

**MINUTES OF COUNCIL MEETING 2nd MARCH 2020
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Chairman: Mr P Clark; Messrs: Lansdale, Redway, Rogers, Sloane & Tarplett; Mesdames: Ellis, Evans & Payne; 6 members of the public.

Minute 224 Apologies: - Mesdames Clark & Wolf

The Chairman welcomed everyone to the March meeting.

Minute 225 Declarations of Interest – None declared

Minute 226 Public Participation

1. BL reported low level fly-tipping by Brockfield House, Runwell Chase.
2. AE reported faulty lamp-post (No. 25) Runwell Road; Out of date bus timetables; missing bin in Bus Shelter near Runwell Chase;
3. JD thanked the Chairman for the repair to the pot-hole in Swan Lane.
4. RG queried the increase in Sunday hire at the Village Hall. Hall Committee Agenda item.

Minute 227 The Minutes of Council Meeting held 3rd February 2020 and the Planning Committee Meeting held 17th February 2020 were approved and signed by the Chairman as a true record.

Minute 228 Clerks Report (see Appendix 1)

Report read out. Footpath 7 - Bridge by Quart Pot needs reporting to CCC/ECC PRoW Officer as the banks of the brook have eroded badly. Survey needed for the bridge and ditch.

Minute 229 Finance –

(i) Payments to issue:

Pre Payments from Lloyds Bank

P Clark	Refuse Bag hoop Rings	£39.95
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Payments from Lloyds Bank

Mrs J Pharez	Salary	
Mrs JC Rogers	Caretaker 4 weeks plus locking etc	
L Vallis	Groundsman Monthly	£1436.50
Mrs JC Rogers	Hall Garden	£60.00
Standing Order	Essex Pension Fund Staff Pensions	£582.53
A-Z Supplies	Hall supplies	£91.40
A-Z Supplies	Hall Supplies	£52.34
Viking Supplies	Hall supplies	£46.70
Imperative Training/Defib Shop	Hall Defibrillator	£924.00
H Pione	Returnable Hall Deposit	£30.00
E R Robins	ditto	£30.00
CA Gill	ditto	£30.00
J Cauchi	ditto	£30.00
S Malcolm	ditto	£30.00
Veolia	Hall Refuse January x5 weeks	£170.93
	Lloyds Total	£5376.65

The Council agreed to transfer £6,000 from Business Deposit A/c to Current A/c to cover these payments.

Pre Payments from Barclays Bank

107623	Farthings Gates & Rails	Pre-School Gate	£965.00
D/Debit	British Gas	Hall Gas 1/10/19 – 31/01/20	£2204.44

Payments Barclays Bank

D/Debit	BT	Monthly Office Phone and Internet	£89.96
D/Debit	N Power	Electricity used at Hall monthly	£181.00
107624	Mrs C Moore	Returnable Hall Deposit	£30.00
		Barclays Total	£3470.40

Sufficient funds held to cover the payments.

(ii) Appointment of Independent Internal Auditor:

The Council agreed to the appointment of Mr M Gibson.

(iii) S137 Community Defibrillator Grant.

The Council agreed a new one off grant be awarded in the sum of £400 towards the purchase and installation of a community defibrillator. No further sums to be available for running costs. Further agreed this sum could be offered to the Quart Pot being the most central location in the parish, monies to be made available on sight of paid invoice. Training session to be arranged if required.

(iv) Replacement Laptop.

The Council agreed a budget of up to £1200.

Minute 230 Correspondence

1. T Woolton – Tree concerns on the banks of Runwell Brook. Following inconclusive response from The Environment Agency, matter to be discussed with River Crouch conservation Group.
2. Keep Britain Tidy – Great British Spring Clean 2020 20th March – 13th April. Date to be arranged.
3. English Heritage – Delmar Gardens/Grange Road Victorian Stench Pipe. LP to complete application.
4. CCC – Parish Council/City Council Meeting Friday 6th March 2pm – 4pm. Clerk, Pc & Gr to attend.
5. CCC – Woodland Planting Runwell Park 20/21 – Initial scheme discussed; planting in the south area by the Quart Pot, free trees to be interspersed with more mature trees, planting also required at the north end of the park by Meadow Lane boundary.

Minute 231 Planning: Applications Received:

- (i) 20/00215/ADV – Quart Pot, Runwell Road – 2 sets of externally illuminated text, 2 sets of externally illuminated text on panel; 1 externally illuminated post mounted sign. RPC comment: No objections – supported.
- (ii) 20/00244/FUL – Quart Pot, Runwell Road – Alterations to existing fenestrations and installation of new windows. Internal alterations to facilitate new toilets. RPC comment: No objections – supported.
- (iii) 20/00288/FUL – Runningwell House, Warren Road – Replacement dwelling. RPC comment: No objections – supported.

Minute 232 Park

1. Motion received, seconded and supported: To appoint Chelmsford City Council to procure and project manage the “Replacement Playground Project at Runwell Park”. Fee approx. 10% of project total to be paid in addition to funds set aside for the purchase and installation of the play equipment.
2. The Council further reviewed the budget for Replacement Playground Project set at £100k (figure agreed December 19) with contingency to cover extra groundworks.

Minute 233 Dog Bins

The Council agreed to purchase 2 Dog Waste Bins via Chelmsford City Council to be located within St. Luke’s Park Development. One to be located adjacent to St. Luke’s Chapel and one near to Brockfield House. Responsibility for emptying to be arranged via Land Group Trust or Chelmsford City Council.

Minute 234 Hall

- (i) Gents toilet refurbishment – AE reported still awaiting formal quotations. Further companies to be approached.
- (ii) Fire Proof Storage Room – Quotation received just under £4k, 2 further quotations needed.

- (iii) Intumescent Strips to internal doors – The Council accepted the quotation from C Baker in the sum of £390 plus VAT. Work to be scheduled.
- (iv) Defibrillator – The Council will receive a grant from Basildon Lions for £770 to cover the cost of a defibrillator for use within the Village Hall. It was agreed the order could be placed.
- (v) VE Day Friday 8th May 2020– It was agreed that 100 Commemorative mugs could be purchased to be sold to raise funds for the SSAFA Charity. Waiting to hear if letter to Tesco for support has been successful. Next sub-committee meeting Wednesday 11th March.

Minute 235 Website

Temporary new website address: <https://e-voice.org.uk/runwellparishcouncil/>

Information has been transferred from Essexinfo which closes at the end of the month. Some adjustments still to be made. Format as before and free site, no cost to the parish. The council has access to the domain name runwellpc.org. Ownership can be transferred to the parish council and this will become the new website address.

Minute 236 Allotments Lease

BL declared a non-pecuniary interest. Response from Strutt and Parker setting new rent £448 per annum or £348 per annum plus a £2000 upfront premium. At the previous renewal 1999/2000 rent was £550 per annum (20 x £550 = £11k) rent **reduced** to £245 per annum plus premium of £2k (20 x £245=£4900+£2k=£6900) The Council agreed to query the 40% increase to £448 and re-negotiate terms.

Minute 237 Highways/Police

The Chairman reported on the “Ring of Steel” Police operation in Runwell resulting in 4 drug drive arrests; 8 vehicles seized; 30 prosecutions for motoring offences and a stolen trailer recovered. Acting Chief Inspector Steve Scott-Haynes has been invited to the Annual Parish Meeting on Monday 27th April 2020.

Minute 238 Reports

Hall – See minute 234

Park – See minute 230(5); minute 232 and Clerks report minute 228

Allotments – See minute 236

Footpaths – DD reported that all Rights of Way must be listed by the end of 2025 or will be lost.

Runwell Roundabout – SP had started on the Spring 2020 edition. It was agreed to retain the old heading format as easier to read. Articles needed as soon as possible.

Tree Wardens – No report.

CCC – No further report.

Minute 239 Notices of motions and future business:

- Planning Committee 3rd Monday 16th March (if business dictates)
- VE Day Sub Committee Meeting Wednesday 11th March 2020 7pm
- Parish Council meeting Monday 6th April 2020 8pm
- Annual Parish Meeting Monday 27th April 2020 8pm

Minute 240 Agenda items for next meeting

Hall Committee (when next called) – Sunday Hire, Quotations for Gents toilet refurbishment.

The meeting closed at 9.45pm