

**MINUTES OF COUNCIL MEETING 10th MAY 2021
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Messrs. Clark, Lansdale, Redway, Rogers and Tarplett. Mesdames: Ellis, Hutson and Payne; 2 members of the public. Names recorded.

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: Reasons for apologies accepted from Mrs C Evans; Mr J Martin & Mrs S Martin.

Minute 4 Declarations of Interest – None declared.

Minute 5 Minutes of Council Meeting 12th April 2021; Minutes of Planning Committee meeting 26th April 2021 and Minutes of Hall Committee meeting held 26th April 2021 were approved and signed by the Chairman as a true record.

Minute 6 Public Participation

1. DH reported on the EALC Youth Conference she attended, lots of ideas for involving youth into the community. PC also attended and endorsed these comments.
2. GR raised the general issue of “Electric Scooters” technically illegal at the present time. Research ongoing into safety issues.
3. BL asked for an update regarding the request for a new Dog Bin to be located in Runwell Chase at the junction with the entrance to Brockfield House. The Clerk confirmed an application had been made and turned down by CCC. It was agreed to make a further request highlighting the in-balance of provision amongst local parishes.
4. PC - St. Luke’s Park - the need for Dog Bins and the provision of these on the estate.
5. PC reported on the footpath to and from Curry Hill Bridge (adjacent to St. Luke’s). The bridge was originally ear-marked to be open for access to Rettendon by the end of St. Luke’s Development Phase 4. There is still no defined footpath on the Rettendon side of the bridge and subsequently the fencing had been cut and the livestock escaped. Parallel fencing and proper definition of the route of the footpath is needed.
6. DD also spoke on the history of PRoW’s in and around Curry Hill Bridge.

Minute 7 Co-option for Councillor – No applications received.

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; Mrs D Hutson; Mr. B Lansdale; Mrs L Payne; Mr. G Redway; Mr. J Sloane (Co-opt Mr. R Dockerill)

Playing Field

Mrs C Evans; Mrs D Hutson; Mrs L Payne; Mr. G Redway; Mr. J Sloane; Mr K Tarplett.

Standing

Mrs C Evans; Mrs D Hutson; Mr J Martin; Mrs S Martin; Mrs L Payne; Mr. J Sloane.

Planning (Meetings 3rd Monday monthly if business not addressed at Full Council))

Mrs A Ellis; Mrs C Evans; Mrs D Hutson, Mrs. S Martin; Mr. J Martin; Mr. G Redway; Mr. K Tarplett

Finance

(Bank Signatories 3 to sign) – Mr. P Clark; Mrs L Payne; Mr G Redway; Mr. M Rogers. Clerk Mrs J Pharez (Non-signing members) – Mrs A Ellis; Mr. W B Lansdale; Mr. J Martin; Mrs S Martin

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 Auditor** – Mr R Dockerill
- (iv) **Allotments Representative** - Mrs L Payne
- (v) **Transport Representative** – Mr Paul Clark
- (vi) **Police Liaison** – Mr. P Clark
- (vii) **Youth/School Representative** – Mrs D Hutson
- (viii) **Footpaths/P.R.o.W's** – Mr D De'ath
- (ix) **Health & Safety** – Mr W B Lansdale
- (x) **Runwell Roundabout Editor** – Mrs S Pollard
- (xi) **Tree Wardens** - Mrs S Martin and Mr J Martin.
- (xii) **Website** – Mrs A Ellis/Mr P Clark
- (xiii) **Social Media** – Mrs A Ellis

Minute 10 Clerks Report – See Appendix 1

Minute 11 Finance

(i) Payments

Lloyds Bank Pre-payments to 10/05/21

Deb	Zoom	Monthly Subscription	£11.99
Deb	Screwfix	Ladder	£114.99
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary – 4 weeks	
FPO	L Vallis	Groundsman Runwell Park	£1436.50
STO	Essex Pension Fund	Staff Pensions	<u>£632.64</u>
			£3954.81

Sufficient funds were held in the current account to cover these transactions.

Payments for authorisation 10th May 2021

Deb	Adobe Pro	Monthly subscription	£15.17
FPO	Mrs JC Rogers	Hall Garden - Monthly	£60.00
FPO	CCC	60 standard trees @ £140 plus plant & irrigate	£10080.00
FPO	BHIB	Local Councils Insurance Renewal	£2751.46
FPO	National Allot Soc	Annual Renewal	£66.00
D/debit	Veolia	Hall Refuse April 2021	<u>£154.22</u>

Total £13060.85

A transfer of £14k was agreed from Lloyds Deposit A/c to the Current A/c to cover these payments.

Barclays Bank Pre-payments to 10/05/21

D/debit	BT	Office & Park CCTV Line & Broadband	£193.29
D/debit	Brit Gas Business	Hall	£487.45
D/debit	E.on Next	Electricity used at Hall monthly	£181.00
107641	HMRC	Tax & NI Jan Feb Mar	£1072.90

Payments for authorisation 12th April 2021

107644	Kirby Evans	Allotment Key & partial rent refund 1 plot	£35.00
107645	P Thorley	ditto	£35.00
107646	S Hurrell	Allotment Key & partial rent refund 2 plots	<u>£45.00</u>

Total £2049.64

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

The Council approved all the payments.

(ii) Annual Governance and Accountability Return 2020/21 Part 3

Review Section 2 Accounting Statements 2020/21 – The Council reviewed and accepted the Accounting Statements for 2020/21

(iii) Resolution to increase S137 Swimming Grant payable to Runwell Community Primary School (RCPS) to £1750 The Council agreed to increase the annual payment to RCPS in respect of the Swimming Grant to £1750 with effect from the school year 20/21 starting in September 21.

Minute 12 Correspondence

1. Runwell Allotments – 3 Objections to untidy plot notices/notice to give up unused allotment plots. The Chairman explained he had attended a follow up site visit on 5th May to check the condition of the plots following the 28-day notice period given.

To summarize: Some unfair criticisms made towards the committee by some of the plot holders who were given adequate notice to either get the plot up to the standard required in the terms of the agreement everyone had signed up to, or risk losing the plot. During the visit it was apparent that the condition of the plots in question was variable. The amount of time given to make improvements was fair for those who had the intention of keeping them. The use of the allotments is strictly limited to personal use, the declared intention by one plot holder to use to support a commercial enterprise is not allowed so both plots become forfeit. Of the other letters one had not completed sufficient improvements and would be forfeit and the other double plot holder - whilst some work had been done neither plots were sufficiently cultivated so one would be forfeit. Follow up letters giving the decisions to be sent.

2. Speedprint Essex Ltd - Quotation to print 2000 copies Runwell Roundabout £322 including delivery. (Current provider £387) It was agreed to use the new print company for the next edition of the Roundabout.

3. St. Mary's Church – (Alan Jones) Burial plot availability. Agenda item for next meeting. Runwell's population is growing due to the development at St. Luke's. The Chairman explained the management of Chelmsford Diocese Land was handled by land agents – Strutt & Parker. Land is owned by Chelmsford Diocese adjacent to St. Mary's North Graveyard which would be ideal to extend the graveyard however the land agents will not allow and have now let the land to a local Animal Charity. The Council previously attempted to secure the land for a "Sensory Garden" to be used alongside an extension to the graveyard but letters to the Bishop at the time were replied to, by the Land Agents. It was agreed that the Chairman write a further letter to the Bishop to establish an area suitable to extend St. Mary's burial area.

Minute 13 Planning

1. Applications received:

- (i) 21/00750/FUL 6 The Greenway – Two storey front extension, two front dormers, two front roof windows. One first floor obscure glazed side window. RPC comment - Supported
- (ii) 21/00751/FUL 10 Delmar Gardens – Proposed single storey rear extension. RPC comment – Supported.
- (iii) 21/00726/FUL 11 Carruthers Drive – Construction of single storey rear extension. RPC comment – Supported.
- (iv) 21/00731/FUL 10 Grange Road – Construction of part single, part two storey rear extension. Loft conversion with 2 front dormer windows. RPC comment – Supported.
- (v) 21/00787/FUL 3 The Greenway – Two storey side extension. Single storey rear extension with balcony extension over. Single storey front and side extensions comprising porch, bay window and garage extension with roof over. Alterations to fenestration. RPC comment – Supported
- (vi) 21/00857/FUL 8 Ryerson Drive – Proposed single storey rear extension. RPC comment – No objection.

Minute 14 Runwell Park

(i) Play Area replacement gates. The Chairman reported that an order had been placed with Farthing Fences and Gates to replace both the gates into the Play Area at Runwell Park for the sum of £1830 plus VAT. The Council agreed to this order.

(ii) Picnic Tables. The Chairman reported that two new picnic tables plus fixing kits had been ordered from Glasdon Uk Ltd for the sum of £1130.04 plus VAT. Order placed with MJ Fencing for two new picnic table bases plus new base for the Memorial Bench (to include fitting of tables and bench) in the sum of £1410.00 plus VAT. The Council agreed to both orders.

Minute 15 Wildflower Planting Areas

The members agreed that wildflowers look beautiful whilst in bloom but very quickly look untidy once the blooms fade. It was agreed to sew an area around the Village Sign, Church End Lane and review in 2022.

Minute 16 Reports

1. **Hall** – AE reported the defibrillator would be installed later this month. The unit is operated by a single use battery which is in date to 2024. Should the unit be used, it will operate for the whole cycle needed, following this the battery will have to be replaced. The defibrillator will be sited in the Committee Room. Issues with the microphone/sound system at the beginning of the meeting. Agenda item for next meeting - Replacement quotations for sound system
2. **Park** – PC reported that Play in the Park booked for Thursday 5th August 10.30am – 12.30pm and 1.30pm – 3.30pm. Advert to be placed in Runwell Roundabout. Further CCTV camera needed to cover the picnic area. (Agenda item) New picnic tables and bench to be installed by the end of June. More litter bins needed for the picnic area. Trees received from Woodland Trust, some had been planted in the 1.8 acres, some being kept for spares. New hedge by the pavilion seems to have taken, temporary fencing removed. New woodland planted by CCC also seems to have taken, the large trees we have purchased have a special watering system refilled by bowser.
3. **Allotments** – LP thanked the Clerk for getting the padlock repaired (Basildon Locksmiths). Other matters covered under correspondence see Minute 12 (1)
4. **Runwell Roundabout** – Articles for the Summer Edition needed by the end of June. Summer edition to be delivered by mid-July.
5. **CCC** – PC liaising with Refuse Department to obtain more equipment for litter picking. Accident reported in Downham Road/ Brock Hill lady fell over an ornamental rockery planted in the verge on the highway and badly hurt herself.
6. **Tree Wardens** – No report
7. **PRoW** – DD reported Brock Hill Sign had been removed but not replaced and further reported he would review the damaged footpath bridges.

Minute 17 Notices of Motions and Future Business

- Planning Committee (3rd) Monday 17th May 2021 7pm cancelled.
- Annual Parish Assembly Meeting Monday 24th May 2021 8pm
- Parish Council Meeting Monday 7th June 2021 8pm

Minute 18 Agenda Items for inclusion at next meeting 7th June 2021

- Runwell Park – Extra CCTV camera
Litter bins
- Village Hall – Replacement Sound System
- St. Mary's Church Burial Ground

The meeting closed to the Public at 10.00pm

The meeting re-opened

The Chairman reported an accident that involved a minor at Runwell Park. All procedures and reporting completed.

The meeting closed at 10.15pm