

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

IN ATTENDANCE: - Messrs. Davis, Lansdale, Redway, Rogers, and Sloane. Mesdames: Ellis, Gould, Hutson & Payne; 8 members of the public.

The Vice Chairman Cllr Davis took the Chair and welcomed everyone to the February meeting.

Minute 166 Apologies: Chairman Cllr Clark, Cllr Crossley & Cllr Evans. Apologies accepted.

Minute 167 Declarations of Interest – none received.

Minute 168 Public Participation (exceeded time allowed)

The following matters were raised: **Highways** – Date for installing double yellow lines by Homeholly House delayed following an objection from a resident, the proposal has been referred to South Essex Parking Partnership for further consideration; Width restriction by Downham Road, Brock Hill still in need of repair (has been reported); **Runwell Womble** – Brock Hill bus shelter bin being emptied 2-3 times per week, continuing to litter pick around the Village and checking other bus shelter bins; **St. Luke’s** Concerns raised about the condition of the Chapel, signs of water ingress, the Chapel is currently advertised “For Lease”; **Runwell Chase** – Areas of hedging adjacent to the footway in need of cutting back before nesting season starts. (Cllr Davis agreed to liaise with Countryside Developers re the Chapel and the hedges) **TPO application re 48 & 52 Brock Hill** Strong objection by several residents see Planning comment below – Minute 173 **Meadow Lane Fly-tipping and other issues** – Several residents reported issues in Meadow Lane, the fly-tipping report is in hand. (Cllr Clark arranging litter pickers & hi viz for the residents to assist clearing small items) **Speeding** – Concern raised at the speed of traffic in Brock Hill between Waverley Crescent to Wantz Corner and along Church End Lane, police checks needed.

Minute 169 Minutes of Council Meeting held 8th January 2024 were approved and signed by the Chairman as a true record.

Minute 170 Clerks Report

The Clerks gave a verbal report of work completed in January 2024. Summary attached appendix 1

Minute 171 Finance

(i) Payments for authorisation

Lloyds Bank

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 5 weeks plus locking etc	
FPO	Essex Pension Fund	Staff Pensions	
FPO	L Vallis	Groundsman Runwell Park 4 weeks	£974.80
FPO	A-Z Supplies	Hall Supplies	£129.89
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	Viking Direct	Hall Thermometer	£21.59
FPO	Abbott Signs	Hall Signage	£121.50
FPO	Play Inspection	Annual Rospa Report	£198.00
FPO	Safe Fire Protection	Annual Fire Extinguisher inspection	£273.60
FPO	CK Carpenters	Fix disabled door handle and lock	£132.00
FPO	M Sadoviak	Returnable Hall Deposit	£50.00
FPO	S Skinner	ditto	£50.00
FPO	K Quilter	ditto	£50.00
FPO	Shepherd/Walter	ditto	£50.00
FPO	C Cutting	ditto	£50.00
D/debit	Adobe	Acrobat Pro - Monthly	£19.97
D/debit	ICO	Annual Data Protection Fee	£35.00
		Total	£5536.87

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

Barclays Bank

Payments

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	Strutt & Parker	1/4ly Allotment Rent	£112.00
107683	HM Revenue & Customs	Tax, NI Oct, Nov, Dec	£1898.21
Total			£2296.17

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

- The Council approved both sets of payments.
- (ii) The Council reviewed and resolved to accept the Receipts & Payments and Bank Reconciliations covering 1st April 2023 – 31st December 2023. Copy attached to these Minutes.

Minute 172 Correspondence

1. 20's Plenty for Essex – Request to discuss/support this speed lowering campaign – Agenda item for next meeting.
2. SEPP – Meeting 14th February 2024 3.15pm to discuss objections to Traffic Regulation Orders including Church End Lane Double yellow lines – Agenda item 7 – noted
3. Strutt & Parker – Letter advising of further delay on the renewal of the Allotment lease due to the right of way given to Airwaves Solutions. Corrected version to follow
- 4.

Minute 173 Planning

Applications Received:

1. 24/05019/TPO - 48 Waverley Crescent - Description of works: G1 (T2 & T3 on map) Oaks - Fell. The council discussed the comments raised by the residents at the start of the meeting. RPC comment: Strongly object to the felling of the trees to stop the influence of the trees on the soil below the building foundation level at 50 Waverley Crescent. The trees were protected for visual amenity to the area and historic value. The soil being London Clay is highly susceptible to shrinkage and expansion and recent climate change is exacerbating this. The Parish Council question why there has not been similar movement (subsidence) issues with the properties at 48 Waverley Crescent and 52 Waverley Crescent where the trees are located. The trees in question do appear to be a considerable distance from the property. It would be better to place a root barrier system to curtail the issue, thereby protecting the tree and the good effects that large specimens of this type have on the environment capturing carbon for the good of the community.
2. 24/05020/TPO - 52 Waverley Crescent - Description of works: G1 Oak (T4 on map) – Fell. RPC comment – same as the above.

Minute 174 Assistant Clerk

The Clerk advised that applications would close on Friday 9th February.

1. Staffing Committee, additional members approved Cllr Payne and Ellis. Staffing Committee meeting to review applications arranged for Monday 12th February at 7pm.
2. The Council resolved to delegate authority to the Staffing Committee for interview arrangements.

Minute 175 Runwell Park

1. The Council approved the request from Wickford Carnival Association to use Runwell Park to assemble the annual procession on Saturday 14th September between 9am – 1pm
2. The Council agreed that the Grounds Maintenance Contract (Grass & Hedge cutting at Runwell Park) should be circulated to 3 companies for estimates for 2024.
3. Annual Rospa report – Delegated to Park Committee meeting on 19th February 2024.
4. Fly-tipping letter from CCC reporting action needed in Runwell Park – defer to Park Committee.

Minute 176 Highways

1. Brock Hill Bus Shelter Rubbish bin. The Council resolved to remove the bin due to the continued misuse.

2. Runwell Road Streetlighting. ECC Highways have reported they are no longer responsible for streetlights 35 – 39 by St. Mary’s Church, Runwell Road – these lights are not operational. Cllr Clark is in contact with ECC Cllr Cunningham to find out who should be responsible for these lights and will report further. Agenda item for next meeting.

Minute 177 Annual Parish Meeting

1. The Council agreed the date of the Annual Parish Meeting – 15th April 2024 7.30pm.
2. Speakers to attend. Invite Essex Police Chief Inspector Ballard; also invite Ian Carr Director of Special Services Brockfield House to do a presentation.

Minute 178 Reports

Hall – Continued issues with the alarm sensors, meetings with Hall hirers (whilst Clerk on holiday); repairs to the Car Park and new refuse bin base arranged for half term (19th – 21st February); continue to monitor the water mark on the ceiling; obtain jet wash from the park to clean the preschool play surface.

Park – Clerk to chase CCC for the replacement of the failed plantation trees purchased from them. Fly-tipping report on FB see Minute 175 item 4

Runwell Roundabout – Copy for Spring 2024 edition by the middle of March.

Allotments – Request Mr Doyle to further cut back his hedge by the Allotments entrance.

PRoW – DD reported that the waymarker for Footpath 3 is yet to be replaced. Footpath at the top of Meadow Lane very overgrown and work party needed to cut back.

CCC – Cllr Davis expressed his frustrations with Countryside Developers – still no progress with the outstanding issues with lighting, path maintenance etc at St. Luke’s; further concerns that roads need gritting during icy conditions, and this is not being done. Many of the roads have not been formally adopted yet. Issues with the Café discussed.

Schools - RCPS No report; **St.Luke’s School** – Governors meeting being held Thursday 8th February.

Minute 179 Notices of Motions and Future Business

- Planning Committee meeting Monday 19th February 2024 7pm.
- Staffing Committee Monday 12th February 2024 7pm
- Park Committee meeting Monday 19th February 2024 7.30pm
- Annual Parish Meeting Monday 15th April 2024 7.30pm

Minute 180 Agenda items for the next meeting of Runwell Parish Council on 4th March 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.

- Highways – 1. Speeding 2. 20’s plenty for Essex 3. Runwell Road Streetlighting
- Assistant Clerk appointment.
- Grass Cutting Contract

The meeting closed at 8.50pm