

North Runcton Parish Council

Minutes of the Meeting of North Runcton Parish Council held at the Village Meeting Place

Tuesday 10th April 2018 7.45pm

Present: Cllr Rick Morrish (Chair), Cllr Lee Stevens, Cllr Paul Yallop, Cllr J Fuller, Cllr A Dobbing, Cllr K Fuller, Cllr K Longhurst, Cllr L Davies

In attendance: The Clerk – Rachel Curtis

8 members of the public

1. Apologies for Absence

Cllr Barry Houchen

2. Declaration of Interest / Dispensation in items on the Agenda

Cllr J Fuller – Item 8

3. County and Borough Councillors Matters

Cllr Gidney reported on the following –

- Gayton Appeal - Decision on 20th December, Inspector found that BC had 5 year land supply, but went on to grant permission for the development of 15 houses. This goes against the BC policy and unless the appeal is withdrawn there will be another inquiry.
- Work to improve The Guildhall - The EDP has accused the Borough of looking at plans for the Guildhall behind closed doors, despite a working group meeting with stakeholders and looking into a lottery bid to modernise the building.
- The Borough are trying to encourage people to use the pontoon on the South Quay as they are looking to possibly extend this area.
- The Mayor has recently completed a clean up of Snettisham Beach.
- Transport Strategy – Cllr Morrish noted that some stakeholders had not been invited to a meeting about this and Cllr Gidney said he would follow this up.

Cllr Dobbing attended the meeting at this point – 8.00pm.

4. Public Participation – all members of the public welcome – 10 minute session

- A parishioner noted that there had been 3 low loader vehicles carrying heavy machinery to the SDA site along School Lane and this had damaged the grass verges considerably. It was agreed this matter would be discussed in item 8.

5. To approve the Minutes of the Parish Council Meeting held on 13th March 2018.

The Council approved the minutes and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 9th January 2018 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting

- Risk Management Group – Working party met in March and Cllrs Morrish, Longhurst, K Fuller and Davies are currently working on completing risk assessments.
- Scottish Power Bill – This is now with the Ombudsman for investigation.
- Electricity Monitoring – There is some concern over the consumption of electricity due to the heaters. It is thought the thermostats may not be suitable. Electricians have isolated appliances and confirmed that no other appliances are using high amounts of energy. The Clerk is in correspondence with the new supplier British Gas to confirm that meter reading at the start of the contract is correct. They have been given regular meter readings. At present the DD is £54 per month but is expected to increase given current consumption. This is an ongoing matter which the Clerk and PC are working on. It was suggested that the Clerk investigates the possibility of grants for solar panels.

- The Borough Council has requested the use of the VMP as a polling station for the Borough and Parish elections on 2nd May 2019. It has been suggested by the Borough Council that other users may still hire the Hall on that day but separating use of the front Hall and use the side gate as an entrance and exit.
- Bird Boxes – Cllrs agreed to purchase 25 as there are already orders for 15 and then display the rest for purchase at the residents meeting.
- General Data Protection Regulations – Record of Processing completed for all purposes of processing data eg Village Hall, Open Spaces, Administration which covers writing of minutes, paying suppliers and record keeping. Now working on impact assessments for each of those purposes which means reviewing adverse impacts on data subjects, the security measures the PC has in place and the likelihood of that happening resulting in a risk impact score.
- Mrs Hood – After speaking to the Clerk and Chair it was agreed to review the complaint again further tonight. It was agreed that if Mrs Hood wishes to take the matter further, she can contact her insurance company.
- Review of Policies – The annual review of policies and procedures will take place at the May meeting, Clerk to distribute to Councillors to review before then. And the Clerk reminded the PC that at the May meeting it will be required to elect the Chair and Vice-Chair.

7. To hear reports taken form the SAM2 Vehicle Activated Speed Signs

Cllr Stevens stated that the sign is still with the manufacturer for repair and should be returned in a week or so.

8. To hear an update on matters relating to the SDA site and School Lane

There has been an increase in traffic, namely large machinery. There is concern that the edge of the Green is becoming eroded with the traffic. There has been no response from the SDA to the letter sent following the last meeting. The planning application for the new road access has yet to be approved; it is believed that the delay is being caused by the need to survey newts that have been found in the area. Following a resident's comment the PC stated that it was doing its utmost to monitor the situation and to keep lines of communications open with both the SDA and the building contractors.

9. To discuss the format and publicising of the Annual Residents Meeting – 15th May 2018

It was agreed to leaflet the village to encourage resident's attendance. The date is in the current edition of the newsletter. Cllr Morrish is trying to get a speaker to attend; the Clerk will purchase refreshments and ask Buttercups and the Art Group if they wish to submit a report.

10. Highways – the Council will discuss any Highways issues

None

11. Planning

a) Any applications to consider;

18/00473/F – Demolition of existing conservatory and construction of new extension – 10 Cedar Grove

The application was considered and the PC agreed to support it with no comments.

b) Decisions Received from BCKLWN

None

c) Comments Made to the BCKLWN

- Following speaking to the BC about The Lodge (Grade II listed building), it has come back to say that it is only repair work being done to the property at present.

- Awaiting an enforcement officer from the Borough to visit 45 Common Lane regarding the ongoing building work to ascertain is it is being carried out in accordance with the approved plans.

d) Notification has been received for a new property address – 20 Common Lane.

12. To hear any other planning issues relevant to the Neighbourhood plan

IDP Update – the Borough Council has been unsuccessful in its bid for HIF funding, there are discussions with Homes England for other funding opportunities.

Cllr Morrish gave a precis of a briefing that Alan Gomm (BCKLWN Policy Planner) had given to the council cabinet in March, and reproduced below:

Background - The South East King’s Lynn Strategic Growth Area is a significant area of land (some 192 hectares). The growth area is located to the south-east of King’s Lynn and included parts of the parishes of West Winch and North Runcton. It is roughly bounded by the A10 to the west, the A47 to the east, and the Setchey to Blackborough End road to the south. It stretches around 3.5km north-south and around 1.5km east-west. The area fringes the village of West Winch and the main road (A10) north towards Hardwick roundabout and King’s Lynn. It stretches towards, but stops short of, North Runcton Village.

Process - The Council are currently preparing an IDP for the entire allocation, working with specialist consultants Mott MacDonald & Gerald Eve. Some initial work on the viability of providing the infrastructure and costings was undertaken to support to allocation. However, as we move towards determining planning applications for the site more advanced work is underway to;

- (a) firm up the cost assumptions associated with delivering infrastructure and other policy requirements and their impact on scheme viability;
- (b) define options for delivery mechanisms via an Infrastructure Delivery Plan.

In summary the IDP will;

Identify the infrastructure required to bring forward the allocation/growth area and identify how the infrastructure will be funded. Identify key responsibilities, timescales and phasing elements in the development and provide advice on the range of delivery mechanisms available for delivering the strategic infrastructure.

The site is in multiple ownership. All landowners are private with the exception of a small strip adjacent to the gas main that runs through the site which is owned by Norfolk County Council. The site requires significant strategic cross-boundary infrastructure.

Infrastructure requirements

The definition of key infrastructure groups, and the type of facilities and services within each group required to deliver the Growth Area is broadly summarised in the below table;

Transport	Relief road to facilitate development Trunk road connections Roundabouts to access housing Dualling on A47 east of Hardwick Traffic calming West Winch Local roads and streets Home Roads Cycle & Shared use pathways
Education	New primary school & nursery provision x2 West Winch Primary school extension High School capacity increase Sixth Form Capacity increase
Utilities	Electricity & Gas connection & capacity increases Telecommunications Mains Water Distribution Sewage & Drainage
Community	Community Centres X3 Sports Centre Health Centre 3no. shops Multi use games area Library contributions
Green Infrastructure	Outdoor sports facilities Play areas

	Green Space & Corridors Habitat creation Allotments
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The emerging IDP identifies that the Growth Area has the best potential to be delivered if it is considered as a whole and in a consistent manner. Pump-priming with upfront investment in the road is critical to ensuring that Growth Area is delivered in its entirety. Whilst we were unsuccessful in our bid for HIF funding towards the Relief Road, we are in discussions with Homes England about other funding opportunities.

In conclusion

- The IDP identifies that whilst the growth area is potentially capable of being viable over the duration of the development programme which is approximately 18 years; it isn't until much later years in the programme that the development becomes viable. Further, it identifies that initially there is a £7.5m gap when it comes to up front funding.
- A first draft IDP has been produced and consulted upon with stakeholders. A final draft is expected imminently.
- The IDP will be agreed between the relevant partners and adopted by the Borough Council.
- In timescales (subject to legal advice):
 - IDP concluded end March or early April
 - Legal advice as to how to embed processes / requirements in a S106 agreement - ongoing
 - Borough Council briefings – April / May
 - BC endorsement following that.

13. Correspondence

Austin Pearce, thanked the PC for choosing his paintings for décor in the Village Meeting Place.

14. Finance

- a) To review the budget – Income to the end of March 2018 is £17,706.81 and expenditure £36,574.56 with a transfer from reserves of £20,440 to fund work on the VMP. This leaves a surplus at the end of the year of £1,572.25.
- b) To hear an update on Cashbook balances - 1st March 2018 – 31st March / 2018

	Opening Balance 01/03/18	Less Feb Chqs	Less DD's £	Add income £	Closing Balance 31/03/18
	£	£		£	£
NRPC Account	5,874.21	1,844.27	0.00	107.58	4,137.52
VMP Account	9,800.72	477.12	1,961.69	1,265.00	8,626.91
					12,764.43

Note that of the closing balance for the year, £1,906.28 is being held on behalf of the war Memorial Fund.

The Clerk reported that following advice from a VAT consultant the PC can reclaim VAT for expenditure incurred on the VMP as local Councils can reclaim VAT in relation to expenditure on a village hall as the supply of a right to occupy land (such as hiring a room) is exempt from VAT, as long as the amount is less than £7,500 in the financial year. Where this is occasionally breached HMRC will look at the average over 7 years. It was suggested the Clerk should submit a claim for the current year 17/18, plus 2 previous years, which has been completed to the value of £23,124.63.

- e) The following payments were considered for approval;

Date	Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
			£	£
<u>From VMP Account</u>				
10/04/18	R Curtis	Clerk Salary 14 th Mar – 10 th Apr 18	101.21	
03/04/18	Krystal Kleaning Ltd	Hall Cleaning for March	158.40	
			259.61	
<u>From NRPC Account</u>				
01/04/18	NALC	Annual Subscription	178.28	0.00
10/04/18	R Curtis	Clerk Salary 14 th Mar – 10 th Apr 18	449.27	0.00
			627.55	

The Parish Council agreed to pay the above.

15. Public Participation – all members of the public welcome – 5 minute session

- It was suggested that the PC provides a litter bin in the village. In discussion, and considering examples from elsewhere, it was concluded that getting someone to empty a bin and keep it tidy would be problematic and potentially expensive. It would be better to encourage residents to take litter home and pick up any litter when out walking.
- A resident asked if the PC was actively challenging the SDA and could the PC give assurances that it was doing so. Cllrs Morrish/Longhurst said they would again try to make contact with the building contractors and to highlight concerns. It was noted that there are frustrations from parties other than the PC who are trying to get replies from the SDA regarding various issues.
- A resident raised concern over holes in the fence near the Common Gate and noted that the residents would need to be informed that there is the potential for cattle to get into their property.

16. Items for next meeting agenda

- SDA update
- Insurance Quotes
- Bus and Car Share Schemes
- Cllr Morrish and Cllr Longhurst visit to Julian Fuller.

17. Date of next meeting – 8th May 2018 – Annual Meeting of the Parish Council

Future meeting dates – (15th May – Annual Residents Meeting, 12th June)

Risk Management Group to meet on 19th March. Cllr Morrish asked if Cllr Longhurst and Cllr Davies would attend, and Cllr Yallop said that he would step down, but offered to assist in future if required.

The meeting closed at 9.15pm

Signed 8th May 2018