

**MINUTES OF COUNCIL MEETING 13th MAY 2019
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Messrs. Clark, Lansdale, Martin, Rogers, and Sloane. Mesdames: Ellis, Evans, Martin and Payne; 12 members of the public.

The councillors all signed their Declaration of Acceptance of Office.

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

Minute 1 Mr Paul Clark was proposed, seconded and elected Chairman and signed his Acceptance of Office.

Minute 2 Mr Mike Rogers was proposed, seconded and elected Vice Chairman

Minute 3 Apologies: Chelmsford City Councillor Lance Millane; (Late apologies Mr K Tarplett; Mrs J Wolf)

Minute 4 Declarations of Interest – Mr M Rogers declared a pecuniary interest in Agenda item 12 (iv) Finance – Resolution for Mrs JC Rogers (caretaker) to join the Essex Pension Scheme.

Minute 5 The Minutes of Council Meeting 1st April 2019 were approved and signed by the Chairman as a true record. The Minutes of Planning Committee 29th April 2019 were approved and signed by the Chairman as a true record.

Minute 6 Public Participation

1. CE reported issues with the lighting around the traffic calming at the top of Brock Hill; further issues with the bollards on the mini roundabout at Wantz corner. Street lights not working in Runwell Chase – pole numbers to be confirmed.
2. AE commented on the narrowness of the road in Church End Lane on the approach to Wantz Corner, insufficient room for two large vehicles to pass also road markings and roundabout circle worn away giving rise to drivers uncertainty as to who to give way to.
3. LP reported that the conditions outside The Laurels had improved. LP also thanked the groundsman for clearing the fallen tree by the kissing gate in the park.
4. MR reported overgrown brambles on the corner of Church End Lane and Locarno Avenue. Arrangements to be made to get these cut back.
5. PC reported that one of the streetlights was not working in Keith Avenue (reported) and the NO THROUGH ROAD sign was to be replaced.
6. JM reported that work to resurface the road and footway in Runwell Chase was had finally started.
7. RH reported the recent clear up undertaken by the River Crouch Conservation Group supported by 59 volunteers. The River Crouch which was once very polluted is now a haven for wildlife and fish.

Minute 7 Applications for Co-option – Mrs Kathryn Clark application for co-option was accepted, she was proposed, seconded, elected and took her seat and signed her Declaration of Acceptance of Office; Mr Geoffrey Redway application for co-option was also accepted, he was proposed, seconded, elected, took his seat and signed his Declaration of Acceptance of Office.

Minute 8 Election of Committees

(Chairman Mr P Clark and Vice Chairman Mr M Rogers are automatically members of every committee)

Hall Mrs A Ellis; Mrs C Evans; 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; Mr. K Tarplett; Mrs J Wolf.

Standing Mrs C Evans; Mr J Martin; Mrs S Martin; Mrs L Payne; Mr. J Sloane; Mrs J Wolf

Planning Mrs A Ellis; Mrs C Evans; Mrs. J Martin; Mr. S Martin; Mr. K Tarplett; Mrs J Wolf;

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

Minute 9 Elections of Proper Officers and Representatives

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

- (i) **Proper Officer** - Mrs J Pharez
- (ii) **Responsible Financial Officer** – Mrs J Pharez
- (iii) **Independent Internal Auditors**– Mr R Dockerill and Mr M Gibson
- (iv) **Allotments Representative** - Mrs L Payne
- (v) **Transport Representative** – Mr Paul Clark
- (vi) **Police Liaison** – Mr. P Clark
- (vii) **School Representative** – School to be contacted to see if governors’ role needed.
- (viii) **Footpaths/P.R.o.W’s** – Mr D De’ath
- (ix) **Health & Safety** – Mrs J Wolf
- (x) **Runwell Roundabout Editor** – Mrs Y Waterhouse
- (xi) **Tree Wardens** - Mrs S Martin and Mr J Martin.
- (xii) **Website** – Mr P Clark
- (xiii) **Social Media** – Mrs A Ellis

Minute 10 Clerks Report – See Appendix 1

Minute 11 Annual Report and Minutes of Annual Parish Meeting.

- (i) The Annual Report was approved. It was agreed this should be printed and delivered with the next summer edition of the Runwell Roundabout.
- (ii) The Minutes of the Annual Parish Meeting held on 29th April 2019 were circulated and confirmed as accurate.

Minute 12 Finance

- (i) Payments

Petty Cash

Window Cleaning – April Village Hall £85.00 J Payne – Hall materials £5.00
 Petrol – Park £20.04 APM Refreshments £7.44 Total £117.48

Prepayments from Barclays Bank

D/Debit	Eon	Electricity used at Park	£117.16
<u>Payments from Barclays Bank</u>			
107609	E Pitt	Returnable Hall Deposit	£30.00
107610	J Norris	ditto	£30.00
107611	Cash	Petty Cash as above	£117.48
D/Debit	N Power	Monthly Hall Electricity	£127.00
D/Debit	BT	Monthly Office Phone and Internet	£81.40
D/Debit	British Gas	Gas used Village Hall	£1908.28
Barclays Total			£2411.32

Sufficient funds held in Barclays current account to cover these payments

Prepayments from Lloyds Bank

Online	J Payne	General Maintenance Village Hall	£120.00
Online	LTC Carpets	Carpets at Village Hall	£504.00
Online	A & A Elliott	Car park repair Village Hall	£600.00
Online	Mrs J Pharez	Salary	
Online	Mrs JC Rogers	Caretaker 4 weeks	
Online	L Vallis	Groundsman 5 weeks	£1592.50
St/Order	Essex Pension Fund	Staff Pensions	£568.36
<u>Payments from Lloyds Bank</u>			
Online	Mrs JC Rogers	Hall Garden	£60.00
Online	BF Ground Maintenance Ltd	Park – 2 cuts April	£264.00

Online	BHIB	Local Council Insurance Renewal	£2587.25
Online	PPL/PRS	Music Licence 19/20 Village Hall	£551.22
Online	CCC	Closing Refuse Invoice re Village Hall	£225.36
(Previous cheque/invoice £976.56 cancelled/destroyed)			
Online	National Allotment Society	Annual membership	£66.00
Online	A-Z Supplies	Hall/Office Supplies	£96.52
		Ditto	£17.99
		Ditto	£43.50
Online	Images	Printing of Runwell Roundabout	£232.00
		Extra Copies of above	£22.00
Online	Capitol Hygiene & Cleaning	Refurbishment of Hall Floor & deep clean	
		Hall toilet/s floors	£4651.08
Online	Viking Direct	Printing Cartridges x3 & 2 nd Class Stamps	£70.75
		Lloyds Total	£14027.79

The Council agreed to transfer of £9000.00 from the Lloyds Bank deposit account to the Lloyds Bank Current Account to cover these payments.

All of the above payments were duly authorised.

(ii) Receipts and Payments 1st April 2018 to 31st March 2019

The Council reviewed and agreed the End of Year 2018/19 figures.

(iii) Annual Governance and Accountability Return 2018/19 Part 3

- Internal Audit Report
- Review Section 1 Annual Governance Statement

The Clerk reported that she had not received the signed copy of the Internal Audit Report from Mr Gibson. Item to be deferred to next Full Council meeting on 3rd June 2019.

(iv) Resolution to admit Mrs Julie Carol Rogers (Caretaker) to Essex Pension Fund:

The Council resolved that Mrs Julie Carol Rogers was eligible for membership of the Local Government Pension Scheme operated by Essex County Council (Essex Pension Fund); the necessary 7 days public notice having been given. Mrs J C Rogers to be eligible from the start of her employment on 1st October 2018.

Minute 13 Correspondence

1. Veolia – Prices for Refuse Collection at Village Hall Bin Collection £13 per week x2; Duty of Care £5 per month; Bin hire £0.24p per bin per week. Total £1424.48 per year to be collected by direct debit monthly.
2. Capitol Hygiene/Cleaning – a) Request for testimonial – Clerk to draft and submit b) Price list for other products – defer to next Hall Committee meeting.
3. CCC – Planning meeting of the Parish Councils Thurs 13th June 7pm for 7.30pm. PC & JP to attend
4. VE Day 75 – 75th Anniversary Friday 8th May 2020. It was agreed to commemorate this occasion. Mrs L Payne to co-ordinate. Agenda item for next meeting.
5. ECC – Park & Ride Concessionary Bus Pass Consultation 8th May – 31st July. Clerk to respond on behalf of RPC.
6. RCCE – Community Library Services – Fri 24th May Keene Hall, Galleywood 10am – 12noon. Noted. Library service still available to Runwell residents in Wickford.
7. Farleigh Hospice Outreach Project – Locations for Outreach Vehicle “HOP”. Clerk to offer Village Hall Car Park as a location for the bus.
8. CCC – Neighbour comments online – Comments available online wef 1st April 2019.

Minute 14 Planning

1. Applications received:

- (i) 19/00655/FUL 140 Swan Lane – Two storey rear, single storey side extension to replace existing conservatory and window alterations. RPC comment - Supported

- (ii) 19/00602/FUL 17 South Hanningfield Way – Further drawing showing garage roof. RPC comment: Maintain support
2. The Chairman read out the Notification of Appeal Decision
- (i) 16/00684/MAT/1 Phase 3B Runwell Hospital -
Material amendment to permission reference 16/00684/FUL (Conversion of, and extensions to, the existing former Administrative Building to accommodate 14no. residential apartments (9no. two bedroom and 5no. three bedroom), with associated access, parking and landscape arrangements.) for the variation of Condition 3, 15, 16 and 17 to amend the northern boundary enclosure, relocate refuse storage from under the maisonette, relocate cycle parking provision and amend general parking arrangement. **Decision: Appeal dismissed**

Minute 15 Highways

- (i) There is a general problem with speeding especially in Church End Lane and Brock Hill. The appointment of a Special Police Officer should in the future go some way to easing this issue. Different ideas from AE/GR were discussed covering cameras, better signage and reduction of speed limit. The solution is dependent on cost and enforcement. Re-painting of existing lines is urgently needed. Speeding is a Police matter whilst parking is controlled by South Essex Parking Partnership. (SEPP)
- (ii) Parking – following the meeting with Nick Binder from SEPP an application for controls around the junction of Runwell Gardens and Church End Lane is to be submitted.

The Chairman reported that the Local Highways Panel which looks after Highways Schemes in Chelmsford has fully committed its funds for the next 3 years.

Minute 16 Reports

1. **Hall** – Committee meeting TBA.
2. **Park** – PC reported the last league games were being played by Chelmsford City Youth FC. No response from the Carnival committee as to CRB checks, this matter to be clarified urgently.
3. **Allotments** – LP reported only 1 vacant plot. VE Day 2020 suggestion “Tea Dance” in Village Hall.
4. **Runwell Roundabout** – Articles for the Summer Edition needed by the end of June.
5. **CCC** – Congratulations to Paul Clark for becoming the Chelmsford City Council representative for Rettendon & Runwell.
6. **Tree Wardens** – CE advised that some oak trees needed attention between Lynfords Avenue/Lynfords Drive adjacent to Runwell Chase. Location to be established as to whether private or on the verge.
7. **PRoW** – DD reported that the bridleway on the boundary of Runwell/Downham was blocked
8. **Social Media/FB** AE reported that ways to increase membership needing investigating.

Minute 17 Notices of Motions and Future Business

Meetings of Finance Committee; Playing Field and Hall Committees arranged for Monday 20th May 2019 7pm, 7.30pm and 8pm respectively.

Minute 18 Agenda Items for next meeting 3rd June 2019

Carry over items and include agenda item for VE Day 2020

The meeting closed at 9.30pm