

RUNWELL PARISH COUNCIL

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To all Councillors

6th May 2025

You are summoned to a meeting of a Runwell Parish Council at the Village Hall on Monday 12th May 2025 at 7pm for the purpose of transacting the following business:

Agenda

Chairman's welcome

- 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 interest 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.
- 5. 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 have the opportunity to 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.
- 6. Co-option of Councillor – One vacancy**
- 7. Minutes of Council Meeting 7th April 2025; Minutes of Annual Parish Meeting 14th April 2025**
- 8. Election of Committees** – Hall Committee; Playing Field Committee; Planning Committee; Finance and Standing Committee; HR and Staffing Committee;
- 9. Appointment of :** Responsible Financial Officer and Proper Officer; Appointment of Internal Auditors; Allotments Representative; Website Manager; Social Media Manager; Runwell Roundabout Editor; St Luke's Park Representative; Appointment of Representatives for Highways & Transport, Police Liaison, School Liaison/Governors, Public Rights of Way and Health and Safety Officer.

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

11. Finance

- (i) Payments for approval
- (ii) Annual Governance and Accountability Return 2024/25
 - o Form 3 – Approve and Sign off Section 1 Annual Governance Statement.
- (iii) Amazon Business Account – Set up account with Prime Monthly/Annual Subscription
- (iv) Atkins & Candler Ltd – Retrospective approval for quotation of high risk tree work – Runwell Park.

12. Correspondence

13. Planning

Applications received:

- 1. 25/00572/FUL - 35 Brock Hill - Formation of proposed in and out driveway and associated access to highway
- 2. 25/00611/FUL - 1 Carruthers Close - Construction of a flat roof dormer to front of property
- 3. 25/00618/FUL - 129 Runwell Road - Construction of a rear lean to conservatory

14. Hall & Park

To review the quotations from contractors for the following works:

- Village Hall - Men Toilets – Refurbishment.
- Runwell Park - Upgrade Pavillion toilets.
- Runwell Park - Boundary Fence- Replace section/s of missing chain-link fencing
- Runwell Park – Replacement fencing of the Overflow Car Park

15. Reports: Committees (Hall and Park), Runwell Roundabout, Allotments, School Governor, Public Rights of Way, CCC Officers, Representatives etc.

16. Notices of Motions and Future Business:

- (i) Internal Audit 19th May 2025
- (ii) Planning committee Meeting (usually 3rd Monday) Will not be called in May due to Bank holidays altering the schedule.
- (iii) Annual Governance and Accountability Return 2024/25 Form 3
 - Review Internal Audit Report
 - Review and Approve Section 2 Accounting Statement
- (iv) Review asset Register
- (v) Salaries Review

17. Agenda items for the next meeting of Runwell Parish Council on 2nd June 2025. 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.



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