

MINUTES OF COUNCIL MEETING 3rd JUNE 2024 IN RUNWELL VILLAGE HALL AT 7.00PM

IN ATTENDANCE: - Messrs. Clark, Crossley, Redway, Rogers, Sloane and Tarplett. Mesdames: Ellis, Evans, Gould, Hutson (late) and Payne; 13 members of the public.

The Chairman welcomed everyone to the June meeting

Minute 33 Apologies: Cllr Davis. Apologies accepted

Minute 34 Declarations of Interest – Cllr Rogers declared a pecuniary interest in Agenda Item 6 Finance (iv) Salary Reviews (Minute 38)

Minute 35 Public Participation (Time limit exceeded)

The following matters were raised: **Runwell Chase** - Several fly-tipping issues reported at various points along the Chase and the Link Road, some cleared some still present - Clerk to contact CCC Street Cleaning for removal; **School Crossing Attendant** - A resident has been appointed for the crossing at Wantz Corner; **St. Luke's Park** – issues with the private grass cutting contract, recent cut incomplete; **Highways** – Verge between Browns Avenue and bus stop overgrown and blocking sight line for pulling out onto Runwell Road (Ask groundsman to strim); **Meadow Lane** - Several residents expressed their concerns about work to land at the rear of their properties, their fears and the blight caused. The Chairman was aware of the issues and had already discussed the matter with several of the residents and raised issues with The Environment Agency and Chelmsford City Council - Planning Control. Queries raised: Ownership of the land; Continued fly-tipping; levelling of the land (and the method used) to an unacceptable height and whether this should be allowed (this has created overlooking into the rear of several properties abutting the site); height of fence - higher than 2m requires planning permission; Ongoing/completed investigations by agencies; Concerns over future use of land - such as conversion to a site for mobile homes (current proposed use of the land to graze horses/ponies); landslip concerns from unstable earth. All comments noted.

Minute 36 The Minutes of Council Meeting held 13th May 2024, the Minutes of the Playing Field Committee held 20th May 2024 and the Minutes of the Hall Committee meeting held 20th May 2024 were all approved and signed by the Chairman as a true record.

Minute 37 Clerks Report

Verbal report given, written summary to be attached. See Appendix 1:

Minute 38 Finance

(i) Payments

Lloyds Bank Payments for authorisation

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 4 weeks plus locking etc	
FPO	J Norinkeviciute	Salary 4 weeks	
FPO	Essex Pension Fund	Staff Pensions	
FPO	L Vallis	Groundsman Runwell Park 4 weeks	£974.80
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint	Grass Cutting Runwell Park - May 10/05	£336.00
FPO	Kompan	Park Inspection	£217.08
FPO	Cloud Next	runwellparishcouncil.gov.uk - Hosting Fee	£59.98
FPO	Cloud Next	ditto Domain fee	£12.00
FPO	BF Ground Maint	Grass Cutting Runwell Park - May 28/05	£336.00
FPO	Viking direct	Office supplies	£75.55
FPO	PC Wright Electrical	EICR Inspection and repairs as requested	£823.82
FPO	Mrs J Stobart	Independent Internal Audit Fee	£260.00
FPO	Kate Lennie	Returnable Hall Deposit	£50.00
FPO	Jordan Kemp	ditto	£50.00
FPO	S Nolan	ditto	£50.00
FPO	K Oakes	ditto	£50.00

D/debit	Adobe	Acrobat Pro - Monthly	£19.97
D/debit	Veolia	Hall Refuse re April	£266.53
000011	A Jones	Returnable allotment Deposit	£25.00
000012	P Allen	ditto	£25.00
Total			£8191.39

A transfer of £8,000 (eight thousand pounds) was agreed from the Savings account to the current account to cover these payments.

Barclays Bank

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Park/CCTV and Office Broadband Monthly	£260.11
Total			£540.07

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

- (ii) **Review Asset Register** - The Council agreed to follow the Internal Auditors advice and ask insurers - Clear Council to review the Insured values of the buildings for total loss and rebuild values. Current Asset Register approved.
- (iii) **Review S137 Grants; Annual Subscriptions; Direct Debits (fixed & flexible) any other fixed payments.** No changes made; list accepted.
- (iv) **Salary Reviews** - Move to closed session at the end of the meeting.
- (v) **Independent internal Audit Report** The Council reviewed and noted the Independent Internal Audit report Page 3 of 6 by Mrs J Stobart FCCA.
- (vi) **Annual Governance and Accountability Return 2023/24** Accounting Statements 2023/24
The Council approved the Accounting Statements 2023/24 Page 5 of 6

Minute 39 Correspondence

- Essex Highways – Salt Bag Partnership 2024/25. Sufficient stocks held. Clerk to respond.
- Mayor of Chelmsford City Council - Invitation to Annual Civic Service at Chelmsford Cathedral on Sunday 9th June 2024. No acceptances, Clerk to RSVP.
- Play in the Park 2024 (Date booked Tuesday 6th August). Request from organisers for a catering Van to attend. Offer declined. Clerk to reply.

Minute 40 Planning

- Applications Received:
 - 22/02075/S73/1 - Car Sales, Highover Cottage, Runwell Road - Description of works: Variation of condition 2 of planning permission 22/02075/S73 (Variation/removal of condition 13 to approved planning application 22/02075/FUL (demolition of existing commercial buildings and construction of new dwelling) to remove 1 month time restraint for demolition of outbuildings.) to alter the external appearance and internal layout of the approved dwelling (there are no proposed changes to the gross internal floor area) **RPC Comment:** It is noted that an approval was given on 28th July 2023 to amend Condition 13 of approved planning 22/02075/FUL demolition of existing commercial buildings etc within a month time constraint **TO** "Prior to the occupation" we assume this application is re-affirming that amendment. We have no objections to the alterations of the external appearance and internal layout of the proposal.
 - 24/00728/FUL - 118 Brock Hill - Description of works: Single storey rear extension and alterations to side fenestration. **RPC Comment:** supported.
- Notice of Appeal application against refusal of Householder Application 23/01865/FUL APPEAL REF: APP/W1525/D/24/3342244 2 Brick Cottages Runwell Road - First floor side and rear extension over existing projection and alterations to fenestration. Noted - no further comments to make.

Minute 41 Hall - Specification for exterior paintwork contract at Runwell Village Hall.

The Council accepted the specification as drafted by the Clerk. The Hall Chairman reported on her approaches to 3 companies for quotations. No estimates received as of the meeting. Potential issues with the back wall of the building and the condition of the render. The Council agreed to defer the exterior painting if

the quotations were excessive. Alternative solutions: 1. Price to re-render crazed/damaged area above committee room windows 2. Price for insulating render a) rear wall, b) Whole building 3. Price to cover crazed/damaged area with concrete render board. It may be necessary to paint in a few new areas to make them weatherproof and defer the larger job of repainting the whole building. Agenda item for next month.

Minute 42 D Day Thursday 6th June 2024

In response to the request from Wickford Town Council for Marshalls, Cllrs Gould and Hutson to be put forward. Reserve Marshalls Cllrs Clark & Redway & Clerk Mrs J Pharez

Minute 43 Reports

Hall – No further report.

Park – Groundsman's contract expires 30th June 2024. Runwell Shed report from Cllr Evans. Chopping boards and coasters for sale and bird boxes made for both primary schools. Charity status has now been achieved and some machinery has been generously donated. Cllr Gould had been approached by a resident and member of the "Shed" to ask whether the shed could be extended. Sadly this is not possible but subject to extra organisation an extra day of opening may be possible. JD to place an article promoting the "Shed" in the local diabetes magazine showing the address The Old Cricket Pavilion, Runwell Park, Church End Lane, Runwell SS11 7JE

Runwell Roundabout – Summer Edition to be delivered by mid-July – articles by the end of June.

Allotments – No report

PRoW – Footpath 3 by the Pumping Station in Brock Hill has been without a waymarker for 3 years. Clerk to investigate the delay as this has been reported several times.

CCC – Update on the streetlights by St. Mary's Church, still work in progress. Lights replaced when the new crossing installed 6 years ago, and old lights should have been removed but were not. Road closure notice required for the work to be done, now pressing for this to be done urgently. Explanation of why main roads get re-surfaced and side roads ignored. Update on the footpath between St. Luke's and Rettendon and the Curry Hill footbridge. The bridge requires a safety inspection before it can be opened.

Minute 44 Notices of Motions and Future Business

- Planning Committee Monday 17th June 2024 7pm if business requires.

The meeting closed to the public at 9pm

The meeting re-opened

Minute 38 (iv) Salary Reviews

Clerk – The Clerk SCP27 and Assistant Clerk SCP13 are contracted under NALC pay scales (currently under review) and will wait for the NALC recommended increase which would then be back dated to 1st April.

- Cllr Mike Rogers declared a Pecuniary Interest in the next decision and took no part in the discussion or vote.

Caretaker – it was agreed to increase the caretakers pay to a new hourly rate of £13.50 wef 1st June. Weekly pay for 10 hours £135.00, extra hours by arrangement. Afternoon locking increased to £22.00 and evening locking to £27.50

Groundsman – The groundsman's contract expires on 30th June 2023. A renewal request has not as yet been received.

The meeting closed at 9.15pm.