

**MINUTES OF COUNCIL MEETING 7th NOVEMBER 2016
IN RUNWELL VILLAGE HALL AT 8 PM**

IN ATTENDANCE – Chairman Mr W.B. Lansdale; Messrs Clark; Martin; Rogers and Sloane. Mesdames Evans; Martin and Payne. Chelmsford City Councillors Millane & Ride.

The Chairman welcomed everyone to the November meeting.

Minute 136 Apologies: None

Minute 137 Declaration of Interest – Mr & Mrs Martin declared a personal interest in Agenda item 10 Planning re Application 16/01173/FUL Land North West of the Anchorage, Runwell Chase.

Minute 138 Public Participation

- (i) CE reported on the huge fly-tipping incident in Runwell Chase which took two weeks to be cleared by the authorities. (It is thought asbestos was included in the rubbish, rubble etc dropped) There is now a sign in the area saying CCTV in operation to deter offenders.
- (ii) LP reported that the hedge outside of the property 19 Brock Hill was still obscuring the bus stop. Clerk to send letter.
- (iii) PC reported that he had updated the website and provided information regarding the spate of burglaries on The Wick. 81 incidents over 6 weeks with 31 in one week. He stressed the importance of double locking doors. PC further reported on the theft of BT Cable which also resulted in the demolition of the bend sign and part of the boundary fence of St. Mary's Church Hall, Runwell Road
- (iv) JS expressed the need to re-appraise the Brock Hill traffic calming scheme. Clerk to follow up.
- (v) AD made a general comment on the number of streetlights provided by the developers of St. Luke's Park but on the down side the lack of footpath seemed ridiculous. Walkers have already been seen walking along the verge of the new road as they are unaware where the actual path is.
- (vi) CE further reported that the new lights at St. Luke's Park stay on through the night whilst the old lights turn off.
- (vii) JD reported that Dave Spooner had cleared the overgrown vegetation and rubbish along the unadopted footpath linking Clare Avenue and Swan Lane. Clerk to send a letter of thanks. He further commented that sometimes the conversations of the councillors were difficult to hear. Members to try to face the audience when speaking and speak clearly.
- (viii) DD reported streetlights not working by the bend in Church End Lane, also some not working by the junction with Runwell Road.

Minute 139 The Minutes of the Council Meeting 3rd October 2016; Minutes of Playing Field Committee meeting held 17th October 2016; Minutes of Hall Committee meeting held 17th October 2016 and the Minutes of the Planning/Standing Committee meeting held 17th October 2016 were all approved and signed by the Chairman as a true record.

Minute 140 Clerks report Appendix 1

Minute 141 Finance

- (i) Payments:

Petty Cash

2nd Class Stamps £13.20 1st Class Stamps £15.36 Park – Ballast, Cement, Bolts £41.71
Allotment key deposit A Knight 2@ £5.00=£10.00 Petrol – Park £12.98 **Total £93.25**

Prepayments

107214	A Knight	Repair water leak at Hall	£50.00
107215	Livermore & Sons	Topsoil, Sand & Stone – Park	£129.00

Cheques to issue

107216	Mrs J Pharez	Salary	
107217	Mrs G Smith	Caretakers Salary 5wks & Locking	
107218	Essex Pension Fund	Pension	£411.24
107219	L Vallis	Groundsman 4 weeks adjusted	£1287.00
107220	C Rogers	Hall garden maintenance	£50.00
107221	BF Ground Maintenance Ltd	Grass Cutting x1 Runwell Park	£132.00
107222	Viking	Office supplies	£56.88
107223	A – Z	Hall Supplies Sept/Oct	£119.44
107224	Havering Fencing Co Ltd	Alterations to Main Gate – Park	£474.00
107225	Grasshopper (Hort) Ltd	Supply & Fit Clutch Cable – Mower Park	£113.02
107226	Donna Evans/Ashwells Int	Balance due for Hall Curtains	£3792.50
107227	Phoenix Fitted Furniture	Kitchen cupboard repair	£352.66
107228	L Abbott	Caretaker holiday cover Sun 23 rd Oct	£25.00
107229	WB Lansdale	Chairmans Allowance	£100.00
107230	St. Mary’s Church	Churchyard Grant	£1500.00
107231	RCPS	Swimming Grant	£500.00
107232	Royal British Legion	Poppy Appeal	£100.00
107233	Clearview Communication	Annual Maintenance Contract	£1053.60
107234	Zurich	Local Council Advisory Service	£114.00
107235	J Quarrell	Returnable Hall Deposit	£20.00
107236	H Woolmer	Returnable Hall Deposit	£75.00
107213	Cash	Petty Cash as above	£93.25
D/Debit	J & J Pharez	CCTV Broadband	£12.21
D/Debit	British Gas	Hall - Gas July – Oct	£228.64
		Total	£12527.33

The Council agreed a transfer of £5000 from Business Tracker Account to Current account to cover these payments.

- (ii) Receipts & Payments 1st April 2016 – 30th September 2016. The Clerk reported on the bank reconciliation. Funds held on Barclays Bank Plc Current A/c and Business Tracker A/c to 30th September 2016 total £95,700.63. Full Receipts and Payments will be available at the next meeting.
- (iii) Budget Review 2016/17 to 30th September 2016 – defer to next meeting.

Minute 142 Correspondence

1. Mrs S Varney – Letter of resignation from the Council due to her forthcoming move out of the area. Letter of thanks to be sent.
2. Havering Fencing – “K Barrier” quotation received in the sum of £1754.00 plus VAT. Quotation accepted as work is urgently needed. PC to co-ordinate.
3. Community Wi-Fi Scheme – Grants available up to £400 to cover set up costs. It was agreed this would be a good idea subject to the level of ongoing costs, security measures needed. PC agreed to obtain more information.
4. Chelmsford City Council – Quotation received to “Vertidrain” all the pitches at Runwell Park in the sum of £930 plus VAT. The quotation was accepted as work is needed urgently. PC to co-ordinate.

Minute 143 Appointment of new committee members

The Council appointed the following people:

- Hall Committee – position available
- Finance Committee – Mike Rogers
- Standing Committee – Paul Clark

Chris Evans volunteered to deliver the Runwell Roundabout as needed and “Runwell Parish Council Welcome” letters to St. Luke’s Park.

MR requested that and advert for Parish Councillors be placed locally and in the Runwell Roundabout, the Clerk confirmed this would be done.

Minute 144 Planning

(i) Applications Received

- 16/01773/FUL - Land North West of The Anchorage Runwell Chase - Retrospective application for a building and use of it as a dwelling with associated parking and garden. Proposed external cladding and sedum roof. Demolition of storage compound and gym building. The members voted by majority to object to the application on the grounds of inappropriate development in the green belt. 3 members abstained from the vote.
- 16/01623/FUL - 5 Canute Close Runwell - Part two storey, part single storey side extension (amended description – no change to submitted plans). The parish council maintained their objection.
- 16/00804/FUL - 19 Grange Road - Raising of roof to create first floor addition, two front dormer windows and rear dormer. (Amended application) No objections as before.
- 16/01832/FUL - 132 Brock Hill - Proposed demolition of existing property and replace with new 3 bedroom bungalow. No objection to replacement bungalow.
- 16/01844/FUL - Moorgarden Farm Brock Hill - Removal of condition 4 of permission 77/0623/1 to allow residency of the house not in relation to agricultural use. The members voted by majority to support the application. Mr J Sloane was opposed to the application. One member abstained.

(ii) St. Luke's Park

The Chair invited RR to report. Properties on site now occupied, still awaiting scheme for St. Mary's Crossing, RPC should press Hilary Gore in this respect. The verges on the approach had been re-turfed but still no work to the trees due to the dry weather, disappointing that arrangements had not been made for watering to ensure the success of the original planting. RR further reported that Neil Jordan (Chelmsford City Council Senior Planning Officer with responsibility for St. Luke's Park) was seriously ill and therefore some of the compliance issues had not been followed through. Meeting with Countryside expected before the end of November.

BL/PC/CE reported that contact with Countryside was difficult and the company was ignoring our emails and telephone messages. Clerk to continue to attempt contact Sarah Coleman and/or James Livesey and copy in other recipients so all parties are aware of our requests (i) Welcome Letter (we have now arranged for CE to deliver) (ii) Future of St. Luke's Chapel (iii) Concern regarding marketing strategy and to quote "the vision to create a new community..... many new developments integrate into an existing community, this was never the plan for St. Luke's Park....."

CE queried the affordable housing ratios as agreed on the planning permission, recommended amount 35% but PC advised 27% agreed for St. Luke's. It was RR's opinion that Countryside would fulfil this requirement.

Minute 145 Where does The Water Go? – ECC Project

CE reported that the project would start as soon as there was sufficient rain to show up in the ditches.

Minute 146 Review Standing Orders

The members discussed including an old Standing Order entitled "Canvassing of and recommendations by Councillors". The members voted firstly to continue to leave out this Standing Order, 5 members voted for the proposal. The second vote was to include the Standing Order covering Canvassing, 2 members in favour. BY MAJORITY it was agreed to leave the Standing Orders as adopted Minute 13 9th May 2016.

On further discussion it was agreed that a new Standing Order should be drafted to set a process for the appointment of positions such as Chairman, Vice Chairman giving all members one clear month's notice of positions becoming available and for those who are interested to give a clear notice of intent. Clerk and Vice Chairman to agree the wording and present to the next meeting.

Minute 147 Reports

Hall – BL reported: Curtains completed; door handles in Committee Room and Kitchen areas needing attention; corner kitchen cupboard replaced; Clerk to apply for a grant to replace the kitchen – awaiting budgetary quote from Phoenix Fitted Furniture. LP requested that the Christmas decorations be put up in time for St. Mary's Church bazaar – work party arranged for 1.30pm Friday 25th November. LP asked whether the Council would join St. Mary's to arrange a community Carol Service at the Village Hall. This was agreed date Sunday 18th December 2016 at 3pm doors open 2.30pm

Park – See Minute 142 items 2 & 4 agreement for “K Barrier” to stop illegal horse-riding in the park and vertidrainage of football pitches. Agenda item for next month Streetscape project for outdoor gym equipment. Streetscape are able to obtain grant funding up to £10k the parish council will have to fund the safety surface surrounding any equipment provided.

CCC – No further report

Tree Wardens – No report

Footpath PRow's – No report

Runwell Roundabout – The Clerk reported that KR had completed her initial draft of the Runwell Roundabout and it would be ready to go to print by the end of the week. Further article to be included to advertise the Community Carol Service 18th December.

Allotments – LP reported that the AGM was held on 24th October and was well attended. The majority of rents had been collected and the price increase of plots to £20 wef 2017 was advised. Maintenance budget of £400 requested. CE commented on the difficulties driving out of the allotments since the new fence had been erected. Clerk reported that the allotment committee had already contacted ECC highways regarding this matter but nothing was offered to help. Clerk to write a letter to ECC Highways & Essex Police reporting this hazard and to request a meeting for ways to improve the line of sight.

Minute 148 Notices of Motions and Future Business

Community Carol Service Sunday 18th December 2016 2.30pm for 3pm

Minute 149 Agenda items for next meeting – Where does the Water go; St. Luke's Park; Outdoor Gym Equipment; New Standing Order.

Meeting closed at 10.05pm