2. **Park** – MR had no further report, new fence in place, see Clerks report. Recent football practise between the football pitches which had left a mess due to the poor ground conditions. JS suggested a strict finish date for football matches to give the pitches time to recover before the next season.
  3. **Allotments –** LP reported “Bramble Lodge” was formally opened on 20th December 2014.
  4. **Footpaths –** DD reported Boxing Day Walk attracted 50 walkers and raised £116.50 for the Sarah Kitchener Perrow Brain Tumour Trust.
  5. **Runwell Roundabout –** No report
  6. **CCC –** RR reported there would be elections in May 2015; precept details had been submitted and accepted; all efforts being made to ensure a good development at Runwell Hospital; Flooding is an ongoing issue with various solutions being reviewed, the A132 had been freezing due to the water running off the nearby fields, Rodney Bass (ECC Highways and Transport) will not move on the decision re street lighting being turned off after midnight even in areas that are dangerous; The footpath in Locarno Avenue is in a poor state of repair but has been scheduled for repair (date unknown). RR/LM thanked the parish council for the continued use of the committee room for their surgeries.

JS asked a question regarding the provision of doctors at the new Runwell hospital development, a satellite service has been agreed by the NHS but the continuing change in the management and organisation of the health providers locally has caused many problems discussing the issue and getting the NHS to take responsibility for the area.

* 1. **Tree Wardens –** SM reported that a number of trees had been cut down on the Runwell Hospital site, the contractors were doing a good job and quite approachable.

# Minute 164 Notices of motions and Future Business: Arrange a Hall Committee meeting.

**Minute 165 Agenda items:** Village sign

The meeting closed at 9.25pm

**MINUTES OF HALL COMMITTEE MEETING 27TH JANUARY 2015**

**IN COMMITTEE ROOM, RUNWELL VILLAGE HALL AT 7.00PM**

**IN ATTENDANCE**: - Chairman Mr R Lerwill; Messrs: Croot, Dockerill, Lansdale and Sloane. Mesdames Payne, Racher and Varney.

**Minute 166 Apologies:** All present

**Minute 167 Declarations of Interest:** Mike Rogers declared an interest in Agenda Item 4 Handyman

**Minute 168 Specification re Internal Refurbishment of Main Hall**

The committee discussed and amended the draft specification. See appendix 2. Clerk will circulate final draft to RL & BL prior to issue to Builders: Lindon Contracts; MC & S Builders; South Woodham Builders.

BL & BC will be point of contact, quotations needed by 28th February 2015 for decision at Council meeting to be held on 2nd March 2015. Hall will be closed 20th July 2015 – 4th September 2015. Refurbishment to be completed by 31st August 2015. Work party needed 19th July 2015 to remove window and stage curtains, further work party tba first week of September to re-hang curtains. RD asked that the Clerk send a formal letter to the Clubs using the Hall advising them of the closure.

**Minute 169 Handyman**

The committee discussed the appointment of a regular handyman. The committee recommend to the full council that the current system is continued; there is insufficient work for an appointment on a regular basis.

**Minute 170 Electrical work – Half Term**

The committee reviewed the quotation from PC Wright Electrical Ltd in the sum of £4661.67 +VAT and recommend to the Full Council that this accepted so work can be carried out 16th – 20th February 2015. BL to query the following items: Side wall lighting must be dimmable and of durable design; fitting of ceiling tiles. Clerk to purchase two boxes (48) ceiling tiles from Penlaw Ltd Wickford.

**Minute 171 Heating Repairs**

Clerk confirmed that Wickford Heatline would be able to replace the problem radiator valves during the half term break as above. They would also be replacing the tap in the kitchen. BL asked that Wickford Heatline move the room thermostat/controller to a different position so it is not affected by winter sunshine.

**Minute 172 Replacement Window Panels**

BL confirmed that Abela Glass would undertake the replacement of the window panels during half term. Quotation has been requested but nothing received to date.

**Minute 173 Review of Hall Charges**

The committee recommend to Full Council that charges are reviewed after the refurbishment is completed.

**Minute 174 Questions**

1. JS asked that the tarmac area around the drain by the north entrance is repaired/re-set. MR will arrange for this to coincide with path repairs at Runwell Park.
2. Kitchen fluorescent strip lighting needs replacing – BL to add to electrical work during half term.
3. KR asked about frosting or blinds for kitchen windows, it was agreed this was not necessary.
4. KR raised the issue of a defibrillator for the Hall, no requirement for Hall’s to have these at present.

Meeting closed 8.15pm