**MINUTES OF COUNCIL MEETING 5th OCTOBER 2015**

**HELD IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE**: - Chairman Mr W B Lansdale, Messrs: Clark, Grummett, Lerwill, Martin, Rogers, Sloane & Waterhouse; Mesdames: Martin, Payne, Varney and Waterhouse.

**Minute 104 Apologies**: None. (Following day apologies from Ray Ride and Lance Millane)

**Minute 105 Declarations of Interest** – None reported

**Minute 106 Public Participation**

1. SV reported that the defibrillator could be available next week. The cost of a secure cabinet approximately £340 plus the cost of installing and an electrical supply.
2. TW advised the council that the suppliers of the clothing bank had been checked and everything was above board.
3. JS complained that the damaged traffic calming signage near Grange Road remained unrepaired despite having being reported several times. JS further reported problems with a van blocking the sign near Waverley Crescent by persistently parking on the pavement.
4. DD reported that the trees near Westview, Brock Hill needed cutting back.
5. KR commented that a new volunteer was needed to do minor work in the Hall such as changing light bulbs etc.
6. Mr. Harrington commented on the problems with parking in Egbert and Ethelred Gardens. JS responded with regard to the recent consultation.
7. FW asked for an update on the proposed work to the Meadow Lane Watercourse. Clerk to contact CCC/ECC.
8. RH, (River Crouch Conservation Society) spoke of problems with Himalayan Balsam choking the river. Concerns expressed about the impact on the river of the new development and whether Anglian Water had made sufficient improvements to the Southland Pumping Station. RH had serious concerns over possible pollution.

**Minute 107** The minutes of the Council meeting held 7th September 2015, combined Planning/Hall committee meeting held 22nd September 2015 and Playing field committee meeting held 22nd September 2015 were approved and signed by the Chairman as a true record.

**Minute 108 Clerks Report –** See appendix 1

* Parish Council Vacancy to be advertised in Runwell Roundabout.

**Minute 109 Finance**

1. **Payments**

|  |  |
| --- | --- |
| Petty Cash | Collating Summer Roundabout £10 Home phone use 1/2 year £40 Padlock £17.61 |
| Petrol Jun/Jul £34.29 Travelling B Lansdale £13.95 Petrol/Sept £54.31 Total £170.16 |  |
| Pre payments |  |  |  |  |  |  |
| 106997 | Cash |  | Window Cleaning at Hall | £85.00 |  |
| Cheques to issue |  |  |  |  |  |  |
| 106998 | Mrs J Pharez | Salary |  |  |  |
| 106989 | Mrs G Smith | Salary |  |  |  |
| 107000 | L Vallis |  | Groundsman - 4 weeks | £1,196.00 |  |
| 107001 | Essex Pension Fund | Pension |  | £382.79 |  |
| 107002 | BF Ground Maintenance Ltd | Grass Cutting Aug & Sep x3 | £396.00 |  |
| 107003 | DMR Garden Services | Village Hall Gardening | £60.00 |  |
| 107004 | PKF Littlejohn LLP | External Audit | £480.00 |  |
| 107005 | CPRE |  | Annual Subscription | £36.00 |  |
| 107006 | E.on |  | Electricity at Hall | £333.72 |  |
| 107007 | Viking Direct | Ink Cartridges for Printer | £37.63 |  |
| 107008 | A -Z Supplies | Hall Supplies | £101.23 |  |
| 107009 | Chelmsford City Council | Refuse Collection 1/2 year | £820.56 |  |
| Direct Debit | J & J Pharez | Broadband for CCTV | £12.21 |  |
| 107010 | Paramount Plumbing Ltd | Heating repair | £228.00 |  |
| 107011 | CDBF |  | 1/4ly Allotment Rent | £79.11 |  |
| 107012 | K Middleton | Returnable Hall Deposit | £100.00 |  |
| 107013 | Jayne Harris | ditto |  | £100.00 |  |
| 107014 | J's Hospice | ditto |  | £100.00 |  |
| 107015 | Cash |  | Petty cash as above | £170.61 |  |
| 107016 | Miss J Jurgon | Allotment key deposit | £25.00 |  |
| 107017 | Mr Noble | ditto |  | £25.00 |  |
| 107018 | Mrs Newby | ditto |  | £25.00 |  |
| 107019 | Mrs L Selby | ditto |  | £12.50 |  |
| 107020 | Mrs L Abbott | Cleaning cover | £25.00 |  |
| 107021 | HM Revenue & Customs | Tax Ni July Aug Sept | £845.51 |  |
| Direct Debit | Eon |  | electricity @ Park | £163.07 |  |
| Direct Debit | British Gas | Gas used at Hall | £482.98 |  |
|  |  |  |  |  | **Total £7,948.12** |  |

The Council agreed to transfer £8,000 from Business Tracker Account to Current Account to cover these payments.

1. **External Audit**

The Clerk advised the Council the external audit by PKF Littlejohn LLP had been completed with no issues to raise. The Annual Return 2014/15 was circulated. The Council accepted the end of audit report.

**Minute 110 Correspondence**

Received

1. ECC – Local Bus Service Network Review Consultation 17th September – 21st October 2015. Clerk to complete and return.
2. CCC – Proposed Street Names for Runwell Hospital Development. Noted
3. PKF Littlejohn LLP – Completion of Limited Assurance Review for year ending 31 March 2015 – see Minute 109 (ii) above.
4. RCCE – Village Hall Conference Saturday 10/10/15 9.30am – 3pm Galleywood Heritage Centre – Give apologies.
5. CCC – Police and Crime Commissioner Elections 5th May 2016. Date noted.

**Minute 111 Planning**

1. **Applications received:**
2. 15/01584/FUL 31 Brock Hill – Demolition of existing detached 2 bedroom bungalow and garage. Construction of 2 No. three bedroom detached chalet style bungalows with associated parking. New 0.9m high brick wall to the front and 0.9m high close boarded fence to the side. Object and comment: There is a uniform line of buildings currently in this section of Brock Hill, the application shows the new fronts of the proposed dwellings moved back to allow for parking and turning off road which is out of keeping with the current streetscene. The dwelling at 33 Brock Hill has bedrooms to the front of the property. The parking area to the front of plot 2 is extremely close to the neighbours’ bedroom causing unnecessary disturbance.
3. 15/01516/FUL 19 Delmar Gardens - Retrospective application for a treehouse at bottom of garden. LP took no part in the decision as this property is her immediate neighbour. Result of vote: 3 objections, 6 no objections. RPC has no objections by majority.
4. **Runwell Hospital Development**

BL reported that Runwell Chase was being used by all construction vehicles as the haul road was no longer accessible due to the imminent opening of the new access road. Concerns over the new road specification expressed. Traffic lights to be installed 20th October with complete road closure between 24th – 28th October to make the necessary changes to the road layout.

**Minute 112 St. Luke’s Chapel**

It was agreed that the Clerk should contact Countryside Properties to establish the proposals for the future of the chapel and to express an interest (subject to acceptable terms)

**Minute 113 Village Sign**

Quotation received from Alpha Signs:

New Sign £2455

Blast & coat frame £146

Collection/Delivery £48 Total £2455 plus VAT

Signs of the Times:

New Sign (Large) £2175

New Frame £750

Fixing Frame £110 Total £3035 plus VAT

The Council accepted the quotation from Alpha Signs in the sum of £2455, Clerk to issue contract.

**Minute 114 Brockfield House Security**

This item was referred to the end of the meeting after closure to the public.

**Minute 115 Reports**

1. **Hall** – SV reported further on the progress of the defibrillator. The council agreed to purchase a cabinet for the installation to be situated on the wall outside the Hall and to cover the cost of an electrical supply. YW emphasised the importance of the post code on the cabinet.
2. **Park** – TW reported that the hole in the garage had been repaired and an article promoting the new clothing bank was ready for the Runwell Roundabout. JS thanked TW for his help with the carnival. TW reported that the park and play area is being used regularly.
3. **Allotments** – LP reported that the AGM was being held on 26th October 2015. The Council discussed whether the annual rent per plot should be increased, it was agreed no increase this year.
4. **CCC** – Not present.
5. **Runwell Roundabout –** KR made a final request for articles for the Autumn/Winter edition of the newsletter.
6. **PRoW’s (Public Footpaths) –** DD spoke about the Runwell Road culvert in connection with the flooding problems in the Runwell Road and the proposals for the Meadow Lane watercourse. DD also mentioned the Wantz Corner sign, Clerk to chase CCC for response.
7. **Health & Safety –** No report
8. **Tree Wardens –** SM reported that some trees needed felling in St. Mary’s churchyard and would be checked for TPO’s and condition.

**Minute 116 Motions and future business -** None

**Minute 117 Agenda items for next meeting:** Village Sign, St. Luke’s Chapel, Christmas Decorations, Meadow Lane Watercourse.

Meeting closed at 9.55pm