

**MINUTES OF COUNCIL MEETING 8<sup>th</sup> MAY 2017  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Messrs. Clark, Hennessey, Martin, Rogers and Sloane. Mesdames: Evans, Martin, Payne, Wolf and Young; City Councillors Millane & Ride.

Mr Mike Rogers took the Chair for the purpose of appointing the new Chairman for the forthcoming year.

**Minute 1** Mr Paul Clark was elected Chairman and signed his Acceptance of Office.

**Minute 2** Mr Mike Rogers was elected Vice Chairman

**Minute 3 Apologies:** Mr Bill Lansdale; Footpath Representative David De'ath.

**Minute 4 Declarations of Interest** – None declared

**Minute 5 Public Participation**

1. CE reported that a local resident had been threatened by travellers on motor bikes in Runwell Park, matter to be reported and Agenda item for next Park committee meeting. CE further reported that the footway on the diverted/blocked off section of the A132 Runwell Road was still unfinished. Matter to be reported to Countryside/ECC Highways.
2. LP queried why the St. Georges Flag was not flown on St. George's Day. The old flag was badly damaged and has not been replaced. Council agreed to defer purchase of flags to the Hall Committee. Agenda item for next Hall committee meeting along with a replacement flagpole.
3. MR reported the horse was again being tethered in the park. PC responded. Urgent matter now to block the access point where the fence/kissing gate has been vandalised at the south east corner junction of the park and Meadow Lane. Agenda item for next Park Committee meeting.
4. PC reported further to above that quad bikes were also accessing the park at this point.
5. JS also commented on nuisance motorbikes.
6. JW expressed concern about the recent spate of burglaries in the area – issue discussed.
7. MM reported on the residents issues at St. Luke's Park.
8. General thanks given to Kathy Racher for her time as the Runwell Roundabout editor. Clerk to arrange a gift; also thanks to Bill Lansdale for his work as Chairman, plaque to be engraved and gift purchased.

**Minute 6 Clerks Report** – See Appendix 1

**Minute 7 Election of Committees**

(The Chairman Mr P Clark and Vice Chairman Mr M Rogers will automatically be members of every committee)

**Hall** Mr. P Hennessey; Mr. B Lansdale; Mrs L Payne; Mr. J Sloane (Co-opt Mr. R Dockerill)

**Playing Field** Mrs C Evans; Mrs L Payne; Mr. J Sloane; Mrs J Wolf; Mrs E Young (Co-opt Football Representative)

**Standing** Mr. P Hennessey; Mr J Martin; Mrs S Martin; Mrs L Payne; Mr. J Sloane; Mrs J Wolf

**Planning** Mrs C Evans; Mrs. S Martin; Mr. J Martin; Mrs J Wolf; Mrs E Young

**Finance** (Barclays Bank Signatories) – Mr. P Clark; Mr W.B. Lansdale; Mrs L Payne; Mr. M Rogers  
(Non-signing members) – Mr. J Martin & Mrs S Martin

**Minute 8 Elections of Proper Officers and Representatives**

The following officers were all appointed and agreed to take the positions:

**Proper Officer** - Mrs J Pharez

**Responsible Financial Officer** – Mrs J Pharez

**Independent Internal Auditors**– Mr R Dockerill and Mr M Gibson

**Allotments Representative** - Mrs L Payne

**Transport Representative** – Mr Paul Clark

**Police Liaison** – Mr. P Hennessey

**School Representative** – Mrs S Martin

**Footpaths/P.R.o.W's** – Mr D De'ath

**Health & Safety** – Mrs J Wolf

**Runwell Roundabout Editor** – Mrs Y Waterhouse

**Tree Wardens** - Mrs S Martin and Mr J Martin.

**Website** – Mr P Clark

**Social Media** – Mr P Hennessey

**Minute 9** The Minutes of Council Meeting 3rd April 2017 were approved and signed by the Chairman as a true record. Planning/Standing/Finance Committee Minutes of 2<sup>nd</sup> May 2017 and the Minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2017 were deferred until the next full meeting.

The repair to the lock on the RHA kitchen cupboard and payment for the missing glasses is outstanding.

#### **Minute 10 Finance**

(i) Payments

##### Petty Cash

**End of Year** Christmas Decorations £24.00 Park Fuel £11.20 Travelling £22.47  
Repair Car Park Fence £30.00 Total £87.67

##### **April**

Stamps £7.80 Fuel Park £29.35 Window Cleaning Hall £85.00  
Photocopier Toner £18.99 Total £141.14

##### Prepayments

107304	Cash	Petty Cash (End of Year)	£87.67
107305	A – Z Supplies	Hall Supplies	£77.30
107306	HMRC	Tax Ni Jan, Feb, Mar	£1413.30

##### Cheques to issue

107307	Mrs J Pharez	Salary	
107308	Mrs G Smith	Caretakers Salary 5wks & Locking	
107309	L Vallis	Groundsman 5 weeks	£1540.50
107310	Essex Pension Fund	Pension	£403.57
107311BF	Ground Maintenance Ltd	Park – 1 cut March	£132.00
107312	EALC	Course – J Wolf	£45.00
107313	EALC	EALC Affiliation £442.42/NALC £191.47	£635.89
107314	National Allotment Society	Annual membership	£66.00
107315	Wilson Sport Surfaces Ltd	Re-lining of Hall Car Park	£1200.00
107316	RCCE	Village Hall Membership	£60.00
107317	JC Rogers	Hall Gardening March & April	£90.00
107318	K Howgill	Returnable Deposit	£20.00
107319	B Attrill	ditto	£20.00
107320	BT & ME Arnold	ditto	£100.00
107321	Honorie Anang	ditto	£100.00
107322	N Coe	ditto	£20.00

Contd.

D/Debit	Strutt & Parker	1/4ly Allotment Rent	£79.11
D/Debit	Anglian Water	Hall sewerage charge 6 months	£443.78
D/Debit	E.on	Electricity @ Park	£119.58
D/Debit	N Power	Electricity @ Hall monthly	£99.00
107323	HMRC	Penalty – Disputed (Hold)	£300.00
107324	Cash	Petty Cash	£141.14
107325	G Room	Allotment Key Deposit returned	£5.00
107326	BF Ground Maintenance Ltd	Park 2 cuts April	£264.00
D/Debit	British Gas	Gas used at Hall	£1247.96
		<b>Total</b>	<b>£10380.35</b>

The Council agreed to transfer £10,000 (ten thousand pounds) from Business Premium Account to Current Account to cover these payments.

- (ii) Receipts and Payments; Bank Reconciliation from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 was approved.
- (iii) Annual Return 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017 was approved and will be published on the website.
- (iv) Mrs G Smith overtime agreed in the sum of £40.00.

## **Minute 11 Correspondence**

### Received

- 1. CCC Planning Enforcement – Update on action being taken at “Land Opposite Toby Carvery”
- 2. D De’ath – Information regarding Footpath 7 and request to tidy areas and cut hedges back. PC responded that areas within the park can be dealt with but not so in Meadow Lane as this is beyond the jurisdiction of the Parish Council

## **Minute 12 Planning**

### **1. Applications Received:**

- (i) 17/00675/FUL 27 Lindon Road – First floor rear extension with new first floor side window. No objection subject to window being obscure.
- (ii) 17/00729/FUL 6 South Hanningfield Way – Single storey front/side extension. Single storey garage to side. Raising of the roof, hip to gable extension and side facing dormer window. No objection.

The Chairman reported on his attendance of the recent Parish Council Forum at Chelmsford City Council on Planning. One of the planning officers had offered to visit the parish council to give some training on day to day planning matters. It was agreed to take up this offer and set a date for the training.

### **2. St. Luke’s Development**

The Chairman invited RR to report. RR advised the Parish Council of a joint meeting with Countryside, HCA, senior staff of CCC Planning and the City Council representatives on 19<sup>th</sup> April. Safety audit to be completed on the attenuation ponds. Sarah Coleman to pass on reports to residents. St. Luke’s Chapel was discussed but there is no clear timescale for the renovation. It is still Countryside’s intention to sell on the building as a potential business to recoup the costs. The Parish Council maintains its concern that the building will be sold on as a “Nursery” rather than a Community Facility or “Hub” as indicated in the planning consent. RR further reported on affordable housing, shared equity properties and units for rent. The site thefts are of concern, RPC to write to Police Commissioner. MM/JS/CE reported further issues re landscaping – dying trees; problems with ditches; timing of the provision of the new school. The new St. Mary’s Crossing will be going ahead.

- 3. Land opposite Toby Carvery – Planning Enforcement Issues** See Minute 11 (i) The Enforcement team have their own drone and are fully aware of all the issues taking place behind the straw bale wall. Action is being taken.

### **Minute 13 Meadow Lane**

See Minute 11 (ii). There has been a report that raw sewerage is getting into Runwell Brook. RPC to report matter to CCC Public Health and Protection to test the water.

### **Minute 14 “Where Does the Water Go” Project**

CE reported that she had virtually completed the project with just a couple of areas still to review. Work to be forwarded to ECC in due course. The Chairman thanked CE for all her hard work in completing this project for use by ECC.

### **Minute 15 Highways**

Various issues were discussed including: Parking Issues; Parking Restrictions; Traffic Calming; Speeding; Dog Bins and School Crossing Patrol. Clerk/Chairman to request a traffic survey; letter to be sent to ECC member Ian Grundy Cabinet Member for Highways detailing issues, other related departments at ECC to be contacted.

### **Minute 16 Reports**

1. **Hall** – Committee meeting tba
2. **Park** – Points from Minute 5 noted, no further report; committee meeting tba
3. **Allotments** – LP requested whether a communal storage unit could be placed at the allotments. Clerk to contact Strutt & Parker agents for Chelmsford Diocese
4. **Runwell Roundabout** – YW requested articles for the Runwell Roundabout, Summer Edition by the end of May.
5. **CCC** – Next Surgery at Village Hall 20<sup>th</sup> May 2017 9am – 10am.
6. **Tree Wardens** – No report
7. **PRoW** – See Minute 11(2)

### **Minute 17 Notices of Motions and Future Business**

Meetings of Hall and Playing Field committees arranged for 22<sup>nd</sup> May 2017 7pm and 8pm respectively. General Election Thursday 8<sup>th</sup> June 2017.

### **Minute 18 Agenda Items for next meeting**

Hall Committee – Flag Pole & Flags  
June Meeting - Meadow Lane  
School Crossing Patrol

The meeting closed at 10.05pm