

**MINUTES OF COUNCIL MEETING 5<sup>th</sup> AUGUST 2019  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr P Clark; Messrs: Lansdale, Martin, Redway, Sloane & Tarplett; Mesdames: Clark, Ellis, Evans, Martin, Payne & Wolf. 6 members of the public

**Minute 85 Apologies:** - Mr. M Rogers

The Chairman welcomed everyone to the August meeting and thanked Mrs Ellis for Chairing the July meeting.

**Minute 86 Declarations of Interest** – Mrs A Ellis declared a personal interest in the Planning Application relating to 8 Browns Avenue. (Neighbour)

**Minute 87 Public Participation**

1. BL reported overgrown hedge/brambles by bus shelter Browns Avenue; Runwell Chase - road and footway works completed, mounds of earth left in mounds on edge of ditch (reported); tactile paving Runwell Chase by Brockfield House being used as access. ECC Highways Officer required to assess.
2. JM/AE also reported spoil left by contractors & ditches not cleared. Further report to be sent.
3. JW reported noise issues with functions (karaoke) in marquee at Quart Pot Public House. PC to speak to landlords.
4. LP asked about progress on the Village Gateway in Kemble Hill, the Chairman responded the matter was on hold until the planning issues with the land opposite The Toby Carvery were resolved.
5. AE reported she had been thanked by a resident in Keith Avenue for resolving the issue of garage waste created at a nearby property, report of accidents by Wantz Corner.
6. PC also reported traffic accidents at Wantz Corner mini roundabout due to the lack of signage and road markings, ECC Cllr Kevin Bentley written to on this matter, further reports made re area at junction of Meadow Lane/South Hanningfield Way (chasing Paul Van Damme at CCC). Further speeding issues - Brock Hill reported. Request to be made to Adam Pipe for accident figures.
7. KT reported overgrown hedge/brambles at junction Egbert Gardens and Church End Avenue. Clerk to write to the occupants. Request for enforcement update re land Viking Way/Church End Avenue. PC explained the legal position from CCC.
8. JD expressed concerns over losing areas of the greenbelt to development.
9. RG reported overgrown hedge/brambles at 15 Church End Lane. Personal visit to be arranged.

**Minute 88** The following Minutes were approved and signed by the Chairman as a true record: Minutes of Council Meeting 1<sup>st</sup> July 2019 and Minutes of Hall Committee held 29<sup>th</sup> July 2019.

**Minute 89 Clerks Report**

- A volunteer needed to take the minutes at September meeting, Clerk on annual leave.
- The council agreed to purchase 5 vented ceiling tiles for the Village Hall.
- Get experience details from resident offering to become editor of Runwell Roundabout.

**Minute 90 Finance**

(i) Payments:

Petty Cash

Petrol – Park £11.45	Clerks 6 month phone allowance £40.00	Window Cleaning – Hall £85.00
G Redway Travelling Expenses x2 to EALC Gt. Dunmow £48.40		Total £184.50

Payments from Barclays Bank

D/Debit	Strutt & Parker	1/4ly Allotment Rent	£79.10
D/Debit	BT	Monthly Office Phone and Internet	£91.05
D/Debit	British Gas	Gas used at Hall	£167.67
D/Debit	E.on	Electricity used at Park	£164.15
		<b>Barclays Total</b>	<b>£422.87</b>

Debit Card Prepayments Lloyds Bank

Safety Signs 4 Less	Hall signage	£34.80
Earthwise Girls	Disposal Bags	£9.95
Abbott Signs	Brass Engraved Plaques	£67.20

CEF (Chelmsford)	Stage Spotlights x4	£28.56
Toner Giant	Imaging Unit – Copier	£77.13
<u>Prepayments Lloyds Bank – Online</u>		
Sky Fencing	6 fence panels & gravel boards – Hall	£316.00
D Jarvis	Install – Memorial Benches	£840.00
	Sub-total	<b>£1373.64</b>

Payments from Lloyds Bank to issue

Mrs J Pharez	Salary	
Mrs JC Rogers	Caretaker 5 weeks	
L Vallis	Groundsman Monthly	£1436.50
Mrs JC Rogers	Hall Garden	£60.00
BF Ground Maintenance Ltd	Park – 2 cuts July	£264.00
Capitol Floor & Hygiene	Urinal Mats & Service Contract	£219.12
RCCE	Annual Membership	£88.00
A-Z Supplies	Hall Supplies	£52.64
	Ditto	£10.19
Images	Annual Report & Summer Newsletter	£464.00
EALC	Training G Redway	£108.00
CCC	Uncontested Parish Elections x2 Wards	£154.00
C Tyler	Returnable Hall Deposit	£125.00
P Bickle (Ladybirds Song Group)	Ditto	£100.00
R Hall	Ditto	£30.00
D/Debit	Veolia	Hall Refuse June x4 weeks
Standing Order	Essex Pension Fund	Staff Pensions
	Lloyds Total	<b>£5684.29</b>

The Council agreed to transfer £6000.00 from Lloyds Deposit A/c to Current A/c to cover these payments.

- (ii) Receipts and Payments 1<sup>st</sup> April – 30<sup>th</sup> June 2019 – The Council approved the Receipts and Payments and Bank Reconciliation covering the first quarter of the current financial year.
- (iii) The Council agreed to pay the Park Groundsman L Vallis (contractor) on an average monthly basis of £1436.50 (no change to the annual amount of the contract)

**Minute 91 Correspondence**

1. Essex Police – Community Special Constables – Workshop 5<sup>th</sup> September. PC to attend
2. Bob Croot – Complaint re Runwell footpaths. Footway areas reported in need of attention to make safe for the crossing of disabled users and prams/pushchairs. Clerk to reply to BC and report areas need attention to ECC/CCC.
3. CCC – Chelmsford Draft Local Plan Modifications Consultation 01/08/19 – 19/09/19 – noted.
4. Essex Info – Clerk to Sturmer Parish Council offer to move/manage website. RPC to await further information before making a decision about moving the website.
5. RCCE – Community Enablers. Clerk to obtain more information.
6. Chelmsford Business Improvement District – Chelmsford Art Giveaway. Obtain more information.
7. MS Alarms - Company based at St. Luke's offering CCTV services.
8. Mr Shine - Footpath issues Runwell Road.

**Minute 92 Planning**

1. Applications Received:
  - (i) 19/01249/FUL – 8 Browns Avenue - Proposed loft conversion with two front dormers and one rear dormer. RPC comment: Supported.
  - (ii) 19/01283/FUL – 129a Runwell Road – Single storey rear extension. RPC comment: Supported.

**Minute 93 Highways**

The Council discussed positions for traffic counts: Brock Hill: 108 Brock Hill & 46 Brock Hill; Church End 20 Church End Lane & 182 Church End Lane; 152 Swan Lane. Counts to be taken during school holidays

**Minute 94 Neighbourhood Plan**

PC reported on his meeting at CCC regarding the Meadow Lane re-development and the suggestion of Runwell producing a Neighbourhood Plan to identify areas within the parish for future development. Land

in Meadow Lane is still classified Green Belt, the fact there is a lot of development in Meadow Lane does not change the classification. CCC **have** to give their approval for a parish to prepare a Neighbourhood Plan, it cannot proceed without this approval. The process for producing a Neighbourhood Plan is lengthy and complicated. It is driven by the parish council, the Clerk, a panel of volunteers and interested parties; also a planning consultant would be needed. No further action until support from CCC given

#### **Minute 95 Website**

Item covered under correspondence. Awaiting further information.

#### **Minute 96 Wickford Carnival 100<sup>th</sup> Anniversary Saturday 14<sup>th</sup> September 2019 12noon**

The Clerk reported conversations with Chelmsford Safeguarding Officer and Basildon Borough Council Health & Safety Department regarding the carnival arrangements. It was proposed, seconded and agreed unanimously to:

Obtain from Wickford Carnival Committee written confirmation of the arrangements for the Safeguarding of Carnival participants, a list of officials and means of identifying officials, confirmation the Child Protection Officer/s will be present at the assembly point, assurance that no untrained people will be in charge of traffic, assurance that the Church End Lane will be closed for a minimum amount of time; assurance that diversions for traffic unable to use Church End Lane will be clear. Confirmation to be received by the end of August or the offer to assemble in Runwell Park will be withdrawn.

#### **Minute 97 Police – Special Constable Recruitment**

Clerk to laminate posters to be put up around the Village. Regular updates to be put on Social Media and Website.

#### **Minute 98 Reports**

- Hall** – AE reported: Work party arranged for 20<sup>th</sup> August 2019 10am extra volunteers welcome. Awaiting quotes for the Pre-School side gate. Quotation received Crays Hill Ironcraft £1090 plus VAT. Agenda item for next meeting. Specification to be given to KC.
- Park** – Repairs completed to the sink hole. The extension to the overflow car park on hold until football lettings re-commence. PC to oversee the Play in the Park on 15<sup>th</sup> August 2019.
- Allotments** – LP reported two “non-cultivated plot letters” issued. Agenda item for September: Annual Allotment Rent review.
- Footpaths** – DD reported he had received complaint the FP10 was overgrown and blocked by vegetation; he further reported that the made-up footways should be in better repair.
- Runwell Roundabout** – See Clerks report, new Editor has come forward.
- CCC** – PC reported on the City Councils working group re homelessness & rough sleeping, official and actual numbers seem to differ so new census to be taken. Report received about parking on the pavement outside the shops in Alderney Gardens – referred the issue to Basildon Borough Council and asked for bollards to safeguard pedestrians.
- Tree Wardens** – No report.
- Public Transport** – No report.

#### **Minute 99 Notices of motions and future business:**

Play in the Park Thursday 15<sup>th</sup> August 2019 1.30pm – 3.30pm

Planning Committee meeting 19<sup>th</sup> August 2019 7pm – subject to sufficient business

Hall work party Tuesday 20<sup>th</sup> August 2019 10am

#### **Minute 100 Agenda Items for next meeting.**

- Hall – Side Gate;
- Allotment rent review;
- Highways;
- Carnival

Mrs J Wolf & Mrs J Pharez gave apologies for the next Parish Council meeting Monday 2<sup>nd</sup> September 2019

**The meeting closed to the public at 10.05pm**