

# 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> February 2024 - 7.45pm

**Present:** Cllr K Fuller – Chair, Cllr P Yallop, Cllr L Gunn, Cllr K Williams, Cllr J Fuller, Cllr R Morrish, Cllr S Palmer,

In attendance: The Clerk – Rachel Curtis and 3 members of the public

**1. To accept any apologies** – Cllr J Braybrook, Cllr B Houchen

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

**3. County and Borough Councillors Matters**

Cllr Barclay had no updates for this meeting, but asked Councillors what sort of updates they would like to hear from him for future meetings.

Cllr Nash reported on a planning issue at Lemuel Burt Way in West Winch where an attenuation pond is not being maintained causing flooding issues. It is interesting to note that attenuation ponds feature in the plans for the new housing development at West Winch and North Runcton. The issue of the wall at Deerfields has been called in and will be decided at planning committee.

Cllr Moriarty reported that he has spoken to the planning department regarding the signage which has been placed on the land to be used for the forthcoming West Winch Housing Access Road application to alert landowners. The signage makes it unclear as to what the landowners are being asked to comment on. Norfolk County Council are holding the Norfolk Rural Business Awards and NRPC will advertise with a poster in the notice board for nominations.

Cllr Yallop asked Cllr Moriarty about some details of a planning application submitted by the Caravan Park for disabled access lodges, Cllr Moriarty will follow up with the Borough and contact the Clerk.

**4. Public Participation** –

Cllr Gunn asked the Borough Councillors why the Borough employs consultants from other parts of the country to work on local projects, using the designer based in Edinburgh as an example who has produced plans for the South Quay waterfront. It is understood that the Borough is constrained by procurement policies, but encouraging local experts to undertake work where they already have a good local knowledge should be given consideration too. Cllr Moriarty said that there is some work to be done regarding Economic Policy and he would take this comment on board.

**5. To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> January 2024**

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> January 24 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting**

- School Road easement with the Fuller's – Cllr Morrish has spoken with a surveyor and would like to discuss this matter at a closed session at the end of this meeting with Cllr J Fuller.

**7. To confirm amended wording to the financial regulations regarding grant applications**

Councillors agreed the amended wording to Page 7, Point 4.10 as follows;

The Council shall consider requests for funding from local groups or community undertaking where, in the Council's opinion, a clear benefit to residents can be identified as per the adopted policy – Grants to Local Bodies document.

**8. To consider an applications for grant funding**

Councillors considered the application from the North Runcton Tennis Club for an amount of £2,000. This is towards the cost of a new court surface of synthetic grass to replace the tarmac surface which is there currently. The Club have already raised funding via other grant applications and have support from the local community including healthcare professionals stating the benefits to members of playing on a softer

surface. Taking into account the information provided which meets the criteria of the PC's policy, Cllr Gunn proposed the PC gives £2,000 to the Tennis Club, this was seconded by Cllr Yallop and unanimously agreed.

#### **9. To consider biodiversity and action planning within the Parish**

The working party have not had the opportunity to meet yet, but Cllr Gunn has begun to draft a policy.

#### **10. To hear any reports from the SAM 2 sign**

Cllr Braybrook was not at the meeting and there was no update. The new bracket and clips have been received from Westcotec.

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

- Cllr Palmer has bought a new remote for the projector.
- The PV Panel work will commence on Monday 19<sup>th</sup> Feb. An asbestos survey has been carried out on the roof and none found. A survey is being done on the building on 19<sup>th</sup> Feb.
- Cllrs agreed for the Clerk to look at getting a safe large enough to replace the cabinet in the lobby. This will then be able to hold the documents that are currently in there and also the historic documents which have been given to the PC.

#### **12. To consider any action points from the completed Risk Assessments**

- It was agreed to look at repainting the phone box and looking to see if the lightbulb needs to be replaced or if the electricity supply has been cut off as there is no illumination in there at the moment. It was suggested that a solar light could be purchased, however there is quite a large overhanging tree close by so that may block out some light. Clerk to look at purchasing paint and Cllr Palmer to look at the light.
- Clerk to purchase some no smoking signs to put in the bus shelter on the Green.
- Cllr Morrish reported that the roof of the bus shelter on the A10 is leaking, this will need close monitoring to ensure it does not cause damage to the structure of the shelter.
- Cllr Morrish will look again at the pathway off New Road.

#### **13. North Runcton and Hardwick Common Volunteers Update**

The litter pick organised for the 27<sup>th</sup> January was well attended and thanks to the RRT for providing refreshments afterwards. Everyone was reminded that the daffodils will need deadheading after they have flowered, Cllr Gunn to co-ordinate this. The snowdrops may need splitting as they are clumping as they are spreading. Cllr Morrish and Cllr Palmer are looking at getting a survey done of Sheeps Course Wood.

#### **14. Action Planning – to consider PC events/projects for 2024**

Unfortunately the talk for the 25<sup>th</sup> January – The Norfolk Wildlife Trust, was cancelled due to the speakers ill health.

22<sup>nd</sup> February is still going ahead – Houghton Hall Gardens

28<sup>th</sup> March – Local Heritage Assets, attended by the RRT to provide food afterwards. People attending are encouraged to bring any local artefacts they may have and people will also be asked if they have any local knowledge if they could be interviewed. Cllr Morrish has spoken with an expert who can help with providing a recording device and guidance on the necessary Data Protection paperwork required.

12<sup>th</sup> April – quiz night, ticket price per person to be £5. This will enable food and drink costs to be covered.

The trip to the Costessey recycling plant will go ahead on 11<sup>th</sup> March. A maximum of 8 people can go, and there is interest from both West Winch and Middleton PC's too.

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

- There are potholes on the Rectory Lane/New Road junction – Cllr Palmer to take some photos and the Clerk to report.
- The potholes on School Lane we discussed and while Cllr Morrish had got prices for repair and installation of a kerbed edging, Cllr J Fuller said that an edging could not be put up against the Green by law. Cllr Fuller agreed to organise for the holes to be filled and cover the costs.

#### **16. Planning**

- a) Applications Considered - None
- b) Comments made to BCKLWN - None
- c) Decisions from the Borough Council –
  - 23/01117/F - Derelict Esso Filling Station 36 West Winch Road, PE33 0NB - The demolition of an existing building and the creation of an EV charging zone and erection of canopy, two jet wash bays, sub-station enclosure, plant room and associated forecourt works - Application Permitted
  - 23/00114/TPO North Runcton 40 Cedar Grove, PE33 0QZ - 2/TPO/00013: T1 Quercus robur - One mature English Oak requires reducing on neighbouring side only to alleviate imbalances in the canopy due to being so close to its neighbouring tree. The limbs hang over the neighbouring property and require reducing by approximately 2 metres. The height of the tree does not need to be reduced. The overall canopy diameter is approximately 14 metres and will be reduced to approximately 12 metres TP - Work Refused

**17. To hear any other planning issues relevant to the Neighbourhood plan** – No application for the West Winch Housing Access Road has been submitted as yet. The Local Plan review re-opens on 26<sup>th</sup> March 24.

**18. Correspondence**

A letter from a resident asking about information regarding the West Winch Access Road plans and its position. Clerk to reply and let the resident know the expected location of the road.

**19. Finance**

**a) To review hire charges for the VMP for 24/25**

The Clerk presented the income and expenditure actuals to the end of Jan and year end projections. Cllrs considered the figures and the impact of increase costs. The projection showed that the VMP will continue to lose money each year if rates do not increase. Therefore Cllr Morrish proposed a £1 increase for all hirers and this was seconded by Cllr Williams and unanimously agreed. This puts the Buttercups rate at £7 per hour and other hirers at £8.50.

**b) To agree an electricity contract if prices are available**

Due to a technical issue with the meter, the Clerk has been unable to get new electricity prices for the Hall. This should be resolved by the next meeting.

**c) To hear an update on Cashbook balances - 1<sup>st</sup> to 31<sup>st</sup> January 2024**

	<b>Opening Balance</b> <b>01/01/24</b>	<b>Less Exp</b>	<b>Add Income</b>	<b>Closing Balance</b> <b>31/01/24</b>
<b>NRPC Account</b>	45,799.65	706.94	0.00	<b>45,092.71</b>
<b>VMP Account</b>	14,967.34	537.78	2,118.50	<b>16,548.06</b>
				<b>61,640.77</b>

The following amounts were approved for payment;

<b>Date</b>	<b>Supplier</b>	<b>Description of Service</b>	<b>Amount</b> <b>on Invoice</b> <b>£</b>	<b>VAT element -</b> <b>non recoverable</b> <b>£</b>
<b>VMP</b>				
05/02/24	R Curtis	Clerks Salary – Feb 24	184.73	0.00
05/02/24	R Curtis	Expenses	27.14	0.00
12/01/24	Mr Brights	Cleaning – Jan & Feb 24	389.48	0.00

19/01/24	S Palmer	Projector Remote	8.75	0.00
			<b>610.10</b>	
<b>NRPC</b>				
05/02/24	R Curtis	Clerks Salary – Feb 24	703.34	0.00
05/02/24	R Curtis	Expenses	20.58	0.00
31/01/24	Westcotec	Additional Bracket Set	71.40	0.00
			<b>774.74</b>	

**20. Public Participation – all members of the public welcome – 5 minute session - None**

**21. Items for future agenda –**

Confirm plans for the quiz night – 12<sup>th</sup> April 24

To review a first draft of the biodiversity policy

**22. Dates of next meetings - 12<sup>th</sup> March 2024, 9<sup>th</sup> April 2024**

The meeting closed at 9.25pm

Signed ..... 12<sup>th</sup> March 2024