

# 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

2<sup>nd</sup> July 2025

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 7<sup>th</sup> July 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 2<sup>nd</sup> June 2025; Minutes of Planning Committee Meeting held 16<sup>th</sup> June 2025; Minutes of HR Staffing Meeting held 16<sup>th</sup> June 2025; Minutes of Combined Finance & Standing Committee held 23<sup>rd</sup> June 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) Receipts and Payments; Bank Reconciliation 1<sup>st</sup> April 2025 – 30<sup>th</sup> June 2025

### **8. Correspondence**

## **9. Planning**

Applications received up to date:

- (i) 25/00855/FUL – 23 Egbert Gardens – Proposal: A construction of single storey rear extension with internal and external alterations. Formation of new access.
- (ii) 25/00857/FUL – 37 Brock Hill – Proposal: Formation of access
- (iii) 25/00859/FUL – Runwell Hall Farm Hoe Lane – Proposal: Retrospective Application of Change of Use of Field from Agricultural to Dog Walking field.

Planning Appeal:

- (iv) 25/00034/ENF - Land Known As The Paddocks West Of Meadow Lane – Alleged Breach: Without planning permission, the removal of an earth bund, the alteration (by increase) of land levels, the formation of a hard surface, and the erection of fencing and gates. Enforcement Ref. 24/00112/ENFB

## **10. Village Hall**

- (i) Boiler - Replacement of TCB and installation of new gauge

## **11. Runwell Park**

- (i) Lawn Doctors Quotation – Football Pitch/es Treatment
- (ii) DJS Fencing Ltd Quotation - Fencing for Overflow Car Park
- (iii) Replacement of missing section Chain link boundary fence
- (vi) Village Caretaker

## **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**

- (i) Standing Committee Meeting 14<sup>th</sup> July 2025 (to review Financial Regulations)
- (ii) Planning Meeting 3<sup>rd</sup> Monday 21<sup>st</sup> July 2025 if business requires
- (iii) Arrange staff appraisals for Clerk & Caretaker
- (iv) Hall – Gents Toilet Refurbishment to commence 21<sup>st</sup> July 2025
- (v) Play in the Park 2025 Tuesday 5<sup>th</sup> August 2025

## **14. Agenda items for the next meeting of Runwell Parish Council on 4<sup>th</sup> August 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 Norinkeviciute*

Miss Jurgita Norinkeviciute

**Clerk to the Council**

2<sup>nd</sup> July 2025