

North Runcton Parish Council

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

Tuesday 8th December 2015 7.30pm

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

Cllr K Fuller chaired the meeting until 7.40pm, when Cllr Morrish arrived and took over.

47 members of the public were also present

1. Apologies for absence

Cllr Sergeant

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

Cllr J Fuller – Church Farm and Village Green

Items 3 and 4 were switched to ensure that residents attending the meeting at the usual start time of 7.45 did not miss the presentation by FW Properties.

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

Cllr Gidney reported that there is a high volume of planning applications being processed by the Borough Council at present. He also said that the government are pushing for more housing and there is a requirement on the Borough to make up a shortfall in the 5 year land supply, this could have implications for North Runcton. A resident asked if Cllr Gidney could communicate what is meant by the 5 year land supply in 'plain english' terms and let her have some more information, Cllr Gidney agreed.

7.40pm – Cllr Morrish arrived at this point.

4. The Council heard a presentation from FW Properties regarding the Church Farm Site

FW Properties have an option to acquire the site to build a small number of houses. Ian Fox and Phillip Atkinson attended the meeting to present early ideas they have for the site and to engage with residents and the Parish Council. They wish to bring benefits to the Village, place the development within the context of the Church, Green and the rest of the Village and enhance the Church setting. Their initial ideas differ slightly from the proposals promoted by CTC and Hawkins Brown Architects earlier in the year – and include creation of a new public 'park' (play area) and a 'community building'. FW Properties are looking for feedback from residents and the Parish Council, information will be posted on the notice boards, in the VMP and on the Parish Council website.

5. Public Participation – all members of the public welcome – 15 minute session

Comments and questions from the public were as follows;

- A resident thanked everyone for the recent turn out for the Remembrance Day service. Mrs Fisher reported that £23,000 has been raised so far to the poppy appeal in the area – a record. Cllr Morrish thanked Mrs Fisher for all her work with the British Legion.
- A resident asked that members of the new easement sub-committee made all necessary declarations of interest.
- A resident said that residents were becoming confused when receiving leaflets distributed by residents – thinking they were from the Parish Council. Cllr Morrish stated that they are not from the Parish Council, and that information in them was misleading and in some cases incorrect. Residents should not take it upon themselves to report their own version of Parish Council meetings, that it was unacceptable to name Parish Councillors without their consent, to render opinion on statements or discussions at the meeting or to publish the clerks name and contact details without her prior permission.
- One resident said they found the leaflets helpful and several said they found them misleading.

6. To approve the Minutes of the Parish Council Meeting held on 10th November 2015

The Council approved the minutes and the Chairman duly signed.

7. Clerks Report on any matters arising from the minutes of 10th November and subsequently any matters arising that have been actioned not on the agenda for this meeting

- **Fire Risk Assessment** – Report has been received, action points noted are to document monthly checks made for emergency lighting, fire alarms etc.

8. The Council considered the minutes from the meeting of the SDA Easement Ballot Sub Committee meeting held 17th November 2015.

Action Points from the meeting were as follows;

- i. Adopt the terms of reference agreed at the sub-committee meeting
- ii. The sub-committee asked the Clerk to investigate options for the venue of a ballot and the mechanism for running a ballot
- iii. The Chairman asked the sub-committee to think about questions for a ballot and bring them back to the next meeting
- iv. The sub-committee requested to see the easement and information given by the Parish Council's solicitor to the Parish Council
- v. It was requested that information that any sub-committee member may have that could be useful, be brought to the next meeting

Cllr Sherry reported that the first meeting was about establishing what the sub-committee is trying to do and what is to be achieved.

9. Grievance Policy and Procedure

The Council agreed to adopt this following the annual review.

10. Disciplinary Procedure

The Council agreed to adopt this following the annual review.

11. Co-option Procedure

The Council agreed to adopt this following the annual review.

12. Press and Media Policy

The Council agreed to adopt this following the annual review.

13. Amendment to the Standing Orders to state that the position of Chair and Vice Chair cannot be held by a Councillor until they have serviced for a set period of months as a member of the Parish Council.

After discussion it was agreed that Councillors would always seek to select the best candidate available at the time – and experience would be a factor. It was agreed to leave the Standing Orders unaltered.

14. Proposed Christmas Tree on The Green

The Clerk had written to Mrs Miles asking for clarification on a number of issues regarding the tree including the height, size, position and documentation of a risk assessment, asking for the information to be presented at the meeting before permission was confirmed. The Christmas Tree was put up 3 days before the meeting. Mrs Miles informed the meeting that she had misread the Clerks email regarding permission for the tree to be put in place. She confirmed the tree was 15ft high, positioned out of the way of the main parking area on the Green. The tree is secured in a one tonne crate, braced with timber and bolts and filled with bricks. The lights are battery powered and a checklist has been compiled which will be completed daily by someone checking the safety of the tree. The tree and lights were paid for by donations made by 3 companies. The tree was put up on the 6th December and will be taken down on 6th January. The Clerk reported that the Parish Council's insurance covers the tree and Councillors agreed they were happy for the tree to remain. Cllr Morrish thanked Mrs Miles for organising the tree.

15. Proposed Planters and Gates on The Green

The Clerk had written to Mr Longhurst and Mr Baker asking for exact specifications of the planters and gates proposed for The Green. Mr Longhurst confirmed that fundraising is in progress to cover the cost of

the planters, which he would make himself. They will have legs internally fixed to the ground, have an internal liner, be built of marine ply and laminate finish painted in fluorescent white paint. The planters will be maintained by volunteer residents. Mr Longhurst said he would contact the service companies to check for underground pipework and wires and would accept responsibility and liability for installing the planters, these issues would have to be checked with the Parish Councils insurance. Further details regarding the exact position, design, implementation risk assessment, insurances, maintenance responsibilities, written consent from all relevant parties (including the Highways Authority and all common rights holders) and indemnification of the Parish Council will be required before consent can be given. Cllr Sherry said it was admirable the effort the residents had put in.

16. Request for matting on The Green for a wedding in 2016

Cllr K Fuller reported she had been approached with this request from the father of the bride, the wedding is to take place 9th July 2016. The Council agreed in principle that this is an acceptable request, pending confirmation of details. Cllr K Fuller will inform the family.

17. Planning

Applications to consider – None

Decisions received – 29 The Green, single storey extension – Approved

Comments made to the Borough Council – None

18. Neighbourhood Plan Update

The Neighbourhood Plan team has received a grant which will pay for further planning advice and production of a final document. There is a meeting with the planning advisor, Rachel Hogger, to compile comments from the Pre-submission consultation period in the summer and draft any required amendments. Comments are awaited from the Borough Council to matters raised at the Local Plan examination in October. There may be further consultation on policies or site allocation that have altered. The grant must be spent by the end of March, and it is proposed a final NP document will be submitted to the Borough Council by April 2016.

19. The Clerk read out the correspondence list as follows;

A	11 th November 2015	A Resident	Freedom of Information Request relating to discussions between the Parish Council and Parish Councils solicitor.
B	13 th November 2015	A Resident	Freedom of Information Request relating to discussions between the Parish Council and Parish Councils solicitor.
C	20 th November 2015	Lillian Fisher	Thankyou letter for the donation to the Royal British Legion for the poppy wreath.
D	26 th November 2015	Barbara Hill, Police Support Volunteer	Agenda for the SNAP Panel – no issues to report for North Runcton.
E	1 st December 2015	A Resident	Complaint via another resident about a pile of material along Mill Lane.
F	4 th December 2015	A Resident	Concerns raised; Hire Charge at the VMP The state of repair of School Road Keyholders at the VMP Gate at Blacksmiths Cottages Hedge at Blacksmiths Cottages

20. Finance

a) Consider first draft of the 2016/17 budget

The Council discussed items on the budget lines and the Clerk will update the spreadsheet and present to the January meeting for discussion and approval.

b) Additional time spent by the Clerk to the end of November

The Council unanimously agreed to pay the Clerk for the additional 70 hours worked from the beginning of September to the end of November.

c) Consideration to vire funds from reserves in 2015/16

The Council unanimously agreed to vire money from reserves the pay for the legal fees on the payment list for this meeting.

d) The Council agreed to make the following payments;

Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable	
		£	£	
<i>From VMP Account</i>				
30/11/15	NRPC	Insurance payment from VMP	290.00	0.00
30/11/15	Parish News	Advertising for 2016	50.00	0.00
		340.00		
<i>From NRPC Account</i>				
11/11/15	Mrs I Woods	Minute taking – 10 th November	65.20	0.00
30/10/15	Spire Solicitors	Legal costs from Dec 2014 to 30 th October 2015	1,500.00	0.00
08/12/15	Mrs R Curtis	Clerk Salary, 11 th November – 8 th December 2015	331.22	0.00
13/10/15	Mrs R Curtis	Stamps and stationery	13.56	0.00
		1,909.98		

21. Items for next meeting agenda

- Agree a precept figure

22. Date of next meeting – Tuesday 12th January 2016

(Future meeting dates – 9th February, 8th March, 12th April)

The meeting closed at 9.20pm

Signed

12th January 2016