

# North Runcton Parish Council

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

Tuesday 14<sup>th</sup> March 2017 7.45pm

**Present:** Cllr Rick Morrish (Chair), Cllr Kerry Fuller, Cllr Ann Towler, Cllr Paul Yallop, Cllr Amanda Dobbing, Cllr Lee Stevens, Cllr John Sherry, Cllr Jeremy Fuller

17 members of the public were also present

**1. Apologies for absence**

Cllr Barry Houchen, Bor. Cllr Bal Anota and Bor. Cllr Peter Gidney

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

None

**3. County and Borough Councillors Matters, PCSO's Report**

The Borough Councillors sent their apologies and sent a report which was not received via email until after the meeting, but included the following;

- The fire at Manor Farm is still being visited by Borough officers and they will look to complete the contaminated land investigation once conditions on site allow a detailed site walkover and ash samples to be collected.
- There is a BCKLWN app which lists places to stay, to eat and drink, to shop, facilities, activities, and events. The app can notify users which businesses currently have offers that might be of interest to them. The Visit West Norfolk app can track a user's location, and let them know about any attractions nearby; the perfect way to discover somewhere new. It is free to download and available for iOS and Android.
- Planning Application 17/00191/F (Variation of Condition 14 – Highway requirements). NCC have now undertaken the works. We have been informed by BCKLWN planning department that no illegal procedures have been carried out by any agencies. If you have any concerns about this matter please contact us directly and we will be happy to look into this with NCC and BC.

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

- It was brought to the attention of the meeting that the land at Runcton Hall Stables is being advertised as a camping site under the name 'Runcton Hall Meadows' on various camping websites. It is offering pitches available for tents from the beginning of April to the end of October. A resident has already lodged a complaint with the planning enforcement officer at the Borough Council.
- Increased activity at the 'lumber yard' at Runcton Hall Stables was also reported, with heavy lorries making deliveries, a resident has already emailed the enforcement officer regarding this, Clerk to follow up with planning officer.
- As noted above, the work for 17/00191/F has now been undertaken – even though this was before it had planning consent. A resident stated that they believed the applicant would now need to apply for retrospective planning permission. Clerk to contact the planning department and remind them that there is no agreed easement for access to the site along School Lane. The Clerk will also contact the PC's solicitor for advice on this matter.
- There have been loud bangs heard in the village, thought to be bird scarers.
- There has been a lot of bags containing dog mess being left around the village.

**5. To approve the Minutes of the Parish Council Meeting held on 14<sup>th</sup> February 2017.**

The Council approved the minutes, with a correction to the spelling of Deborah McCann's name, and the Chairman duly signed.

**6. Clerks Report on any matters arising from the minutes of 14<sup>th</sup> February 2017 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting.**

- **Norfolk Community Foundation** – The Parish Council has been successful in its application to the Village Halls Fund and has been awarded £500 for a new cooker and extractor.

- **Debris Behind the Bus Shelter, A10** – Still not been removed, Clerk requested again.
- **Automatic Pension Enrolment for North Runcton Parish Council** – The staging date for the PC is 1<sup>st</sup> April 2017. The Clerk is a ‘non-eligible jobholder’ and has decided not to opt in to the scheme as it is not financially worthwhile. Clerk to submit necessary declaration to this effect.
- **Newsletter deadline 17<sup>th</sup> March, Items for Cllr Stevens to include** – Fundraising totals to date for VMP and thanks to those donated so far. Reminder for submissions for calendar of photos. Future fund raising event, gin tasting. A reminder to clear up dog mess and place in dog waste bins provided. Clerk to make the piece on clearing up after your dog more prominent on the website.
- **Phone Box** – Cllr Morrish has contacted the Art Club to seek their opinions on providing some artwork for the box, to be mounted in enclosed frames, and creating the ‘smallest art gallery in Norfolk’.

**7. To hear an update on the management of the fire at Manor Farm**

The latest update from Dave Robson at the Borough Council states that the ash pile is still too hot to take samples from. Work will be carried out as soon as it is cool enough.

**8. To update the Council of the project for the Village Meeting Place;**

**To consider funding options in the form of a loan for the work on the VMP**

Completing both Phase 1 of the work alongside the planned Phase 2 which includes refurbishment to the toilet and kitchen areas was discussed. Undertaking the work in one go would limit the disruption to hirers. There are also advantages of doing this in terms of the work done on site by contractors at the same time. Also, the WREN grant must be spent by Jan 2018. Fundraising is going well – but for surety it would be good to know we have all the money required for the works. In order to do this the PC could take out a loan and the Clerk presented a projection for repayments of a loan of £50,000 taken out with the Public Works Loan Board. Figures were based on the life of the loan to be 10 years at a fixed rate of 1.54%, requiring a 6 monthly payment of £2,707.04 and total repayment cost of £54,140.80. This could be repaid from the Village Meeting Place account without the need for additional funds from the Parish Council account in the form of the precept. This assumes the same activity of hirers and similar outgoing costs on utilities, insurance and yearly fire and safety inspections etc. Cllr Morrish proposed that the Parish Council begins enquiries with NALC to research an application for borrowing approval to fund the completion of Phase 2 alongside Phase 1, this was seconded by Cllr Sherry and agreed unanimously.

**To agree appointment of an architect**

After considering quotes from 3 firms, the Parish Council agreed to appoint Ian Bix Associates. Cllr Morrish to contact IBA to start the documentation process.

Issues to be addressed initially are;

- Moving of the power cable from the roof through the side of the building and into the lobby area. This would initially be done by UK Power Networks, meter provided by Scottish Power (the energy supplier) and then work on the fuse box to be done by our appointed electrician.
- The lobby roof
- New internal space heaters
- Suitable, good quality storage system for the lobby area
- Kitchen layout and design
- Method of drainage of road water – on site cistern or soakaway.

It was suggested to set a date for the VMP working party to meet to discuss some of the issues above.

**Fundraising progress**

The quiz night was a huge success, thanks to Cllr Dobbing for organising the event which was held on 3<sup>rd</sup> March and raised £465. The Clerk has extended the ‘Just Giving’ page deadline for donations to 12<sup>th</sup> June 2017, £50 has been donated so far. The Clerk is investigating various avenues of grant funding and will put an application to Tesco for their ‘Bags for Help’ scheme. Currently we have raised around £53,000.

**9. The Council will consider placing of wooden posts near the New Road junction of the Green**

The need for posts on the corners of the Green was discussed to stop vehicles over-running the grass since the kerbs have been dropped and the junction widened as per planning application number 17/00191/F. The Council agreed for 3 posts to be placed at either side of the junction and at the easterly corner. These

will be oak posts, standing 3 – 4 feet above the ground. It was agreed that the Clerk would instruct Rae Rudd to carry out the work, the cost quoted is £150 per post plus VAT. Cllr J Fuller and Cllr K Fuller to meet Mr Rudd on site to advise on exact location.

**10. To agree a date and format for the Annual Residents Meeting for 2017**

It was agreed to hold the meeting on Tuesday 16<sup>th</sup> May at 7.45pm and to include refreshments as previous years. The idea of holding a fundraising event after the meeting was discussed.

**11. Highways – the Council will discuss any Highways Issues**

None

**12. Planning**

- a) Any applications to consider;

17/00304/F – 2 storey extension to dwelling, Strathmore 22 Rectory Lane, North Runcton

Support the application, request that the carrstone frontage is maintained as per the plans.

17/00423/F – Variation of conditions 2, 3, 4 and 6 of planning permission 16/00391/F to change plans at Land Between 18 and 24 Common Lane, North Runcton

Object to the removal of the hedge.

17/00434/A – Advertisement application for 15 x proposed signs at Sainsbury’s Supermarket, 2 Scania Way, Hardwick Industrial Estate, King’s Lynn

No comment

- b) Decisions received from BCKLWN

16/01921/F – 37 Common Lane, demolition of existing dwelling and construction of new dwelling

Application Permitted

- c) Comments made to BCKLWN

13/01103/FM, 17/00191/F

As minuted in item 9, meeting dated 14<sup>th</sup> February 2017.

It was noted that RAF Marham have objected to the application for the proposed new Clay Pit at land North of Setch Road, Middleton. This is due to the site potentially attracting birds.

**13. Neighbourhood Plan Update**

15 comments were received from the public consultation. The independent examiner, Deborah McCann has begun work and is hoping the review may be completed as early as the beginning of April, dependent upon whether a hearing is required.

The Parish Council agreed that the Clerk attends a meeting at the Borough Council on 16<sup>th</sup> March to hear a presentation by consultants working for ZAL, which we understand will address their Phase 1 development proposals at West Winch.

**14. The Clerk read out the correspondence list as follows;**

- CPRE – asking that the PC supports its campaign aimed at ensuring that no new sites are allocated for house building in revised local plans to 2029 or 2036 until all existing allocations in current core strategies have been developed.

*Council agreed to sign the pledge, Clerk to sign and to CPRE.*

- BCKLWN – There is a public consultation running from 6<sup>th</sup> Feb – 20<sup>th</sup> March on the BC’s Statement of Community Involvement, which is a code of practise describing how and when they intend to involve local communities in planning for the future of the Borough, through preparation of the Local Plan and other planning policies and the determination of planning applications. This review takes into account the changes in legislation and policy since the adoption of the current Statement of Community Involvement in 2006.

*Clerk to send a response to asking that the Borough Council actively listens to and takes account of the views of the public through its consultations.*

- A Resident – requesting that an additional dog bin is placed on the verge of Rectory Lane close to the entrance of Illington Lane.

*The Council discussed this request and were not supportive of placing another dog bin in the village at present.*

- Peter Lemon, Garden House Properties – A letter inviting common rights holders to a meeting at the VMP on Thursday 6<sup>th</sup> April at 6.30pm.

*It was agreed that Cllr Morrish, the Clerk and Cllr Houchen attend. Cllr Morrish to enquire if 2 other Councillors can also attend.*

## 15. Finance

- a) To hear an update on Cashbook balances - 1<sup>st</sup> February – 28<sup>th</sup> February 2017

	<b>Opening Balance 01/02/17</b>	<b>Less Feb Chqs</b>	<b>Less DD's</b>	<b>Add income</b>	<b>Closing Balance 31/01/17</b>
	£	£	£	£	£
NRPC Account	25,198.83	430.88	0.00	0.00	<b>24,767.95</b>
VMP Account	10,797.49	5,699.95	50.40	1,604.00	<b>6,651.14</b>
					<b>31,419.09</b>

- b) The Council agreed to appoint Chris Reeks to carry out the internal audit of the 16/17 accounts.
- c) To consider quotes for the Green  
The Council discussed the need for some work to be done to the Green in terms of drainage as the grass and soil is becoming compacted due to car parking. The Council considered 2 quotes and decided to instruct Kew Grasscare to carry out the work at a cost of £120 plus VAT.
- d) The Clerk presented the benefits of joining the newly formed Norfolk Parish Training and Support organisation. This has been set up by 3 experienced Clerks and would provide training at a 20% discount and support to the Clerk and Council. Cost would be 1% of the new precept (£153.90), the Council decided not to proceed with joining at this time.
- 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>				
14/02/17	BCKLWN	Planning Application for VMP work	97.50	
04/10/16	AF & D Bowman	Plumbing Work for VMP	103.20	
16/02/17	Mr Brights	2 <sup>nd</sup> January – 27 <sup>th</sup> January 2017	124.80	
14/03/17	R Curtis	Salary 15 <sup>th</sup> Feb – 14 <sup>th</sup> March	89.79	
			<b>415.29</b>	

**From NRPC Account**

19/02/17	Norfolk Parish	Councillor training for Lee Stevens	45.00	0.00
	Training and Support			
14/03/17	R Curtis	Clerk Salary – 15 <sup>th</sup> Feb – 14 <sup>th</sup> March	424.04	0.00
14/03/17	R Curtis	Expenses	30.17	0.00
08/03/17	BCKLWN	Dog Bin Emptying for 16/17	255.84	0.00
08/03/17	BCKLWN	Leaflets	14.85	0.00
			<b>769.90</b>	

The Parish Council agreed to pay the above.

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

A parishioner asked for the PC to look back at minutes to find why, in the 1980s, a proposal to put bollards along the edge of Church Green had never been implemented.

**17. Items for next meeting agenda**

None were requested.

**18. Date of next meeting – Tuesday 11<sup>th</sup> April**

Future meeting dates – (9<sup>th</sup> May, 16<sup>th</sup> May (residents meeting), 13<sup>th</sup> June)

The meeting closed at 10.05pm

Signed ..... 11<sup>th</sup> April 2017