

**MINUTES OF COUNCIL MEETING 5th JUNE 2023
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Messrs. Clark, Davis, Lansdale, Rogers, Sloane and Tarplett. Mesdames: Ellis, Evans and Gould; 4 members of the public.

The Chairman welcomed everyone to the June meeting

Minute 17 Apologies: Cllrs Hutson; Payne and Redway. Apologies accepted

Minute 18 Declarations of Interest – Cllr Rogers declared a pecuniary interest in Agenda Item 7 Finance (v) Salary Reviews (Minute 30)

Minute 19 Public Participation

The following matters were raised: **Runwell Road** – overgrown hedge. (This has now been cut back); 30mph by the Allotments obscured; Fly-tipping along the cul-de-sac section of Runwell Road majority of which has been cleared; **St. Luke’s Park** – issues with security of St. Luke’s Chapel and incident in the grounds around the chapel; building work still commencing earlier than 8am; contractors parking and blocking Runwell Chase; **Runwell Park** - continued incidents with pony and trap being exercised at speed; **Highways** – Further reports of potholes in various locations (please use this link for information and to report: <https://www.essexhighways.org/roads-and-pavements/potholes> ; Runwell Chase - some grass verges were not cut by Essex County Council Highways Dept; **Church End Lane** - Request for the grass around the Village Sign to be cut on a regular basis; Resident blocking the footpath with a vehicle.

Minute 20 Minutes of Council Meeting 15th May 2023 were approved and signed by the Chairman as a true record.

Minute 21 Co-option

Mr Richard Crossley’s application for co-option was accepted, he was proposed and seconded. He took his seat and signed his Declaration of Acceptance of Office.

Minute 22 Clerks Report

See Appendix 1:

Minute 23 Finance

(i) Payments

Payments for authorisation - Lloyds

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 4 weeks plus locking etc	
FPO	L Vallis	Groundsman Runwell Park 2 weeks @ £232.50	£821.50
		1 week @ £186.00 & 1 week @ £170.50	
FPO	Essex Pension Fund	Staff Pensions	
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint.	Park – May 1@ £160 2@ 270.00	£840.00
FPO	A-Z Supplies	Hall Supplies	£136.75
FPO	Kompan	Play Area Operational Inspection	£204.79
FPO	Mrs J Stobart	Independent Internal Audit	£240.00
FPO	A Reeve	Replacement padlock Runwell Allotments	£75.12
FPO	Glasdon	Refuse Bins sundries/heavy duty sacks	£248.60
FPO	Bitdefender	Anti-virus Total Security Annual Subscription	£74.99
D/debit	Veolia	Hall Refuse April due on 30th May	£211.08
D/debit	Adobe	Acrobat Pro	£15.17
FPO	V Betts	Returned Hall deposit	£50.00
FPO	L Webber	ditto	£50.00
FPO	N Miller	ditto	£30.00
FPO	A Thompson	ditto	£50.00
		Total	£6174.77

These payments were approved. Sufficient funds held in the Lloyds Current Account to cover these payments.

Payments for authorisation - Barclays Bank

D/debit	British Gas Business	Monthly Bill Apr 23	£1694.07
D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Monthly Invoice Office & Park Broadband	£241.86
Total			£2221.89

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

- (ii) Grants Policy. Revised wording of Policy approved. Grant application form to be amended.
- (iii) Review of Asset Register. It was agreed to engage a Commercial Property Valuation company to update the buildings valuations.
- (iv) Review S137 Grants; Annual Subscriptions; Direct Debits (fixed and flexible) any other fixed payments. It was agreed to remove the Citizens Advice Bureau grant as there is no longer a Wickford Office. No other changes made.
- (v) Salary Reviews deferred to closed session at the end of the meeting. See Minute 30 below
- (vi) Annual Governance and Accountability Return 2022/23
 - Independent Internal Audit 2022/23. The Council reviewed and noted the Independent Internal Audit report Page 3 of 6 by Mrs J Stobart FCCA.
 - Annual Governance and Accountability Return 2022/23 – Section 2 Accounting Statements. The Council approved the Accounting Statements 2022/23 Page 5 of 6

Minute 23 Correspondence

1. ECC – Invitation to join Salt Bag Partnership Scheme 23/24. The Council agreed to order one pallet of winter salt.
2. Darren Jones – Request for adult football pre-season practice (Not charged). The Council agreed to the request providing all rubbish removed.
3. CCC – Parish Council Representatives on Governance Committee. The Chairman asked that if members were interested they informed the Clerk.
4. RHA – Trophy storage. It was agreed the trophies could be kept in the loft store room.

Minute 24 Planning

1. Applications Received:
 - (i) 23/00667/FUL 5 Evans Drive – Rear dormer, rooflights and front dormers to loft conversion.
RPC comment: Supported.
2. St. Luke's Park: Parking and traffic issues connected to new compound in Runwell Chase. Formal request to be made to Ward Cllrs Clark & Davis to address this issue with Chelmsford City Planning Department covering the new compound, parking and noise issues.

Minute 25 Council email addresses.

The Council agreed to set up individual email addresses for use only for Council business. These will be linked to runwellpc.org. Further information to follow.

Minute 26 Runwell Park

The Chairman read out correspondence between RPC and Chelmsford City Council covering: (1) The sale of boundary land between Runwell Park and Meadow Lane & (2) Request for financial assistance and assistance with installing the security blocks and fence specification. A holding reply had been received. A guide price for the fencing £31k on file for reference. Awaiting formal response.

The Vice Chairman reported the ground was now dry enough to undertake work. It was agreed that the security of the park was a priority and new security rapid deployment blocks (4) to be fixed into the ground should be purchased and installed as a matter of urgency. Existing blocks to be retained and re-positioned as necessary.

Minute 27 Reports

Hall – Heating controls need to be re-programmed. Clerk to send link to Cllr Rogers and Ellis. Proposal received to donate Hall Hire Fee for the Spotlight Charity Night – Agenda item for next meeting. Quotation/s needed for repair of pothole in car park.

Park – Closing Times Notice/s need to be installed. Kompan report to be discussed at forthcoming Park committee meeting.

Runwell Roundabout – Summer Edition to be delivered by mid-July – articles by the end of June.

Allotments – No report

PRoW – Progress report on the proposed new footpath Battlesbridge; costs and proposed new footbridge. Seeking support from Basildon Borough Council.

CCC – New Councillors have completed CCC induction. Report that Homes England will be working on the new footpath between St. Luke's and Rettendon. Changes planned to taxi services in Chelmsford.

Minute 28 Notices of Motions and Future Business

- Planning Committee Monday 19th June 2023 7pm if business requires.
- Committee Meetings Monday 19th June 2023: Finance Committee; Hall Committee; Park Committee.
Finance committee: to review Standing Orders and Financial Regulations.
Hall committee: Car park repairs.
Park committee: to review Kompan Inspection report.

Minute 29 Agenda items for next meeting

Council Email addresses; Runwell Park; Donation of Hall Hire fee for the Spotlight Charity Night.

The meeting closed to the public at 9.15pm

The meeting re-opened

Minute 30 Salary Reviews

Clerk – The Clerk is contracted under NALC pay scales (currently under review) and is happy to wait for the NALC recommended increase which would be back dated. Current scale SCP27.

- Cllr Mike Rogers declared a Pecuniary Interest in the next decision and took no part in the discussion or vote.

Caretaker – it was agreed to increase the caretakers pay to a new hourly rate of £12.50 wef 1st June. Weekly pay for 10 hours £125.00, extra hours by arrangement. Afternoon locking increased to £20.00 and evening locking to £25.00

Groundsman – The groundsman's contract expires on 30th June 2023. A renewal has not as yet been received. The Council would offer a 4% increase if and when approached.

The meeting closed at 9.25pm.