

**MINUTES OF COUNCIL MEETING 4<sup>th</sup> MARCH 2024  
IN RUNWELL VILLAGE HALL AT 7.00PM**

**IN ATTENDANCE:** - Chair: Cllr Clark; Messrs Lansdale, Redway, Sloane & Tarplett. Mesdames: Ellis, Evans, Gould, Hutson & Payne. 7 members of the public.

The Chairman welcomed everyone to the March meeting.

**Minute 193 Apologies:** Cllrs Crossley, Davis & Rogers. Apologies accepted.

**Minute 194 Declarations of Interest** – none received.

**Minute 195 Public Participation** ( Includes report from the end of the meeting re land in Meadow Lane)  
The following matters were raised: **Highways** – Blocked gulleys/piped drains causing flooding issues in Brock Hill, refer matter to Anglian Water; Bus Shelter bin not removed – action March; **Streetlighting** – Concerns raised re the lack of lighting and maintenance of street lights on St. Luke’s estate (see Minute 202 (1) item below) **Runwell Chase** – Report of anti-social behaviour **Potholes & Condition of side roads** - Lack of maintenance and condition of Locarno Avenue & Ethelred Gardens. Thanks to Cllr Clark for the repair to the “crater” in Ethelred Gardens which had caused a female motorcyclist to fall injuring herself and her motorbike; **TPO’s** – Query on further application in Waverley Crescent; **Keith Avenue** – Increased non-resident parking (will continue to monitor); **Meadow Lane Fly-tipping and other issues** – Further incidents of fly-tipping (mobility scooter) on PRoW 7 along the access path to Runwell Park; Unauthorised works taking place at the top of Meadow Lane; Work on recently purchased field (Enforcement officers have attended) – Chair explained the works were a condition of the sale from Chelmsford City Council – **later** – owner of the field explained the works taking place and the actions the family were taking to clear rubbish/fly-tipping on this and other areas in Meadow Lane.

**Minute 196** Minutes of Council Meeting held 5th February 2024, Minutes of Planning Committee held 19<sup>th</sup> February 2024 and Minutes of Park Committee held 19<sup>th</sup> February 2024 were all approved and signed by the Chairman as a true record.

**Minute 197 Clerks Report** See appendix 1

**Minute 198 Finance**

(1) Payments for authorisation

Lloyds Bank

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 4 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	£200.06
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	Viking Direct	Printer Ink	£52.30
FPO	LTS Building & Land	Car Park Maintenance	£3960.00
FPO	Kompan	February Inspection	£204.79
FPO	PC Wright Elect	Lights in store room	£143.95
FPO	Baker/Kool Carers	Returnable Hall Deposit	£50.00
FPO	C Barrett	ditto	£100.00
FPO	Vintage Road Show	ditto	£50.00
FPO	A Neocleous	ditto	£50.00
FPO	K Bryant	ditto	£50.00
D/debit	Adobe	Acrobat Pro - Monthly	£19.97
D/debit 1/3	Veolia	Hall refuse collection Jan 24	£271.33
D/debit 31/3	Veolia	Hall refuse collection Feb 24	£204.25
		<b>Total</b>	<b>£9979.39</b>

The Council agreed to transfer £3000.00 (Three thousand pounds) from Lloyds Bank Deposit Account to Lloyds Bank Current Account to cover these payments.

## Barclays Bank

### Pre Payments

D/debit	Brit Gas Business	Hall – Gas used January 2024	£1038.94
D/debit	WAVE	Water used at Park 30/7/23 – 29/1/24	£77.55
D/debit	WAVE	Water used at Village Hall 30/7 – 29/1/24	£366.23
Debit card	Lincat	Cooker Parts	£25.26

### Payments

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit 30/3	Strutt & Parker	1/4ly Allotment Rent 30/3 – 29/6	£112.00

Funds must be transferred from Barclays to Lloyds Bank to cover projected online payments at the April meeting. (First half precept for 24/25 usually arrives mid to end April) I recommend that a cheque is issued in the sum of £7000.00

107684	Runwell Parish Council	To Lloyds Bank	£7000.00
		<b>Total</b>	<b>£8905.94</b>

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

### (2) Utility Aid review of Electricity and Gas Prices

The Council considered the prices offered by Yorkshire Gas and Power (YGP) via Utility Aid to be fixed for 3 years. It was agreed to reject the offer. Further review of prices to be considered one month prior to the next renewal date.

(3) Kompan Quotation for triannual park equipment inspections 24/25 in the sum of £180.90 plus VAT per inspection – agreed.

(4) Scribe renewal price 24/25 (no increase): Accounts package £676.80; Bookings Package £345.60 plus VAT – agreed.

(5) The Council agreed to purchase the 13<sup>th</sup> Edition of Charles Arnold Baker via EALC for the sum of £148.50 including post & packing.

(6) Grass Cutting Contract 2024 – 3 companies approached no response to date. Defer to next meeting.

## **Minute 199 Correspondence**

- ECC Cllr Cunningham reply re streetlighting see Highways Minute 202 (1) below.
- 20's Plenty Campaign - see Highways Minute 202 (2) below. Display details at APM.
- CCC Traffic Regulations – South Essex Parking Partnership (SEPP) Agreed order 202 amendment 56 “No Waiting” restrictions on Church End Lane from the entrance to Homeholly House up to the roundabout on Swan Lane/Brock Hill.

## **Minute 200 Planning**

### (1) Applications Received:

- 24/00211/FUL - 6 Delmar Gardens - Single storey rear extension. Loft conversion with front and rear dormers. RPC comment: Supported.
- 24/00254/FUL - 38 Lindon Road - Raise roof to create first floor with dormers and roof lights. Proposed single storey rear extension. Demolition of the existing single-storey flat roof garage replaced with new side extension. RPC comment: Supported.

### (2) Planning Appeals:

- 22/02187/FUL – Runwell Hall Farm – Erection of agricultural machinery storage building and farm/estate building with associated parking and landscaping. - 23/00067/REFUSE
- 23/01803/FUL – Runwell Hall Farm – Erection of farm office building - Ref: 24/00011/REFUSE

Details of the above appeals were noted.

## **Minute 201 Assistant Clerk (moved to closed session at the end of the meeting see below)**

## Minute 202 Highways

1. Runwell Road Streetlighting report from ECC Cllr Tom Cunningham. Faulty streetlights 35 -39 (by St. Mary's Church) are covered by off-site works Section 238 dated 25<sup>th</sup> July 2018 they are owned and the responsibility of Countryside Properties. The Council to protest that it is impractical to wait for Countryside to instigate repairs due to Highway Safety issues and will escalate to Essex Police.
2. 20's Plenty Campaign – Agenda item for Annual Parish Meeting (APM) with link to speeding issues.
3. Speeding in Runwell – Brock Hill & Church End Lane. Prepare questions for Police for the APM.
4. Love Your Parish - Agree roads for litter picking, hedge cutting etc:  
Link path Runwell Chase to St. Luke's; top Brock Hill; Church End Lane (especially after refuse collection day!) Brook adjacent to Church End Lane; Meadow Lane.

## Minute 203 D Day 80<sup>th</sup> Anniversary Celebrations in Wickford Thursday 6<sup>th</sup> June 2024

- (i) Invitation from Wickford Town Council to parade at 8.30pm for lighting the Beacon in Wickford Memorial Park at 9.15pm. Invitation accepted.
- (ii) Invitation to Working Party meeting Monday 11 March, 7pm at The Wick Community Centre Cllrs Gould & Hutson to attend.

## Minute 204 Reports

**Hall** – Left hand door towards main toilets requiring attention, hinges oiled but have seized and putting a strain on the outer frame (place on minor jobs list); Chasing contractor to look for the cause of the damp patch on the ceiling; urinals in gents toilet need attention; fire doors have been inspected and new parts are on order; entrance step inspected, and a steel frame is being manufactured to give additional support (will not be visible)

**Park** – The current weather conditions are hampering work to be done. Chair to speak to David Ford at CCC re the availability of tree guards, stakes and ties for the replacement trees we have to plant this spring.

**Runwell Roundabout** – Articles for Spring 2024 edition needed urgently by the middle of March.

**Allotments** – New lease received, checking details, will then sign and return. Very wet on site at present.

**PRoW** – PRoW 7 - Work needed to overgrown section of at north end of Meadow Lane and fly-tipping requires clearing by Runwell Park.

**CCC** – Cllr Clark reported that Council Tax had increased by approximately 7%; many calls received regarding activity in Meadow Lane; Further liaison to take place with Countryside re outstanding issues with streetlighting and highways maintenance etc; proposal to provide homes (up to 38) for young homeless people – more details to follow

**Schools - RCPS** Regular governor meetings taking place; good Ofsted report last year; St.Luke's School – No report

## Minute 205 Notices of Motions and Future Business

- Planning Committee meeting Monday 18th March 2024 7pm.
- Hall Committee meeting Monday 18<sup>th</sup> March 2024 7.30pm
- Annual Parish Meeting Monday 15<sup>th</sup> April 2024 7.30pm The Chairman confirmed that both Chief Inspector Ballard and Inspector Girdlestone from Essex Police would be present and that Ian Carr from Brockfield House would be the guest speaker. RPC to prepare questions.

**Minute 206 Agenda items for the next meeting** of Runwell Parish Council on 8th April 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.

Resident spoke at the end of the meeting see Minute 195 Public participation.

The meeting closed to the public at 8.25pm The meeting re-opened in closed session at 8.35pm

## Minute 201 Assistant Clerk

The Council heard, discussed and considered the comments of those involved in the interview process. The 1<sup>st</sup> and 2<sup>nd</sup> Interview panels recommended that Miss Jurgita Norinkeviciute be offered the Assistant Clerk position, the Council proposed, seconded and agreed to this recommendation. Clerk to complete formalities, start date to be agreed for mid-April 2024.

The meeting closed at 8.50pm