

**MINUTES OF COUNCIL MEETING 2<sup>nd</sup> OCTOBER 2023  
IN RUNWELL VILLAGE HALL AT 7.00PM**

**IN ATTENDANCE:** - Chairman: Cllr Clark; Messrs. Davis, Redway, Rogers, Sloane and Tarplett.  
Mesdames: Ellis, Evans & Gould; 3 members of the public.

The Chairman welcomed everyone to the October meeting.

**Minute 95 Apologies:** Cllrs Crossley, Hutson, Lansdale & Payne; Apologies accepted.

**Minute 96 Declarations of Interest** – None received.

**Minute 97 Public Participation**

The following matters were raised: **St. Luke's** – Several parking issues reported, little can be done until the whole developments roads have been adopted by Essex County Council; New structure reported at the Café together with excessive early evening parking by patrons at the Cafe; **Highways** – Runwell Chase (Lynfords Avenue to Brockfield House) – continued lack of hedge and verge maintenance; Runwell Road adjacent to the printers overgrown area and damaged fence (previously reported); Egbert Gardens – Brambles/hedging encroaching the verge; **Hall** - Accessible toilet door lock – style of replacement to be advised (Mobility Places suggested for reference); Pot-hole by the entrance of the car park in need of attention; **Runwell Park** incident with motorbike user; **Brockfield House** – Chair had visited recently – invite CEO as Speaker for Annual Parish Meeting 2024; **Spotlight Barn Dance Saturday 28<sup>th</sup> October** – advert to be shared on social media and posters to be put up.

**Minute 98** Minutes of Council Meeting held 4<sup>th</sup> September 2023 were approved and signed by the Chairman as a true record.

**Minute 99 Clerks Report**

See Appendix 1: It was agreed the Business Gas contract to be renewed at the new lower rates, proposed by MR seconded by GR, Clerk to make the arrangements; Clerk to chase the groundsman for sight of his public liability contract in accordance with his contract.

**Minute 100 Finance**

(i) Payments for approval

**Lloyds Bank**

**Prepayment**

FPO	BF Ground Maint.	Down payment for Security Fence	£10000.00
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**Payments for authorisation**

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 4 weeks plus locking etc	
FPO	L Vallis	Groundsman Runwell Park 4 weeks (less Holiday)	£731.25
FPO	Essex Pension Fund	Staff Pensions	
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint.	Down payment balance for Security Fence	£5600.00
FPO	A – Z Supplies	Hall Supplies	£52.86
FPO	PKF Littlejohn LLP	External Audit Fee	£504.00
FPO	BF Ground Maint.	Grass Cutting Runwell Park – Sept 23	£516.00
FPO	G Gosling	Returnable Hall Deposit	£50.00
FPO	E Hanlon	Returnable Hall deposit	£50.00
FPO	C Parrish	Returnable Hall deposit	£50.00

Continued

Cheque			
000010	HM Revenue & Customs	Tax & NI July, August & September	£1321.00
D/debit	Adobe	Acrobat Pro	£19.97
D/debit	Veolia	Hall Refuse - Monthly	£225.08
<b>Total</b>			<b>£22039.95</b>

Following receipt of the precept (£59119.50) sufficient funds are held to cover these payments in the Lloyds current account.

### **Barclays Bank**

#### **Payments**

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Hall Payphone – Quarterly	£82.05
D/debit	BT	Hall/Park/CCTV Phone/Broadband	£241.84
Card	Terry Bookers	Hall spares	£9.00
Card	Fast Keys	Hall – Replacement Padlock – Refuse bins	£30.00
D/debit	Brit Gas Business	Monthly Gas bill	£59.65
Card	Fast Keys	Hall – Duplicate keys for Fire Door	£15.00
Card	M/Soft 365	Annual Renewal	£79.99
D/debit	Strutt & Parker	Allotment 1/4ly Rent Sep – Dec 23	£79.10
<b>Total</b>			<b>£882.59</b>

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

- (ii) ***Motion proposed by Cllr Rogers and seconded by Cllr Ellis:*** To suspend Financial Regulation 11.1 sub section (b) - Contracts exceeding £25,000 and further under Public Contracts Regulations 2015 Part 4, Chapter 8 and suspend publication of contract opportunities on Contracts Finder regulation 110 section 5 (b) That a contracting authority does not have to advertise an opportunity where it makes the opportunity available only to a number of particular businesses selected for this purpose; further to Minute 82 Acceptance of quotation from BF Ground Maintenance for Security Fence and other areas. Supported by all the Councillors present.

### **Minute 101 Correspondence**

- CCC – Follow up on Verge and Hedge cutting policies – The Chairman read out the policy as quoted on the maintenance of verges and hedges maintained by ECC Highways Dept.
- Barclays – Review of terms of business (completed but not received by Barclays) – awaiting response. Consider alternative banks if an issue arises.
- Noak Bridge Parish Council – Consultation on Noak Bridge Neighbourhood Plan. Clerk to complete.
- Essex Playing Fields – Invitation to AGM & Awards Thursday 19<sup>th</sup> October 2023. Noted.
- Chelmsford District Autumn Transport Meetings – Invitation Monday 20<sup>th</sup> November. Noted.
- EALC – New Courses – Allotments & Councillor refresher courses. Noted.
- Runwell Village Pre School – Request to place Temme English Board (advertising Christmas Fayre) outside the Village Hall. Agreed.

### **Minute 102 Planning**

- Applications Received:
  - 23/01412/FUL 47 Rushbrook Avenue – Single storey rear extension. *RPC comment:* Supported.
  - 23/01488/FUL 2 Brick Cottages Runwell Road – Proposed first floor extension over existing side projection and part single, part two storey rear extension. *RPC comment:* Supported.
- Other: Notice of appeal from CCC refusal of 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. All existing comments will be forwarded to the Planning Inspectorate, further comments by 25<sup>th</sup> October 2023. RPC maintain objection comments as previously submitted.

### **Minute 103 Highways**

1. Request for parking restrictions in Keith Avenue. Clerk to forward the SEPP application and petition forms (to show the residents need) to the applicant. The Parish Council and Ward Councillors would support the application.

### **Minute 104 Reports**

**Hall** – New heating schedule set up with remote access; Clerk to inform all Hall users to text the Hall Chairman if the heating needs adjusting. Matters raised under public section and Clerks report noted.

**Park** – Work started to clear the weeds from the Plantation. Security Fence project to commence shortly; arrangements made with local tree surgeon to drop off chippings for use around the park. Ideas to improve the 1.8 acre “Deer Field” and other areas were discussed.

**Runwell Roundabout** – Articles for the next edition needed by the end of October.

**Allotments** – No report

**PRoW** – Reminder for the “Boxing Day Walk” 26<sup>th</sup> December 2023 10am assemble at Runwell Park.

**CCC** – Public Space Protection Order made at Hylands Park to regulate Dog Walkers; Fly-tipping fines to increase to £1000 per incident; New telecoms mast proposed in Downham which may improve poor signal at St. Luke’s

**Schools - RCPS** – No report. **St.Luke’s School** – New lockdown protocol should there be an incident at Brockfield House.

*(Residents local to Brockfield House should also be made aware of incidents)*

### **Minute 105 Notices of Motions and Future Business**

- Planning Committee Monday 16<sup>th</sup> October 2023 7pm if business requires.
- Budget meetings Hall Committee; Park Committee Monday 16<sup>th</sup> October times tbc.
- Council Meeting Monday 6th November 2023 7pm

### **Minute 106 Agenda items for next meeting:**

Runwell Park Security Fence

The meeting closed at 9.00pm