

**MINUTES OF COUNCIL MEETING 9th MAY 2016
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Messrs. Clark, Grummett, Lansdale, Lerwill, Martin, Rogers, Sloane and Waterhouse. Mesdames: Martin, Payne, Varney and Waterhouse; CCC Millane & Ride.

Mr Robert Lerwill took the Chair for the purpose of appointing the new Chairman for the forthcoming year.

Minute 1 Mr Bill Lansdale was elected Chairman and signed his Acceptance of Office.

Minute 2 Mr Robert Lerwill was elected Vice Chairman

Minute 3 Co-option of New Councillor: Mrs Chris Evans was co-opted onto the Council. CE took her seat and signed her Acceptance of Office.

Minute 4 Apologies: None - All councillors present

Minute 5 Declarations of Interest – Mr J Martin and Mrs S Martin declared a personal interest in Agenda Item 15 Planning items 2,3,4 & 5 re The Anchorage, Runwell Chase; Mr M Grummett declared a personal interest in Agenda item 17 St. Luke's Development with reference to future uses of St. Luke's Chapel.

Minute 6 Public Participation

1. PC gave further information regarding April 16 Minute 225 St. Luke's Park Development regarding the Primary School provision.
2. JS expressed concerns over the width and lighting of the pedestrian refuge on the A132 Runwell Road by the former entrance to Runwell Chase, Clerk to report ECC Highways.
3. JS reported that the WPCSO Hilary Willmott was retiring as part of the staff reductions being implemented by Essex Police.
4. JS reported a broken drain cover in the kerb by the former Brock Hill Service Station.
5. YW reported that she had 172 signatures on the petition for the crossing by St.Mary's Church (Clerk also has further sheets to add to the numbers). Copies to be taken and circulated to our ECC representative Cllr I Grundy; ECC Hilary Gore; ECC Cabinet Member for Infrastructure Rodney Bass; ECC Cabinet Member for Highways and Transport Eddie Johnson; MP John Whittingdale.
6. RD reported ongoing issues with inconsiderate parking by visitors to Runwell community Primary School in particular Tuesdays/Thursdays when a karate class takes place. Clerk to send letter to the school about the issue.
7. JD queried when the flag was flown outside the Village Hall, TW responded.

Minute 7 Clerks Report – The clerk gave a verbal report covering council issues.

Minute 8 Election of Committees

(The Chairman and Vice Chairman of the parish council will automatically be members of every committee)

Hall Mrs L Payne; Mr. M Rogers; Mr. J. Sloane; Mrs S Varney; Mrs Y Waterhouse. (Co-opt Mr. R Dockerill)

Playing Field Mrs C Evans; Mrs L Payne; Mr. M. Rogers; Mr. J Sloane; Mrs S Varney; Mr. T Waterhouse

Standing Mr. M Grummett; Mr J Martin; Mrs L Payne; Mr. J Sloane; Mrs S Varney

Planning Mrs C Evans; Mr M Grummett; Mrs. S Martin; Mr. J Martin; Mr M Rogers

Finance (Barclays Bank Signatories) – Mr. M Grummett; Mr W.B. Lansdale; Mrs L Payne; Mrs S Varney

(Non-signing members) – Mr. P Clark & Mr. J Martin.

Minute 9 Elections of Proper Officers and Representatives

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

Proper Officer - Mrs J Pharez

Responsible Financial Officer – Mrs J Pharez

Independent Internal Auditors– Mr R Dockerill and Mr M Gibson

Allotments Representative - Mrs L Payne

Transport Representative – Vacancy

Police Liaison – Mr. P Clark

School Representative – Mrs Y Martin

Footpaths/P.R.o.W's – Mr D De'ath

Health & Safety – Mr B Lansdale

Runwell Roundabout Editor – Mrs K Racher

Tree Wardens - Mrs S Martin and Mr J Martin.

Website – Mr P Clark

Minute 10 The Minutes of Council Meeting 4th April 2016; Standing Committee Minutes of 11th April 2016 and the Minutes of the Annual Parish Meeting held on 18th April 2016 were approved and signed by the Chairman as a true record.

Minute 11 Finance

(i) Payments

Petty Cash

Park – Fuel £13.06 Window Cleaning Village Hall - £85.00
Annual Parish Meeting Refreshments £5.53 & £12.50 Total £116.09

Cheques to issue

107111	Mrs J Pharez	Salary	
107112	Mrs G Smith	Caretakers Salary 5wks & locking	
107113	Essex Pension Fund	Pension	£397.10
107114	L Vallis	Groundsman 5 weeks	£1495.00
107115	Mrs L Abbott	Caretaker cover 8 th May	£25.00
107116	Aon Uk Ltd	Council Annual Insurance	£3043.31
107117	EALC	2016/17 Affiliation fees	£622.89
107118	EALC	Course fees x2	£150.00
107119	BF Ground Maintenance	1 Cut Runwell park	£132.00
107120	National Allotment Soc.	Annual membership	£66.00
107121	A – Z Supplies	Hall Supplies	£86.62
107122	Mrs J Pharez	Toner Supplies x2 re Printer	£78.64
107123	RJB Construction/Lining Ltd	20tonne plainings – Allotments	£300.00
107124	R.C.C.E	Village Hall M/Ship	£60.00
107125	Essex Playing Fields Assoc.	Annual Membership	£30.00
107126	S Blazic	Returnable Hall Deposit	£20.00
107127	Cash	Petty Cash as above	£116.09
D/Debit	British Gas	Gas used at Village Hall Jan-Apr 16	£1356.98
D/Debit	J & J Pharez	CCTV Broadband	£12.21
D/Debit	Strutt & Parker	1/4ly allotment rent	£79.11
D/Debit	E.on	Electricity @ Park	£219.44
		Total	£9977.45

The Council agreed to transfer £5000 from Business Tracker Account to Current account to cover these payments

(ii) Receipts and Payments 1st April 2015 to 31st March 2016 were approved.

(iii) Annual Return deferred to next meeting.

Minute 12 Correspondence

Received

1. Mrs J Smith – Request to hire 20/30 Hall Chairs on 19th June 2016. The Council agreed to the request as JS is a near neighbour; £50 returnable deposit with a £20 charge.
2. Mayor's Office – Invitation to Civic Service at Chelmsford Cathedral Sunday 12th June 2016, RSVP by 20th May 2016. Apologies to be sent.
3. CCC – CIL payment schedule covering period 1/10/15 – 31/3/16 totalling £2765.42 - Noted
4. ECC – Notice of Closure of Runwell Park access between 11th May – 13th May – Noted

Minute 13 Standing Orders

The Council formally adopted the new Standing Orders May 2016.

Minute 14 Financial Regulations

The Clerk reported that the final draft of the Financial Regulations was still to be completed. Defer to next meeting.

Minute 15 Planning

Applications Received:

1. 16/00488/FUL Moat House Farm, Runwell Road – Construction of fence along south west and southern boundary – No objection
2. 16/00582/CLEUD The Anchorage, Runwell Chase – Use of building as a single dwelling house.
3. 16/00584/CLEUD The Anchorage, Runwell Chase – Use of building for Commercial Office (B1a)
4. 16/00585/CLEUD The Anchorage, Runwell Chase – Use of land for storage of building materials
5. 16/00586/CLEUD The Anchorage, Runwell Chase – Use of land for storage of building materials and equipment.

The following response to be given to the four applications above:

Runwell Parish Council (RPC) strongly object to unauthorised development in the green belt. The proposals within the application have been evidenced as being established for a considerable time and therefore the "CLEUD" application is justified, however RPC have concerns that the approval of the application will create a precedent for similar applications in this area. It is unclear from the application where the original garden finished and where the encroachment of the green belt begins; certain developments are permitted within the domestic curtilage. RPC are opposed to this type of business use being allowed in a residential area.

6. 16/00539/FUL 55 Church End Lane – Demolition of existing building and construction of two chalet style semi-detached properties. New vehicular access and hardstanding – No objection.

Minute 16 Village Sign

The new sign was on display in the Hall awaiting installation. YW to post a photograph on "Twitter". The council members were all happy with the quality of the finish.

Minute 17 St. Luke's Development

BL reported that Phase 2 was well underway. RR reported on a further meeting on 22nd April with HCA and Countryside. The proposed site for the school was discussed. There are still outstanding issues re St. Mary's Crossing/Junction improvements; ditch, drainage and landscaping issues around the new road and properties in Runwell Chase together with issues of vehicles still using the end of Runwell Chase for access.

CE queried what was happening to St. Luke's Chapel, the Clerk confirmed that Countryside had finally acknowledged RPC's expression of interest. MG also stated that a family member was interested in operating a nursery from the building.

Minute 18 Runwell Village Hall

- (i) CCTV – PC asked the members whether CCTV should be installed at the Village Hall the decision was deferred to the Hall committee (meeting tba)
- (ii) Hall Curtains – SV reported that 3 quotations had been received. Colour to curtains still to be agreed. Review of the quotations deferred to the Hall committee.

Minute 19 Reports

1. **Hall** – No report
2. **Park** – TW reported on the break in and damage to the container at the park and further reported £15k of damage to the contractors machinery. Clerk has crime report details.
3. **Allotments** – LP thanked the council for purchasing road planings for the parking areas.
4. **Footpaths** – DD had no report.
5. **Runwell Roundabout** – KR requested articles for the Runwell Roundabout, summer edition by the end of June.
6. **CCC** – No further report.
7. **Tree Wardens** – No report

Minute 20 Notices of Motions and Future Business

Meetings of Playing Field and Hall committees arranged for 23rd May 2016 7pm and 8pm respectively.

Minute 21 Agenda Items for next meeting

1. Annual Return
2. Park Meeting – 5 year plan
3. Hall Committee – CCTV, Curtains

The meeting closed at 9.55pm