

**MINUTES OF COUNCIL MEETING 14th MAY 2018
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Messrs. Clark, Martin, Rogers, Sloane and Tarplett. Mesdames: Ellis, Payne and Wolf; City Councillor Millane. 10 members of the public.

Mr Mike Rogers took the Chair for the purpose of appointing the new Chairman for the forthcoming year.

Minute 1 Mr Paul Clark was elected Chairman and signed his Acceptance of Office.

Minute 2 Mr Mike Rogers was elected Vice Chairman

Minute 3 Apologies: Mesdames Evans and Martin; Mr. B Lansdale; CCC Ray Ride

Minute 4 Applications for Co-option – None received

Minute 5 Declarations of Interest – None declared

Minute 6 Public Participation

1. JS commented on the Basildon Borough Council planning application for the site adjacent to Wickford Cricket Club for 120 apartments and the limited amount of parking proposed.
2. AE reported:
 - Resident's concern about loose kerb stones in Keith Avenue;
 - Signage (No through road) in Keith Avenue worn out and needs replacing;
 - Pavement by the entrance to the Quart Pot Public House, Runwell Road in poor condition and hedge by the glebe field overgrown;
 - Overhanging branch Runwell Road by the field next to Burr Hall/Lynfords Farm
3. BR reported broken/loose tile/s in gents toilet
4. DD reported streetlight not working by The Greenway (number to be given to the Clerk)
5. JD further commented on the condition of; usage by HGV's and commuter parking in Keith Avenue.
6. Resident of Saxon close queried the removal of Number 15 Bus Service, the Chairman responded.

Minute 7 Clerks Report – See Appendix 1

Minute 8 Election of Committees

(Chairman Mr P Clark and Vice Chairman Mr M Rogers are automatically members of every committee)

Hall Mrs A Ellis; Mrs C Evans; Mr. B Lansdale; Mrs L Payne; Mr. J Sloane (Co-opt Mr. R Dockerill)

Playing Field Mrs C Evans; Mrs L Payne; Mr. J Sloane; Mr. K Tarplett; Mrs J Wolf.

Standing Mrs C Evans; Mr J Martin; Mrs S Martin; Mrs L Payne; Mr. J Sloane; Mrs J Wolf

Planning Mrs A Ellis; Mrs C Evans; Mrs. J Martin; Mr. S Martin; Mr. K Tarplett; Mrs J Wolf;

Finance (Barclays & Lloyds Bank Signatories) – Mr. P Clark; Mr W.B. Lansdale; Mrs L Payne; Mrs J Pharez; Mr. M Rogers
(Non-signing members) – Mr. J Martin; Mrs S Martin & Mrs J Wolf

Minute 9 Elections of Proper Officers and Representatives

The following officers were all appointed and agreed to take the positions:

- (i) **Proper Officer** - Mrs J Pharez
- (ii) **Responsible Financial Officer** – Mrs J Pharez
- (iii) **Independent Internal Auditors**– Mr R Dockerill and Mr M Gibson
- (iv) **Allotments Representative** - Mrs L Payne
- (v) **Transport Representative** – Mr Paul Clark
- (vi) **Police Liaison** – Mr. P Clark
- (vii) **School Representative** – TBC
- (viii) **Footpaths/P.R.o.W's** – Mr D De'ath
- (ix) **Health & Safety** – Mrs J Wolf

- (x) **Runwell Roundabout Editor** – Mrs Y Waterhouse
- (xi) **Tree Wardens** - Mrs S Martin and Mr J Martin.
- (xii) **Website** – Mr P Clark
- (xiii) **Social Media** – Mrs A Ellis

Minute 10 The Minutes of Council Meeting 9th April 2018 were approved and signed by the Chairman as a true record. Minutes of combined Hall/Standing Committee 16th April 2018 were approved and signed by the Chairman as a true record. The Minutes of the Annual Parish Meeting held on 23rd April 2018 were circulated and confirmed as accurate.

Minute 11 Finance

(i)	Payments	<u>Petty Cash</u>	Window Cleaning Hall £85.00 Petrol – Park £9.79	Office Supplies/Postage £10.57 Total £105.36
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Prepayments

107508	Nisbetts	Cooker & Extractor – Hall	£2600.98
107509	J Pharez	Payphone Repair/Upgrade – Hall	£71.94
107510	Nisbetts	VAT omitted from 107508	£520.19

Cheques to issue

107511	Mrs J Pharez	Salary	
107512	Mrs G Smith	Caretakers Salary 5 wks	
107513	L Vallis	Groundsman 4 weeks	£1244.00
107514	Essex Pension Fund	Pension	£420.44
107515	DMR Garden (JC Rogers)	Hall Garden	£60.00
107516	A-Z Supplies	Hall Supplies	£148.66
107517	PC Wright Electrical Ltd	Hall - New Distribution Box, Bi Annual Test, Kitchen Work and Floodlight @Park	£2883.34
107518	PC Wright Electrical Ltd	Park – Bi Annual Test & Repairs	£674.63
107519	BF Ground Maintenance Ltd	April – 1 Cut	£132.00
107520	EALC	CCTV Course - P Clark	£55.00
107521	National Allotment Society	Annual Membership	£66.00
107522	Viking Direct	Office Supplies – Balance for printer ink	£12.00
107523	L Abbott	Caretaker cover	£50.00
107524	P Clark	APM/Office Refreshments	£55.22
107525	T Vick	Returnable Hall deposit	£30.00
107526	Cash	Petty Cash as above	£105.36
107527	Brit Gas (Commercial) Ltd	Boiler Service Kits	£316.47
107528	M Everett	Allotment Key Deposit returned	£25.00
107529	N Davison	Returnable Hall Deposit	£20.00
107530	C Clark	ditto	£20.00
107531	A Horvath – Franco	ditto	£30.00
D/Debit	N Power	Monthly Hall Electricity	£75.00
D/Debit	BT	Monthly Office Phone and Internet	£77.97
Total			£11403.42

The Council agreed to transfer £12,000.00 (Twelve thousand pounds) from the Barclays Business Premium Account to Barclays Current Account to cover these payments

- (ii) Receipts and Payments; Bank Reconciliation 1st April 2017 to 31st March 2018 approved.
- (iii) Annual Return: Section 1 Annual Governance Statement 2017/18 was reviewed and approved and will be published on the website.

Minute 12 Correspondence

Received

1. NALC – Consultation on Unauthorised Development and Encampments – Response by 25th May 18; RPC response to the 20+ questions – change to the law needed; Clerk to collate, summarise and circulate response to members prior to submitting for the deadline.

2. NALC – 2018 Model Standing Orders – Agenda item for next meeting. Clerk to circulate paper version prior to next meeting.
3. EALC – Councillor 2 hour briefing Saturday 9th June 2018 - noted
4. EALC – Code of Conduct Training Tuesday 12th June 2018 – MR & KT to attend
5. CCC – Public Spaces Protection Order: Fly Posting and Roadside Advertisements. Consultation, comments by 7th June 2018. RPC in support as long as local events can still be advertised.
6. Runwell Village Pre-School – Permissions for 50th Anniversary at Runwell Park. The Chairman to discuss with RVPS in more detail. Areas to be used and access to pavilion agreed. Permission for Driving School on the field refused; will compact the grass and invite unwanted attention.

Minute 13 Planning

1. Applications Received:

- (i) 18/00559/FUL Land South and North West of Lynfords Drive – Construct Tractor store and implement shed. RPC comment: No objections.
- (ii) 18/05073/TPO 90 Church End Lane – Maintenance works to T5 Oak, T6 Ash and T7 Oak. RPC comment: No objections.
- (iii) 18/00678/FUL 45 Brock Hill – Roof extension to create first floor accommodation including front/rear facing dormers; part two storey, part single storey side/rear extension and front/side extension with alterations to fenestration. RPC comment: No objections.
- (iv) 18/00791/FUL 19 Grange Road – Replacement roof to provide first floor accommodation, front and rear dormer windows, first floor front extension and single storey rear extension. RPC comment: No objections.

Minute 14 Highways/Transport

- (i) St. Mary’s Crossing – LM reported that the “Virgin Communications Box” needed moving from the verge, crossing still scheduled for installation by the end of July 2018
- (ii) Local Bus Service – Chairman reported he had been unable to speak with ECC, consultation on the changes to the local service concluded on 8th May. Awaiting further information.
- (iii) Speeding/Parking Controls – Response to the “Traffic Survey” still to be sent as more names needed for the petition to show the need for parking controls in particular in the area around Runwell Gardens and the junction with Church End Lane. LP to obtain more names and return petition to the Clerk by 21st May 2018.

Minute 15 Reports

1. **Hall** – PC to make safe the tiling in the gent’s toilet. LP had met with Ashwells Interiors and runners, hooks and extra stops for the curtains arranged.
2. **Park** – PC reported he had received a complaint from Chelmsford City Youth FC about the length of the grass and therefore an extra cut of the pitches had been arranged. Pitch weed/feed treatment to take place week commencing 21st May.
3. **Allotments** – LP asked for a new gate sign – Clerk to arrange.
4. **Runwell Roundabout** – Articles for the Summer Edition needed by the end of June.
5. **CCC** – Earlier in the meeting LM had reported that the Land opposite the Toby Carvery (subject to an Enforcement Order) was now being cleared. The Chairman asked whether LM could help RPC with the installation of the dog bins as the matter was now becoming protracted.
6. **Tree Wardens** – No report
7. **PRoW** – Reported that the local farmer was clearing hedges along Footpath 10

Minute 16 Notices of Motions and Future Business

Meetings of Finance Committee; Hall and Playing Field committees arranged for Tuesday 22nd May 2018 7pm, 7.30pm and 8pm respectively.

Minute 17 Agenda Items for next meeting 4th June 2018

Carry over items and include agenda item for Standing Orders.

The meeting closed at 9.20pm