

# 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:

30<sup>th</sup> July 2025

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 4<sup>th</sup> August 2025 at 7.00pm for the purpose of transacting the following business:

## AGENDA

1. **Election of Chairman** – The Chairman will sign the declaration of Acceptance of Office
2. **Apologies for absence**
3. **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.
4. **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.*
5. **Co-option of Councillor – One Vacancy:** 1 application received
6. **Minutes of Council Meeting held 7<sup>th</sup> July 2025; Minutes of Planning Committee held 21<sup>st</sup> July 2025; Minutes of Standing Committee held 21<sup>st</sup> July 2025;**
7. **Clerks report** (covers matters since last meeting, business requiring a decision is listed on the agenda)
8. **Finance**
  - (i) Payments for approval
  - (ii) Receipts & Payments; Bank Reconciliation 1<sup>st</sup> April 2025 – 30<sup>th</sup> June 2025
  - (iii) Adoption of new Financial Regulations NALC version 2025 & Adoption of new Standing Orders NALC version 2025
  - (iv) To consider commissioning automatic traffic count (ATC) surveys at Church End Lane & Runwell Road outside Southlands Cottages/Toby Carvery

## 9. Correspondence

### 10. Planning

Applications received up to date:

(i) 22/02075/S73/2 - Robinsfield Runwell Road Runwell Wickford – Proposed: Description of works: Variation to condition 2 of planning permission 22/02075/S73/1 (Variation/removal of condition 13 to approved planning application 22/02075/FUL (demolition of existing commercial buildings and construction of new dwelling) to remove 1 month time restraint for demolition of outbuildings.) to alter the external appearance and internal layout of the approved dwelling (there are no proposed changes to the gross internal floor area) to increase the ground floor living space.

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

### 12. Notices of Motions and Future Business:

(i) Play in the Park 2025 Tuesday 5<sup>th</sup> August 2025

(ii) Citizen Advice Mobile Unit at Hall car park Thursday 7<sup>th</sup> August 2025

(iii) Planning Committee meeting Monday 18<sup>th</sup> August 2025 if business requires

**13. Agenda items for the next meeting** of Runwell Parish Council on 1<sup>st</sup> September 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.

*J Norinkevičiute*

**Clerk to the Council**

30<sup>th</sup> July 2025