

# North Runcton Parish Council

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

Tuesday 11<sup>th</sup> June 2019 7.45pm

**Present:** Cllr R Morrish (Chair), Cllr K Fuller, Cllr L Stevens, Cllr B Houchen, Cllr J Fuller, Cllr K Longhurst, Cllr L Davies, Cllr L Gunn

In attendance: The Clerk – Rachel Curtis - 6 members of the public, Bor. Cllr Simon Nash

**1. Apologies** – Cllr P Yallop

**2. To welcome the newly co-opted Councillor to the PC and sign the declaration of acceptance of office**  
Cllr Morrish welcomed Cllr Laura Gunn to the PC and she signed the declaration of acceptance of office.

**3. Declaration of Interest / Dispensation in items on the Agenda**  
Cllr J Fuller – Item 10

**4. County and Borough Councillors Matters**

Bor. Cllr Simon Nash reported on the following

- There is a change to the licencing laws which means garages can sell late night coffee.
- Cllr Nash is attending a trip to Norwich to see where plastic recycling waste goes to once it has been collected from the Borough. Councillors expressed an interest in the outcome of this visit and especially the definition of recycling.
- Awaiting a response from the Borough on exactly what monitoring they may carry out on Councillors emails.

Bor. Cllr Gidney was unable to attend the meeting but sent the following report;

Dear Parishioners:-

My apologies for not being able to attend tonight's meeting, as there is a Regeneration and Development Committee that I have to attend.

This first month of having been appointed as Project Delivery portfolio holder and have had several meetings to find out where we are with current schemes and what is new on the horizon.

I am researching how future developments can be realised in context with a reduction of our carbon footprint and sustainability within our built environment.

I am looking at opportunities to increase tree planting programmes and would welcome any local parish initiatives, volunteer groups to support this.

Transport, I can report next time on the current developments with the Kings Lynn Transport Strategy, and seek your views after a proposed briefing on 19th June.

West Winch Housing access road WSP/ Parish Council discussions at the KLIC on 25th June, I shall attend as well.

Other information I will update you on after the next full council when I can present more details.

Andy Wallace of NCC Highways is sending someone to inspect the New Road junction with the A47 today, I have passed on the urgency of this issue.

Please forward any questions, thanks – Peter

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

- Thanks to Linda Fuller and her team for another excellent flower festival weekend. A record amount of £3,016 was raised.
- Question asking about the cameras which are currently in the village, the Clerk and residents have been notified of some belonging to WSP who are carrying out a noise survey and the others are thought to be NCC.

**6. To approve the Minutes of the Parish Council Meeting held on 14<sup>th</sup> May 2019**

The Council approved the minutes and the Chairman duly signed.

**7. Clerks Report on any matters arising from the minutes of 14<sup>th</sup> May and subsequently any matters arising that have been actioned not on the agenda for this month's meeting**

- Following the purchase of the defibrillator, the unit will be included on the asset register and covered by the PC's risk assessments. The Clerk will arrange a meeting of the Risk Management Working Party to review all assets and assessments.
- Work on the LCAS is ongoing.
- Due to family commitments and not being able to attend the scheduled July 2019 and April 2020 meetings, the Clerk asked if alternative meeting dates could be set to Wednesday 10<sup>th</sup> July 2019 and Tuesday 7<sup>th</sup> April 2020 – Councillors agreed and the Clerk thanked the PC for accommodating her request.

**8. To complete the annual review of the PC's policies and procedures**

The Clerk had circulated the documents prior to the meeting, Cllr Gunn had suggested some amendments which were actioned. It was noted that there were no significant changes since last year, a point in Standing Orders was added to draw Councillors attention to the law which provides for the automatic removal of a Councillor from office if they fail to attend 6 consecutive meetings. Cllr Morrish proposed acceptance of the following policies and procedures, Cllr K Fuller seconded this and all agreed, Cllr Morrish signed each document listed below.

<b>Ref</b>	<b>Document</b>
01	Standing Orders
02	Financial Regulations
03	Complaints Procedure
04	Grievance Policy and Disciplinary Procedure
05	Co-option of Councillors Procedure
06	Press and Media Policy
07	Freedom of Information Policy
08	Retention and Disposal Policy
09	Planning Application Procedure
10	Councillor Training Policy
11	Equal Opportunity Policy
12	Sickness Absence Policy
13	Annual Review of the Effectiveness of Internal Audit
14	Annual Review of the Effectiveness of Internal Control
15	Information and Data Protection Policy

**9. To hear reports taken from the SAM2 Vehicle Activated Speed Signs**

Cllr Stevens presented statistics taken from the sign registering vehicles coming off the A47 along New Road, it is still showing a trend for speeding vehicles. Cllr Stevens has been successful in recruiting 7 volunteers to run a community speed watch scheme. They will meet with Police on 19<sup>th</sup> June for initial training and assess 3 sites where they will record vehicles speed. The requirement is to record a minimum of once a week, and 3 people are needed for each session, one to operate equipment, one to record numbers and the third to be an independent presence. The results are then sent to the police. If a vehicle is recorded as exceeding the speed limit twice then a warning letter is issued by the police. Cllr Morrish thanked Cllr Stevens for organising this.

**10. To hear an update on arrangements regarding the SDA and School Lane**

- Cllr Morrish has asked the SDA again for an update, nothing new to report.

**11. To report on VMP management matters**

The Clerk and Cllr Morrish have obtained 2 quotes for alternative heating systems.

- A heat pump system – would have an installation cost of £5,502 plus VAT. Servicing would be carried out twice a year costing £111 each time. Electricity running costs are estimated at £800 - £1,200 annually. A unit would be positioned in the courtyard area.
- Infra-red heaters – this would involve installing the same type of system that is in the Hall now, but larger units, it is thought that the current heaters have been under specified for the size of the Hall. Replacement units for the Hall including additional units in the toilets and kitchen are quoted at £3,359.63 plus VAT. A quote for installation would have to be added to this. Electricity running costs are estimated at £2,800 annually - a possible saving of around £1,200 on the current costs. It was suggested that the heaters in the main Halls would benefit from being ceiling mounted.

Councillors discussed these quotes and were unsure that the second option would reduce the electricity costs as bigger units would use more energy, however they would need less warm-up time which over the winter months on the current system has taken up to 5 hours plus to reach the desired temperature.

No decision was reached and Councillors asked Cllr Morrish to obtain a second quote for a heat pump system. To be discussed at the next meeting.

## **12. To hear an update on the Wildlife in Common project**

- There is an event on 6<sup>th</sup> July for families to learn more about common wildlife, activities include creating a mini beast home and building a bird box. The night before, a bat survey and moth trapping session is proposed to take place in the churchyard (weather permitting). On the 7<sup>th</sup> July a training session will be held for the conversation volunteers. The PC will issue a press release for the weekend events.
- Further events planned are a wildflower walk at Hardwick Common and a bat watching evening in August.

## **13. Highways – the Council will discuss any Highways issues**

- There is an AWA control box on Illington Lane which is causing a sight obstruction. The PC noted it had now been in place 4-5 years and AWA were unlikely to move it now.

## **14. Planning**

a) Any applications to consider;

19/00984/F – Proposed extensions and alternations to dwelling at Southfields, Common Lane, North Runcton, PE33 ORD No comment

19/01012/F – Extension, Westering, 7 Common Lane, North Runcton – No comment

b) Decisions Received from BCKLWN

19/00713/F – Rainydays, 62 West Winch Road, Extension – Application Permitted

- Applications at Morston Point have not been determined and presently have an extension of time to the end of June. However – it is understood that work is due to be carried out to raise the level of the site, - with 200,000 tonnes (?) of material is required to do this. This is due to take 8 months and will result in a large number of HGV vehicles on the A149.

## **15. To hear any other planning issues relevant to the Neighbourhood plan**

Cllr Morrish has contacted the IDB with reference to the surface water management in and around the West Winch Growth Area. There is concern that to ensure adequate site drainage, connections to local drains will be essential and that the IDB should be kept informed of works as they progress.

Cllrs Morrish, Houchen, Stevens and the Clerk will attend another parish workshop with WSP on 25<sup>th</sup> June, to discuss the next stage of plans for the relief road.

## **16. Correspondence - BCKLWN – New property name at 20 Common Lane – Willow Bank.**

## **17. Finance**

a) **To agree Section 1 of the Annual Governance Statement 18/19**

The PC considered the statements in turn and answered Yes to all parts. The PC then approved the accounting statements in Section 2. Cllr Morrish and the Clerk then signed the audit document.

**b) To hear an update on Cashbook balances - 1<sup>st</sup> May – 31<sup>st</sup> May 2019**

	<b>Opening Balance</b>	<b>Less May</b>	<b>Less DD's</b>	<b>Add income</b>	<b>Closing Balance</b>
	<b>01/05/19</b>	<b>Chqs</b>			<b>31/05/19</b>
	£	£	£	£	£
NRPC Account	39,847.71	1,555.22	12.50	0.00	<b>38,279.99</b>
VMP Account	484.32	351.70	414.44	888.06	<b>606.24</b>
					<b>38,886.23</b>

e) The following payments were considered for approval;

<b>Date</b>	<b>Supplier</b>	<b>Description of Service</b>	<b>Amount on Invoice</b>	<b>VAT element - non recoverable</b>
			£	£
<b><u>From VMP Account</u></b>				
05/06/19	R Curtis	Salary 6 <sup>th</sup> May - 5 <sup>th</sup> June 2019	143.00	0.00
05/06/19	R Curtis	Hall Cleaning – 9/5, 14/5, 22/5, 28/5	88.00	0.00
14/05/19	R Curtis	Expenses	4.55	0.00
			<b>235.55</b>	
<b><u>From NRPC Account</u></b>				
30/04/19	CGM	Cutting – 7 <sup>th</sup> May	30.06	0.00
05/06/19	R Curtis	Clerks Salary 6 <sup>th</sup> May – 5 <sup>th</sup> June 2019	544.33	0.00
05/06/19	R Curtis	Expenses	44.28	0.00
05/06/19	R Morrish	Expenses – Residents Meeting	10.00	0.00
			<b>628.67</b>	

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

- Query as to whether the money held for the war memorial fund is separated in the accounts, the Clerk said yes it is.
- The area of Green outside 5 Common Lane is untidy and being used to park cars. Cllr Morrish approached the resident last year, but the situation has not improved. Peter Lemon is aware and the area of land is his as Lord of the Manor.
- Large potholes on the Love Lane track are being filled with bricks and rubble, Cllr Morrish to speak to Julian Fuller.

**22 Items for future agenda**

- Discuss quotes for alternative heating options
- Update on WSP workshop

**22. Date of next meeting – Wednesday 10<sup>th</sup> July**

Future meeting dates - no meeting planned for August, 10<sup>th</sup> September

The meeting closed at 9.10pm

Signed ..... 10<sup>th</sup> July 2019