

**MINUTES OF COUNCIL MEETING 7th NOVEMBER 2022
IN RUNWELL VILLAGE HALL AT 8.00PM**

IN ATTENDANCE: - Chairman: Mr. P Clark; Messrs: Lansdale, Rogers, & Sloane. Mesdames: Ellis and Payne; 3 members of the public.

The Chairman welcomed everyone to the November meeting.

Minute 119 Apologies: Messrs Davis, Redway & Tarplett. Mesdames Evans & Hutson Apologies accepted.

Minute 120 Declarations of Interest – None received.

Minute 121 Public Participation

Chelmsford City Council – With sadness; a report on the death of the Mayor John Galley; *Essex Police* - New District Commander – Chief Inspector Paul Ballard; Speed checks in Brock Hill; *St. Luke's School Governors* – meeting attended; *Runwell Chase* – Continued issues with rubbish near Brockfield House; hedges both sides of the road need cutting back; *Streetlights not working* 1. Runwell Chase on footpath cut through to The Lodge, 2. By 116 Brock Hill; 3. Church End Lane (5 Lights) *Blocked drains* – 1. Runwell Chase 2. Between Egbert & Athelstan Gardens *Church End Lane* – collapsed man hole. (Clerk to report Streetlight/Highway issues)

Minute 122 Minutes of Council Meeting 3rd October 2022; Planning Committee meeting held 17th October 2022; Hall Committee meeting held 17th October 2022 and Park Committee meeting held 17th October 2022 were approved and signed by the Chairman as a true record.

Minute 123 Co-option for Councillor Vacancy

No applications received. Maintain on Agenda.

Minute 124 Clerks Report

See Appendix 1

Minute 125 Finance for approval

Lloyds Bank

Pre-payments

| | | | |
|---------|--------------------|-----------------------------------|----------|
| FPO | Poolewood Mach Ltd | Dust Extractor – Runwell Shed | £525.49 |
| FPO | T Horsley | Dewalt Drill – Runwell Shed | £99.98 |
| FPO | J Pharez | Salary | |
| FPO | JC Rogers | Salary – 4 weeks plus locking etc | |
| D/debit | Adobe Pro | Monthly subscription Oct/Nov | £15.17 |
| D/debit | Veolia | Hall Refuse | £166.18 |
| | | Subtotal | £3394.52 |

Payments for authorisation

| | | | |
|-----|--------------------|--|----------|
| FPO | Essex Pension Fund | Staff Pensions | |
| FPO | L Vallis | Groundsman Runwell Park 5 weeks @ £232.50 | £1162.50 |
| FPO | DMR Garden Serv | Hall Garden - Monthly | £60.00 |
| FPO | Link CCTV | Maintenance fee 9/11/22 – 8/2/23 | £380.14 |
| FPO | A – Z Supplies | Hall Supplies - Aug | £67.87 |
| FPO | A – Z Supplies | Hall Supplies - Oct | £65.92 |
| FPO | BF Ground Maint | Grass Cutting Runwell Park – 1 cut October | £180.00 |
| FPO | PC Clark | Keys Park & Hall (Fast Keysx2) | £26.50 |
| FPO | Acacia Tree Serv | Park -Prune Willow Tree | £400.00 |
| FPO | Viking | Printer Ink | £75.49 |
| FPO | Ilse de Vries | Returned Hall deposit | £30.00 |
| FPO | M Read | ditto | £30.00 |
| FPO | C Townsend | ditto | £30.00 |

Total £6896.82

The Council agreed a transfer of £2,000.00 (Two thousand pounds) from the Deposit Account to the Current Account to cover these payments.

Barclays Bank

| | | | |
|------------|--|----------------------------------|----------------|
| D/debit | E.on Next | Electricity used at Hall monthly | £181.00 |
| D/debit | Brit Gas | Gas used 2/9 – 1/10 | £45.42 |
| 107666 | Royal Brit Legion | Poppy Appeal S137 | £125.00 |
| Debit card | Petty Cash: Allotment key deposit retd Plot 63 | £25.00 | |
| | QEII memorial expenses | £36.75 | |
| | Window cleaning – Hall | £85.00 | |
| | Hall deposit refund Jo Lake | £30.00 | |
| | | Total to cash | £176.75 |
| | | Total | £528.17 |

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

(ii) Receipts & Payments April 2022 – September 2022

The Bank Reconciliation & Receipts and Payments for the period April – September 2022 were considered and approved.

Minute 126 Budget 23/24

The members asked for the following items to be included in the budget for 23/24

1. Assistant Clerk to include laptop and training allowance.
2. Scribe Accounting Package
3. St. Luke's – Dog Bins & Noticeboard
4. King Charles III Coronation – Purchase mugs for children attending RVPS & St. Luke's (Figures to be obtained)
5. Variable Speed camera device/SID x2
6. Dog Bins East & West Ward

Minute 127 Correspondence

1. EALC – Essex Highways User Survey 11/10/22 – 4/1/23 – Clerk to respond for RPC
2. ACRE – Energy Bill Relief Scheme review by Utility Aid – Arrange for a review to take place.
3. Hedgehogs R Us – Highway Project (£150 for pack 50 highway surrounds). The Council agreed to place an order for 50 Hedgehog Highways and promote in the Runwell Roundabout.
4. EALC – Winter Warmth & Welcome Spaces Fund open for applications. Noted. No scheme planned for the Village Hall.

Minute 128 Planning

1. Applications Received:
 - (i) 22/01810/FUL – 24 South Hanningfield Way – Garage extension and conversion to habitable space. Alterations of windows and doors. **RPC comment:** Supported.
 - (ii) 22/05182/TPO – Brockfield House, Runwell Chase – G5 Oaks x9 (Marked G1 on map); Crown lift of 3-4m, remove ivy and deadwood from crowns. REASON: To enable site users to safely walk beneath the trees, improve visibility for security cameras. **RPC comment:** Supported.
 - (iii) 22/01891/FUL – 65a Brock Hill – Retrospective application for a rear single-storey pool house with single storey rear extension to existing garage. **RPC comment:** No objection.
 - (iv) 22/01882/FUL – Mandy, Lynfords Avenue – Demolition of existing dwelling and construction of a replacement dwelling. **RPC comment:** Supported
 - (v) 22/01852/FUL – Land South of Meadow Farm, Meadow Lane – Retrospective application for the siting of a portacabin for use as a dog store and utility. **RPC comment:** Runwell Parish Council object to this application due to the vague description for the use of the portacabin. The term "dog store" is ambiguous and needs clarification, also further explanation of the utility use. It is unclear whether the intended use is domestic or commercial.
 - (vi) 21/01961/OUT – Land North West of Hamberts Farm, Burnham Road, SWF. Hybrid application, Outline application with all matters reserved for residential development of: up to 1020 homes, Up to 88 bedroom units of residential care accommodation (Class C2 or Class C3 use, including retirement living/sheltered housing, and/or extra care/housing-with-care/independent living and/or care home/nursing home use), up to 1,100 sq. m (GEA) neighbourhood centre (Class E) including a multi-purpose community centre, up to 1,200 (GEA) of business floorspace (Class E), a 2fe primary school and two 56 place early years facilities, 5 serviced plots for travelling

show people, landscaping, strategic and local open space and associated buildings and structures, all associated highway infrastructure, pedestrian, cycle and bridleway routes (including partial extinguishment of Bridleway 25), vehicular and cycle parking, drainage works, ground reprofiling, demolition of existing building and all associated ancillary works including services and utilities. Full application for the principal means of vehicular access to the site, the initial phase of on-site highway works, strategic surface water attenuation basins and demolition of former telephone exchange buildings. **RPC comment:** Runwell Parish Council maintains its previous comments. The bus service is noted. Substantial work needed to surrounding roads (which are already sub-standard and subject to a reduced speed limit) to cope with further traffic movements from this substantial development.

Minute 129 Assistant Clerk Advert

The Council approved the Assistant Clerk Advert and Job Specification.

Minute 130 Reports

Hall – Meeting arranged with SGC Glass on 14th November to obtain a quotation to replace the Hall windows. Another 2 quotations needed for CCTV at the Village Hall. JP/MR had adjusted the Hall temperature thermostat. Replacement cigarette bins x3 to be ordered. Letter to CEA resident re overhanging conifers.

Park – The Chairman explained an alternative plan for the Public Toilets that would save cost. A prefabricated building 7m x 3m with 3 toilets, the building would attach to the main drainage system. The Clerk had confirmation from CCC that formal planning would not be required and a CLOPUD could be submitted. It was agreed to cover the Chairmans travelling expenses to view the alternative proposal.

Runwell Roundabout – Articles being collated and sent to editor.

Allotments – It was reported that one plotholder had planted willows which are not allowed under the terms of the hire agreement. There is now a dispute over this matter. Chair to write to the tenant. It was further agreed that the Chair would speak to Mr. Doyle about cutting back his hedge line which is blocking sightline to the entrance/exit to the Allotments.

Schools No further report.

PRoW – DD asked that an advert be placed in Runwell Roundabout for the 48th Boxing Day Walk.

CCC – No further report

Minute 131 Notices of Motions

Motion received from Cllr Clark:

Proposal to: Amend Standing Order 5 – Ordinary Council Meetings (Items C & D) to include the time of meetings to be 7pm

Seconded by Cllr Rogers. Approved by all Councillors present. Full Council Meeting's (1st Monday Monthly) will now commence at 7pm with effect from the next meeting.

Minute 132 Future Business

- Planning Committee Meeting (if business dictates) Monday 21st November 2022 7pm.
- Finance/Standing Committee meeting Monday 21st November 2022 7.30pm.

Minute 133 Agenda items for next meeting

Councillor Vacancy – Co-option.

The meeting closed at 10pm