

# RUNWELL PARISH COUNCIL

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**Runwell Parish Council Office**  
**Runwell Village Hall, Church End Lane**  
**Runwell Wickford**  
**ESSEX SS11 7JE**

To all Councillors

28th May 2025

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 2nd June 2025 at 7.00pm for the purpose of transacting the following business:

## AGENDA

Chairman's Welcome

### **1. Apologies**

- 2. 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.

### **3. Public participation session with respect to items on the agenda and other matters of mutual interest.**

(In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council can do so during the public Forum). The meeting will adjourn for questions from the 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)

*Please note: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

### **4. Co-option of Councillor – One Vacancy**

### **5. Minutes of Council Meeting held 12th May 2025; Minutes of Combined Standing & Finance Committee held 19th May 2025**

- 6. Clerks report** (covers matters since last meeting, business requiring a decision is listed on the agenda)

### **7. Finance**

- (i) Payments for approval
- (ii) Review Asset Register
- (iii) Review S137 Grants; Annual Subscriptions; Direct Debits (fixed & flexible) any other fixed payments
- (iv) 1.7 Acre Lease Renewal
- (v) Salary reviews (To be held in closed session at the end of the meeting)

(vi) Annual Governance and Accountability Return 2024/25 Form 3:

- Review Independent Internal Audit Report
- Review and Approve Section 2 Accounting Statement

## **8. Correspondence**

## **9. Planning**

Applications received up to date:

- (i) 25/00698/LBC - St. Lukes Chapel St Lukes Way Wickford SS11 7JJ – Description of works:  
New staircase to mezzanine level and internal division.
- (ii) ECC Consultee letter - CC/CHL/52/24 - Area of Open Space north of Church End Lane, Runwell, SS11 7DS – Notification of granted application.

## **10. Hall & Park**

- (i) ▪ Hall - to review Quotation from MEC Commercial re urgent replacement of pump unit.
  - Hall – replacement of pre-school storeroom door following the leak: to consider engaging a local contractor or business to carry out the work.
  - Hall – ceiling repairs and redecoration following leak: to consider engaging a local contractor or business to undertake the work.
- (ii) ▪ Runwell Park – Upgrade Pavilion Toilets – revised quotation J Lawrence Plumbing + Heating
  - Runwell Park – Replace section/s of missing chain link fence & Fencing replacement of the Overflow Car Park.

## **11. To review the EALC Locum Clerk list and consider appointing regular support for the current Clerk. (To be held in closed session at the end of the meeting)**

## **12. Reports:** Committees (Hall & Park), Runwell Roundabout, Allotments, School Governor, Public Rights of Way, CCC Officers, Representatives etc.

## **13. Notices of Motions and Future Business**

Planning Meeting 16<sup>th</sup> June 2025 if business requires

*J Norinkeviciute*

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