

**MINUTES OF COUNCIL MEETING 5th AUGUST 2024  
IN RUNWELL VILLAGE HALL AT 7.00PM**

**IN ATTENDANCE:** - Messrs. Davis, Redway, Rogers, Sloane and Tarplett. Mesdames: Ellis and Payne; 4 members of the public. Clerk Mrs J Pharez. Assistant Clerk Miss J Norinkeviciute.

Vice Chairman Cllr Rogers took the Chair and welcomed everyone to the August meeting

**Minute 66 Apologies:** Cllrs Clark, Crossley, Evans, Gould & Hutson. Apologies accepted (Cllr Lansdale not present.)

**Minute 67 Declarations of Interest** – None declared.

**Minute 68 Public Participation**

The following matters were raised: **Highways** – Re-surfacing and patching in Locarno Avenue & Ethelred Gardens scheduled for 12th - 14th August and 19th - 21st August; Runwell Road (by the printers) - Broken drain reported; poorly repaired and subsequently a further hole appeared (has been reported to ECC Highways); Runwell Road overgrown brambles adjacent to the footpath between the Quart Pot and Lynfords Drive; **Bus Shelter Bin** - The rubbish bin adjacent to the Browns Avenue bus shelter continues to be used for general rubbish (packs of meat recently) and is not emptied by the Refuse Collection Operatives on our Wednesday collection day. Thanks to our Runwell Womble for emptying this. **Dog Bin** - The dog bin located by the junction of Waverley Crescent and By-Way Grange Lane installed by Basildon Borough Council for Brock Meadows has been mysteriously removed, this will be reported. (Dog walkers are piling up their dog waste in the location of the missing bin)

**Minute 69** The Minutes of Council Meeting held 1st July 2024, and the Minutes of the Planning Committee meeting held 15th July 2024 were both approved and signed by the Chairman as a true record.

**Minute 70 Clerks Report** - See Appendix 1

**Minute 71 Finance**

(i) Payments:

Lloyds Bank Pre-payments

D/Debit	Adobe	Acrobat Pro – Monthly	£19.97
FPO	Chelmsford Diocese	Back rent for Runwell Allotments	£559.30
FPO	Turfix	Grass Line Marking Paint - Runwell Park	£379.51
D/debit	Veolia	Hall Refuse re Jun	£204.68
		<b>Subtotal</b>	<b>£1163.46</b>

Lloyds Bank Payments for authorisation

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary plus locking etc	
FPO	J Norinkeviciute	Salary	
FPO	Essex Pension Fund	Staff Pensions	
FPO	JCR Garden Serv	Hall Garden – Monthly	£60.00
FPO	L Vallis	Groundsman Runwell Park July	£1218.55
FPO	BF Ground Maint	Grass Cutting Runwell Park - Jul 18/07	£336.00
FPO	Kompan	Park repairs	£523.76
FPO	Activ8	Hall Signs	£240.00
FPO	Activ8	Runwell Roundabout	£425.00
FPO	Link CCTV	Quarterly Maintenance contract	£380.14
FPO	Viking Direct	Office Supplies	£73.84
FPO	Geoff Redway	Returnable Hall Deposit	£100.00
FPO	Eileen Hannon	ditto	£105.00
		<b>Total</b>	<b>£9036.65</b>

A transfer of £9,000 (Nine thousand pounds) was agreed from the Lloyds Bank Savings account to the Lloyds current account to cover these payments.

### Barclays Bank - Prepayments

D/debit	Brit Gas	Monthly Gas at Hall - May 24	£62.97
D/Debit	BNP Paribas Strutt&Parker	Quarterly Allotments Rent (July)	£112.00
Card	Cartridge People	Ink cartridges	£43.80
Card	SLCC	13 <sup>th</sup> Ed Local Council Admin Book	£142.40
Card	Range	Wall Mirror for The Hall	£13.99

### Barclays Bank Payments for authorisation

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Park/CCTV and Office Broadband Monthly	£260.94

**Total**                    **£922.06**

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

- (ii) The Council resolved to spend up to £800 plus VAT to purchase a replacement solid teak Garden Bench for the Village Hall. Maximum width to be checked before order. Cllr Hart (Rettendon) to supply details of a company used by them.
  
- (iii) The Chairman asked that an urgent matter be put on the Agenda - Request to renew Groundsman's Contract for one year with request to increase hourly rate. The members present agreed this should be discussed:  
It was resolved that the contract with L Vallis be renewed for one year to commence 1st July 2024 and expire 30th June 2025, the same hours on Mondays as before and to include daily opening/closing of the gate at Runwell Park. Hourly rate increased by £1 to £17.25 per hour. Clerk to highlight that a weekly meeting to outline work is required.

### **Minute 72 Correspondence**

1. Wickford Carnival - Arrangements for Runwell Park on precession day 14th September. Noted
2. ECC - Essex wide Bus Shelter Contract. Plans to replace 200 shelters County wide. Noted
3. Police & Crime Plan and Fire & Rescue Plan Survey - Comments 17th July - 2nd September  
The Council felt that all the options on the survey were of top priority - The Clerk to respond accordingly.
4. Essex Highways - PRow Volunteers Parish Paths Partnership (P3 Scheme) Dates to arrange meeting to set up. TEAMS meeting to be arranged. DD to visit the office on Thursday to review the dates

**Minute 73 Planning** - No applications to review.

### **Minute 74 Runwell Parish Council 100th Anniversary 16th March 2025**

Working Party members Cllrs Ellis, Gould & Payne. Clerk Mrs J Pharez. MOP D De'Ath.

### **Minute 75 Runwell Allotments**

The Council considered the reply from Strutt & Parker. It was agreed that the Legal fees due to Birkett Law in the sum of £250 plus VAT could be paid. (A rent increase in the interim period had been waived to offset this.)

### **Minute 76 Runwell Park**

The Clerk reported that a new football team - Wickford & Runwell FC would be hiring Runwell Park for the 24/25 season for the sum of £1000 for Sunday matches and training facilities. The team/s are keen to help the Council improve the changing rooms. Further information to follow. The team had secured grant funding to purchase new football goals. Line marking paint has been ordered by the Council.

**Minute 77 Staff** (See below deferred to end of meeting in closed session)

## **Minute 78 Reports**

**Hall** – Exterior painting starting on 19th August. Work party organized to remove awning, signs, post box and cigarette bins. Curtains repaired and further small jobs completed. Following a chair audit to consider the condition of the chairs it will be necessary to order further new chairs. Expenditure item so put on Agenda for next meeting. Pro forma invoice to be obtained.

**Park** – Play in the Park tomorrow Cllr Ellis covering the keys and toilets.

**Schools:**       **St. Luke's** - Pupils to start swimming lessons next term. Clerk to send grant application form to Cllr Davis.

**Runwell Community Primary** - No report.

**Runwell Roundabout** – Summer edition completed and distributed.

**Allotments** – Complaint received about the beehives; they will be re-located by the end of the year. Meeting to be scheduled with vexatious plotholder

**PRoW** – Cllr Hart (Rettendon) shared information on a new bridge (he is prepared to fund) across the River Crouch to enable a continuous path from Wickford to Runwell.

**CCC** – Cabinet reshuffle has taken place following the election of a Liberal Democrat member - Marie Goldman becoming MP for Chelmsford.

**Runwell Shed** - No report

**St.Luke's** - Discussed issues outside Heidi's Café; Highway issues with dropped kerb and routes used by large delivery lorries; Several Anti-Social Behaviour (ASB) issues.

## **Minute 79 Notices of Motions and Future Business**

- Planning Committee Monday 19th August 2024 7.00pm if business requires.

## **Minute 80 Agenda items for next meeting Monday 2nd September 2024**

- Hall Chairs - to consider Pro-forma invoice
- The members discussed 15 Minute Cities - this would be an Essex County Council/Chelmsford City Council initiative. It was agreed to defer this as an agenda item until a consultation document is submitted from a higher authority.
- Hall - Replacement sun shade for outdoor play area.

The meeting closed to the public at 8.20pm

The meeting re-opened in closed session at 8.25pm

## **Minute 77 Staff**

The Chairman Cllr Rogers reported on the staff appraisal and 3 month review for Assistant Clerk - Miss J Norinkeviciute.(JN) 3 month review passed. Pay increment to SCP 14 agreed with effect from 1st August 2024. It was further proposed, seconded and agreed that with effect from week commencing Monday 2nd September the Assistant Clerks hours would be increased to 16 hours per week.

The meeting closed at 8.30pm