

MINUTES OF THE COUNCIL MEETING 6th JANUARY 2025
IN RUNWELL VILLAGE HALL AT 7.00PM

IN ATTENDANCE: Chairman Cllr Clark; Cllr Davis, Ellis, Gould, Hutson, Payne, Redway, Sloane & Tarplett. 3 members of the public. Clerk Mrs Jo Pharez; Assistant Clerk Miss J Norinkeviciute. Not present Cllr Lansdale.

The Chairman welcomed everyone to the January meeting and wished everyone a Happy New Year.

Minute 183 Apologies: Cllrs Evans & Rogers. Apologies accepted.

Minute 184 Declaration of Interest: Cllr Davis declared a personal interest in Minute 189 Finance item (ii) Swimming Grant for St. Luke's Primary School.

Minute 185 Public Participation

Highways: Storm drains Following recent heavy rainfall, the following areas were reported to have failing/blocked storm drains – Runwell Road, Swan Lane, Moorgarden Wood Brock Hill, Meadow Lane; Blocked pavement Brock Hill due to building work being completed; Rubbish Bin in Bus Shelter Browns Ave/Runwell Road What appears to be catering waste still being dumped in the bin and CCC Refuse Collectors not picking up; **St. Luke's Park:** *Thefts & Increases made by Landtrust to the Service charges* – extra policing arranged; **Planning:** Partial completion of building project in Carruthers Drive, property now empty and very untidy, address checked and planning permission had been granted.
(Issues raised will be reported to relevant CCC/ECC departments)

Minute 186 Co-option of Councillor – One Vacancy: No applications to date, maintain on the Agenda.

Minute 187 Minutes of The Council Meeting held 2nd December 2024; Minutes of Planning Committee held 16th December 2024; Minutes of HR Staffing Committee held 16th December 2024 (to be redacted prior to publishing on the website) were all approved and signed by the Chairman as a true record.

Minute 188 Clerk report – Paper copy circulated (Appendix 1). The Chair read out the report.

Minute 189 Finance

(i) Payments for approval:

Lloyds Bank – Prepayments

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary	
FPO	J Norinkeviciute	Salary	
D/debit	Adobe	Acrobat Pro – Monthly	£19.97
D/debit	Veolia	Hall refuse - Monthly November 24	£204.68
Subtotal			£3683.14

Lloyds Bank Payments for approval

FPO	Essex Pension Fund	Staff Pensions	
FPO	HMRC	Tax & NI ¼ ending 5 th Jan	
FPO	Shirley Smith & Co	1/4ly Invoice to Dec 24	£135.00
FPO	JCR Garden Serv	Hall Garden – Monthly	£60.00
FPO	L Vallis	Groundsman Runwell Park 5 wks less 8 hours	£1155.75
FPO	A to Z Supplies	Hall Supplies	£105.19
FPO	A to Z Supplies	Office Supplies	£51.31
FPO	SLCC	Membership renewal	£240.00
FPO	Flag Consultancy	Anniversary Flag	£422.40
FPO	Play Inspection Co	Annual Rospa report	£207.60
FPO	C Kitchener	Returnable Hall Deposit	£50.00

Continued

FPO	K Smith	ditto	£50.00
FPO	E Ciobanu	ditto	£50.00
FPO	EALC	Planning Course Asst Clerk & Cllr Gould	£312.00
D/debit	Veolia	Hall refuse - Monthly December 24	£205.12
Total			£9872.54

The Council agreed a transfer of £2000 (Two thousand pounds) from the Lloyds Deposit account to the Lloyds current account to cover these payments.

Barclays Bank – Prepayments

Card	Amazon	Kitchen Bin – Hall	£23.90
D/debit	Strutt & Parker	1/4ly Rent Jan – Mar 25	£112.00
D/Debit	BT	Hall Pay Phone 1/4ly	£88.68

Barclays Bank – Payments

D/debit	Tesco Mobile	Monthly phone bill	£9.50
D/debit	E.on Next	1/4ly Electric Oct-Dec 24 – Park	£265.17
D/debit	E.on Next	1/4ly Electric Oct-Dec 24 – Hall (est from Oct)	£475.29
D/debit	Brit Gas Business	Gas used at Hall Dec 24	£614.76
D/Debit	BT	Office & Park Broadband & Phone	£259.52

Debit Card Petty Cash

Tesco Mobile A/c debited to private A/c £37.00		Allotment deposit refund Plot 17	£25.00
Phone allowance to June 24 £40.00		Petty Cash Total	£102.00
Total			£1950.82

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

The Council approved all the payments.

(ii) St. Luke's School Swimming Grant

The Council agreed to give St. Luke's School a swimming grant of £1750 per year towards the costs of coach/transportation costs. The Council further agreed this sum would not be increased on the basis of increased pupil numbers as there was seating capacity within the chosen transport.

(iii) Kompan Quotation for Playground Safety Inspections

The Council accepted the revised quotation in the sum of £188.14 plus VAT per inspection. (4% increase)

(iv) BIS Quotation for Internal Security Door in former Cricket Pavilion

The Council accepted the quotation in the sum of £2139 (exc. VAT)

Minute 190 Correspondence

1. All Recycle Ltd – Request to host clothing bank. The Council agreed that a clothing bank could be located in Runwell Park subject to regular emptying and funds forwarded directly to Runwell Parish Council. It was further agreed that funds received would be donated to Essex & Herts Air Ambulance.
2. CCC P Clark – Copy of letter to ECC re Street lighting and Traffic Calming. The Chair read out his letter to ECC Cllrs Cunningham & Leader Cllr Bentley, the letter escalated the Street Lighting issues in Runwell along with the Brock Hill traffic calming issues.
3. ECC – Love Your Bus Grant Funding Launch 20/12/24 – 14/2/25. Whilst Runwell will not apply for this grant, support to be given to neighbouring Councils such as Rettendon, South Hanningfield and Wickford in respect of Community Bus Services.
4. WeGlaze – Response re Fire Doors. Meeting to be arranged.
5. Resident – Overflowing Dog bin in Runwell Park and tethered pony. Discussed during Clerks report. Dog Warden to be advised/Groundsman to move waste to dog bins by the car park. Owner of the pony identified, and owner will be spoken to.

Minute 191 Planning

1. Application received:
 - (i) 24/05270/TPO - Land North West Of Chapel Runwell Chase – Proposal: G5 x1 Oak - (Moribund) Monolith at approx. 5m using natural fracture techniques to leave main scaffold; G5 x1 Ash - Monolith at approx. 7m using conventional pruning techniques to promote retrenchment.
RPC comment: Object as this type of pruning leads to the demise of the tree.
2. Appeal Application:
 - (i) 24/00064/ENF - Field At Traveller Site Meadow Lane Runwell – Alleged breach: without planning permission, the material change of use of land for the purpose of siting caravans for residential use, together with facilitative operational development including formation of hard surfaces and the erection of fencing. Details noted.
3. Basildon Borough Council Local Plan. The Council agreed the following objections. Clerk to action response:
 - Impact on the Green Belt increases the sprawl of large built up areas; encroachment of the countryside; preserving areas around old towns.
 - Loss of green space allocated as Barn Hall Playing Field.
 - Loss of agricultural land.
 - Concerns for flooding and/or drainage.
 - Effect on biodiversity.
 - Lack of clear plans for schools, medical facilities, and road infrastructure.
 - Concern around air pollution and/or pollutants.

Minute 192 Runwell Park

1. Play in the Park 2025 – Clerk to book Tuesday 5th August. Extras to be agreed at the next meeting.

Minute 193 Runwell Village Hall

1. Fire Doors – (Issue with doors exiting to Car Park) – see Correspondence Minute 190 (4)
2. Applications for Village Hall Garden contract – Awaiting completed applications.
3. Request from Seitou Ryu Karate for Sunday afternoon hirings 1.30pm – 4pm (4 afternoons only). The Council agreed by majority not to permit extended Sunday hire with the exception of the 100th Anniversary on 16th March 2025.

Minute 194 Schedule of Runwell Parish Council meetings

The Council agreed the schedule of meetings for 2025. Notices to be placed on the noticeboards/website. (Appendix 2)

Minute 195 HR Staffing (Deferred to closed session at the end of the meeting)

Minute 196 Reports

1. **Hall** – No further report
2. **Park** – No further report.
3. **Runwell Roundabout** – Next edition Spring 2025
4. **Allotments** – Gate code needs to be changed and details of unpaid ploholders to follow.
5. **School Governors** – No report.
6. **PRoW** – 47 people attended the Boxing Day Walk and £234.60 was raised for the Brain Tumour Charity. The walk was much easier thanks to the cutting back assisted by volunteers in December. The Chairman thanked David De'Ath for organising the walk.
7. **CCC** – Charge for Brown Bins will be £60 per year commencing March 2025. Residents will need to register to obtain a sticker for collections to continue. Concerns raised about the use of delegated powers on major spending decisions given to the CEO rather than approval in Council meetings. Request to add Sue Dobson new ECC representative to our meeting invitations. Clerk to implement.

Minute 197 Notices of Motions and Future Business

Planning Committee Meeting Monday 20th January 2025 7pm

100th Anniversary 16th March 2pm

Annual Parish Meeting & Exhibition 14th April 2025

Minute 198 Agenda items for next meeting Monday 3rd February 2025

Roll over existing Agenda items to include Vacancy/Co-option

Extras for Play in the Park.

Hall Gardening Contract

Formal resolution to appoint new Clerk/RFO.

Meeting closed to the Public 9pm

Meeting Re-opened 9.05pm

Minute 195 HR Staffing

1. The Council resolved to adopt the “Staff Recruitment and Retention Policy”.
2. The Council considered the Clerks staffing report, the following matters were discussed/resolved:

Assistant Clerk confirmed that she would accept the role of Clerk when offered, on the basis of 37 hours per week includes time for study/training (Full time appointment) Pay agreement [REDACTED]

- New Clerk to be appointed to commence in April 2025. Appointment to be formally ratified by resolution at the February meeting.
- Clerk to get availability and cost of Locum cover (from EALC) for support for a few months following the retirement of the Clerk in May. Details of cover to be agreed. (Current Clerk also available to Locum but not on a regular basis)
- The Assistant Clerks weekly hours to be increased by 2 hours per week/8 hours per month leading up to April to take over extra roles/training to be paid at her current rate.
- The Council agreed that following the recent review, the Clerk should be paid [REDACTED].
- The Council members reviewed a CV that had been sent in. Clerk had sent an acknowledgement. No further action.

The meeting closed at 9.40pm