

**MINUTES OF COUNCIL MEETING 3rd JULY 2017
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Chairman: Mr. P Clark; Messrs. Lansdale, Martin, Rogers and Sloane. Mesdames: Evans, Martin, Payne, Wolf and Young.

Minute 52 Apologies: - Mr. P Hennessey

The Chairman welcomed everyone to the July meeting.

Minute 53 Declarations of Interest – None declared

Minute 54 Public Participation

1. BL reported that the diverted section of the A132 was still to be completed. Clerk to report to Countryside/ECC Highways
2. CE reported that St. Luke's contractors were using the water hydrant by the lamppost 12 (Runwell Chase/Lynfords Avenue), the ground below had sunk and the lamppost appears unstable, possibly damaged by a contractors vehicle, matter needs to be investigated and resolved. Clerk to report to ECC/CCC. Further report that contractors have opened the access point at the bottom of Runwell Chase by Brockwell House, to be reported to Countryside.
3. SM reported that the road sign indicating the Wickford/Runwell turn off to Rettendon Turnpike roundabout on the A130 was missing and needs to be repaired/replaced.
4. LP asked about the progress of the wooden bollards to be installed around the Village Sign. This has yet to be progressed and will be planned for later in the year.
5. JS reported he had cut back the vegetation (on behalf of RCPS) along the footpath linking Runwell Gardens and Canewdon Close. Other unadopted areas in need of cutting back were discussed. Clerk to report to Highways Rangers Service. (See further in Correspondence below)
6. GK resident of Brock Hill reported traffic issues due to bad driving caused by the vans outside the building development on lower Brock Hill. It was suggested that temporary traffic lights could ease the situation. Clerk to report to authorities.
7. RD thanked JS for cutting back the path (see 5 above) and reported that historically the path was maintained jointly between ECC/CCC. RD expressed concern about a protected Oak Tree with a note on it to say it will be cut down. Clerk to report to CCC Tree officers and arrange site visit. RD then commented on the new nursery to be opened by RCPS and whether extra parking had been arranged. PC reported on the schools plans for parking free areas in return for rewards for the children and the staggered drop off times. A Pedestrian Crossing to access the new classroom in the School Field on the north of side of Church End lane could cost around £150k, the members felt this was not likely to happen.

Minute 55 The Minutes of Council Meeting 5th June 2017 and the Hall Committee minutes of the meeting held 19th June 2017 were approved and signed by the Chairman as a true record.

Minute 56 Clerks Report

.The Clerk read out the June report see Appendix 1.

Minute 57 Finance

1. Payments:

Petty Cash

G Smith (Ex Gratia payment) £40.00 S Scase Allotment Key Deposit £5.00
Petrol – Park £23.25 ½ yearly Phone Allowance Clerk £40.00 Window Cleaning Hall £85.00

Total £193.25

Continued:

Cheques to issue

| | | | |
|---------|---------------------------|--------------------------------------|-----------------|
| 107341 | Mrs J Pharez | Salary | |
| 107342 | Mrs G Smith | Caretakers Salary 4wks & Locking | |
| 107343 | L Vallis | Groundsman 4 weeks | £1232.40 |
| 107344 | Essex Pension Fund | Pension | £403.57 |
| 107345 | A – Z Supplies | Hall Supplies | £68.32 |
| 107346 | L Abbott | Caretaker Holiday Cover | £50.00 |
| 107347 | BF Ground Maintenance | May Park Cuts x3 | £396.00 |
| 107348 | HMRC | Tax/Ni Apr May June | £1305.53 |
| 107349 | Images | Summer Edition R/Roundabout | £224.00 |
| 107350 | Performing Rights Society | Annual Music Licence | £519.61 |
| 107351 | Playsafety Ltd | Annual Rospa Inspection Park | £92.40 |
| 107352 | DT Howard | Repair Immersion Heater (Gents) Hall | £80.00 |
| 107353 | RCCE | Annual Membership | £105.60 |
| 107354 | P Clark | Chairman's Allowance | Destroyed |
| 107355 | RCPS | S137 Swimming Grant | £500.00 |
| 107356 | Cash | Petty Cash as above | £193.25 |
| D/Debit | N Power | Electricity @ Hall monthly | £99.00 |
| D/Debit | BT | Hall Payphone | £56.97 |
| D/Debit | Brit Gas | Gas used Village Hall | £367.60 |
| | | Total | £7269.35 |

The Council agreed to transfer £6,000 (Six thousand pounds) from Business Premium Account to Current Account to cover these payments

2. Staff Salaries Review. Deferred to after the meeting when closed to the public.
3. Review S137 Grants and Annual Subscriptions – See Appendix 2
 - The Chairman stated he would not be taking his Allowance of £200 per annum.
 - Churchyard grant to be reviewed at next meeting as financial information not available.

Minute 58 Correspondence

Received

1. Mark Gregory – Footpath maintenance between Viking Way and Regency Close. Another unadopted area. The council agreed this area was in need of attention. Report to Highway Rangers Service. If the Rangers are unable to clear then price to obtained from LV
2. Wilson Sport – Quotation for Hall play area in the sum of £4675.00. PC reported that the surface needed to be swept to assess the amount of damage and further reported that heavy trolleys were damaging the surface. The surface is only approximately 5 years old. There is a possibility of a grant from ECC Early Years. Agenda item for next Hall committee meeting.
3. The Flag Consultancy – Quotation for 8m Flag Pole £1098.75; 7m Flag Pole £1054.75 to supply, install and test. 6ft x 3ft Union Flag £71.00 and St George Flag £48.00. The Council agreed to accept the quotation for the 8m Flagpole and both flags, work to be arranged for the forthcoming School summer break. JM asked whether planning permission was required, PC said this was not required as advised by the company.
4. RCPS – Swimming costs. The council agreed it was important to support the local school provide swimming lessons, in 2016 the grant was increased by 25% to £1000; no increase this year, further review next year.
5. ETC Sports Surface – Quotation for Hard Play. 1. Tarmac finish £7991+VAT; 2. Special sports surface £14263+VAT (not flame retardant so not practical for the park setting) Cost noted.

6. Nick Eveleigh – St. Luke’s S106 funding. General discussion on the report. EY to review the S106 agreement as signed 2013. Other areas of the S106 agreement have been amended/changed so worth pursuing our case. Points raised to potentially explore in the future
- Freedom of Information request as to CCC use of £3m allocated to them
 - Decision making process allocating all of the Sports & Recreation funds to the existing on site private club.
 - Draft article setting out where the funding has gone for the press, to make residents aware.
 - Have a referendum asking residents whether or not we should keep Runwell Park.
 - Consequences and costs of returning the park to CCC.

Minute 59 Planning - Applications Received:

- (i) 17/01028/CUPAQ – Barn Conversion West of Dobe Farm, Meadow Lane – Determination as to whether the prior approval of the local planning authority is required for the proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development. Response: Providing the applicant satisfies the criteria of the planning authority then RPC has no objections.
- (ii) 17/01076/FUL – 56 Church End Lane – Proposed rear dormer extension. No objections.
- (iii) 17/01035/REM – Land at Former Runwell Hospital, Runwell Chase – Reserved Matters pursuant to condition 1 of Planning Permission 12/01480/OUT (as varied by 15/00849/MAT) for development (Phase 5) of 3no. units comprising A1/A2/A3/A4 Use Classes consisting of 436 sq.m floor space with associated parking, landscaping and other works relating to this phase of development. Response: No objections subject to provision of adequate parking.
- (iv) 17/01036/REM – Land at Former Runwell Hospital, Runwell Chase – Reserved Matters pursuant to condition 1 of Planning Permission 12/01480/OUT (as varied by 15/00849/MAT) for development (Phase 6) for the use of St. Luke’s Chapel as a day nursery (D1 Use Class) consisting of 371 sq.m floor space with associated parking and landscaping works relating to this phase of development. Response: No objections subject to provision of adequate parking and compliance to Listed Building regulations.
- (v) 17/01152/FUL – Conifers, 4 Browns Avenue – Single storey rear extension. No objections
- (vi) 17/01152/FUL – 10 Browns Avenue – Removal of existing annexe. Proposed two storey side extension with rooms within roof, smaller gable, three new front dormer windows, four new roof lights and alterations. Response: Application supported by majority vote.

Minute 60 Runwell Park

Motion proposed by Chairman Paul Clark:

Runwell Parish Council have a number of projects at Runwell Park and due to the current finances of the parish council these need to be prioritised and/or deferred to enable the council to undertake the work in a strategic manner. The projects in question are (1) Installation of Outdoor Gym Equipment (2) Upgrade, replace or maintain the hard play surface (3) Upgrading, replacing the Children’s Play Area.

The Council considered the quotations as received 1. Outdoor Gym Equipment £9999.00 2. Hard Play area quotations (1) £7991+VAT (2) £14263+VAT 3. Children’s Play Area £70k - £75k.

PC detailed the 2017 Rospa report. The Council discussed funding including money held, budgeted and potential for grant funding.

It was proposed, seconded and passed by majority vote to prioritise the project to replace the Children’s Play Area and to accumulate any funding received in this respect along with grant funding and to take this project forward in 2018.

The Outdoor Gym Equipment will bring more adults into the park and takes next priority but will be deferred for a couple of years. The resurfacing of the hard play area was not flagged up in the Rospa report as needing attention and will also be deferred.

Minute 61 Reports

1. **Park** – PC reported that Palm Fencing had repaired the security fence and installed the second kissing gate; LV had repaired the swing; Clearview communications returning later this month to service the CCTV. Area by entrance gate to be repaired by LV next week. LP commented there were a large number of pink waste sacks by the bonfire area in the park, PC to ask LV to refrain from burning rubbish in the park due to complaints.
2. **Hall** – BL reported on the specification for the kitchen upgrade. Deadline for ECC Community Initiative Fund (CIF) applications fast approaching. Meeting arranged for Thursday 6th July with Gas Safety engineer from Estuary Technical Solutions to discuss cooker hood requirement or not. Final draft will be circulated via email URGENT RESPONSES NEEDED FROM ALL MEMBERS before proceeding with quotations necessary for the grant application.

JM reported that one of the window openers was broken – repair to be arranged.
3. **Allotments** – LP reported that following some complaints about the bees, the beekeeper had taken away some of the hives.
4. **Footpaths** – DD spoke about arranging a fund raising event which could be organised to raise money for the play equipment perhaps resurrecting The Runwell Residents Association and holding a Community Fete at Runwell Park or hosting a Companion Dog Show or similar.
5. **Runwell Roundabout** – No report. The councillors approved of the new format of colour pictures on a white background.
6. **Where does the Water Go project** – CE asked to use the Hall Committee Room on Monday 17th July 10am to hand over the final information to Jo Lansdale ECC
7. **CCC** – No report.
8. **Tree Wardens** – No report

Minute 62 Notices of Motions and Future Business:

Play in The Park Tuesday 3rd August 2017 1.30pm – 3.30pm

Minute 63 Agenda Items for next meeting:

Grant for St. Mary's Church; carry over current items.

Future Hall committee agenda items: Kitchen; Pre School Play surface; Flagpole.

The meeting closed to the Public 10.20pm

The meeting re-opened

Minute 64 Staff Salaries Review

1. Park Groundsman: The Council agreed to renew the Annual Contract for Groundsman Duties at Runwell Park with Larry Vallis 1st July 2017 – 30th June 2018 for the sum of £311 per week (1% increase).
2. Hall Caretaker: The Council agreed to increase the caretakers wages by 1% (following Local Government Guidelines) new weekly pay £101.00
3. Clerk: The Clerk is on a pay scale following NJC guidelines hourly rate increase to £14.34 (10p increase) backdated to April 2017.

Meeting closed 10.25pm