

# MINUTES OF COUNCIL MEETING 8th APRIL 2024 IN RUNWELL VILLAGE HALL AT 7.00PM

**IN ATTENDANCE:** - Chair: Cllr Clark; Messrs Redway, Rogers, Sloane & Tarplett. Mesdames: Ellis, Evans, Gould & Payne. 5 members of the public.

The Chairman welcomed everyone to the April meeting.

**Minute 218 Apologies:** Cllrs Crossley, Davis, Hutson & Lansdale. Apologies accepted.

**Minute 219 Declarations of Interest** – none received.

## Minute 220 Public Participation

The following matters were raised: **Highways** – Still awaiting repair of Downham Road traffic calming; Concern raised about the amount of "temporary highways" signage left on the roadside after the completion of roadworks(report to ECC Highways); Continued misuse of rubbish bin by Downham Road Bus Shelter, for dog waste, bin to be removed. (Currently being emptied twice a week by our volunteer); Continued issues with Browns Avenue bus shelter bin (should be emptied on refuse collection day but isn't) PC to escalate the issue with Freightier House; Continued issues with school parking Wantz Corner, Church End Lane (on the list for Police questions at the APM next week) **Planning** - Query raised re Firework container on the land next to "Oma", Runwell Road **Village Hall** - Check condition of bench in rear garden **St. Luke's** – Heidi's "A Frame" advertising stand, blocking the footway/ramp by the shops, also new awning - query permission potential enforcement issue.

**Minute 221** Minutes of Council Meeting held 4th March 2024, Minutes of Planning Committee held 18<sup>th</sup> March 2024 and Minutes of Hall Committee held 18<sup>th</sup> March 2024 were all approved and signed by the Chairman as a true record.

**Minute 222 Clerks Report** See appendix 1

## Minute 223 Finance

### (i) Payments for approval:

#### Lloyds Bank Prepayments

FPO	J Pharez	Salary	Not public information
FPO	JC Rogers	Salary 4 weeks plus locking etc	Not public information

#### Payments for authorisation

FPO	Essex Pension Fund	Staff Pensions	Not public information
FPO	L Vallis	Groundsman Runwell Park 5 weeks	£1208.55
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	A – Z Supplies	Hall Supplies	£37.07
FPO	Viking Direct	Office Supplies	£71.83
FPO	PPL/PRS	Music Licence - Village Hall	£723.31
FPO	CCC	Park Field Annual Rent	£25.00
FPO	CK Insurance	Annual Allotment Insurance	£165.57
FPO	Scribe	Annual Accounting Package	£1226.88
FPO	Supreme Gleam	Window Cleaning Village Hall	£75.00
FPO	EALC	Annual Affiliation to NALC £270.04 EALC £567.89	£837.93
FPO	RCCE	Joint Parish Council & Hall M/Ship	£128.10
FPO	Activ8	Runwell Roundabout Spring 2024	£425.00
FPO	Link CCTV	Quarterly Maintenance contract	£380.14
FPO	EALC	Charles Arnold Baker 13th Edition - Local Council Admin	£148.50
FPO	K Howgill	Returnable Hall Deposit	£50.00
FPO	H Woods	ditto	£50.00
FPO	S Dawson	ditto	£50.00
FPO	L Farr	ditto	£50.00
D/debit	Adobe	Acrobat Pro - Monthly	£19.97
D/debit	Veolia	Hall Refuse re March	£205.12
<b>Total</b>			<b>£9239.14</b>

A transfer of £1250 (One thousand two hundred and fifty pounds) was approved from the deposit account to the current account to cover these payments.

Lloyds A/c balances 31st March 2024: Current Account £8239.35 Business Savings Account £1358.87

#### Barclays Bank Payments

Petty Cash	Repairs to toilet (Dec 23)	£37.69	Christmas Refreshments	£17.17
Clerks Phone allowance	1/2 year Jul/Dec	£40.00	Plot 17 Key Refund	£25.00
Various Hall repairs - Cooker, Radiator, Remove Bin Anchors, Assist Jon Payne - £45.00				
Paint for Toilet door - £9.59		Grass Seed & Moss Clear £19.98		
Debit Card withdrawal required: Total				£194.43
D/debit	E.on Next	Electricity used at Hall monthly		£285.96
D/debit	Brit Gas Business	Monthly Gas bill for February (due 19th Mar)		£752.66
		Monthly Gas bill for March (due 19th Apr)		£688.89
D/debit	BT	Hall Payphone Quarterly		£82.05
D/debit	BT	Park/CCTV and Office Broadband Monthly		£241.64
Debit Card	Defibtech	Replacement defibrillator pads (pair)		£47.50
Debit Card	D Ruffles	Hall safety signs & Kitchen first Aid		£63.92
107685	HM Revenue & Customs	Tax/NI Jan Feb Mar 2024	Not public information	
<b>Total</b>				<b>£4234.96</b>

Sufficient funds are held in the Barclays current account to cover these payments.

Barclays A/c balances 31st March 2024: Current Account £8359.13 Business Premium Account £77241.18

- (ii) **Review Internal Control measures** - The Council reviewed the Internal Audit tests/Financial Control Practises. No changes required.
- (iii) **Review Asset Register.** The Council reviewed the Asset Register dated 22/23, the updated version covering 23/24 to be reviewed in June and considered along with the completed AGAR 23/24.
- (iv) **Agree a minimum value on new assets to be added to the Asset Register.** The Council agreed a minimum value of £150.00 for items to be added to the Asset Register. The Clerk is waiting for a new version of the Financial Regulations and will adjust these to reflect this amount.
- (v) **Parish Council new Mobile Phone and Contract.** The Council agreed that a new mobile phone should be purchased along with a monthly contract. Clerk to obtain guide prices for iPhone 12 (128gb) or similar (refurbished) and a sim only monthly contract. Details for next meeting.

#### **Minute 224 Correspondence**

- 24/00789/HNC new address to be allocated to Heathfields Farm Lodge, Lynfords Drive
- Resident queried the rise in the precept charge - Clerk & Chairman responded.

#### **Minute 225 Planning**

##### 1. Applications Received:

- (i) 24/00235/FUL - The Anchorage Runwell Chase - Replacement storage barn. RPC comment: Runwell Parish Council are mindful of the history of this site. There is no objection to a replacement storage barn subject to it not being converted to other uses.
- (ii) 24/00390/FUL - Land At Runwell Hall Farm Hoe Lane Rettendon - Retrospective application for change of use of land to four separate dog walking areas **WITHDRAWN AWAITING FURTHER INFORMATION.**

- 2. Report covering Meadow Lane Classification from first approval (after appeal up held by Department of Environment under reference 93/06243/FUL) The Chairman reported on the history of the Meadow Lane Traveller site opposite Runwell Park from the initial numbers given permission, the numbers logged as official sites currently and the actual probable numbers (including other areas in Meadow Lane). Concern raised whether Chelmsford City Council Licensing Officer aware of numbers and whether safety inspections have been undertaken.

## **Minute 226 Wickford Town Council (WTC) Project for Footpath/Cycleway linking Wickford to Battlesbridge**

Report covering information shared with WTC and the work already undertaken by Roy Hart of Battlesbridge also a member of Rettendon Parish Council. RPC in support of a new link but understand the issues connected to furthering this project.

## **Minute 227 Reports**

**Hall** – The minor jobs items reported last month had been repaired and/or in hand. It was not possible to reach the front sign safely. The likelihood of more fittings failing on the sign was high due to age and wear and tear so a re-designed sign should be considered.

**Park** – Chairman to chase Bradley Faulkner for a quote for extra works in addition to the regular grass cutting contract. Continued wet weather is making the conditions for grass cutting difficult. Trees to be planted soon, small bowser to fit a truck needed for watering together with stakes and guards to protect the new trees. 2 Issues with the CCTV link to CCC both repaired by Link CCTV

**Runwell Roundabout** – Spring 24 edition completed and delivered - thank to the volunteer Councillors for delivering.

**Allotments** – All plots fully let and 5 on the waiting list.

**PRoW** – No report

**CCC** – No report.

**Schools** - No reports

## **Minute 228 Notices of Motions and Future Business**

Annual Parish Meeting Monday 15<sup>th</sup> April 2024 7.30pm. A large turnout is expected, volunteers arranged to help putting out the chairs in the afternoon and a further group to help with refreshments in the evening.

**Minute 229 Agenda items for the next meeting** of Runwell Parish Council on 13th May 2024. Please note no decision can lawfully be made under this item. LGA 1972 section 12 10(2)(b) states that business must be specified. Rollover Agenda items.

The meeting closed at 8.55pm