

# North Runcton Parish Council

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

Tuesday 13<sup>th</sup> June 2023 - 7.45pm

**Present:** Cllr K Fuller - Chair, Cllr P Yallop, Cllr J Fuller, Cllr J Braybrook, Cllr L Gunn, Cllr R Morrish, Cllr K Williams, Cllr S Palmer, Cllr B Houchen

In attendance: The Clerk – Rachel Curtis, Bor Cllr Simon Nash, County Cllr Jim Moriarty and 4 members of the public

**1. To accept any apologies – Bor Cllr Barclay**

**2. Declaration of Interest / Dispensation in items on the Agenda – None**

**3. County and Borough Councillors Matters**

Cllr Nash said that he had been elected to Chair the Disciplinary Committee, but as there had been few meetings, he did not have anything to report as yet.

Cllr Morrish asked if the visit to the waste plant a Costessey can be arranged, Cllr Nash to look into this.

Cllr Moriarty reported that since the elections the Borough Council now has a new administration, led by Independent and Liberal Democrat Councillors. Cllr Moriarty has the position of deputy leader of the Council. He is also involved in the planning committee and is looking to make changes to the structure of sifting meetings and will consult with Parish Councils on this.

Norfolk County Council has appointed a new Chief Executive – Tom McCabe.

NCC are also looking for new hosts for Ukrainian families and individuals.

**4. Public Participation –**

- It has been noted that the Hays Wood Retreat is being advertised as a wedding venue on its website. Cllrs feel that this new activity does not adhere to the planning conditions. **ACTION: Cllr Moriarty to enquire with the Borough planning enforcement officers and report back.**
- There is also an ongoing issue with guests trying to use School Lane and Church Farm to access the site. It is understood that the owners are trying to resolve this with signage and ‘what 3 words’ directions.

**5. To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> May 2023**

The Council approved the minutes and the Chairman duly signed.

**6. Clerks Report on any matters arising from the minutes of 9<sup>th</sup> May 2023 and subsequently any matters arising that have been actioned not on the agenda for this month’s meeting**

Clerk to chase NCC re the school bus stopping point on New Road and follow up on Speedwatch training.

**7. To review and adopt the policies and procedures for 2023**

Councillor agreed to the following change in Financial Regs – ‘Authorisation for expenditure is to be determined by the Clerk in conjunction with the Chair or other Councillor delegated by the Council for any items below £1,000’ this is a change from the previous sum of £500.

The other documents remained unchanged from last year and were approved.

Standing Orders
Financial Regulations
Complaints Procedure
Grievance Policy and Disciplinary Procedure
Co-option of Councillors Procedure
Press and Media Policy
Freedom of Information Policy
Retention and Disposal Policy

Planning Application Procedure
Councillor Training Policy
Equal Opportunity Policy
Sickness Absence Policy
Annual Review of the Effectiveness of Internal Audit
Annual Review of the Effectiveness of Internal Control
Information and Data Protection Policy
VMP Hire Policy

**8. To hear any reports from the SAM 2 sign**

25% of motorists are travelling over the speed limit with 60 mph being the fastest speed recorded. The average speed is 40 mph.

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

- Cllr Morrish has bought and replaced strip lights.
- Replacing the globe lights on the beams with spotlights will be done by OJS electrical at a cost of £350.
- The locks on the toilets need replacing.

**To hear an update on the PV Panel project**

The PV roof panel project was discussed. Cllr Morrish outlined the 3 quotes received to install panels on the east and west facing roofs. There would be around 31 panels in total. All the tenderers wanted to look at the roof in more detail to ensure there was not an issue with the weight of the panels. An in tile scheme could be an option, which is not only less obtrusive but also less weight. The working party recommended moving forward with Contractor A - the cheapest who so far has quoted £12,636. Cllr Morrish and Cllr Palmer to liaise with them for further costings of an in tile system and also seek answers to questions Councillors had about the scheme. Cllr Palmer to work on financials to show the payback on the scheme. A final decision on the project will be made at the July meeting.

**10. North Runcton and Hardwick Common Volunteers Update**

- The RRT have cut back the permissive path near Setch road.
- Another litter pick is needed, this will be organised when convenient.
- Nettles need to be cleared at Sheeps Course Wood.

**11. Action Planning – to consider PC events/projects for 2023/24**

- It was agreed to hold another quiz in October, they are successful and a fun night.

**12. Highways – the Council will discuss any Highways issues**

Cllr Yallop said there were a lot of patches of weeds around the village and also some potholes to report. Clerk asked for photos to log onto the NCC portal.

**13. Planning**

- a) Applications Considered - none
- b) Comments to be made to the Borough Council - none
- c) Decisions from the Borough Council – None

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

There is a WWGA meeting on 13<sup>th</sup> July at the KLIC. This will be chaired by Cllr Moriarty.

**15. Correspondence –**

From Middleton PC regarding a lady who lives in North Runcton and receiving a subsidy from Middleton PC for taxi costs to see her husband who is in a residential home. It was suggested that Hopes Charity could assist the lady with her expenditure as she is a resident of North Runcton. Cllr Morrish to speak to MPC to asked if they require any re-imburement from NRPC.

## 16. Finance

### a) To agree responses to Section 1 of the annual external audit form

The Clerk read these out and all agreed by Councillors.

### b) To approve the accounting statements in Section 2 of the annual external audit form

The closing balance as at March 2023 of £58,882 was agreed by Councillors.

### c) To hear an update on Cashbook balances - 1<sup>st</sup> – 31<sup>st</sup> May 2023 (including audit adjustment)

	Opening Balance 01/05/23      £	Less Chqs £	Less DD's £	Add income £	Closing Balance 31/05/23      £
NRPC Account	57,508.12	2,466.28+67.42	3.53	70.00	<b>55,175.73</b>
VMP Account	13,106.93	664.23	245.96	637.50	<b>12,834.24</b>
					<b>68,009.97</b>

The following amounts were approved for payment;

Date	Supplier	Description of Service	Amount on Invoice £	VAT element - non recoverable £
<b><u>VMP Account</u></b>				
05/06/23	R Curtis	Clerks Salary 6 <sup>th</sup> May – 5 <sup>th</sup> June 23	171.73	0.00
05/06/23	R Curtis	Expenses	207.26	0.00
			<b>378.99</b>	
<b><u>NRPC</u></b>				
05/06/23	R Curtis	Clerks Salary 6 <sup>th</sup> May – 5 <sup>th</sup> June 23	655.68	0.00
31/05/23	CGM	May 2023	67.86	0.00
05/06/23	W Border	Internal Audit	60.00	0.00
			<b>783.54</b>	

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

- CGM – The standard of work by CGM was queried. Clerk to arrange a meeting.

## 17. Items for future agenda –

- CGM performance
- Confirm date for October Quiz
- PV Panels
- Risk Assessments

## 18. Dates of next meetings – Tuesday 11<sup>th</sup> July, no meeting in August by tradition, 12<sup>th</sup> September

The meeting closed at 9.10pm

Signed ..... 11<sup>th</sup> July 2023