

**MINUTES OF COUNCIL MEETING 6<sup>th</sup> SEPTEMBER 2021  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr. P Clark; Messrs: Davis, Lansdale, Redway, Rogers & Sloane; Mesdames: Ellis & Hutson. 8 members of the public.

**Minute 81 Apologies:** - Mr K Tarplett; Mesdames Evans & Payne. Apologies accepted.

The Chairman welcomed everyone to the September meeting and confirmed the August meeting had been cancelled. He further thanked the four candidates for attending individually prior to the meeting this evening in relation to their applications for the two vacancies on the Parish Council created by the resignation of Mr & Mrs Martin in July 2021. The co-option vote to follow Agenda item 5. (See Minute 85)

**Minute 82 Declarations of Interest** – None declared.

**Minute 83 Public Participation**

1. GR reported on the school parking since the double yellow lines had been painted. Concerned that mums were now parking outside Homeholly House at the narrowest point of the road and very close to the roundabout. Situation needs to be monitored and re-assessed. White line marking needs to be completed for the mini roundabout (reported).
2. AE reported the overgrown hedge along the A132 Runwell Road had been cut back but cuttings still to be removed. Thanks from and request from resident to maintain the “Walking Etiquette” article in the Runwell Roundabout. Request to St. Mary’s to get church users to use the crossing and not to risk holding up the traffic directly outside the church. (Endorsed by MR) Further speeding issues along the A132 Runwell Road.
3. DH stated that Essex Police had “interns” just for traffic issues, details to follow. Suggestion to ask Essex Police Chief Constable to speak to the Annual Parish Meeting 2022.
4. PC reported the alley by Runwell Community Primary School linking Runwell Gardens and Canewdon Close had been cut back and weedkiller applied, on later return the job had been completed by another. Former RCPS caretakers house had been sold. Identity of who cut hedge in Runwell Road to be established.
5. SD reported residents concerns at St. Luke’s Park with speeding traffic and whether traffic calming measures could be introduced, also issues with the landscaping and maintenance of open spaces. The new primary school is under construction with a planned staging of one initial intake year upon completion. Request to lobby to open two intake years to reduce the burden on local schools where availability is limited. RPC to write to ECC Ian Grundy and the Head of Education at Essex County Council.
6. BL suggested a reduction in the speed limit at St. Luke’s; also requested the installation of a bench in Runwell Chase.
7. PD reported that Mr D Knox had cut back the hedge in the Runwell Road.
8. LG reported she had contacted Countryside developers of St. Luke’s Park to set a 20mph speed limit around the developed part of the estate.
9. DD endorsed the comment in (1) above.
10. FW/PC followed up on a parking issue at Runwell Park which turned out to be a private event for a resident in Church End Lane.

**Minute 84** The Minutes of Council Meeting held 5<sup>th</sup> July 2021; Minutes of Planning Committee meeting held 19<sup>th</sup> July 2021; Minutes of Hall Committee meeting held 19<sup>th</sup> July 2021 and Minutes of Planning Meeting held 16<sup>th</sup> August 2021 were all approved and signed by the Chairman as a true record.

**Minute 85 Co-option.** 2 Vacancies.

Four applications received: Mr. P Davies, Mrs L Goodrum, Mrs S Goodwin & Mr. J Mpawose.

A secret ballot was taken, Mrs S Goodwin received a majority on the 1<sup>st</sup> Vote. A second vote was taken with equal votes for Mrs L Goodrum and Mr J Mpawose. The Chairman made the casting vote in favour of Mr. J Mpawose.

Mrs S Goodwin and Mr J Mpawose were duly co-opted to become members of Runwell Parish Council, they took their seats and signed their Declarations of Office.

**Minute 86 Clerks Report – See Appendix 1**

**Minute 87 Finance**

**(i) Payments**

**Payments authorized under delegated powers (August meeting cancelled)**

**Lloyds Bank**

Debit Card	Argos	Replacement Printer	£49.99
Deb	Zoom	Monthly Subscription	£11.99
Deb	Adobe Pro	Monthly subscription	£15.17
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary – 4 weeks	
FPO	Essex Pension Fund	Staff Pensions	£688.31
FPO	L Vallis	Groundsman Runwell Park	£1436.50
FPO	Mrs JC Rogers	Hall Garden - Monthly	£60.00
FPO	P Clark	Electrical Parts	£15.54
FPO	Viking Direct	Printer Supplies	£58.75
FPO	RCCE	Parish Council M/Ship	£105.60
D/debit	Veolia	Hall Refuse	£165.07
<b>Total</b>			<b>£4512.04</b>

A transfer of £4,000.00 (Four thousand pounds) was made from the Deposit Account to the Current Account to cover these payments.

**Barclays Bank**

D/debit	Brit Telecom	Office & CCTV	£193.29
D/debit	Brit Gas Business	Hall	£53.60
D/debit	E.on Next	Electricity used at Hall monthly	£181.00
107648	C Burton	Allotment Key Deposit returned & £5 rent	£30.00
Debit Card	Cash	Petty Cash	£170.87
<b>Total</b>			<b>£628.76</b>

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

**Payments authorized at the September meeting**

**Lloyds Bank**

Deb	Zoom	Monthly Subscription	£11.99
Deb	Argos	Kettle Men in Sheds	£17.99
FPO	Speedprint	Summer Roundabout	£322.00
FPO	UK Site Investigation	Floor investigation – Pavilion	£720.00
Deb	Adobe Pro	Monthly subscription	£15.17
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary – 5 weeks	
FPO	Essex Pension Fund	Staff Pensions	£736.03
FPO	L Vallis	Groundsman Runwell Park	£1436.50
FPO	Mrs JC Rogers	Hall Garden - Monthly	£60.00
FPO	Viking	Office Supplies	£41.99
FPO	A-Z Supplies	Hall Supplies	£31.18
FPO	RCPS	Swimming Grant	£1750.00
FPO	CCC	Play in Park	£440.00
FPO	Nomix Enviro	Weedkiller System, Weed Killer & Cleaner	£819.72
FPO	CPRE	Annual M/Ship	£36.00
FPO	BF Ground Maint	Grass Cuts x2 Runwell Park – Aug	£360.00
FPO	Glasdon	Rubbish Bins Park & Bus Shelter	£824.01
D/debit	Veolia	Hall Refuse	£165.07
<b>Total</b>			<b>£9776.11</b>

A transfer of £10,000 (Ten thousand pounds) was agreed from the Deposit Account to the Current Account to cover these payments.

Contd.

### **Barclays Bank**

#### **Payments for authorisation**

<u>Petty Cash</u>	Jon Pharez – Make & Install B/Ball Frames & Repair Fence	£117.94		
	J Payne	Repair Shed roof & install defib	Total Cash	£167.94
D/debit	E & S Water	Allotments		£300.60
D/debit	Business Gas	Hall		£21.22
D/debit	Wave	Water Runwell Park		£41.81
D/debit	E.on Next	Electricity used at Hall monthly		£181.00
D/debit	BT Business	Office & CCTV phone & broadband (Queried)		£579.88
			<b>Total</b>	<b>£1292.45</b>

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

**(ii) Receipts & Payments 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021** – The Council reviewed the Bank Reconciliation together with the Receipts and Payments 1/4/21 – 30/6/21 and approved the figures.

**(iii) Quotation for Replacement Audio System; Hearing Loop; Sound Limiter & New Projection system.** (See Clerks report Appendix 1 with details of companies approached.) It was agreed to place a contract for the above with Essex Sound and Light in the sum of £9790.72 plus VAT. Work to be scheduled for October half term.

#### **(iv) Quotation for Replacement entry door at Runwell Park – Pavilion**

Quotation received from BIS Door Systems Ltd to replace the entry door to the Cricket Pavilion with a security door – to supply and fit in the sum of £1622 plus VAT. The Council approved the quotation, Clerk to place a formal order.

#### **(v) Quotation for Professional services to draft detailed specification/project manage the proposed new Public Toilets at Runwell Park.**

Quotation received from Stone Me Architecture & Interior Design in the sum of £2150 to cover the survey, preparation of draft plans, provisional budgets and submission to Local Planning Authority, further cost of £850 to submit detailed Building Regulation Plans for the Proposed New Public Toilets to be formed in part of the former Changing Rooms at Runwell Park. The Council accepted this quotation. Clerk to check initial figures (£2150 + £850) against the Project Management fee quoted as 10% of the final contract when offered. Council also asked to retain input regarding contractors approached for the work. Clerk to report back to Council prior to offering a contract.

### **Minute 88 Correspondence**

1. EALC – AGM to be held virtually 23<sup>rd</sup> September 2021. Clerk to send apologies.
2. D Susans – Double yellow lines Church End Lane. Item covered see Minute 83(1)
3. Essex Highways – Public Consultation on Army & Navy Junction closes 3<sup>rd</sup> October 2021. Clerk to complete – favoured option “The Hamburger Junction”
4. Runwell Dance Club – comments on Re-opening and Cleaning. Noted.
5. Essex Highways – Highways Devolution Scheme – The members agreed not to take part in this scheme due to the poor state of roads and footpaths in Runwell and insufficient financing available. Clerk to respond.
6. CCC Town Planning – Neighbour Notification Letters. RPC do not agree with the changes it is more difficult for neighbours to be aware of planning applications in their vicinity. Clerk to reply.
7. St Mary’s Church – St. Mary’s Church History. Clerk to order one copy at £20.00
8. Birketts LLP – Lease Renewal Runwell Allotments. Payment to be withheld until the lease is properly formatted and agreed.
9. Quart Pot – Request to subsidise the purchase of a community defibrillator. Agreement already passed Minute 229(iii) March 2020 S137 Grant to a maximum of £400 for Community Defibrillator. It was suggested to make a similar offer to the new Co-op at St. Luke’s. Agenda item for next meeting.

## **Minute 89 Planning**

### **1. Applications Received:**

- (i) 21/05215/TPO - Brockfield House Kemble Way – Proposed: Hawthorn - W1 - (Marked T1 on Map) To fell - Is in decline; Elm x 5 - W1 - (Marked T2 on Map) - To fell juvenile Elms to ground level - Reason - Maintenance; Oak x 3 - W1 - (Marked T3 on Map)- To raise lateral spread overhanging the site to 3m from ground level, crown lift to 3m from ground level - Reason - Clearance underneath; Oak - G5 - TPO/2008/110 - (Marked T13 on Map)- To remove failed branch and crown lift to 3m from ground level - Reason - Clearance underneath, make the tree safe. RPC comment – Supported.
- (ii) 21/01701/FUL – 12 Stokes Link – Loft conversion with rooflights. RPC comment – Supported.
- (iii) 21/01726/FUL – 3 The Greenway – Part single, part two storey side and rear extension with Juliet balcony and access door to existing balcony. Single storey side and ground floor extension. Proposed new porch, alterations to existing fenestration and render all elevations. RPC comment – Supported
- (iv) 21/01672/FUL – 3 David Avenue – Demolish existing single storey rear extension and garage and construct a single storey rear/side extension with integral garage. RPC comment – Supported.

## **Minute 90 Village Hall – Applications for weekly hire**

See Clerks report Hall. 3 Business applications received plus a further one directly to the Hall Chairman. The existing Clubs had been given a deadline of 31<sup>st</sup> August 2021 to return to the Village Hall. Most Clubs have decided to return by the week commencing 6<sup>th</sup> September 2021. It is not possible to take on the new business as the days of interest have now been taken up by the returning clubs.

## **Minute 91 Runwell Park – Runwell Shed Project**

The final version of the Memorandum of Understanding has not been received. Defer to next meeting.

## **Minute 92 Reports**

1. **Hall** – AE reported that further tiles had come away in the ladies disabled toilet. Toilet will be out of order until checked and made safe. Clerk to contact Lindon Contracts for a quotation.
2. **Park** – PC reported he had sourced a 9m pole for siting a Barn Owl Box to be located by the “New Wood”. Wood chippings needed for the path in the 1.8 acres wildlife field/nature area, brambles need cutting back.
3. **Allotments** – No report
4. **Footpaths** – DD report: Footpath 7 overgrown by Poplars Farm with brambles that need cutting back by ECC Rights of Way or a work party. (Also Footpath 4 & 5) Damaged/broken bridges on Footpath 2 & 10 and missing sign for Footpath 3 by the pumping station in Brock Hill.
5. **Runwell Roundabout** – Articles needed by the end of October for the Winter 2021 edition.
6. **School Representative** – DH reported she would contact Runwell Community Primary School for the date of the next School governors meeting. It was also agreed to appoint a Councillor as Governor to the new St. Luke’s School when opened.
7. **CCC** – PC report: As above. Various ECC Highways issues reported/chased; CCC liaison with Street Clean team re Runwell Chase; Countryside meeting. Approach received from Runwell Community Primary School to fill a governor vacancy. DH was proposed, seconded and appointed to the role of Local Authority School Governor.
8. **Tree Wardens** – No report
9. **Public Transport** – No report

## **Minute 93 Notices of Motions and Future Business:**

Planning Meeting: 20<sup>th</sup> September 2021 7pm if business dictates.

## **Minute 94 Agenda items for next meeting**

Runwell School Parking; Defibrillator for St. Luke’s Park; Runwell Shed Memorandum of Understanding

**The meeting closed at 10.10pm**