**MINUTES OF COUNCIL MEETING 11th MAY 2015**

**IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE**: - Messrs. Clark, Croot, Lansdale, Martin, Rogers and Sloane. Mesdames: Payne, Varney and Waterhouse; CCC Ride. 8 members of the public

Prior to the meeting the Councillors signed their Acceptance of Office. Those not present must sign forms on/by the next meeting on 1st June 2015. BL welcomed all the returning members of the Council and the two new members Mr. P. Clark and Mrs Y Waterhouse and announced there is one vacancy on the Council following the uncontested Election on 7th May 2015 which can be filled by co-option.

Mr Bill Lansdale took the Chair for the purpose of appointing the new Chairman for the forthcoming year.

**Minute 1** Mr Bill Lansdale was elected Chairman and signed his Acceptance of Office.

**Minute 2** Mr Robert Lerwill was elected Vice Chairman

**Minute 3 Apologies: -** Mrs S Martin; Messrs Grummett & Lerwill; CCC L Millane

**Minute 4 Declarations of Interest –** LP declared a personal interest in Minute 12 (i) Planning Applications received: 19 Delmar Gardens (immediate neighbour); BL declared a personal interest in Minute 12 (ii) Runwell Hospital Development.

**Minute 5 Public Participation**

1. SV/LP asked for news on the replacement of the Wantz Corner sign; clerk to prioritise this request to ECC Mid Area Highways.
2. PC reported very deep pot holes in Locarno Avenue in particular outside 18 Locarno Avenue. The road had been identified for repair but no action to date; Clerk to chase ECC Mid Area Highways for an update.
3. LP reported on behalf of Runwell residents that had received a flyer entitled “The Truth” and the residents were under the impression this had come from this parish council, there is no means of identifying who wrote and issued the document. This has NOT been issued by Runwell Parish Council. RR asked directly to all the councillors and public present if they knew about or had an input regarding “The Truth” – no response.
4. DD thanked RPC for repairing the seat outside the Hall.

**Minute 6 Clerks Report** – See Appendix 1

**Minute 7 Election of Committees**

(The Chairman and Vice Chairman of the parish council will automatically be members of every committee)

The Chairman recommended the Standing Committee act on behalf of the Planning Committee. In urgent and controversial issues an Extraordinary Meeting would be called of all members. The Chairman further advised that any councillor can attend any committee meeting but can only vote if they are a member.

**Hall** Mr. B Croot; Mrs L Payne; Mr. M Rogers; Mr. J. Sloane; Mrs S Varney; Mrs Y Waterhouse. (Co-option of Mr. R Dockerill tba)

**Playing Field** Mr. B Croot; Mrs L Payne Mr. M. Rogers; Mr. J Sloane; Mrs S Varney; Co-options tba

**Standing** Mr. M Grummett; Mr J Martin; Mrs L Payne; Mr. J Sloane; Mrs S Varney

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**Planning** Mr. B Croot; Mr M Grummett; Mrs. S Martin; Mr. J Martin; Mr M Rogers; Mrs Y Waterhouse

**Finance** (Barclays Bank Signatories) – Mr. M Grummett; Mr W.B. Lansdale; Mrs L Payne; Mrs S Varney

 (Non signing members) – Mr. P Clark & Mr. J Martin.

**Minute 8 Elections of Proper Officers and Representatives**

The following officers were all appointed and agreed to take the positions:

**Proper Officer** - Mrs J Pharez

**Responsible Financial Officer –** Mrs J Pharez

**Independent Internal Auditors**– Mr R Dockerill and Mr M Gibson

**Allotments Representative** - Mrs L Payne

**Transport Representative –** Vacancy

**Police Liaison** – Mr. B Croot

**School Representative** – Mrs S Martin

**Footpaths/P.R.o.W’s** – Mr D De’ath

**Health & Safety** – Mr B Lansdale & Mrs S Martin

**Runwell Roundabout Editor –** Mrs K Racher

**Tree Wardens** - Mrs S Martin and Mr J Martin.

**Website –** Mr M Grummett

**Minute 9** The Minutes of Council Meeting 13th April 2015 and the Minutes of the Annual Parish Meeting held on 16th March 2015 were approved and signed by the Chairman as a true record.

**Minute 10 Finance**

1. Payments

Petty Cash

Flowers C Bristow £5.00 Park - Fuel £24.71 Park – Line Paint £22.00 Computer Mouse £9.99

Hall Window Cleaning - £85.00 Travelling – Clerk £28.12 **Total £174.82**

Pre-payments

106926 Mrs S Varney Councillors Leaving Gifts & Refreshments £85.50

(Mrs Varney reported she had obtained a £10 refund as she had been overcharged, this was returned to RPC)

Cheques to issue

106927 Mrs J Pharez Salary

106928 Mrs G Smith Caretakers Salary 4wks & locking

106930 L Vallis Groundsman 4 weeks £1196.00

106929 Essex Pension Fund Pension £382.79

106931 Chelmsford City Council Bin Hire, Collection & Disposal (6mths) £820.56

106932 DMR Garden Services Repair Hall Seat (Labour & Materials) £75.00

106933 EALC Course Fees x2 £127.00

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Continued:

106934 PC Wright Electrical Ltd Hall repairs £157.68

106935 EALC Affiliation fee 2015/16 £583.44

106936 RCCE Village Hall Membership £48.00

106937 B Press Returnable Hall Deposit £20.00

106938 London PSV Services as above £100.00

106939 G Stokes as above £20.00

106940 H Nolan Overpayment & returned Deposit £75.00

106941 Cash Petty cash as above £174.82

D/Debit British Gas Hall 29/1 – 29/4 £1410.27

D/Debit J & J Pharez CCTV Broadband £12.21

106942 M Rogers Travelling Expenses £50.20

106943 Grasshopper Hort Ltd “Billygoat” mower service £162.00

 Total **£7205.61**

The Council agreed to transfer £6000 from business tracker account to current account to cover these payments.

(ii) Receipts and Payments 1st April 2014 to 31st March 2015 were approved.

(iii) Annual Return deferred to next meeting.

**Minute 11 Correspondence**

Received

1. EALC – Chairman’s letter and Calender of Events - noted
2. The Mayor’s Office – Annual Civic Service: Sunday 7th June 2015 (RSVP by Wednesday 13th May) – no interest.
3. CY Bristow – Thank you letter - noted
4. Wickford Carnival – Request to use Runwell Park Saturday 19th September – Agreed subject to normal terms re litter and monitors.
5. CCC – Review of proposed Street Names for Land at former Runwell Hospital – List reviewed; also include Strom Olsen and Corsellus. Clerk to reply.
6. P & B Lansdale – Countryside Properties - St Luke’s Place development (Discuss under Planning Agenda item 12(ii) see Minute 12 (2)

**Minute 12 Planning**

1. **Applications Received:**
2. 15/00629/FUL – 30 Grange Road; Proposed raised roof with loft conversion, rooflights to side elevations and internal alterations – No objection
3. 15/00617/FUL – 19 Delmar Gardens; Proposed single storey rear extension – No objection: comment re Party Wall Act re works close to neighbours boundary.
4. 15/00606/FUL - Longacre, Runwell Chase; Replacing single storey rear extension with two storey rear extension – No objection
5. **Runwell Hospital Development**

The Chairman made comment on the work in progress at the development, his property directly fronts the work for the new access road, therefore the impact of the work in hand has major effect. Letter sent – see Minute 11(6); discussed. Concerns over the effect of the proposed “Earth Bund” as a natural noise attenuation measure.

Further comments:

* RR reported that he had monthly meetings with officials from the site and stressed the importance or reporting all problems. Further reported that asbestos had been found in the underground ducts near the Boiler House and extra work was now needed for the removal of this.

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* Delivery and demolition lorries still using Runwell Chase (company names and photos can be supplied.
* Drainage work in progress
* Football Club getting help from the development
* Concern over the Bus Shelter; RPC do not want to see this disappear or be demolished as it is relatively new and wish to store it for future installation, JM offered to store on his property nearby.
* New access road expected to be completed by early autumn this year.

**Minute 13 Village Sign**

JS reported that the removal of the sign was in hand. There was a brief discussion about the base and whether this should be redesigned; locating a seat was suggested. Design work in progress.

**Minute 14 Dog Bin – Egbert Gardens**

The Clerk reported that the locations had been sent to Public Health and Protection section at Chelmsford City Council reference CF759639, we are now awaiting a review by one of the officers so we can order and proceed with the installation.

BC requested that a Dog Bin is installed in Downham Road; the area in question is not in Runwell Parish, it falls with Wickford and therefore the responsibility of Basildon Borough Council, Clerk to send a request to this authority.

**Minute 15 Reports**

* 1. **Hall** – No report
	2. **Park** – MR reported the work on the path should take place shortly. The Spring Bike needs replacing with an alternative; Clerk to forward catalogues at the end of the meeting. YW reported the backboard of one of the basketball goals was missing, MR will discuss with LV to see if this has been stored.
	3. **Allotments –** LP reported an article about “Bramble Lodge” was in the national Allotment magazine.
	4. **Footpaths –** DD reported he had been asked whether a bridleway could be located in the parish to keep horses off the roads. He was considering whether Footpath 10 which skirts the boundary of the Runwell Hospital Development could be upgraded as this would link Runwell to Rettendon. DD to look into what is involved to do this.
	5. **Runwell Roundabout –** KR is continuing as Editor although she has now stood down as a councillor and requested articles for the summer edition by the end of May.
	6. **CCC –** RR reported the first meeting of the new City council would be 20th May 2015, next monthly surgery last Saturday 30th May in the Committee Room at Runwell Village Hall.
	7. **Tree Wardens –** No report

# Minute 15 Notices of Motions and Future Business

# Meetings of Hall and Playing Field committees to be arranged at the June meeting

# Minute 16 Agenda Items for next meeting

1. Co-option to fill Councillor Vacancy
2. Annual Return
3. Defibrillators
4. Working Party to remove Hall Curtains

The meeting closed at 9.40pm

(4)