

**MINUTES OF COUNCIL MEETING 4th OCTOBER 2021
IN RUNWELL VILLAGE HALL AT 8.00PM**

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

Minute 95 Apologies: - Mr S Davis. Apologies accepted.

The Chairman welcomed everyone to the October meeting.

Minute 96 Declarations of Interest – Cllr Rogers declared a personal interest in Agenda item 6: Finance item (iv) Caretaker Holiday pay. (Minute 100 (iv))

Minute 97 Public Participation

1. BL reported the new Traveller Camp by Brockfield House, Runwell Chase. The Chairman responded that the issues were known to CCC/ECC. Order to quit served (lasts 3 months) to be enforced 7th October. Unsatisfactory position as this is the third time this year, more permanent resolution need such as lockable bollards by Lynfords Avenue and Brockwell House.
2. GR raised the issue of school parking in Church End Lane, agenda item later. See Minute 106
3. CE raised Runwell Chase issues: The Travellers camp, need for dog poo bin and general littering; on behalf of Runwell Shed: Internal alteration to building, key for lower gate onto the field, key for blue wall box, Update on new front door, costs/metering for power/water use, rear step (make safe/ramp), removal of granular surface repair materials, meetings now held every Wednesday at 10am.
4. AE reported that A132 Runwell Road had flooded Saturday 2nd October 2021 surface water drains need attention. Lynfords Drive/Moat House Farm drain was raised due to the pressure of water.
5. MR reported the hedge of 1 Egbert Gardens adjacent with Swan Lane needed cutting back.
6. LP/PC progress report on Downham Road/Brock Hill incident involving local resident. LP to get permission to use photographs of resident.
7. PC report covering CCC/PC issues:
 - (i) Wantz Corner roundabout to be repainted within the next 2 weeks.
 - (ii) Letter sent to Police Chief Constable covering local issues.
 - (iii) Church End Lane ditch adjacent to the road, cleared.
 - (iv) Community Governance Review approved by Full Council. Recommendation to change Runwell East Ward to 4 Parish Council representatives and create new ward of St. Luke's with 2 Parish Council representatives. Comment to be made when formal consultation received.
8. MH reported a break-in to the outbuildings at her property in Church End Lane. No response from the police and incorrect advice given. Other break-ins to neighbours also occurred. 48 crimes in Runwell recently but no evidence of police presence. Improvements needed. Discussed potential to set up Neighbourhood Watch Scheme in Runwell. Agenda item for next Full Council meeting, also create newsletter article. PC agreed to escalate the lack of police cover in Runwell.

Minute 98 The Minutes of Council Meeting held 6th September 2021 were approved and signed by the Chairman as a true record.

Minute 99 Clerks Report – See Appendix 1

Minute 100 Finance

(i) Payments:

Lloyds Bank – Pre - Payments

FPO	Essex Sound & Light	Hall Sound System/Hearing Loop/Projection	½ Invoice	£5874.43
FPO	Viking Direct	Literature Holders/Signage – Hall		£29.96

Lloyds Bank - Payments for authorisation

Deb	Zoom	Monthly Subscription		£11.99
Deb	Adobe Pro	Monthly subscription		£15.17

Lloyds Bank - Payments for authorisation

FPO	J Pharez	Salary		
FPO	JC Rogers	Salary – 4 weeks		
FPO	Essex Pension Fund	Staff Pensions		£647.35

FPO	L Vallis	Groundsman Runwell Park	£1436.50
FPO	Mrs JC Rogers	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint	Grass Cutting Runwell Park – July – 2 Cuts	£336.00
FPO	Viking	Office Supplies – Printer Ink	£40.78
		Fire Exit Sign	£10.55
FPO	St. Mary’s Church	S137 Churchyard Maintenance Grant	£1750.00
FPO	PC Wright Electrical	Runwell Park	£288.71
FPO	PKF Littlejohn LLP	External Audit – Intermediate Level	£720.00
FPO	L Goodrum	Return Allotment Key Deposit	£25.00
FPO	N Fordham	ditto	£25.00
D/debit	Veolia	Hall Refuse September	£170.64
			Total £13267.79

It was agreed to transfer £13k from the Deposit Account to the Current Account to cover these payments.

Barclays Bank - Payments for authorisation

D/debit	E & S Water	Allotments	£300.60
D/debit	Business Gas	Hall	£13.71
D/debit	E.on Next	Electricity used at Hall monthly	£181.00
107651	D Dunn	Return Allotment Key Deposit	£5.00
107652	A Rosato	ditto	£25.00
107653	HM Rev& Customs	Tax, NI Jul, Aug, September	£1280.20
			Total £1805.51

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

(ii) Receipts & Payments 1st April 2021 to 30th September 2021 – The Council reviewed the Bank Reconciliation together with the Receipts and Payments 1/4/21 – 30/9/21 and approved the figures.

(iii) External Audit – The Clerk reported that PKF Littlejohn LLP had completed their intermediate level limited assurance review. All documents now displayed as required.

(iv) Caretaker Holiday Pay in lieu of time not taken. (Cllr. Rogers took not part in the discussion or vote) It was agreed that the Caretaker could be paid for holiday not taken.

(v) Quotation for Groundwork at Runwell Park: 2 x Trenches needed for power cables for CCTV and Security Light (hire of trencher not included), storage of trencher overnight.

1. T R Marshall £3250.00
2. RDB Landscapes £2135.00

It was agreed to offer the contract RDB Landscapes. Work to be schedules as soon as possible.

Minute 101 Correspondence

1. S-Type Security – Private Security Firm offering patrols. Matter discussed, no powers of arrest. Agenda item with new Neighbourhood Watch Scheme.
2. EALC – Safer Essex Roads Partnership – Workshops: 5th, 6th, 13th, & 28th October – noted.
3. St. Mary’s – Funerals & Baptisms parking and crossing A132 Runwell Road. Encourage the use of the crossing whilst not the most convenient, the safest place to cross.
4. Mrs V Tween – School Parking (See Minute 106) Clerk to reply.
5. CCC K Holmes Planning Development Manager – Discussions re Planning Applications. Amended process for discussing Planning applications with officers.

Minute 102 Planning

1. Applications Received:

- (i) 21/01784/FUL 15 Waverley Crescent – New side extension, new roof configuration, dormers to front and rear, internal alterations and raised patio to rear. RPC comment: no objection.
- (ii) 21/01795/FUL 35 Brock Hill – Removal of existing conservatory, single storey extension, part garage conversion to from shower room & garage extension. RPC comment: Supported.
- (iii) 21/01920/FUL 3 Athelstan Gardens – Proposed 2 storey side extension and single storey rear extension. Front & rear dormers and rooflights. RPC comment: Object. The application is an amended version of 21/01138/FUL (Refused.) Some changes made but not enough to make it

acceptable and to overcome the previous refusal. Should the planning officer decide the application is acceptable then a condition be placed requiring the upstairs windows be obscure.

Minute 103 Runwell Park

- (i) Runwell Shed Project – see points raised 97 (3). Memorandum of Understanding corrections required to annual rent clause and alterations clause.
- (ii) Changing Rooms Survey Report – Defer to next Parks Committee Meeting 18th October.
- (iii) Project Management for Public Toilet's - Defer to next Parks Committee Meeting 18th October.
- (iv) New plantation report - Defer to next Parks Committee Meeting 18th October.

Minute 104 Appointment of New Committee Members/Representatives

The following people were all proposed and seconded to join the listed committees:

Finance Committee: Sue Goodwin

Hall & Park Committees: Joe Mpawose

Standing Committee: Bill Lansdale, Angie Ellis

Planning Committee: Sue Goodwin & Joe Mpawose

Minute 105 Community Defibrillator – St. Luke's Park

The Chairman reported that he had contacted Gilcrest Homes, Countryside Properties and the Co-operative Supermarket. All three companies had agreed to contribute £400 towards a Community Defibrillator to be located on the wall outside of the Co-op. It was agreed that Runwell Parish Council would co-ordinate the purchase, installation and servicing of the Community Defibrillator and contribute £400 towards these costs initially. CCTV covers the installation area.

Minute 106 Runwell Community Primary School – Parking Issues

The installation of double-yellow lines by the junction of Runwell Gardens and Church End Lane has moved the problem, there has been an increase of pavement blocking and parking outside Homeholly House (where the road is narrow) and disregard of the new yellow lines. (Reports by GR, LP and members of the public etc) PC reported that South Essex Parking Partnership (SEPP) had been present last week monitoring the parking and one ticket had been issued. Further visits to follow. DH stated that there were two temporary Headmasters at the school and the new Headmistress would be starting soon, details to follow. Clerk to write to the school advising them this matter was under discussion and of concern to the community.

Minute 107 Queen Elizabeth II Platinum Jubilee (Thursday 2nd June 2022 – Sunday 5th June 2022

Type of celebration to be deferred to Hall Committee with arrangements to set up a Working Party/Sub-Committee specifically for the "Jubilee". Village Hall has been reserved for this date. Provisional meeting date for Jubilee Sub Committee Monday 8th November 7pm. Non councillors to be invited.

Minute 108 Reports

1. **Hall** – AE: awaiting formal quotation from Billericay Glass in the sum of £329.56 to replace 1 double glazed unit in the main Hall and 1 in the office. Problems with Clubs and the alarm code.
2. **Park** – No further report.
3. **Allotments** – AGM date 25th October 2021. No rent increase proposed (years notice required). Letters to be sent by the committee to cover infringements of the rules.
4. **Footpaths** – DD report: Will write a report for the Runwell Roundabout covering the Boxing Day Walk 2021. May need some help clearing overgrown areas prior to the walk. Still no Way marker/sign for Footpath 3 by the pumping station in Brock Hill.
5. **Runwell Roundabout** – Articles needed by the end of October for the Winter 2021 edition.
6. **School Representative** – DH reported she was now a School Governor for Runwell Community Primary School, had attended her first meeting and had been appointed to several committees.
7. **CCC** – No further report from PC see Minute 97 (7)

Minute 109 Notices of Motions and Future Business:

Planning Meeting: 18th October 2021 7pm if business dictates to be followed by Standing Committee 7.15pm, Hall Committee 7.30pm, Park Committee 8.15pm

Minute 110 Agenda items for next meeting

Neighbourhood Watch Scheme, Runwell Shed, Community Defibrillator, QEII Jubilee 2022

The meeting closed at 10.10pm