

**MINUTES OF RUNWELL PARISH COUNCIL MEETING 3rd FEBRUARY 2025
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: Chairman Cllr Clark; Cllr Davis, Ellis, Gould, Hutson, Payne, Sloane & Tarplett. 7 members of the public. ECC Cllr S Dobson. Clerk Mrs Jo Pharez; Assistant Clerk Miss J Norinkeviciute. Not present Cllr Lansdale. Cllr Rogers arrived late.

The Chairman welcomed everyone to February meeting.

Minute 210 Apologies: Cllrs Evans & Redway. Apologies accepted.

Minute 211 Declaration of Interest: None declared.

Minute 212 Public Participation

Highways: Brock Hill Ditch; Waverley Crescent – Noise complaint and potentially operating a vehicle business - reported Downham Road – Highways traffic cones left uncollected - reported; **Meadow Lane:** Ongoing issues of fly-tipping & rubbish. Reported to CCC. Thanks given to local volunteers and residents for clearing up.

The Chairman asked to move Agenda item “Reports” – ECC/ CCC Officers to be discussed next – this was agreed.

Minute 213 Reports – ECC/CCC Officers

Essex County Councillor Sue Dobson introduced herself and engaged with the Council to discuss both ongoing and resolved issues within the parish. She encouraged public and the Council to reach out if needed (ask Clerk for contact details).

Minute 214 Co-option of Councillor – One Vacancy: No applications to date – advert to be refreshed.

Minute 215 Minutes of Council Meeting held 6th January 2025, Minutes of Planning Committee held 27th January & Minutes of HR Staffing Committee held 27th January 2025 were all approved and signed by the Chairman as true record.

Minute 216 Clerks Report

Paper copy circulated (Appendix 1). The Chair read out the report.

Minute 217 Finance

(i) Payments for approval

Lloyds Bank Pre-Payments

D/debit	Adobe	Acrobat Pro-Monthly	£19.97
D/Card	Amazon	Hall Phone Screen Protector	£4.99
D/Card	Gardening works	Tree Tie/s	£21.35

Lloyds Bank Payments for approval

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary	
FPO	J Norinkeviciute	Salary	
FPO	Essex Pension Fund	Staff Pensions	
FPO	L Vallis	Groundsman Runwell Park 4 wks	£1035.00
FPO	Viking Direct	Office/Admin supplies	£90.17
FPO	A – Z Supplies	Hall supplies	£26.39
FPO	Basildon Locksmiths	Spare Gate Security Key	£54.70
FPO	Glasdon	Extra Strong Bin Liners – Park	£94.62
FPO	Link CCTV	1/4ly maintenance in Park Feb-May 25	£318.14
FPO	K Quilter	Returnable Hall Deposit	£50.00
FPO	N O’Hart	ditto	£50.00

Continued:

FPO	R Newton	ditto	£50.00
FPO	K Lawrence	ditto	£125.00
D/debit	Veolia	Hall refuse – January 25	£274.26
Total			£7589.04

The Council agreed a transfer of £6000 (six thousand pounds) from the Lloyds Bank Deposit account to the Lloyds Bank current account to cover these payments.

Barclays Bank – Prepayments

D/Card	Fast Keys	Keys - Runwell Shed	£15.60
D/Card	Meadow Croft Gdns	6 x 6ft tree stakes	£46.92

Barclays Bank – Payments

D/debit	Tesco Mobile	Monthly Hall bill	£9.50
D/debit	Essex & Suffolk Water	Allot ½ yearly Water Bill Aug-Jan	£238.50
D/debit	WAVE	Hall Water/Sewerage 1/2 Yearly Aug-Jan	£526.54
D/debit	WAVE	Park ½ Yearly Water Bill Aug Jan	£99.97
Total			£937.03

Sufficient funds held in Barclays current account to cover these payments. Payments approved.

(ii) Scribe Renewal - The Council agreed to renew yearly Scribe Account package in the sum of £676.80 plus VAT and further agreed to cancel the Hall bookings subscription. Clerk to get invoice amended.

(iii) The Council reviewed and resolved to accept the Receipts & Payments and Bank Reconciliations covering 1st April 2024 – 31st December 2024. Copy attached to these Minutes.

Minute 218 Appointment of Clerk

The Council proposed, seconded and agreed to appoint Assistant Clerk J Norinkeviciute as a Clerk with the effect from 15th April 2025. New contract to be prepared. The Councillors present congratulated Miss Norinkeviciute on her appointment.

Minute 219 Correspondence

1. Resident Carlton Road – Request for 20mph speed limit. The Council agreed this would be a good initiative but unlikely to be effectively policed as not a main road. Clerk to reply.
2. CEL resident – Boundary fence issues with Runwell Park. Issue to be referred to Park Committee on 17th February 2025.
3. Essex Air – Public consultation – Essex Air Quality Strategy. Clerk to respond.
4. WeGlaze – Response re Fire Doors. Discussed possibility of fixing a hook for restrain on windy days.
5. CCC – Anti Fly-tipping Campaign – SCRAP. Poster to be displayed. Clerk to reply re local issues.
6. Wickford/Runwell FC – Invoice Query. The Council agreed the 2nd half year pitch hire could be waived in lieu of work completed to the Football Changing Rooms.
7. Cllr Payne reported on her reply from ECC Highways re the streetlighting issues.

Minute 220 Planning

Applications received:

- (i) 25/00042/FUL - 35 Brock Hill – Demolish existing conservatory and erection of single storey rear extension. conversion of existing garage. **RPC comment:** Supported.
- (ii) 25/00040/FUL - 31 Lindon Road – Replacement of roof to provide new first floor with dormer windows to front and rear. **RPC comment:** Supported.
- (iii) 25/00070/FUL - 2 Gorse Wood – Single storey side extension with loft conversion including dormers to front and rear. **RPC comment:** Supported.

Minute 221 Highways

(i) **Trucam services (Maldon District Council)** – The Council reviewed the terms of the service on offer and discussed parish issues re the lack of enforcement for speeding, parking violations near schools etc. (Also issues with poor placement of traffic calming measures at Brock Hill. – separate issue to this item) The Council raised additional questions regarding who receives the revenue from parking and speeding violations. Clerk to respond to get further information.

(ii) **ANPR camera request.** Motion received and approved by majority: Runwell Parish Council to finance (up to a maximum amount £12k) an ANPR camera (to be located on or near to St. Luke's Roundabout) and to enter into an agreement with Essex Police for this purpose.

9pm The Chairman requested to suspend Standing Order 3(x) “A meeting shall not exceed 2 hours” to allow all the business on the Agenda to be completed. This was agreed.

Minute 222 Runwell Park

- (i) The Council agreed to delegate powers of responsibility for forthcoming projects to the Park Committee - next meeting scheduled for 17th February 2025.
- (ii) Play in the Park 2025 Tuesday 5th August – The Council agreed to include the same extras as last year subject to availability.

Minute 223 Village Hall

- (i) Hall Gardener – This post will be covered by the current Groundsman L Vallis and included in his existing schedule of work for Mondays.
- (ii) Hall Caretaker/Cleaner: The Vacancy is being advertised. No completed application received to date.

Minute 224 Reports

- **Hall** – No further report.
- **Park** – No further report.
- **Runwell Roundabout** – Articles required 6th March 2025.
- **Allotments** – see Clerks report (Appendix 1).
- **School Governors: RCPS**– recent Ofsted inspection rated as Good. **SLPS** – no report.
- **PRoW** – Query raised about the diversion of Footpath 10 that used to go through the former Runwell Staff houses Road (now Brockfield House); Update on the opening of the footpath bridge joining Runwell and Rettendon
- **CCC Officers** – Summary of changes to Brown Bin collections; Proposed changes for increasing CCC Council Tax; Possible effects of Devolution and changes to Unitary Authorities.
- **Rettendon Cllr. Hart** – Update on the new ‘Roy Hart’ bridge linking Battlesbridge to Wickford.

Minute 225 Notices of Motion and Future Business

- Planning meeting Monday 17th February 2025 7pm
- Park Committee meeting Monday 17th February 2025 7.15pm
- 100th Anniversary 16th March 2025 2-4pm
- Annual Parish Meeting & Exhibition 14th April 2025 7pm (Ask Geoff Whiter from Wickford Community Archive to speak on the History of Runwell.

Minute 226 Agenda items for the next meeting

- Trucam services offered by Maldon District Council – update

The Meeting closed at 9.20pm