

**MINUTES OF COUNCIL MEETING 13th MAY 2024
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Messrs. Clark, Davis, Lansdale, Rogers, Sloane & Tarplett. Mesdames: Ellis, Evans, and Payne; 2 members of the public. Clerk Mrs J Pharez & Assistant Clerk Miss J Norinkeviciute

Cllr Rogers took the Chair for the purpose of appointing the new Chairman for the forthcoming year.

Minute 1 Mr Paul Clark was proposed, seconded and elected Chairman and signed his Acceptance of Office.

Minute 2 Cllr Rogers and Cllr Davis were proposed, seconded and elected as joint Vice Chairmen.

The Chairman welcomed everyone to the May meeting of Runwell Parish Council

Minute 3 Apologies: Cllrs Crossley, Gould & Hutson. PRoW D De'Ath

Minute 4 Declarations of Interest – None declared

Minute 5 The Minutes of Council Meeting 8th April 2024; Minutes of the Annual Parish Meeting held 15th April 2024 and Minutes of the Planning Committee meeting held 22nd April 2024 were all approved and signed by the Chairman as a true record.

Minute 6 Public Participation

Runwell Chase – Reported issue of HGV's parking up along The Chase; will need to be monitored for frequency and perhaps consider future weight restriction for the road; Anti-social behaviour (ASB) reported on Friday 10th May - 4 youths racing motor vehicles up and down the road, problems/time consuming reporting to police. Direct number available for the Community Policing Team from the Chairman; **St. Luke's** – Ongoing issues between the residents and Land Trust/Nurture over contracted maintenance of the site; Large pot hole reported in St. Luke's Way; Request for ANPR camera by St. Luke's roundabout; update on the Curry Hill footbridge; **Meadow Lane** - Ongoing issues with land clearance **Egbert Gardens** - No action from Chelmer Housing Partnership (CHP) to clear the overgrown verge (PC will chase up); **Runwell Road** - Pothole reported by St. Mary's crossing; Chair to chase up repairs to streetlights by St. Mary's Church; **Highways** - General update on highway repairs - ECC prioritise re-dressing main roads rather than repairing side roads - general frustrations on this policy.

Minute 7 Election of Committees

(Chairman Mr P Clark and Vice Chairman Mr M Rogers/Mr S Davis are automatically members of every committee)

Hall Mrs A Ellis; Mrs C Evans; Mrs G Gould; Mrs D Hutson; Mr. B Lansdale; Mrs L Payne; Mr. G Redway; Mr. J Sloane.

Playing Field Mrs A Ellis; Mrs C Evans; Mrs G Gould; Mrs D Hutson; Mr. B Lansdale; Mrs L Payne; Mr. G Redway; Mr. J Sloane; Mr. K Tarplett.

Standing Mrs A Ellis; Mrs C Evans; Mrs D Hutson; Mr. B Lansdale; Mrs L Payne; Mr. J Sloane.

Planning (Meetings 3rd Monday monthly if business not addressed at Full Council))

Mrs A Ellis; Mrs C Evans; Mrs G Gould; Mrs D Hutson; Mr. G Redway; Mr. K Tarplett

Human Resources (Staff) Chairman, Vice Chairs, Mrs A Ellis; Mrs C Evans; Mrs D Hutson and Mrs L Payne.

Finance

(Bank Signatories 3 to sign) – Mr. P Clark; Mrs L Payne; Mr G Redway; Mr. M Rogers. Clerk Mrs J Pharez.
(Non-signing members) – Mrs A Ellis; Mrs G Gould; Mr. W B Lansdale.

Minute 8 Appointments of Proper Officers and Representatives

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

- (i) **Proper Officer** - Mrs J Pharez
- (ii) **Responsible Financial Officer** – Mrs J Pharez
- (iii) **Council Internal Auditor** – Mrs L Payne
- (iv) **Independent Internal Auditor**– Mrs J Stobart
- (v) **Allotments Representatives** - Mrs C Evans and Mrs L Payne
- (vi) **Highways & Transport Representative** – Mrs A Ellis
- (vii) **Police Liaison** – Mr. P Clark
- (viii) **School Liaison/Governors** – Mrs D Hutson – Runwell Community Primary School
Mr P Clark, Mr S Davis – St. Luke's Park School
- (ix) **Footpaths/P.R.o.W's** – Mr D De'ath
- (x) **Health & Safety** – Mrs J Pharez, Mrs A Ellis, Mr. M Rogers
- (xi) **Runwell Roundabout Editor** – Mrs S Pollard
- (xii) **Website** – Mr P Clark with handover to Assistant Clerk Miss J Norinkeviciute
- (xiii) **Social Media** – Mrs A Ellis

Minute 9 Clerks Report – See Appendix 1. Report accepted.

- The Council agreed that the Clerk could renew the Council's Annual Insurance Policy with Clear Council accepting the long term undertaking (LTU) for 3 years and taking up the discount offered.
- The Council agreed to delegate decisions to the Hall Committee in regard to forthcoming expenditure/work schedules relating to the Hall.
- The Council agreed to delegate decisions to the Park Committee in regard to forthcoming expenditure/work schedules relating to the Park.

Minute 10 Finance

(i) Payments for approval:

Lloyds Bank Prepayments

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|----------|------------------|---------------------------------|----------|
| FPO | Mr & Mrs J Ellis | APM Refreshments | £17.05 |
| FPO | J Pharez | Salary | |
| FPO | JC Rogers | Salary 5 weeks plus locking etc | |
| FPO | J Norinkeviciute | Salary 3 weeks | |
| Subtotal | | | £2944.49 |

Payments for authorisation

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|---------|----------------------|--|----------|
| 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 | Clear Ins (BHIB) Ins | Annual Council Insurance | £3244.77 |
| FPO | Nat Allotment Soc | Annual M/Ship | £66.00 |
| FPO | BF Ground Maint | Grass Cutting Runwell Park - April | £336.00 |
| FPO | SLCC | Clerks Training Day 26th June for Asst Clerk | £40.00 |
| FPO | Jon Payne | Handyman jobs at Village Hall | £345.00 |
| FPO | R Lyall | Returnable Hall Deposit | £50.00 |
| FPO | Becki Chaplin | ditto | £50.00 |
| FPO | R Olaniran | ditto | £100.00 |
| FPO | V Betts | ditto | £50.00 |
| D/debit | Adobe | Acrobat Pro - Monthly | £19.97 |
| D/debit | Veolia | Hall Refuse re April | £215.24 |
| Total | | | £9668.81 |

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

Barclays Bank

| | | | |
|------------|---------------------------|--|---------|
| D/debit | E.on Next | Electricity used at Hall monthly | £285.96 |
| D/debit | Brit Gas Business | Monthly Gas bill for April | £369.49 |
| D/debit | BT | Park/CCTV and Office Broadband Monthly | £259.89 |
| D/debit | BNP Paribas Strutt & Park | Quarterly Allotment Rent (April) | £112.00 |
| Debit Card | Currys Group | Asst Clerk Laptop | £449.00 |
| Debit Card | Amazon | Asst Clerk Laptop Bag, Mouse & Mat | £26.68 |
| Debit Card | Quooker | Descaler Cartridge | £100.00 |

Total £1603.02

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

- (ii) **Receipts and Payments** including Bank Reconciliation 1st April 2023 to 31st March 2024 - The Council reviewed and approved the End of Year 2023/24 figures.
- (iii) **Electricity prices for Village Hall and Runwell Park** - The Council considered prices from Utility Aid and E.on Next. The Council agreed to accept the quotation from E.on Next and to fix the prices for 36 months.
- (iv) **Approval of Payroll Company** - Shirley Smith & Co (South Woodham Ferrers) - The Council agreed to appoint Shirley Smith & Co as the payroll provider and accepted the quotation for the work to be undertaken.
- (v) **Purchase of Parish Council Apple iPhone** 12 pro or similar and monthly sim only tariff. The Council approved the purchase of an Apple iPhone 12 from Amazon around £300.00 and a sim only tariff through Tesco for unlimited calls & texts and 12gb data for around £10 per month.
- (vi) **Annual Governance and Accountability Return 2023/24 Part 3 Section 1 Annual Governance Statement.** The Chairman read out each item for consideration. The Annual Governance Statement was approved.

Minute 11 Correspondence

- (i) E Clarry request for double yellow lines on the Keith, David and Clare Estate. The Council discussed and acknowledged the request. The area has been monitored and whilst occasional problem parking has been identified, this does not seem to be a persistent issue.
- (ii) Extra dog bins - Clerk to contact CCC Freightier House.
- (iii) Request from weekly hirer to use Wi-Fi for 45minutes once a week. Request approved.
- (iv) Reply from Strutt & Parker explaining increased legal costs relating to Allotment Lease. The Council did not accept the reply and asked the Clerk to further query the increase for the fourth and final draft of the lease relating to the Telecoms mast amendments.

Minute 12 Planning

Applications received:

1. 24/00645/FUL 110 Church End Lane - Single storey rear extension - RPC comment - Supported
2. 24/00390/FUL Land at Runwell Hall Farm, Hoe Lane, Rettendon - Retrospective application for a change of use of land to four separate dog walking areas - RPC comment - It is noted that this is a regularising application, and the business activities are already in place. Parts of the land in question are currently designated as Ancient Woodland and Priority habitat. We argue that fencing these areas off for dog walking is inappropriate. The current designation is to protect these areas, for example existing flora and fauna could be cut back and/or trampled and wildlife habitats for birds, rabbits and small rodents disrupted. Dogs by nature will chase and upset wildlife. Extra traffic movements along previous farm tracks in excess of farming related activities and extra parking areas formed changing the previously undisturbed landscape. The provision of 4 areas seems excessive. This Parish Council is also concerned about redesignating Green Belt areas to "Recreational Use".

Notice of Appeal Decision:

1. 22/01400/FUL Land rear of 19 Church End Avenue - Construction of a new dwelling with formation of access to Regency Close. construction of vehicle access bridge. DECISION - Appeal dismissed.

Minute 13 Reports

1. **Hall** – Matters to be discussed at the next Hall committee meeting on Monday 20th June 2024.
2. **Park** – Report of trespass by resident in Meadow Lane who has altered the entrance area into the park to allow access for his pony and trap. The area in question is Footpath 7 from the park into Meadow Lane which has a "K barrier" to prevent entry by horses. The open grate of the floor of the barrier along with the surface of the path has been covered in stable waste to make a surface for the horse to enter. The Chair will contact CCC Environmental Department, he has also spoken to the police who have suggested a Community Protection Order.
3. **Allotments** – Due to the difficult weather conditions this year 4 plots have been surrendered but fortunately all have been re-let.
4. **Runwell Roundabout** – No report. Request for help delivering to St. Lukes which is now 500 properties.
5. **CCC** – A report was received on the activities at the City Council.
6. **PRoW** – No report.
7. **School** – RCPS Cllr Hutson not present. St. Luke's Park Cllr Davis reported that a new class to be created; Governors meeting next week.
8. **St. Luke's** - Report of some neighbour disputes, blocked drive; Discussion about the advertising board belonging to "Heidis" and footway access in the area around the café.

Minute 14 Notices of Motions and Future Business

Meetings of Playing Field and Hall Committees arranged for Monday 20th May 2024 7pm and 7.30pm, respectively. (Apologies from Cllrs Payne & Tarplett)

Agenda items for the next meeting of Runwell Parish Council on 3rd June 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.

Items to include:

1. Annual Governance and Accountability Return 2023/24 Section 2 Accounting Statement
2. Review Standing Orders and Financial Regulations.
3. Review Asset Register
4. Annual review of allowances, wages, subscriptions, memberships and regular payments eg utility payments.

The meeting closed at 8.55pm