

**MINUTES OF COUNCIL MEETING 6<sup>th</sup> JULY 2020  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr P Clark; Messrs: Redway, Sloane & Tarplett; Mesdames: Ellis, Evans & Payne; 3 members of the public, contact details noted.

**Minute 1 Apologies:** - Mesdames Clark, Martin & Wolf; Messrs Martin & Rogers

The Chairman welcomed everyone to the July meeting, the first since the Covid-19 lockdown.

The last meeting was March 2020, no physical meetings held April, May or June 2020. This period will be exempt from non-attendance of meetings (6 month rule) due to the Covid-19 lockdown. Clerk was given devolved power during this period (see Minute 5(3))

The Clerk confirmed a Covid-19 Risk Assessment had been completed for the Village Hall. All Government guidance for re-opening followed. (Cleaning, Social distancing, Hand sanitising, Face masks, one-way system and good airflow through-out)

**Minute 2 Declarations of Interest** – None declared

**Minute 3 Public Participation**

1. AE reported that grassed areas near to St. Luke's Roundabout have been left uncut. Clerk to follow up with Countryside/Land Group Trust. Land subject to enforcement opposite the Toby Carvery had now been cleared and bonfires ceased.
2. KT to give more detail on potholes in the pavements and roads at the next meeting.
3. PC reported that work to repair the hole by 66 Brock Hill had started.
4. FW reported that the railing protecting the weir in Meadow Lane was yet to be repaired.
5. PC/DD reported fly-tipping/rubbish on the bend in Meadow Lane adjacent to Runwell Park. PC negotiating with CCC to get this area cleared.
6. RH reported that the quality of wildlife in and around the River Crouch had declined and he was looking into the causes and had spoken to the Environment Agency.

**Minute 4** The Minutes of Council Meeting held 2<sup>nd</sup> March 2020 and the Planning Committee Meeting held 16<sup>th</sup> March 2020 were approved and signed by the Chairman as a true record.

**Minute 5 Approval of Covid-19 Actions during Lockdown.**

The following actions were all approved:

1. 21/03/20 Closure of Village Hall and cancellation of Parish Council Meetings until Government restrictions lifted.
2. 27/03/20 Lockdown of children's play area at Runwell Park
3. 01/04/20 Clerk to have devolved power in consultation with members via email.
4. 01/04/20 Clerk to enable payments (Online banking in place and cheques available in an emergency both types of payments require 3 to authorise)
5. Decisions on planning to be made by email. Clerk to summarise.
6. Coronavirus Act 2020 – deferral of Elections/Annual Meetings to 2021, rollover Chairmanships, Committee Memberships for one year. Virtual meetings allowed if needed.
7. 20/04/20 Renew Allotment Lease with Chelmsford Diocesan Church Council through agents Strutt & Parker. Terms agreed New Term 20 years, annual rent £448.00 (to be split into 1/4ly payments) sum includes premium of £2k split over 20 years at £100 per year.
8. 08/05/20 Cancellation of VE Day Celebrations
9. 25/05/20 Village Hall: Lindon Contracts to make repairs to Gents Toilets, Install Fire resistant storage room in the loft over the Committee room, replace missing slate and repair persistent overflow leak in ladies toilet for the sum of £3100.00 plus VAT

Continued.

10. 02/06/20 Re-open Hall for the use of Runwell Pre-School only. Covid-19 Risk Assessment completed and cleaning guidance put in place. Complied with government's guidance.

11. Runwell Park Play Area:

- (i) To place order with Chelmsford City Council to remove old playground and prepare area for the installation of new playground in the sum of £29065.87 plus VAT and to procure wetpour and/or safety surfaces quotation in region of £21k (sum to be confirmed)
- (ii) To place order with Kompan Ltd in the sum of £58357.28 plus VAT to supply and fit new playground as chosen after consultation at the beginning of May 20 and minor amendments made. (Two further quotations considered from Wicksteed and Jupiter)

### Minute 6 Finance

- (i) Payments (*April, May, June payments pre-approved on Appendix 1*)

#### Pre Payments/Payments from Lloyds Bank & Barclays Bank

D/debit	Veolia	Hall Refuse May	£139.73
D/debit	N Power	Electricity used at Hall monthly	£181.00
D/debit	BT	Monthly Office Phone and Internet	£92.86
D/debit	BT	1/4ly Payphone – Hall	£64.12
Card	Bitdefender	Anti-virus	£24.99
		Subtotal	£502.70

#### Payments from Lloyds Bank

Mrs J Pharez	Salary		
Mrs JC Rogers	Caretaker 4 weeks		
Mrs JC Rogers	Hall Garden June		£60.00
L Vallis	Groundsman Monthly		£1436.50
Standing Order	Essex Pension Fund Staff Pensions		£615.97
BF Ground Maintenance	Park 6 <sup>th</sup> , 16 <sup>th</sup> , 29 <sup>th</sup> June		£396.00
RCCE	Parish Council Annual M/Ship		£105.60
PC Wright Electrical Ltd	Park – Disconnect light. Hall 2 new wall lights		£122.32
L Lee	Returned Hall Deposit		£30.00
		Subtotal	£4484.29

#### Payments from Barclays Bank

107629	HMRC	Tax/NI Apr, May, Jun	£1013.04
		<b>Total from Barclays and Lloyds</b>	<b>£6000.03</b>

It was agreed to transfer £5,000 from the Lloyds Business Deposit Account to Current Account to cover these payments. Sufficient funds held in Barclays to cover payments.

- (ii) Receipts and Payments 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 were approved.
- (iii) Receipts and Payments 1<sup>st</sup> April 2020 to 30<sup>th</sup> June 2020 were approved.
- (iv) Annual Governance and Accountability Return 2019/20 Part 3:

The Clerk reported that the Internal Auditor had not completed his review.

- (a) Annual Internal Audit Report 2019/20 – Defer to August meeting.
- (b) Section 1 Annual Governance Statement 2019/20 – Reviewed by the Council and signed by the Chairman.
- (c) Section 2 Accounting Statements 2019/20 – Defer to August meeting
- (v) Review Grants; Annual Subscriptions; Direct Debits (fixed and flexible) any other fixed payments. All items to be rolled over to 2021.

- (vi) Salary Reviews to be deferred pending new Government guidelines. (Can be back-dated.) Groundsman not submitted to renew contract. Job specification to be reviewed as no football played at the park at present.

### Minute 7 Correspondence

1. CCC – 102 Swan Lane (Cygnet Dentist) Planning Enforcement Compliance completed.
2. BEARS (Basics Essex Accident Rescue Service) Donation request – RPC does not make individual donations.
3. Shield Total Insurance – Policy moved to Chris Knott Insurance. Noted.
4. John & Sandra Martin – Unable to attend meetings for foreseeable future. Noted.
5. Link CCTV – See Minute 9 Park item (2) below.
6. CCC – Confirmation of Play in the Park 13<sup>th</sup> August 10am – 12noon. Advertise on social media, noticeboards, local shops and website. Details to be sent to Runwell Community Primary School for circulation. Pre-Booking a requirement – to be completed on-line.
7. CCC – Craig Brewster (Project Manager Runwell Park Play Area) revised quotation from RTC for wetpour £26,646 plus VAT. The Council accepted the revised quotation. Order for the wetpour can now be placed.

### Minute 8 Planning:

*(Summary of applications reviewed by email through lockdown on Appendix 2)*

Applications Received:

- (i) 20/00758/FUL 22 South Hanningfield Way – Single storey front extension and rear extensions with raised patio to rear. Revised plans. **RPC comment:** Strongly object. RPC have taken into consideration the neighbours comments. The height and scale of the rear patio is unacceptable. There has been an assumption that the rear extension and patio together can be created to achieve one level and has already been built. This build has taken away the privacy of the neighbours, they are now overlooked. The raised patio means users can look directly into the properties of the neighbours. The patio needs to be reduced to an acceptable height so the issue of overlooking is removed. It is also noted that footings have been put in for an outbuilding further down the garden which is not mentioned on the application. The dimensions and scale need to be reduced. The current design is poor and should be changed to lessen the effect on the neighbours.
- (ii) 20/00002/MAS Land North of South Woodham Ferrers –Stage 2 Masterplan. **RPC comment:** This is a large development which will have a huge impact on the area. The main areas for concern from Runwell, are with: **Traffic management.** The roads in this area are already at, or close to capacity. Whilst not directly linked to, but in relation to the development, is the potential building of the Bradwell B Nuclear Power Station adding further transportation issues. **Management of water and drainage.** Part of the SUDS plan shows a shared area with a proposed recreational area and drains into Fen Creek. The creek in turn is a tributary to the River Crouch which needs protection from pollution.
- (iii) 20/00899/FUL 31a Brock Hill – Construction of single storey rear extension with roof window. **RPC comment:** No objections.
- (iv) 20/00851/FUL 13 Church End Lane – Two storey rear extension, single storey front extension, loft conversion, formation of new access and driveway with double garage. **RPC comment:** No objections

### Minute 9 Park

1. Play Area Schedule – work to commence 8<sup>th</sup> July 2020.
2. CCTV - Quotation from Link CCTV £8414.46 plus VAT. It was agreed that CCTV was a necessity to safeguard users and equipment at the Park. PC reported that a new telephone line and broadband to be installed in the Pavilion (order placed; waiting for BT) before a new order for CCTV can be furthered. CCC had agreed to 24/7 surveillance of the cameras.

3. Men In Sheds – Clerk had submitted proposed Occupational Licence to CCC for approval. Covid-19 has slowed the setting up process. This project will move forward once things start getting back to normal.

### **Minute 10 Hall**

- (i) Runwell Village Pre-School – Rent review. It was agreed that the rent would set at 50% for the usage between June – July 2020 (2 mornings per week). The clerk reported it was the pre-schools intention to resume normal activities from September 2020.
- (ii) Re-opening procedure. The clerk reported that none of the clubs had approached to re-start activities. One club saying they would not start until January 2021 at the earliest. Each Club will have to complete their own risk assessment a copy of which must be given to the council and set up their own cleaning and sanitising regime. Clerk to assist them in this process when asked.

### **Minute 11 Website**

The temporary website address for the parish council was <https://e-voice.org.uk/runwellparishcouncil/> this has now been updated. The address to use is: <https://runwellpc.org>

### **Minute 12 Highways**

The Chairman reported that following the meeting of the South Essex Parking Partnership on 2<sup>nd</sup> July 2020, funding had been approved for double yellow lines at the junction of Runwell Gardens and Church End Lane. A Traffic Regulation Order (TRO) will now be put in place and the lines marked later this year.

### **Minute 13 Reports**

- **Clerk** – See appendix 3 for summary of April, May, June 2020
- **Hall** – AE no further report. The Clerk reported that the Dustbin lorry was damaging the car park. Area to be monitored.
- **Park** – PC reported an illegal gathering in the park together with pulling out and burning of some of the lower wooden car park posts, fortunately the picnic bench adjacent was not damaged. Noted increase in nitrous oxide taking and general increase in rubbish left about. LP reported the clothes bank was full, PC responded he had requested it to be emptied.
- **CCC** – The City Council could be facing a deficit of £9.6m due to loss of revenue from Car Parks, Café's and Leisure Centres etc together with the general economic downturn. The Local Plan has now been adopted up to 2036. General concern over future infrastructure projects such as the by-pass by the NE Chelmsford Garden Village and New Chelmsford Beaulieu Station. The Government has pledged monies to proceed but this must be spent by 2024 if not spent then returned.
- **Allotments** – LP reported concerns over alleged chemical damage/poisoning to a range of plants thought to originate from a batch of manure. Investigations in hand. Toilet to remain locked. Two new water tanks needed – each plot holder will be asked for a small donation. There are 15 people on the waiting list (9 from St. Luke's Park)
- **Footpaths** – DD reported that all Rights of Way must be listed by the end of 2025 or will be lost. The Curry Hill footbridge (over the A130 linking Runwell and Rettendon) was put in the wrong place and requires a footpath diversion for it to be used. The Boxing Day Walk is planned to go ahead later this year.
- **Runwell Roundabout** – Articles needed for the next edition. Spring Edition was put on website but not printed or delivered.
- **Tree Wardens** – No report.

### **Minute 14 Notices of motions and future business:**

- Planning Committee 3<sup>rd</sup> Monday 20<sup>th</sup> July (if business dictates)

### **Minute Agenda items for next meeting**

CCTV, Review of Park keepers Job Specification

**The meeting closed at 10.00pm**