

**MINUTES OF COUNCIL MEETING 1<sup>st</sup> OCTOBER 2018  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr. P Clark; Messrs: Sloane & Tarplett; Mesdames: Ellis, Evans & Martin. Chelmsford City Councillors Millane and Ride; 5 members of the public

The Chairman welcomed everyone to the October meeting.

**Minute 109 Apologies:** - Mrs L Payne; Mrs J Wolf; Mr. B Lansdale; Mr. J Martin; Mr. M Rogers

**Minute 110 Declarations of Interest** – None declared

**Minute 111 Public Participation**

1. PC reported an issue regarding the verge in Viking Way behind the properties in Tidworth Avenue. It has been alleged that a resident may be considering take adverse possession of the verge. PC further reported on the broken fence in Church End Lane on the boundary with Runwell Brook
2. SM commented on the recently cut verges in the parish however Runwell Chase has not been done.
3. AE commented on the recent traffic count in Church End Lane.
4. TC thanked the council for their support for his request to the LHP for parking restrictions in Clare, David and Keith Avenues.

**Minute 112** The Minutes of Council Meeting 3<sup>rd</sup> September 2018 were approved and signed by the Chairman as a true record.

**Minute 113 Co-option to fill Councillor Vacancy** – No applications. It was agreed to advertise in the Runwell Rou

**Minute 114 Clerks Report** – See Appendix 1 - noted

**Minute 115 Finance**

**(i) Payments to issue**

Petty Cash

Allotment Key Refunds £50.00      Abbott Signs £11.97    Imaging Drum Reset Chip £14.99  
Caretaker Cover N Rimmel £20.00    Caretaker Cover D Williams £20.00    **Total £116.96**

Prepayments

107571	Phoenix Entities	2 <sup>nd</sup> Instalment re Kitchen	£6480.22
107572	Hilton Property Maint	Cooker & Hood Installation	£1056.00

(Transfer of £7500 made from Business Premium to Current A/c to cover)

Payments from Barclays Bank

107573	Chelmsford City Council	Summer Play Scheme	£120.00
107574	RCPS	S137 Swimming Grant	£600.00
107575	Basildon CAB (Wfd Office)	S137 Donation	£200.00
107576	St. Mary's Church	Churchyard Grant	£1750.00
107577	K Gridley	Returnable Allotment Key Deposit	£25.00
107578	S Smith	ditto	£25.00
107578	HMRC	Tax/NI Jul, Aug, September	£1071.53
107579	Chelmsford CC	Half Year Refuse collection & bin rental	£933.40
D/Debit	N Power	Monthly Hall Electricity	£124.00
D/Debit	BT	Monthly Office Phone and Internet	£77.82
D/Debit	BT	Quarterly Payphone – Hall	£56.97
		<b>Barclays Total</b>	<b>£4984.03</b>

The Council agreed to transfer £5000.00 from Barclays Business Premium A/c to Barclays Current A/c to cover these payments.

### Payments from Lloyds Bank

Online	Mrs J Pharez	Salary	
Online	Mrs JC Rogers	Temp Caretaker 3 weeks	
Online	Mrs JC Rogers	Hall Garden	£60.00
Online	L Vallis	Groundsman 4 weeks	£1274.00
Standing Order	Essex Pension Fund	Pension	£428.93
Online	A – Z Supplies	Hall/Office Supplies	£153.70
Online	BF Ground Maintenance	Grass Cutting Jun/Jul/Aug	£396.00
Online	EALC	Planning Briefing – K Tarplett 6 <sup>th</sup> October	£55.00
Online	PC Wright Electrical	Hall Lighting Upgrade	£877.75
Online	PKF Littlejohn LLP	External Audit Fee	£480.00
		Lloyds Total	<b>£5306.53</b>

The Council agreed to transfer £5000.00 from Lloyds Deposit A/c to Lloyds Current A/c to cover these payments.

### **(ii) CCTV Maintenance Agreement**

The council agreed to give one months notice to cancel the rolling CCTV service agreement with Clearview Communications. Tender to be issued to get replacement cover. The current operation system is analogue and needs to be converted to digital. A scheme of renewal/replacement is required.

### **Minute 116 Hall**

- 1. Caretaker:** The council ratified the appointment of Mrs JC Rogers to the position of caretaker. Formal contract to be issued.
- 2. St. Mary's Church:** The council agreed the use of the Hall on Sunday 4<sup>th</sup> November (free of charge) 12 noon – 4pm for a leaving party for Father Jo Delfgou
- 3. Kitchen:** New lighting installed and hot tap ordered. Further works planned for October half term.
- 4. Hall Defibrillator:** The council accepted the offer from Basildon Lions (via ex Councillor Kathy Racher) of a defibrillator for use in the Village Hall.

### **Minute 117 Correspondence**

- ECC – Community Initiatives Fund – Applications by 26<sup>th</sup> October 2018. Clerk to shortlist projects for grant funding and refer to Hall/Playing Field Committees
- CCC – Summer Play Feedback. Comments noted, extra activities to be booked for 2019
- Breheney – St. Mary's Crossing. Progress report. Contractors will be returning a further time to install the crossing lights.
- Royal Mail – Scam Mail promotion. Article to go on website and in the Roundabout. CE commented that this type of information should be shared with the residents of St. Luke's. Clerk to contact to ask whether a Parish council noticeboard could be installed at the development.
- EALC – Highways Briefing Wednesday 7<sup>th</sup> November 9.30am – 1pm. Chairman to attend.
- EALC – Project Management Course Thursday 11<sup>th</sup> October 10am – 1pm. Noted
- PKF Littlejohn LLP – Annual Limited Assurance Review 01/04/17 – 31/03/18. Signed off, no issues.

### **Minute 118 Planning**

#### **1. Applications received**

- 18/01477/ADV - Land at Former Runwell Hospital - Proposed advertisements at St. Luke's Park - 10x Aluminium signs, 22x Lamp post banners, 3x oak post entrance signs fixed to ground & 9x hoarding signs. RPC comment: No objections.
- 18/05170/TPO - Area North of Chapel Runwell Chase, T1 Norway Maple - Fell to ground level. Reason: Dead. T2 Oak - Monolith approximately 4m to safe height to reduce risk posed to private property. T3 Oak - Remove deadwood over 1m in length and 30mm in diameter. RPC comment: No objections.
- 15/00617/MAT – 19 Delmar Gardens – Variation of Condition 2 of the planning reference 15/00617/FUL (The development hereby permitted shall not be carried out other than in complete accordance with the approved plans listed on the decision notice) to reposition the workshop/storage outbuilding. RPC comment: The original approval showed a small pitch roof

to the building in line with similar structures in the road. The new plans show a flat roof construction which is not in keeping with the streetscene, a small pitch front to back would break up the line and be more in keeping.

### **Minute 119 Highways**

#### **(i) A132 Runwell Road**

- a) Hedges – waiting further update from ECC Cllr Grundy; need to press ECC to get this hedge cut.
- b) St. Mary’s Crossing – See minute 117 (3)
- c) Footpaths (PRoW) 7 & 10 are in need of attention, Clerk to report

#### **(ii) Church End Lane**

- a) Traffic Count: The Clerk circulated all the figures collected from both sites. Whilst there is evidence of many vehicles breaking the speed limit the averages do not reflect this. Clerk to write to Jon Simmons to establish the way forward with regard to restrictions near Runwell Gardens which has a problem with parking during school hours in addition to the speeding issues.
- b) Damaged fence by Runwell Brook. PC reported that both the Environment Agency and ECC Highways had been notified, both state it is not their responsibility however some work had been done to cut back the overgrown hedge (cutting left on the verge) but not to repair the broken fence. Further calls to be made.
- c) School Crossing Officer – There are no plans to replace the School Crossing Officer at Wantz Corner and parents are undertaking the task at present. Clerk to write to ECC Ray Gooding Cabinet Member for Transport & Education to establish when the position will filled.

### **Minute 120 Standing Orders**

The Council formally adopted the new Standing Orders dated September 2018.

### **Minute 121 Reports**

1. **Park** – PC reported that “Vertiquaking” would be completed shortly by CCC to improve the drainage on the football pitches; spraying of the broadleaf weeds had been completed.
2. **Hall** – No further report
3. **Allotments** – AGM Monday 29<sup>th</sup> October 2018, rents from 7pm
4. **Footpaths** – DD reported that Footpath 7 (section between Laburnums and Quart Pot Public House) needs cutting back also Footpath 10 by Runningwell Stud, area around the stile needs cutting back. Clerk to report to PRoW officer at CCC. Ownership of land to be established.
5. **Runwell Roundabout** – Articles needed by the end of October.
6. **CCC** – RR reported that High Court Injunction was made 12<sup>th</sup> September 2018 against the owner of the land opposite Toby Carvery. There have also enforcement actions against unauthorised development at Southlands Farm.
7. **Tree Wardens** – No report.
8. **Highways/Other** – No further report

### **Minute 122 Notices of Motions and Future business**

Hall Committee Meeting & Park Committee Meeting Monday 8<sup>th</sup> October 2018 7pm & 8pm respectively.

**Minute 123 Agenda items for next meeting:** Carry over

**The meeting closed to the public at 9.35pm**

The Clerk reported a matter to the Full Council.

**The meeting closed at 9.40pm**