

# RUNWELL PARISH COUNCIL

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To all Councillors

30<sup>th</sup> June 2020

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 6<sup>th</sup> July 2020 at 8.00pm for the purpose of transacting the following business:

## AGENDA

Chairman's Welcome

1. **Apologies:**
2. **Declarations of Interest** - All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about.
3. **Public participation session with respect to items on the agenda and other matters of mutual interest.**  
The Council will first hear from Councillors and then from the Public. (Maximum time allowed for this section is 15 minutes)
4. **Minutes of Council Meeting held 2<sup>nd</sup> March 2020 and Planning Committee Meeting 16<sup>th</sup> March 2020**
5. **Covid-19 Procedures during Lockdown.**

### *Retrospective approval of the following:*

- 21/03/20 Closure of Village Hall and cancellation of Parish Council Meetings until Government restrictions lifted.
- 27/03/20 Lockdown of children's play area at Runwell Park
- 01/04/20 Clerk to have devolved power in consultation with members via email.
- 01/04/20 Clerk to enable payments (Online banking in place and cheques available in an emergency both types of payments require 3 to authorise)
- Decisions on planning to be made by email. Clerk to summarise.
- Coronavirus Act 2020 – deferral of Elections/Annual Meetings to 2021, rollover Chairmanships, Committee Memberships for one year. Virtual meetings allowed if needed.
- 20/04/20 Renew Allotment Lease with Chelmsford Diocesan Church Council through agents Strutt & Parker. Terms agreed New Term 20 years, annual rent £448.00 (to be split into 1/4ly payments) sum includes premium of £2k split over 20 years at £100 per year.
- 08/05/20 Cancellation of VE Day Celebrations
- 25/05/20 Village Hall: Lindon Contracts to make repairs to Gents Toilets, Install Fire resistant storage room in the loft over the Committee room, replace missing slate and repair persistent overflow leak in ladies toilet for the sum of £3100.00 plus VAT
- 02/06/20 Re-open Hall for the use of Runwell Pre-School only. Covid-19 Risk Assessment completed and cleaning guidance put in place. Complied with government's guidance.
- Runwell Park Play Area:
  - (i) To place order with Chelmsford City Council to remove old playground and prepare area for the installation of new playground in the sum of £29065.87 plus VAT and to procure wetpour and/or safety surfaces quotation in region of £21k (sum to be confirmed)

- (ii) To place order with Kompan Ltd in the sum of £58357.28 plus VAT to supply and fit new playground as chosen after consultation at the beginning of May 20 and amended. (Two further quotations considered from Wicksteed and Jupiter)

## **6. Finance**

- (i) Payments (*April, May, June payments on Appendix*)
- (ii) Receipts and Payments 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020
- (iii) Receipts and Payments 1<sup>st</sup> April 2020 to 30<sup>th</sup> June 2020
- (iv) Annual Governance and Accountability Return 2019/20 Part 3
  - Annual Internal Audit Report 2019/20
  - Section 1 Annual Governance Statement 2019/20
  - Section 2 Accounting Statements 2019/20
- (v) Review Grants; Annual Subscriptions; Direct Debits (fixed and flexible) any other fixed payments.
- (vi) Salary Reviews

## **7. Correspondence**

## **8. Planning: Applications Received:**

- *Comments for applications not minuted since March on Appendix.*
- (i) 20/00758/FUL 22 South Hanningfield Way – Single storey front extension and rear extensions with raised patio to rear.
- (ii) 20/00002/MAS Land North of South Woodham Ferrers –Stage 2 Masterplan.
- (iii) 20/00899/FUL 31a Brock Hill – Construction of single storey rear extension with roof window.
- (iv) 20/00851/FUL 13 Church End Lane – Two storey rear extension, single storey front extension, loft conversion, formation of new access and driveway with double garage.
- (v) Any application received between the date of the agenda and the monthly meeting.

## **9. Park**

- (i) New Play Area Schedule/Report
- (ii) CCTV – Review quotation from Link CCTV
- (iii) Men in Sheds – Occupational Licence

## **10. Hall**

- (i) Runwell Village Pre-School rent
- (ii) Re-opening procedure

## **11. Website** <https://e-voice.org.uk/runwellparishcouncil/>

## **12. Highways:**

- (i) SEPP meeting 2<sup>nd</sup> July 2020 re Double Yellow Lines in Runwell Gardens/Church End Lane

## **13. Reports:** Committees (Hall and Park), Runwell Roundabout, Allotments, Public Rights of Way, CCC Officers, Representatives etc.

## **14. Notices of Motions and Future Business:** Planning meeting 3<sup>rd</sup> Monday 20<sup>th</sup> July 2020

## **15. Agenda items for the next meeting** of Runwell Parish Council on 3<sup>rd</sup> August 2020. Please note that no decision can lawfully be made under this item. LGA 1972 section 12 10(2) (b) states that business must be specified.

**J Pharez**

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