

**MINUTES OF COUNCIL MEETING 10<sup>th</sup> JANUARY 2022  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr. P Clark; Messrs: Davis, Lansdale, Redway, Rogers, Sloane & Tarplett; Mesdames: Ellis, Evans, Goodwin, Hutson & Payne. 3 members of the public.

**Minute 165 Apologies:** - Mr J Mpawose. Apologies accepted.

The Chairman welcomed everyone to the January meeting. The new projector, screen and microphones were used. All documents were viewed on the screen.

**Minute 166 Declarations of Interest** – None declared

**Minute 167 Public Participation**

Councillors/Public present raised various Highways issues at the following locations: Locarno Avenue, Church End Lane, Runwell Road, Runwell Chase & Brock Hill most of the issues have been reported – ECC Highways very slow to conduct repairs. Issues to be followed up and further reports made. To include road surfaces, missing white lines, poor quality maintenance/clearing up, streetlights not working, rubbish, overgrown hedges, no parking areas and missing public footpath waymarker. Details of St. Luke’s School new intakes discussed.

**Minute 168** The Minutes of Council Meeting held 6<sup>th</sup> December 2021 were approved and signed by the Chairman as a true record.

**Minute 169 Clerks Report** – See Appendix 1 (Report read out and noted.)

**Minute 170 Finance**

**(i) Payments for authorisation**

Lloyds Bank – Pre-payments:

FPO	RDB	Trenching – Runwell Park 1 <sup>st</sup> Instalment	£1067.50
	RDB	2 <sup>nd</sup> Instalment	£1067.50
FPO	Play Inspection Comp	Rospa Inspection & Report Runwell Park	£180.00
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary – 4 weeks plus locking	
FPO	Essex Pension Fund	Staff Pensions	£660.07
FPO	SLCC	Annual M/Ship Fee	£186.00
FPO	P Clark	Heavy Duty Refuse Sacks – Runwell Park	£40.17
FPO	R Lyall	Returnable Hall Deposit	£100.00
FPO	RDB	Hall Car Park Repairs 50%	£1000.00
DEB	Amazon/IGS	Christmas Decorations	£90.91
DEB	Asda	12 @ 1 <sup>st</sup> Class Stamps	£10.20
		Subtotal	<b>£4123.55</b>

A transfer of £4000 was made prior to cover these payments.

Lloyds Payments for authorisation

Deb	Zoom	Monthly Subscription	£11.99
Deb	Adobe Pro	Monthly subscription	£15.17
FPO	L Vallis	Groundsman Runwell Park	£1436.50
FPO	Mrs JC Rogers	Hall Garden - Monthly	£60.00
FPO	A-Z Supplies	Hall Supplies	£35.21
FPO	Link CCTV	Extra CCTV Camera Runwell Park	£1403.64
FPO	ESL	Audio Visual Equipment – Village Hall	£5875.63
FPO	H Anang	Hall Returnable Deposit	£100.00
FPO	S Skinner	ditto	£30.00
D/debit	Veolia	Hall Refuse	£139.44
		Total	<b>£13231.13</b>

A further transfer of £9500 (Nine thousand five hundred pounds) was agreed from the Deposit Account to the Current Account to cover these payments.

Barclays Bank Pre-payments:

Debit Card	KSS	Trencher Hire	£442.50
Debit Card	TLC	Electric Cabling 100m	£190.20
Debit Card	TLC	Extra Cable & Joiners	£30.22
		Subtotal	<b>£662.92</b>

Barclays Bank Payments for authorisation:

Debit card - Petty Cash

B Tuff allotment Key £5.00	L Vallis Strimmer Parts £28.99		
Window Cleaning – Village Hall £85.00	Total		£118.99

D/debit	E.on Next	Electricity used at Hall monthly	£181.00
D/debit	Brit Gas	Gas used at Hall	£589.74
D/debit	BT	1/4/y Hall Payphone	£66.30
107658	HMRC	Tax, NI Oct, Nov, Dec	£1222.32
		Total	<b>£2841.27</b>

Sufficient funds held in the Barclays Current Account to cover these payments.

All the payments were approved as shown above.

**(ii) Receipts & Payments; Bank Reconciliation covering period 1<sup>st</sup> April 2021 – December 2021**

The Council fully approved the Receipts & Payments and the Bank Reconciliation 1<sup>st</sup> April 2021 – 31<sup>st</sup> December 2021. The Chairman signed a copy for the Minute Book. Copy attached to these minutes.

**(iii) Village Hall Car Park Repairs Quotation**

The Council formally approved the quotation from RDB Landscapes in the sum of £2000.

**(iv) CCTV Annual Maintenance Contract**

The Council formally approved the Annual Maintenance Contract from Link CCTV Systems in the sum of £1267.14 covering 2 visits per year to be paid quarterly.

**Minute 171 Correspondence**

1. Wickford Town Carnival Team – Request to assemble at Runwell Park Saturday 10<sup>th</sup> September 2022. The Council approved the request subject to Safeguarding of Minors being in place and volunteers DBS checked. All rubbish to be cleared and no cars to be left on grass areas. Permission will be needed from Runwell Shed re the toilets.
2. CCC Play in the Park – Expression of Interest for Easter & Summer Holidays. The Council agreed to book 2 dates in August, preferably 4<sup>th</sup> & 25<sup>th</sup> August 2022. It was further agreed to budget up to £1k per session to include the basic provision plus 2 extra activities per day. Clerk to circulate “Extra Activities Data Sheet and costs” to collate preferences to book. The Council also recommended that a catering van should be booked to provide refreshments through the day.
3. Essex Heating & Plumbing – Quotation for Annual Boiler Service & Gas Safety Checks. The Council approved the quotation in the sum of £345.00 plus VAT. Heating controls may be suitable for the NEST control system – more information to follow.

**Minute 172 Planning - No applications received.**

A question was asked about consultation on permitted development rights approval. The Chairman answered the question. The matter has since been approved following appeal therefore no further comments can be submitted.

### **Minute 173 QEII Platinum Jubilee Celebration 2<sup>nd</sup> – 6<sup>th</sup> June 2022**

The Clerk advised that none of the community had come forward or enquired about joining the organizing committee. Committee meeting agreed for Monday 24<sup>th</sup> January 2022 following the Hall meeting.

### **Minute 174 Runwell Park**

- i. Wickford Carnival Saturday 10<sup>th</sup> September 2022 – see Minute 171(1) above.
- ii. Play Inspection Company request to set up Annual Inspections. Price for 2022 £150 plus VAT. The Council agreed to setting up the regular Annual Inspection Programme as quoted.

### **Minute 175 Reports**

1. **Hall** – New projector, screen and audio system well received. Suggestion to purchase round hall tables and padded chairs suitable for weddings etc.
2. **Park** – Owl box has been installed with squirrel baffle. Trenching completed, now waiting for the electrician to power up car park/play area light and the recently installed CCTV camera. Area by the re-cycling bins recently used as a public convenience. Next committee meeting to be February 2022.
3. **Allotments** – 2 plots available. The ground is very wet, and squirrels continue to be pests. Several high trees along the boundary that could be suitable for further Owl boxes.
4. **Footpaths** – DD reported on the Boxing Day Walk, only a few hardy souls completed the walk due to the heavy rain, but the weather improved by the time The Runningwell was reached. Just over £112 raised for the Sarah Kitchener Perrow Brain Tumour Charity. The blocked ditch running through the St. Luke’s Development had completely flooded the footpath along the boundary. The Chairman agreed to take this matter yet again to with Countryside Developers.
5. **Runwell Roundabout** – Winter 2021 edition delivered, thanks to all those that helped. Some a little late due to Covid.
6. **School Representation** – There is a Full Governors meeting next week (commencing 17<sup>th</sup> January). The new Headmistress is fully aware of the parking issues around the school and keen to get involved with the Parish Council. The 3PR system was discussed “Care, Consideration & Caution” being the 3 parking rules.
7. **CCC** – PC reported that the Planning Application submitted for a new property in the rear garden of 17 Church End Avenue had been withdrawn as it required a Flood Risk Assessment to be completed. Main decision-making meetings being held face to face at Highlands Park, all other meetings being held by on-line.

### **Minute 176 Notices of Motions and Future Business:**

Planning Meeting: 3<sup>rd</sup> Monday 24<sup>th</sup> January 2022 7pm if business dictates. To be followed by Hall Committee Meeting and QE11 Platinum Jubilee Committee meeting. Next Full Council meeting Monday 7<sup>th</sup> February 2022.

### **Minute 177 Other**

- Query raised about a new wall being built in an adjacent Parish – noted.
- Question as to whether a decision had been made about the Community Governance recommendation for a new ward in Runwell. The decision will be made at the next Full Council meeting of Chelmsford City Council.

**The meeting closed at 10.05pm**