

North Runcton Parish Council

Minutes of the North Runcton Parish Council held at the Village Meeting Place
Tuesday 10th November 2015 starting at 7.45pm

Present: Cllr Rick Morrish (Chair), Cllr Kerry Fuller, Cllr Ann Towler, Cllr Barry Houchen, Cllr Gill Sergeant, Cllr Paul Yallop, Cllr Amanda Dobbing, Cllr Jeremy Fuller, Cllr John Sherry

16 members of the public were present.

Chairman advised that the Clerk was unable to be present due to family commitments and the Minutes were being taken by Mrs Irene Woods

1. Declarations of Interest/ dispensation in items on the Agenda

Cllr Jeremy Fuller - School Road

2. County and Borough Councillors Matters, PCSO's Report

Bor. Cllrs Peter Gidney and Bal Anota were present. Chairman invited them to present their reports.

Cllr Anota reported that the next SNAP meeting would be held on 2nd December and he would be attending. Cllr Paul Yallop said he would not be attending as he did not feel it was worthwhile. Cllr Anota advised that four new electric car charging points were now available. He invited questions and a member of the public suggested that a charging facility should be included as a requirement when new supermarkets are built.

Cllr Gidney provided facts and figures regarding electric cars. He advised that the £5000 subsidy was being withdrawn. With regard to the Local Plan examination, this ends on 19th November. He understood there would be further consultation on revisions to the Plan in December or early in the New Year

Chairman thanked Cllrs Gidney and Anota for their reports.

3. Public Participation - all members of the public welcome - 15 minute session

Comments and questions from the public were as follows:

a. What are the terms of reference for the Sub Committee?

Parish Council Response: The terms of reference will be agreed at the first meeting of the Sub Committee.

b. Several villagers were not aware of the meeting which was held on 8th November.

Parish Council Response: The meeting was not arranged by the Parish Council.

c. Villagers would like a Christmas tree on the Green, with carol singing.

Parish Council Response: This will be discussed at agenda item 10.

d. Villagers would like planters, gates, or planters with gates to enhance the Green.

Parish Council Response: This will be discussed at agenda item 10.

e. From whom did the Parish Council obtain advice re proposed easement for School Lane?

Parish Council Response: The advice came from the PC solicitor.

f. What are the significant costs [re easement] referred to in previous Minutes?

Parish Council Response: Our solicitor initially advised the cost could be £20,000 -£30,000 (although this would depend on course of any action).

g. Why does the PC need to approve anyone wanting to join the Sub Committee?

Parish Council Response: Parish Council Standing Orders state that the Parish Council must approve members of Sub Committees.

4. a. Approval of the Minutes of the Parish Council Meeting held on 13th October 2015

The Draft Minutes state that " Cllr Morrish confirmed that if the majority of parish residents did not want the Parish Council to sign an easement with the SDA then they would not." All agreed that an additional sentence should have been added. "The final decision will be made by a Parish Council vote"

A parishioner asked why questions regarding the easement were not answered before. The reason was that there was no meeting between 8th September and 13th October.

With these amendments, Cllr Fuller proposed the Minutes be accepted. All in favour.

Resolved to approve the Minutes.

4.b. Approval of the Minutes of the Parish Council Meeting held on 20th October 2015

Cllr Sergeant proposed the Minutes be accepted. All in favour.

Resolved to approve the Minutes.

Chairman asked for it to be minuted that the Parish Council consider Rachel Curtis is an excellent Clerk, who takes very good Minutes, they are very happy with her work, she is very diligent, and the Parish Council have complete faith in her.

5. Clerk's report on matters arising from the Minutes

a. The overgrown hedges in Cedar Grove have been reported to Highways.

b. The fire risk assessment at the Village Meeting Place has been completed and the report is awaited.

5. Co-option of new Parish Councillor

Chairman welcomed newly-co-opted Councillor John Sherry on behalf of the Parish Council. Cllr Sherry signed the Declaration of Acceptance of Office, witnessed by the Chairman.

6. Approval of residents put forward to sit on Sub Committee

Four residents had been nominated for the Sub Committee: Sally Garrett, Russell Patton, Stephen Gore and John Newman. Chairman thanked the residents for volunteering. An agenda will be prepared and emailed to the members of the Sub Committee. The first meeting will be held in the Village Meeting Place on 17th November at 7.45pm. The public can attend but the Sub Committee are not obliged to permit the public to speak.

7. Compliance with Transparency Code for Smaller Authorities

Cllr Sergeant advised that she and the Clerk had attended a briefing on the Transparency Code. Councils with turnovers less than £25,000 are required to publish agendas, minutes,

accounts, etc on a website. To facilitate this, Government have provided a £4.7million Transparency Fund. Councils can apply to the Fund for a laptop (up to £350), a scanner (up to £100), the cost of additional hours worked by the Clerk, training costs, etc. It was agreed that a link to the Transparency Act should be added to the website. **Resolved that an application should be made to the Transparency Fund.**

8. Action points from residents meeting held in May 2015

At the meeting it had been agreed that an open discussion should be held to consider ideas to enhance the village.

a. Christmas tree on the Green.

Cllr Dobbing advised that residents wanted a Christmas tree on the Green. Cllr Sergeant considered there was insufficient time to organise it for Christmas 2015. Discussion followed regarding a source of electricity and the need for a risk assessment. It was suggested that battery powered lights could be used. Chairman advised that a clear plan from the residents would be needed for presentation to the December Parish Council meeting. He asked that the organisers liaise with the Clerk.

b. Movie Nights in Village Meeting Place

This was an idea that had been suggested in May. 'Creative Arts East' provide a 'touring cinema'. Would people be interested? The majority at the meeting were in favour.

Cllr Dobbing will seek further information and costs.

c. Planters, gates, or gates with planters on the Green

A montage had been prepared for consideration by the Parish Council - illustrating planters and 'gates' near the entrance to Church Green from New Road. Council agree Highways would need to be consulted; confirmation that it is acceptable with common rights holders; Health and Safety issues would need to be considered, details of design. Clerk will confirm checklist.

9. Review of Standing Orders

Cllr Towler proposed the Standing Orders be adopted without alteration. All in favour
Resolved to adopt the Standing Orders

10. Review of Financial Regulations

Cllr Sergeant proposed the Financial Regulations be adopted without alteration. All in favour.
Resolved to adopt the Financial Regulations

11. Review of Complaints Procedure

Cllr Sergeant proposed that the Complaints Procedure be adopted without alteration. All in favour.
Resolved to adopt the Complaints Procedure.

It was also resolved that when the current review of all policies is complete, in future all policies would be reviewed and agreed at the annual meeting in May.

12. Update on work done to the surface of School Road

Chairman advised that the potholes had been filled with tarmac. He thanked Cllr Fuller. He said the Parish Council had a duty of care to keep School Road in a good state of repair.

13. Proposals from Buttercups for changes to the outside area of the Village Meeting Place

In order to comply with the recommendations of Ofsted, Buttercups sought consent for additional equipment in the VMP outside area. These included provision of a bench, trellis on the West-facing wall, a new sand pit, a chalk board, a bug hotel, a mirror, a gutter attached to the wall to feed a water play trough and grass matting on the ground. The grass matting would be rolled up when not in use. All would be funded by grants. Concerns were expressed regarding possible damage to the carrstone wall. The Parish Council agreed in principle to the requests but considered other user groups should be consulted, there should be no drilling into the carrstone wall, and they did not consider a bug hotel was necessary when the surrounding environment provided excellent wildlife habitats.

Cllr Dobbing advised that Buttercups had been nominated by parents for the Pre-School of the Year competition run by Lynn News and was in the top three.

14. Planning

a. Applications to consider

None

b. Decisions received from BCKLWN

New Road -15/00063/TPO - 2/TPO/00138: T4 Sycamore Fell --**Approved**

New road - 15/00067/TPO - 2/TPO/00138: T1 Ash Fell - **Approved**

40 Cedar Grove - 15/00074/TPO - 2/TPO/00013 T1 Small Oak, crown clean and reduce house side, T2 Large Oak, crown clear and reduce, T3 Cedar - crown clean and reduce - **Partially Approved**

c. Other planning matters

Chairman advised that the change of use at Morston Point to mixed retail had been referred to the Secretary of State, but SOS had advised that the decision must be made by BCKLWN. Concerns were expressed that clay was being extracted (Setch Road) that appeared to extend the pit beyond the planning consent. Clerk to make enquiries.

15. Neighbourhood Plan Update

Chairman advised that the grant application to assist with completion of the Neighbourhood Plan had been submitted and he was hopeful it would be successful.

The LDF team have reported that the Local Plan examination hearings will continue to the 19th November and are now focussing on the remaining settlements.

The Inspector asked BCKLWN to carry out some additional work in relation to West Winch/ North Runcton (eg. further explanation, possible alternative wordings, etc). This will be included in a single compilation of all the additional Council work, including that relating to other settlements and issues. That additional work will be circulated to Examination Hearing participants, (such as West Winch/North Runcton), hopefully before Christmas 2015, and there will be a two week period for comments.

Then all the potential changes to the submitted plan arising out of the Examination

(eg. whether to include the Gravel Lane "Site F") will be published for comment by anyone for six weeks. This consultation will now almost certainly commence sometime in early 2016.

The Inspector will consider the responses to this consultation and decide whether the Plan should be amended to include any or all of these changes. BCKLWN will not know his decisions until he sends his Report, which is unlikely to be before Spring 2016.

16. Correspondence received

A	20 th October 2015	BCKLWN	The Borough Council is hosting a play called 'No More' as part of the Norfolk Says No to Domestic Abuse Campaign. At Downham Market Town Hall on 23 rd November at 7pm.
B	23 rd October 2015	Caroline Jeffery – NCC	Consultation on the Single Issue Silica Sand Review of the Norfolk Minerals Site Specific Allocations Plan will take place from 6 th November to 21 st December 2015.
C	30 th October 2015	A Resident	Copy of an email sent to Natural England reporting two ponds being filed in.
D	2 nd November 2015	Barbara Hill, Police Support Volunteer	Minutes from SNAP meeting held at Downham Market on 7 th October. It was noted that Middleton Parish Council reported speeding issues along Hill Road during 7am and 8.30am and asked for a Police presence at these times.
E	2 nd November 2015	A Resident	Copy of an email sent to DEFRA reporting two ponds being filled in.
F	6 th November	F W Properties	A representative wishes to discuss the opportunity to evolve a residential scheme on the land occupied by the haulage company at Church Farm.

17. Finance

a. Consideration of additional costs incurred to date in dealing with the easement issues

Chairman advised that he now had an indication of the additional costs incurred due to queries on School Lane easement - including Clerk's additional time. Cllr Sergeant advised that funds would need to be drawn from reserves.

b. Clerk sought authorisation for the following payments:

Date	Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
From NRPC Account				
20/10/15	Country Grounds	Grasscutting for October	67.27	0.00
30/9/15	Mazars	Audit fee for year ended 31st March 2015	120.00	0.00

30/10/15	Poppy Appeal Middleton and District RBL	Poppy wreath	25.00	0.00
12/10/15	CPRE	Annual Membership	36.00	0.00
13/10/15	Mrs R Curtis	Clerk Salary 9th Sep - 13th Oct '15	331.22	0.00
13/10/15	Mrs R Curtis	Stamps, Storage Box	8.79	0.00

This authorisation was granted.

Resolved to approve the payments.

c. Other financial matters

Chairman advised that Cllr Fuller be compensated for postage he had paid for a package.

18. Items for future agenda

- a. FW Developments
- b. Christmas tree
- c. Gates and planters on the Green
- d. Gates at entrance to village
- e. Request for matting on Green for wedding in May 2016
- f. Viring of funds from reserves

19. Date of next meeting

Tuesday 8th December 2015

(future meeting dates - 12th January, 9th February, 8th March)

Sub Committee Meeting - Tuesday 17th November

There being no further business Chairman closed the meeting at 9 40pm

Signed 8th December 2015