

# RUNWELL PARISH COUNCIL

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Clerk to the Council

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

To all Councillors

27<sup>th</sup> May 2026

You are summoned to a meeting of Runwell Parish Council at the Village Hall on Monday 1<sup>st</sup> June 2026 at 7.00pm for the purpose of transacting the following business:

## AGENDA

Chairman's Welcome

### **1. Apologies for Absence**

- 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.**

The Chairman to remind members of the public and Councillors who wish to take part in public forum that Runwell Parish Council operates strict timescales (maximum 3 minutes per speaker) to receive their information in the form of statements. No debate will be allowed on any issues, only the receipt and clarification of information.

(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 – Two Vacancies**

### **5. Minutes of Council Meeting held 11th May 2026; Minutes of Combined Finance & Standing Committee held 18th May 2026**

- 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) Salary reviews (To be held in closed session at the end of the meeting)
- (v) Annual Governance and Accountability Return 2025/26 Form 3:
  - Review Independent Internal Audit Report
  - Review and Approve Section 2 Accounting Statement

## **8. Correspondence**

## **9. Planning**

Applications received up to date:

- (i) 26/05090/TPO - 126 St Lukes Way - T5 (T1 on map) Large Oak - Located on land next to 126 St Lukes Way - Reduce whole crown by 2.5m. Reason: Too large for its location and there is cavity running along the trunk.
- (ii) 26/00564/FUL - 21 Locarno Avenue - Single storey side extension.

**10. Park** - to review park bye-laws proposal.

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

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

Planning Committee Meeting (usually 3<sup>rd</sup> Monday of the month). Will not be called due to Community Meeting with Runwell Parish Council, Chelmsford City Council & Essex Police held on that day.

*J Norinkeviciute*

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