

# RUNWELL PARISH COUNCIL

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To: Members of Runwell Parish Council

7th May 2019

You are summoned to attend the Annual Meeting of Runwell Parish Council at the Village Hall, at 8pm on Monday 13th May 2019 for the purpose of transacting the following business:

## AGENDA

**As this is the first meeting following the Election, Councillors are reminded that they must sign their Declaration of Acceptance of Office before carrying out any action as a Councillor**

1. **Election of Chairman** – The Chairman will sign the Declaration of Acceptance of Office
2. **Election of Vice Chairman**
3. **Apologies for absence**
4. **Declarations of Interest** - All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.
5. **Minutes of Council Meeting 1st April 2019; Minutes of Planning Committee 29<sup>th</sup> April 2019**
6. **Public participation session with respect to items on the agenda and other matters of mutual interest.** The meeting will adjourn for questions from members of the public. The Council will first hear from Councillors and then from the Public. (Maximum time allowed for this section is 15 minutes)
7. **Co-option of Councillor/s – Two vacancies**  
Following the uncontested election there are two vacancies on the Council. The following have applied:  
**Kathryn Clark** Marks Lane Rettendon  
**Geoffrey Redway** Church End Lane, Runwell
8. **Election of Committees** – Hall, Playing Field, Planning, Finance and Standing Committee.
9. **Appointment of Responsible Financial Officer and Proper Officer; Appointment of Internal Auditors; Website Manager; Social Media Manager; Runwell Roundabout Editor; Appointment of Representatives for Transport, Police Liaison, School Liaison, Tree Wardens, Footpaths and Health & Safety Officer.**
10. **Clerks Report**
11. **Annual Report & Annual Parish Assembly Meeting**
  - (i) Adoption of Annual Report
  - (ii) Report of the Annual Parish Assembly Meeting held 29<sup>th</sup> April 2019
12. **Finance**
  - (i) Payments
  - (ii) Receipts and Payments 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

- (iii) Annual Governance and Accountability Return 2018/19 Part 3
  - Internal Audit Report
  - Review Section 1 Annual Governance Statement
- (iv) Resolution to admit Mrs Janice Carol Rogers (Caretaker) to Essex Pension Fund:

As required by legislation, Runwell Parish Council resolve that Mrs Janice Carol Rogers will be eligible for membership of the Local Government Pension Scheme operated by Essex County Council; the necessary 7 days public notice has been given. Mrs J C Rogers will be eligible from the start of her employment on 1<sup>st</sup> October 2018.

### 13. Correspondence

### 14. Planning

1. Applications received:
  - (i) 19/00655/FUL 140 Swan Lane – Two storey rear, single storey side extension to replace existing conservatory and window alterations.
  - (ii) Any other application received between the date of the agenda and the monthly meeting.
2. Notification of Appeal Decision
  - (i) 16/00684/MAT/1 Phase 3B Runwell Hospital -  
Material amendment to permission reference 16/00684/FUL (Conversion of, and extensions to, the existing former Administrative Building to accommodate 14no. residential apartments (9no. two bedroom and 5no. three bedroom), with associated access, parking and landscape arrangements.) for the variation of Condition 3, 15, 16 and 17 to amend the northern boundary enclosure, relocate refuse storage from under the maisonette, relocate cycle parking provision and amend general parking arrangement.  
**Decision: Appeal dismissed**

### 15. Highways

- (i) Speeding/Parking Controls Church End Lane

### 16. Reports Committees (Hall and Park), Runwell Roundabout, Allotments, Public Rights of Way, CCC Officers, Representatives etc

- (i) **Notices of Motions and Future Business** - Arrange meetings of Finance Committee; Hall Committee; Park Committee - Monday 20th May 2019
- (ii) **Agenda items for the next meeting of Runwell Parish Council on Monday 3rd June 2019.**  
*Please note that no decision can lawfully be made under this item. LGA 1972 section 12 10(2) (b) states that business must be specified.*

*Mrs Jo Pharey*

Clerk to the Council