

**MINUTES OF COUNCIL MEETING 3<sup>rd</sup> JUNE 2019  
IN RUNWELL VILLAGE HALL AT 8.00PM**

**IN ATTENDANCE:** - Chairman: Mr. P Clark; Messrs: Martin, Redway, Rogers, Sloane & Tarplett; Mesdames: Ellis, Martin, Payne & Wolf. 6 members of the public

**Minute 41 Apologies:** - Mrs K Clark; Mrs C Evans & Mr B Lansdale

The Chairman welcomed everyone to the June meeting.

**Minute 42 Declarations of Interest** – MR declared a pecuniary interest in Agenda item 6(iv) Salaries

**Minute 43 Public Participation**

1. AE reported various footway issues along the Runwell Road with regard to overgrown vegetation and lack of footpath maintenance, also lack of white lines indicating junctions and roundabouts. The Chairman also reported that several areas in Church End Lane and Brock Hill were in need of attention. Photographs taken today and report/s to be made to CCC/ECC
2. LP asked whether the “Billygoat mower” had been repaired. Clerk to arrange this week.
3. PC advised that the contractor cutting the park was missing a section between the path and the hard play area. Matter to be reported to BFM. The CCTV would need upgrading prior to the installation of the new play equipment. PC also reported that the contractor piping the ditch between 28/30 Church End Lane had started work which would take 2-3 weeks and would include making good the sunken area in the park.
4. SM expressed concerns that the soil cleared from the roadway in Runwell Chase had been piled onto the verge and would wash back onto the road with the potential to block the drains. So far the work on the pavement was of a good standard. JM stated that the road was to be re-surfaced over the existing surface and not scraped back first.
5. JW reported that one of the infant swings was damaged (LV to be advised & repair/replace); JW further reported that the watercourse from Meadow Lane/Church End Lane was badly overgrown with weed (lack of recent rainfall meaning vegetation has not washed through and allowing silt build up) and needed clearing.
6. FW advised that on Wednesday 5<sup>th</sup> June it may be possible to see the “Fly Past” of WW2 aircraft.
7. Resident of Brock Hill expressed fears and frustrations over the traffic calming near his property and the number of near misses due to ignorance over the speed limits. PC to refer the matter to ECC Ian Grundy for action. Local initiative discussed but would need support from IG, it was also felt that the “Special Police Constable” would be a great deterrent once appointed.

**Minute 44** The following Minutes were all approved and signed by the Chairman as a true record: Minutes of Council Meeting 13<sup>th</sup> May 2019; Minutes of Finance Committee held 20<sup>th</sup> May 2019; Minutes of Playing Field Committee held 20<sup>th</sup> May 2019; Minutes of Hall Committee held 20<sup>th</sup> May 2019.

**Minute 45 Clerks Report** – See Appendix 1

**Minute 46 Finance**

**(i) Payments**

Petty Cash

None

Payments from Barclays Bank

D/Debit	N Power	Hall Electricity	£271.00
D/Debit	BT	Monthly Office Phone and Internet	£87.14
		Barclays Total	<b>£358.14</b>

Sufficient funds are held to cover these payments

### Prepayments from Lloyds Bank

Bitdefender (Debit Card)	Computer anti-virus	£29.16
Safety Signs (Debit Card)	Fire & Safety Signs – Village Hall	£44.76

### Payments from Lloyds Bank

Mrs J Pharez	Salary	
Mrs JC Rogers	Caretaker 4 weeks	
L Vallis	Groundsman 4 weeks	£1274.00
Essex Pension Fund	Staff Pensions	£568.36
Mrs JC Rogers	Hall Garden	£60.00
BF Ground Maintenance Ltd	Park – 2 cuts May	£264.00
A-Z Supplies	Hall/Office Supplies	£99.06
Thameside Fire Protection Co. Ltd	Fire Risk Assessment	£390.00
Playsafety Ltd	Rospa Inspection Runwell Park	£90.60
	Lloyds Total	<b>£4394.73</b>

The Council agreed to authorise a transfer of £4500.00 from the Lloyds Deposit account to the Lloyds Current Account to cover these payments.

#### (ii) **Annual Governance and Accountability Return 2018/19 Part 3**

(1) **Annual Internal Audit Report 2018/19** The Council reviewed the Internal Audit Review – no matters raised, the report was approved.

(2) **Section 1 Annual Governance Statement 2018/19** The Council reviewed the Annual Governance Statement and the statement was approved.

(3) **Accounting Statements 2018/19 for External audit** The Council fully reviewed the figures on the Accounting Statements and gave approval.

#### (iii) **Review grants; Subscriptions; Donations; Direct Debits (fixed and flexible) and other fixed payments** (See Appendix 2)

In accordance with the Annual Governance regulations, the Council reviewed and approved the payments listed in Appendix 2. The Chairman stated he would not be accepting his Chairmans Allowance. No changes made for the forthcoming year.

#### (iv) **Salary Reviews** – deferred to end of meeting – see below

### **Minute 47 Correspondence**

1. CCC – Older Persons Information - To be circulated to Hall User Groups and event to be arranged if required.
2. University of Essex – Invite to Annual Meeting and Summer Reception Friday 21<sup>st</sup> June 2019 2pm – SM to confirm whether she can attend.
3. ECC – Salt Bag Partnership Scheme 2019/20 closing date 23<sup>rd</sup> July 2019. No further supplies required for 2019/20
4. Mayor's Office – Annual Civic Service Sunday 30<sup>th</sup> June 2019 at Chelmsford Cathedral 11.15am – Apologies to be sent; Chairman on holiday.
5. Environment Agency Consultation: draft national flood and coastal erosion risk management strategy for England. Closing Date 4<sup>th</sup> July. Clerk to respond.
6. Capitol Hygiene – Reply re Nappy Changing Facilities etc. Clerk to place order as agreed at the Hall committee.
7. EALC – Meeting of Chelmsford City Council parishes on Thursday 27<sup>th</sup> June 2019 at Springfield Library 7pm – 9pm. Representative from RPC to attend, name tbc.

### **Minute 48 Planning**

1. Applications Received:
  - (i) 19/05071/TPO 64 Waverley Crescent – G1 2x Oak – Fell. RPC comment: RPC do not support the felling of the two oak trees.

- (ii) 19/00398/FUL (Amendments) Land South of 132 Brock Hill – New dwelling with layout parking, existing vehicular access retained. RPC comment: No objection to the amendment.
- (iii) 19/00953/FUL 158 Church End Lane – New driveway and formation of access. RPC comment: No objection.

#### **Minute 49 SEPP Parking Restriction Church End Lane/Runwell Gardens**

The Council agreed to put in an application for a Traffic Regulation Order (TRO) to South Essex Parking Partnership (SEPP) to improve the school time parking and general safety in and around the junction of Runwell Gardens/Church End Lane. Application request for single yellow lines Monday –Friday mornings 8.30am – 9.30am and afternoons 3pm – 4pm. Clerk to advise Runwell Community Primary School of this action.

#### **Minute 50 VE Day 2020**

This item to be deferred to the next agenda.

- LP suggested a Tea Dance to be held at the Village Hall.
- Others suggestions for the next meeting.
- Clerk to double check the date/s for 75<sup>th</sup> Anniversary 2020 and reserve the nearest Friday afternoon for the event.

#### **Minute 51 Reports**

1. **Hall** – AE had no further report, new specification for the toilets to be drafted; revised quotes for the Fire Alarm to be obtained, intruder alarm and replacement lighting to be arranged.
2. **Park** – PC reported that Chelmsford City Youth Football Club would be holding a Mini soccer Tournament and BBQ as a fund raising event. The Rospa report had highlighted some areas for attention - maintenance to take place as complete replacement due 2020
3. **Allotments** – LP reported one vacant plot available.
4. **Footpaths** – DD queried whether there should be a road sign showing “Narrow Road” in Church End Lane by Homeholly house; DD further commented on the root spread of oak trees.
5. **Runwell Roundabout** – Articles needed by the end of the month
6. **CCC** – PC reported on the logistics of a possible development of Meadow Lane; PC has been appointed Leader of The Independent Group and will sit on the Audit and Treasury Committees. The issue with the land enclosure in Church End Avenue/Tidworth Gardens is with CCC Legal department.
7. **Tree Wardens** – No report
8. **Public Transport** – PC to attend a meeting tomorrow 4<sup>th</sup> June 2019; First Bus have sold out to Greyhound, subsidies and services will be a hot topic. PC to raise the possibility of re-instating a local service to Basildon Hospital.
9. **Police** – PC attending the Police Conference on Friday 7<sup>th</sup> June 2019; new Chief Constable for Essex: Ben-Julian (BJ) Harrington.

**Minute 52 Agenda items for next meeting: VE Day 2020**

**The meeting closed to the public at 9.50pm**

Continued

## **The meeting re-opened at 9.55pm**

### **Minute 46 (iv) Salary Reviews**

The Council agreed to the Clerks salary increase in line with NALC guidelines new amount to be back dated to 1<sup>st</sup> April 2019. Old SCP 31 New SCP 25 Hourly rate £14.96 x 25 hours weekly £374; annually £19448; monthly £1620.67

Caretakers pay increase agreed at 3.25% to £10.80 per hour £108.00 per week, extra hours to be paid at £10.80 per hour. Saturday night locking £18.50.

Mr L Vallis had requested to renew his contract working as Groundsman at Runwell Park 26 hours per week for a further year from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020 and asked for a small increase in line with inflation. The Council agreed to increase his hourly rate to £12.75 per hour; £331.50 per week; annually £17238

## **Meeting closed 10.00pm**