

**MINUTES OF COUNCIL MEETING 9<sup>th</sup> APRIL 2018  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr. P Clark; Mr. J Sloane Mr K Tarplett (Co-opted). Mesdames: Ellis, Evans, Payne and Wolf. 14 members of the public.

**Minute 224 Apologies:** - Cllrs Lansdale & Rogers. Mr & Mrs Martin

The Chairman welcomed everyone to the April meeting.

**Minute 225 Declarations of Interest** – None declared

**Minute 226 Public Participation**

1. JS reported large puddle by “The Greenway” bus stop, water not draining away properly; Clerk to report to ECC Highways
2. PC reported that the road surface of The Greenway was generally in a poor state of repair.
3. LP asked whether there had been any progress with the installation of the Village Gateway Signs. Clerk to check with ECC Highways to obtain the necessary permissions.
4. AE reported that the white lines in Church End Lane were non-existent – Clerk to report to ECC Highways
5. CE reported that Countryside had not replaced the trees subject to the Planning Enforcement Notice; still problems with the ditches on the development; Runwell Sports & Social Club had put up signs saying Private Property & 24 hour CCTV surveillance; bollards still not in place at the end of Runwell Chase by Brockfield House and the water hydrant is still being used at the end of Lynfords Avenue for the site water bowser.
6. RR reported on the Planning Enforcement Notice on the Land opposite The Toby Carvery; court date still to be re-scheduled; the site is being monitored regularly and drones have been used.
7. FW asked LM whether there was an update on the Oak Tree under threat of removal in Canewdon Gardens; further reports being completed.
8. PC thanked LM for his help getting the new weir and drainage system in Meadow Lane cleared and repaired by CCC following the recent issues in this area.
9. DD commented on activities in Meadow Lane.
10. Area on corner of Egbert Gardens/Swan Lane rubbish left following the removal of tree cuttings.
11. DU reported a Facebook comment.
12. MH/JA and Mrs W all commented on the removal of the 15 Bus Service. (Clerk to forward the consultation paperwork)
13. MS reported parking for the dentist surgery in Swan Lane causing the sight line for those emerging from Ethelred Gardens to be blocked.

**Minute 227 Co-option of Councillor**

Application from Mr. K Tarplett to join the Council. The members all reviewed the application and duly voted to Co-opt Mr Tarplett to the Council. Mr Tarplett took his seat and signed his acceptance of office.

**Minute 228** The Minutes of Council Meeting 5<sup>th</sup> March 2018 and Planning Committee meeting held 19<sup>th</sup> March 2018 were approved and signed by the Chairman as a true record.

**Minute 229 Clerks Report**

The Clerks report - see appendix 1

**Minute 230 Finance**

(i) Payments:-

Petty Cash

G Smith Taxi - £6.00 Receipt books - £9.98 Stamps £14.52 Salt Bin Sundries £32.02  
Emergency Repair Park Pavilion £100.00 Total £162.52

Prepayments

D/Debit	BT	Hall Payphone	£63.52
D/Debit	Chelmsford Diocese	1/4ly Allotment Rent	£79.11
107490	Brit Gas Commercial	50% Invoice	£316.48

## Cheques to issue

107491	Mrs J Pharez	Salary	
107492	Mrs G Smith	Caretakers Salary 5 wks	
107493	L Vallis	Groundsman 5 weeks	£1555.00
107494	Essex Pension Fund	Pension	£406.41
107495	DMR Garden (JC Rogers)	Hall Garden	£60.00
107496	A-Z Supplies	Hall Supplies	£72.73
107497	PC Wright Electrical Ltd	Emergency repair – Hall	£96.00
107498	Chelms City Council	Hall Refuse Coll/Bin hire 6 months	£969.30
107499	ditto	1.8 Acre Field Annual Rent	£25.00
107500	EALC	Annual affiliation fee	£667.31
107501	Essex Playing Fields Ass	Annual M/Ship	£30.00
107502	R & J Environmental Serv	Boiler breakdown call out fee	£230.40
107503	L Abbott	Caretaker holiday cover	£25.00
107504	HMRC	Tax & NI Jan Feb Mar	£1318.34
107505	N Capon	Returnable Hall deposit	£100.00
107506	Cash	Petty Cash as above	£162.52
107507	Runwell Parish Council	Transfer funds to new Lloyds TSB	£5000.00
D/Debit	N Power	Monthly Hall Electricity	£75.00
D/Debit	BT	Monthly Office Phone and Internet	£78.12
D/Debit	British Gas Bus	Hall 1/4ly Bill Jan – March 2018	£2126.56
		<b>Total</b>	<b>£15128.82</b>

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

### (ii) Hall Kitchen Quotations.

The Chairman reported that three quotations had been received by the deadline and had been circulated to the members present. The first of the quotations received had not had the opportunity to quote for the kitchen floor, replacement refrigerator or tiling. In the interest of fairness the contractor should be given the opportunity to submit. It was proposed and agreed that a further meeting of the Hall Committee and the Standing Committee be held in 7 days (Monday 16<sup>th</sup> April) and the decision of awarding this contract should be delegated to those members. All the Councillors present voted in favour of this.

- (iii) BF Ground Maintenance – Quotation to “Weed and Feed” Runwell Park in the sum of £60 plus VAT per acre. It was agreed the open areas of the park including the football pitches would be treated (maximum 16 acres)

## **Minute 231 Correspondence**

1. NALC – Review of Local Government Ethical Standards - Return by 27<sup>th</sup> April 2018: Clerk to prepare a draft response and circulate prior to submission
2. Playsafety Rospa – Play Area Inspection May/June 2018 – The Chairman commented that some of the equipment was showing signs of wear and tear.
3. Strutt & Parker (Sophie Haywood-Smith) – Runwell Glebe issues and response from Father Jo Delfgou. St. Mary’s Church would like to get occupancy of the glebe field adjacent to the North Churchyard which could then be used as an extension to the burial area and a sensory garden. St. Mary’s can only consecrate this ground if it has ownership. RPC to respond and request whether this land could be donated for this purpose. It is unacceptable that (different) tenants for the past 20 years have not properly maintained the land and the agents or Chelmsford Diocese have not enforced this.
4. EALC – Letter from Chairman and membership letter - Noted
5. PKF Littlejohn LLP – Annual Audit instructions 2017/18 - Noted
6. Essex Highways (Jon Simmons) – Results from Automatic Traffic Count Church End Lane. The Chairman summarised the results, comments needed from RPC and the public. Display at APM.
7. ECC Passenger Transport – Consultation on Services 10, 13, 13a and 14 dates 5<sup>th</sup> April – 8<sup>th</sup> May 2018. Posters to be displayed, encourage as many bus users as possible to respond by the deadline

## 8. CCC – Confirmation of Parish Cleansing Day – 6<sup>th</sup> September 2018 - Noted

### Minute 232 Planning

#### 1. Applications Received:

- (i) 18/00287/FUL 32 Carlton Road – Dropped kerb – No objection
- (ii) 18/00504/ADV 63-65 Brock Hill – 5no. 1500 x 900mm posters on plywood backing fixed to site hoardings – RPC comment that there is no objection to the siting of the boards but we object to the wording on the boards, strictly speaking not an advert.
- (iii) 18/00525/FUL 1 Church End Avenue – Single storey rear extension, first floor side extension and new vehicle crossover – RPC comment that the wording of the application is misleading in that it appears the garage is being converted into a habitable room with extension above. There is no objection to extensions as the plot is large and can accommodate the proposals.
- (iv) 18/00309/FUL Old Dromana Brock Hill - Demolition of link detached relocatable office building and reconstruction of single storey office that is to be semi-detached to the main dwelling. RPC comment – No objections.
- (v) 18/00308/FUL Old Dromana Brock Hill – Conversion of existing barn to day care nursery, external alterations, including new access ramp and changes to windows and doors. Conversion of pig sty to provide staff welfare facilities, external alterations including insertion of windows. Creation of parking and turning areas, replacement fencing and installation of two canopies to provide solar shading. RPC comment – No objections.
- (vi) 18/00587/FUL 1 Canewdon Close – Construction of a new front porch with a pitched roof and sliding entrance door. RPC comment – No objections.

### Minute 233 Highways/Transport

- (i) St. Mary's Crossing – The Chairman invited RR to report. RR reported that ECC Highways had appointed a new project manager, also the point of contact at Countryside was now Poppy Church. The timetable for the delivery of the project could possibly be end of June beginning of July, the safety audit, final drawings and drainage scheme to complete. The project has been costed through the tendering process. Allocated funds for this and the Radwinter Roundabout improvements £700k with St. Mary's Crossing now a priority and scheduled to be completed first. Several of the Council members thanked RR for his involvement with this scheme and getting some progress at long last.
- (ii) Local Bus Service – See Minute 231 (7) Proposals and consultation to re-route Service 10

### Minute 234 Reports

- **Allotments:** LP reported that the ground was very soggy almost a “paddy field”; the laminated “Private – No Right of Way Sign” had succumbed to the rain, plastic sign needed.
- **Park** – PC reported further on the anti-social behaviour as stated in the Clerks report. When the ground dries it may be more appropriate to place further concrete blocks by the kissing gate on Footpath 7 where it crosses into Meadow Lane.
- **Hall** –. PC reported that the installation and purchase of the new cooker and Smartvent was a priority.
- **CCC** – No further report.
- **Runwell Roundabout** – The Spring 2018 edition had been completed and delivered.
- **PRoW/Footpaths** – DD reported that Wickford Community Archive were having an Open Day at Christchurch, Wickford on Saturday 28<sup>th</sup> April 2018 10am – 4pm
- **Tree Wardens** – No report

### Minute 235 Notices of Motions and Future Business:

Hall and Standing Committee Meeting Monday 16<sup>th</sup> April 7pm; Annual Parish Meeting Monday 23<sup>rd</sup> April 2018; Annual Parish Council Meeting 14<sup>th</sup> May 2018

### Minute 236 Agenda Items for next meeting: Carry over current items

Meeting closed 9.40pm