

**MINUTES OF COUNCIL MEETING 7th OCTOBER 2024  
IN RUNWELL VILLAGE HALL AT 7.00PM**

**IN ATTENDANCE:** - Chairman Cllr Clark; Messrs. Lansdale, Rogers and Sloane; Mesdames: Ellis, Evans, Gould and Payne; 14 members of the public. Clerk Mrs. J Pharez

The Chairman welcomed everyone to October meeting and announced the resignation of Cllr Crossley.

**Minute 102 Apologies:** Cllrs Davis, Hutson, Redway & Tarplett. Apologies accepted. Assistant Clerk Miss J Norinkeviciute.

**Minute 103 Declarations of Interest** – None declared

**Minute 104 Public participation - The Chairman allowed this section to exceed 15 minutes due to the number of persons present.**

The following matters were raised: **Highways** – (i) Streetlights not working in Runwell Road between St. Luke's roundabout and the Toby Carvery (ii) Street lights not working along St. Luke's Way (iii) Runwell Road - Storm drain outside the printers has finally been properly repaired (iv) Streetlights still not working by St. Mary's Church **Bus Shelter Bin – Browns Avenue** – Bin is now being emptied by the Refuse Collectors on bin day; **Traffic Accident** – Last week – Brock Hill - Van collided with a cyclist and fled the scene. Cyclist air lifted to Royal London Hospital. (The Chairman requested a meeting with Adam Pipe – Operational Lead for Roads Policing within Essex Police) **St. Luke's Development & Runwell Chase** – Issues with the building compound at the north end of Runwell Chase as development comes to an end. S106 agreement to maintain pathways along The Chase and Runwell Road needs to be instigated. **The Greenway** – Several members of the public raised objections, comments and questions in relation to the planning applications for both 6 The Greenway and Land rear of 7 The Greenway. Summary of comments reported under Planning See Minute **Village Hall Chairs** – Complaint as to the comfort of the new chairs.

**Minute 105** The Minutes of Council Meeting held 2nd September 2024, and the Minutes of the Planning Committee meeting held 16th September 2024 were both approved and signed by the Chairman as a true record.

The Chairman moved that the Planning Agenda item be moved and discussed next – this was agreed.

**Minute 106 Planning**

Applications received:

- (i) 24/01285/FUL – 23 Lindon Road – Proposed outbuilding for use as an annex within the rear garden. Comment: RPC has no objection in principle to an annex in the rear garden of the property. The location of the annex appears to be adjacent to the neighbours fence at 21 Lindon Road, there have been no neighbour comments to date.
- (ii) 24/01211/FUL – 1 Carruthers Close – Single storey side and rear extension. New front canopy. Comment: RPC supports this application.
- (iii) CC/CH/52/24 Area of open space north of Church End Lane SS11 7DS – The creation of a flood attenuation basin, associated minor works with temporary construction access via Homeholly car park. Comment: RPC supports this application and seeks assurance that Runwell Community Primary School will properly maintain the field regularly following completion of this project.
- (iv) 24/01282/FUL – 6 The Greenway – Retrospective application for 4 single storey outbuilding including pool house in rear garden. Comment: RPC observe that the majority of the buildings on the application would be classified as permitted development apart from the largest building where the ridge is 20cm higher than the permitted height allowed, therefore this building does not comply.
- (v) 24/01095/FUL – 7 The Greenway – Demolition of existing outbuildings. Proposed two new dwellings, with new access road (Resubmission of 23/01616/FUL) – The Chairman opened the meeting to allow comments from the public for this application only. Summary of public comments included with the RPC comment see below:  
Comment: RPC strongly objects to the application for two new dwellings with new access road on Land adjacent to 7 The Greenway ref. 24/01095/FUL (resubmission of 23/01616/FUL). Tonight's meeting (7th October) was attended by many residents of The Greenway who expressed concerns and objections. This Council endorsed the objections/issues raised as follows: 1. Inappropriate

development of the greenbelt; 2. Intrusion of the open aspect of the greenbelt which if approved would require screening and landscaping from neighbouring properties; 3. Provision of the new private access drive off the quiet cul-de-sac to enable extra vehicular movements including deliveries and refuse vehicle access; 4. Concerns about water run-off from the proposed development; 5. Setting a precedent for further development in the field beyond. In addition to these points this Council ask the planning officer to consider the following points: The original application appears to have been assessed purely on the impact of the greenbelt with regard to the removal of existing permitted outbuildings and offsetting this against the volume of the new development along with the possible effects on biodiversity. Some of the permitted development to be demolished (10, 11, 12, 13) was in the garden curtilage of 7 The Greenway (boundaries appear to have changed following a recent planning application). Has the garden area been redesignated greenbelt purely to qualify the justification to remove the permitted outbuilding areas and give sufficient volumes for the building of the new properties within the greenbelt? This is not a small “infill” within the defined settlement boundary but is being created by a new access road (through the amenity area of 7 The Greenway) which in itself is harmful to the existing character of the area and we query whether the area should also be included as developed land as it is a necessary part of the scheme. The application is erosive to the spacious character of the area. To sum up this Council feels this application results in the loss of the open rural character behind the built up area of The Greenway and is harmful to the character and beauty of the countryside and leads to a loss of openness which is not compensated by the removal of the outbuildings. It is noted that none of the residents commented on the original application reference 23/01616/FUL as they were unaware of the planning notice; the current method of exhibiting “Yellow notices” is not effective in low traffic or footfall areas and should be reviewed.

The Chairman briefly closed the meeting to allow members of the public to leave. The meeting re-opened.

**Minute 107 Clerks Report** – The Chairman read out the Clerks report covering work completed/updates for September – See appendix 1

**Minute 108 Finance:**

(i) Payments:

Lloyds Bank - Pre-payments

D/Debit	Adobe	Acrobat Pro – Monthly	£19.97
FPO	L Vallis	Updated hourly rate for August	£60.20
FPO	Supreme Gleam	Windows & soffits Village Hall	£165.00
FPO	Finishing Touch	Exterior Paintwork Village Hall	£3120.00
FPO	J Pharez	Salary	
FPO	JC Rogers	Salary plus locking etc	
FPO	J Norinkeviciute	Salary	
			Sub total £6534.50

Lloyds Bank Payments for approval

FPO	Essex Pension Fund	Staff Pensions	£1177.18
FPO	JCR Garden Serv	Hall Garden – Monthly	£60.00
FPO	L Vallis	Groundsman Runwell Park 5 Weeks September	£1293.75
FPO	BF Ground Maint	Grass Cutting Runwell Park - Sep	£336.00
FPO	Viking Direct	Office & Hall Supplies	£73.21
FPO	A – Z Supplies	Hall Supplies	£75.56
FPO	PKF Littlejohn	External Audit 23/24	£756.00
FPO	Glasdon	Refuse Bin liners – Runwell Park	£248.68
FPO	Kompan	Quarterly Playground Inspection	£217.08
FPO	EALC	Council Finance Course Asst Clerk	£96.00
FPO	HMRC	Tax & NI Quarter ending 5 <sup>th</sup> October	£1860.47
FPO	S Smith & Co	Quarterly payroll services	£135.00
FPO	RBL	S137 Annual Poppy Appeal donation inc Wreath	£125.00
FPO	St. Mary’s	S137 Churchyard Maintenance	£1800.00

Continued.

D/debit	Veolia	Hall Refuse re September	£213.80
FPO	H Dupree	Returnable Hall Deposit	£50.00
FPO	F Gomez	ditto	£100.00
FPO	C Anderson-Smith	ditto	£50.00
FPO	L Gilford-Farley	ditto	£50.00
FPO	E Nugent	ditto	£50.00
<b>Total</b>			<b>£15302.23</b>

A transfer of £8,000.00 (Eight thousand pounds) was agreed from the Lloyds Savings account to the Lloyds current account to cover these payments. (Transfers already made for the pre-payments)

#### Barclays Bank – Prepayments

Card	Fast Keys	Spare Office Keys	£19.50
Card	Cyan t/as Jati Ltd	Hall Bench	£487.50
D/debit	Brit Gas	Monthly Gas at Hall - Aug 24	£65.07
Card	Fast Keys	Duplicate Park Keys	£47.96
D/Debit	Microsoft	365 annual fee	£79.99
D/Debit	BT	Hall Payphone Quarterly	£88.78

#### Barclays Bank Payments for approval

D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Park/CCTV and Office Broadband Monthly	£260.59
D/debit	Tesco Mobile	Monthly mobile phone fee	£9.50
D/debit	Brit Gas	Monthly Gas at Hall - Sept 24	£130.00
107686	D Hollowbread	Allotment Deposit	£25.00
107687	D De'Ath	Returnable Hall Deposit	£100.00
Debit Card	Cash - Petty Cash	Runwell Park – Petrol £46.88	
	Travelling J Norinkeviciute	£19.80 Hall - Repairs £90.00	
<b>Total</b>			<b>£1756.53</b>

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

The Council approved all the payments and transfers

- (ii) PKF External Audit – AGAR 23/24 The Chairman read out Section 3 External Auditors Report the “Except for comment” covering the misallocation of certain figures for the previous year 22/23. Final figures for 22/23 and 23/24 unchanged. External Audit documents all approved and displayed on notice board and website.
- (iii) S137 Request from St. Luke's School for an Annual Swimming Grant. Deferred for discussion with Cllr Davis in his capacity as School Governor.
- (iv) Barclays pre-assessed credit card offer with £2000 limit. The Council declined the offer.
- (v) Village Hall Gas contract – to review gas prices. The Council agreed to accept the British Gas Business Gas offer of Daily Standing Charge 64.27p and unit charge of 6.462p per kwh plus a credit of £400.00 onto the account when taking the fixed tariff for one year.
- (vi) Allotment annual rent review. No increase needed.
- (vii) Runwell Park – Replacement of vandalised PTZ camera. Quotation received from Link CCTV to replace the damaged PTZ camera for the sum of £1500 plus VAT. The Chairman reported that Chelmsford City Council had offered 2 free PTZ cameras. The Council agreed to accepting the free camera. Link CCTV to instal one camera, one to be retained for future use.

9pm The Chairman asked for the suspension of Standing Order 3x “A meeting shall not exceed 2 hours” to allow all the business on the Agenda to be completed. This was agreed.

#### **Minute 109 Runwell Park**

- (i) Vandalism report – covered see Minute 108 (vii) Replacement of vandalised PTZ camera.
- (ii) Skip request – The Council agreed to hiring an 8yd skip up to £200, to be located in the Park Car Park. Football Club to be approached to fill the skip over a weekend so it does not attract unauthorized rubbish.

- (iii) Wickford & Runwell FC request for storage container. The Council considered an alternative idea to store to goal posts on the wall of the changing room allowing easy access via the fire door. Existing container storage needs to be re-organised for better utilization of space. Park Agenda item.
- (iv) Runwell Men's Shed request to remove urinals in the pavilion and convert to storage area, Toilet room 2 request for replacement toilet or repair "flush". Awaiting quote to replace the inefficient toilet. Discussed converting the urinals but would prefer another toilet. Park Agenda item
- (v) Re-location of kissing gate by Quart Pot. Quotation needed for re-positioning the kissing gate.

#### **Minute 110 Runwell Village Hall**

- (i) Charity Barn Dance cancelled 5<sup>th</sup> October 2024 – The Council agreed to refund the hire charge for the Barn Dance.
- (ii) Garden Bench Installation – Awaiting quote from Jon Payne. (Note seat height not to exceed 450mm from the ground. Jon Payne also to quote for painting the rear garden gate)
- (iii) Cllr Evans asked when the vanity unit in the ladies toilet would be repaired/replaced. Quotation needed for Hall committee meeting later this month.
- (iv) Chairman to look at reported hole in the roof of the RVPS storage shed.

#### **Minute 111 Public Rights of Way**

See Clerks report, letter circulated covering queries about joining the Parish Paths Partnership known as P3. Before making a commitment to join the Council require more information on the Service Level Agreement and the amount of reimbursement of contractors costs for cutting back paths on an annual basis (Terms of reference). It is unclear which paths within ECC programme get cut back.

#### **Minute 112 Runwell Parish Council Centenary 16<sup>th</sup> March 2025**

The Council support the production of a Centenary Flag, initial designs discussed. First working party arranged for Monday 14<sup>th</sup> October in the Village Hall at 6pm.

#### **Minute 113 Reports:**

**Hall** – NEST heating controls working well with quick heat up of 15 minutes. Other matters already covered

**Park** – No further report

**Schools** – No reports

**Runwell Roundabout** – Articles needed for next edition.

**Allotments** – AGM 28<sup>th</sup> October 2024, no rent increase needed.

**PRow** – Suggestion for the route of the new summer walk. The opening of the Curry Hill Bridge linking St. Luke's and Rettendon to be chased up with CCC Neil Jordan

**CCC Officers** – Cllr Clark reported that he was seeking grants from CCC for the Essex & Herts Air Ambulance via CIL funding. Only capital spend can be financed not daily running costs. Hoping to get a charge of £200 per new property agreed.

**St Luke's Park** – No report

**Runwell Shed** – The Shed is in receipt of free wood following the closure of a local carpentry firm. The hardwood needs to be stored flat and not standing. Options for storage discussed. The Shed members had also recently attended a course and received free glue sticks. A memorial shield is in production to display the plaques removed from the Hall Garden bench.

#### **Minute 114 Correspondence**

1. Offer of free PT lessons – Decline at present.
2. Essex Nature – Request to promote Consultation on social media.

#### **Minute 115 Notices of Motions and Future Business**

1. RPC Centenary Celebrations Working Party Monday 14<sup>th</sup> October 6pm
2. Planning meeting 3<sup>rd</sup> Monday 21<sup>st</sup> October 2024 if business requires.
3. Hall Committee Meeting 21<sup>st</sup> October 7.30pm; Park Committee Meeting 21<sup>st</sup> October 8.30pm
4. Allotment AGM Monday 28<sup>th</sup> October Rents from 7pm Meeting 8pm
5. Next Full Council Meeting Monday 4<sup>th</sup> November 2024 7pm

The meeting closed at 10pm.