

# MINUTES OF COUNCIL MEETING 3<sup>rd</sup> JULY 2023 IN RUNWELL VILLAGE HALL AT 7.00PM

**IN ATTENDANCE:** - Messrs. Clark, Redway, Rogers, Sloane and Tarplett. Mesdames: Ellis, Evans, Gould, Hutson & Payne; 4 members of the public. Cllr Lansdale not present.

The Chairman welcomed everyone to the July meeting

**Minute 53 Apologies:** Cllrs Crossley & Davis. Apologies accepted

**Minute 54 Declarations of Interest** – Cllr Evans declared a personal interest in Agenda Item 6 Finance (ii) Spotlight Radiotherapy Charity Evening on 28<sup>th</sup> October 2023 (see Minute 58(ii))

## Minute 55 Public Participation

The following matters were raised: **RCPS** – The School fete raised approximately £2k; Request for Community Governors – article to go in Runwell Roundabout; Parking near Homeholly House still an issue, meeting to be arranged with Headmistress. Agenda item for September meeting; **Runwell Road** – Turnpike roundabout and approach – large potholes – reported; **Runwell Allotments** – The new combination padlock is not liked by all, the number will be changed as needed by the committee; the hedge by the exit onto Runwell Road still needs to be cut back (Chair to speak to the owner of the hedge); **Highways** – Pavement parking is an issue in Grange Road, Church End Lane and Brock Hill – article to go in Runwell Roundabout; Overgrown hedge on the verge in Egbert Gardens - report; Brock Hill - Damage to width restriction bollard by the Downham Road Bus Shelter – Clerk has reported with photographs to support report; Brock Hill – White-lining completed following recent re-surfacing work; **Training** – Cllr Gould has completed Parts 1& 2 of the EALC training for New Councillors; **Litter** – Bus shelters now being monitored and cleared together with other areas in the parish – thanks to our Runwell Womble;

**Minute 56** Minutes of Council Meeting 5th June 2023; Minutes of Planning Committee meeting held 19<sup>th</sup> June 2023; Minutes of Hall Committee Meeting 19<sup>th</sup> June 2023 and Minutes of Playing Field Committee were all approved and signed by the Chairman as a true record.

## Minute 57 Clerks Report

See Appendix 1:

## Minute 58 Finance

### (i) Payments for approval

#### Lloyds Bank Pre-payments

D/debit	Veolia	Hall Refuse May paid on 30th June	£225.08
Debit Card	Superlec Direct	Plus-Zap Bulbs – Hall Kitchen Flyer Killer	£12.23
Debit Card	Amazon	Weed & Feed £17.79 & Moss Killer £20.99	£38.78

#### Payments for authorisation

FPO	J Pharez	Salary	
FPO	JC Rogers	Salary 4 weeks plus locking etc	
FPO	L Vallis	Groundsman Runwell Park 4 weeks @ £232.50	£930.00
FPO	Essex Pension Fund	Staff Pensions	
FPO	JCR Garden Serv	Hall Garden - Monthly	£60.00
FPO	BF Ground Maint.	Park – June 1@ £160 1@ 270.00 plus VAT	£516.00
FPO	A-Z Supplies	Hall Supplies	£134.08
FPO	Viking (Raja Group)	Printer Ink	£76.03
FPO	EALC	Councillor Training Days 1 & 2	£288.00
FPO	Essex Herts Air		
	Ambulance	S137 Annual Donation	£500.00
FPO	Witham St Hughes	Nomix Enviro – Weedkiller Runwell Park	£344.82
D/debit	Adobe	Acrobat Pro	£15.17
FPO	R Bohmer	Returned Hall deposit	£30.00
FPO	V Starkey	ditto	£50.00
FPO	N Gratton	ditto	£30.00

**Total £6454.52**

A transfer of £6,000.00 (Six thousand pounds) was agreed from the Lloyds Business Deposit Account to the Current Account to cover these payments. All payments approved.

#### Barclays Bank Pre-payments

D/debit	BT	Hall payphone – quarterly to 30 <sup>th</sup> June	£90.25
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#### Payments

#### Petty Cash

Debit Card	Clerks Phone Allowance (Annual) £80.00	Allotment Repairs £20.00	
	Repairs to Gents toilet overflow £50.46	Repairs to Hall Floor £49.08	£199.54
D/debit	British Gas Business	Monthly Bill May 23	£654.69
D/debit	E.on Next	Electricity used at Hall monthly	£285.96
D/debit	BT	Monthly Invoice Office & Park Broadband	£241.71
107673	HM Revenue & Customs	Tax & NI Apr, May, Jun	£1683.10
		<b>Total</b>	<b>£3155.25</b>

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

- (ii) **Motion from Cllr Evans: Runwell Parish Council to hire Runwell Village Hall free of charge to the Spotlight Radiotherapy Charity Evening on 28<sup>th</sup> October 2023.** The Council unanimously supported the motion. It was further proposed and agreed to make a S137 Annual donation of £500 (Five hundred pounds) to the Spotlight Radiotherapy Appeal. Cllr Gould made the Council aware of charity pots for individuals to make donations. It was also agreed that the event would be promoted in the Runwell Roundabout.
- (iii) **Runwell Park – Groundsman Annual Contract.** Letter received requesting to renew the annual contract and to increase the hourly rate. The percentage increase was considered too high. It was proposed, seconded and agreed to increase the hourly rate to £16.25 passed by majority. Clerk to prepare new contract covering 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024 at the agreed rate.
- (iv) **Quotation for dry-cleaning Hall Curtains.** Local Wickford Company Touch of Class had quoted £4.95 per square metre, curtains amount to 148 square metres provisional price £732.00. It was agreed to ask for a discount on this price with a maximum budget of £600 (six hundred pounds) The Council agreed to proceed with the dry-cleaning subject to the price.

#### **Minute 59 Annual Reviews:**

1. Standing Orders – The Council accepted the updated version of Standing Orders. To be dated July 23
2. Financial Regulations – The Council accepted the updated version of Financial Regulations. To be dated July 23

#### **Minute 60 Correspondence**

1. Essex Highways – Public consultation for the Essex Vehicle Charging Point Strategy (Consultation open to Sunday 30<sup>th</sup> July 2023) Clerk to complete response for the parish council.
2. Basildon Council – Basildon Borough Local Plan – Consultation launched 27<sup>th</sup> June 2023. Clerk to complete response for the parish council.
3. Essex RCCE – Kemi Badenoch MP Rural Crime Survey 2023. Clerk to complete response for the parish council.
4. Strutt & Parker – Acknowledgement of tree damage, update on lease to follow. Information noted.
5. National Grid – Update on local pylon works.

#### **Minute 61 Planning**

##### Applications Received:

1. 23/00850/FUL - 48 Brock Hill - Proposed loft conversion with rear dormer. Addition of roof light. RPC comment: Supported.

#### **Minute 62 Runwell Park** Discuss and agree Security Measures.

The Chairman read out the reply from CCC Keith Nicholson to our request for financial assistance securing the park. Chelmsford City Council will not fund any security measures. Clerk to respond to letter with challenges to the discrepancies quoted.

1. Following a robust discussion the Council agreed to secure the North East Corner of the park where PRoW Footpath 7 crosses into Meadow Lane and to continue maintaining Runwell Park for the benefit of the community.
2. The initial work to cover the installation of specialized security blocks and a “K Barrier” to prevent access by horses and motorised vehicles. Quotation from Naivette Services approved in the sum of £7950 plus VAT – work to be completed as a matter of urgency. K Barrier not included and to be purchased in addition to the above quotation.
3. Request CCC CCTV control room to monitor the NE corner on a continuous basis.
4. It was further agreed that part or all of the security fence should be replaced with a higher fence to prevent the issue of fly-tipping. (Land level difference Meadow Lane/Runwell Park. Land is raised on the Meadow Lane side making it easy for rubbish to be thrown over the fence and into the park. CCC refuse to take responsibility for the fly-tipping. Fencing quotations to be considered at next Full Council meeting.

### **Minute 63 Reports**

**Hall** – Committee Room accessible toilet – lock needs attention.

**Park** – Article to go in Runwell Roundabout highlighting the Park issues.

**Runwell Roundabout** – Very few articles received, Clerk asked whether to consider the necessity for the Summer edition. Further articles to be forwarded by the end of the week as indicated in these minutes. Summer edition to go ahead.

**Allotments** – No further report.

**PRoW** – No report

**CCC** – Public Space Protection Order agreed for Hylands Park for loose dogs. (Can also be a Community Protection Order) A similar request to consider this for Runwell Park to protect users from “trotters” exercising horses at speed was not thought inappropriate by CCC officers.

### **Schools**

**RCPS** following a further discussion on school parking issues it was agreed to hold an informal meeting in the Hall Committee Room (before the end of term) to include the Headmistress and a delegation from the Council. Chairman to discuss a Highways Project with SEPP to install double-yellow lines by Wantz Corner junction.

**St.Luke’s School** – No report.

### **Minute 64 Notices of Motions and Future Business**

- Planning Committee Monday 17th July 2023 7pm if business requires.
- Hall work party Sunday 23<sup>rd</sup> July 2023 11am
- Next Council Meeting Monday 7<sup>th</sup> August 2023 7pm to include presentation from CCC covering Emergency Planning and Community Resilience.
- Play in the Park Tuesday 15<sup>th</sup> August 2023 10am – 12 noon and 1pm – 3pm in Runwell Park

### **Minute 65 Agenda items for next meeting:**

Runwell Park – Security Fence Quotations

The meeting closed at 9.10pm