

# **NORTH RUNCTON PARISH COUNCIL**

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

Tuesday 10<sup>th</sup> June 2014 7.45pm

**Present:** Cllr Richard Morrish (Chairman), Cllr Ann Towler (Vice-Chair), Cllr Richard Markham, Cllr Jeremy Fuller, Cllr Barry Houchen, Cllr Mike Laing, Cllr Paul Yallop, Bor. Cllr June Leamon, Bor. Cllr Paul Foster (arrived 8.30pm), PCSO Sophie Watson, PCSO William Parker

11 members of the public were also present

**1. Apologies for absence**

None

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

Cllr Jeremy Fuller – Item 18, 19, and 20

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

Cllr Leamon reported that the LDF is ongoing. There is an Alliance which includes the Borough Council working together for the health of residents. There is a website [www.asklily.org.uk](http://www.asklily.org.uk) which contains some useful information, if anyone would like to find out more contact Cllr Leamon.

PCSO Sophie Watson reported that there were no incident reports from North Runcton in the past month. If anyone has anything they would like to report the number is 101. The matter of dog fouling and dogs running off leads on the Common was discussed (it was confirmed that appropriate signage was now in place on gates to the Commons). Sophie explained that a ticket can only be issued if caught in the act of fouling. Cllr Leamon suggested liaising with Sharon Ludford – Neighbourhood Officer.

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

Concerns were raised that the Village was looking untidy and it was suggested a floral feature might be appropriate. The Parish council would certainly consider any proposals that were forthcoming.

It was noted that the website is currently out of date and enquired whether the Clerk can e-mail minutes to Parishioners. Clerk suggested to put a poster on the noticeboard asking for email addresses to compile a mailing list. Clerk to action.

It was reported that rubbish had been left on the Twisty Twiney on Saturday night, on the gateway on the bend. Fly tipping can be reported to the Borough Council, Clerk to put information on the website.

Speeding in the Village was discussed. PCSO's advised that the best way to tackle this is to set up Speedwatch sessions. For example 6 people monitoring traffic for a short while once a week for 6 weeks. This will give the PCSO's more accurate information to feedback to the Traffic Police. If anyone is interested in setting up and participating contact the Clerk.

**5. To approve the Minutes of the Parish Council Meeting held on 13<sup>th</sup> May 2014**

Agreed – Proposed by Cllr Markham and Seconded by Cllr Towler – Chairman signed.

**6. To report only on any Matters Arising from the Minutes**

Hopes Charity – an agenda item at the Residents meeting last month by Clive Williams. The Chairman reminded Councillors that there was a plea for volunteers as committee members were leaving and not being replaced, the new Vicar and Pat Clough have recently joined, Cllr Towler expressed an interest in joining, Clerk to contact Clive Williams.

Neighbourhood Plan – Cllr Morrish gave an update. He had been interviewed by a researcher on behalf of the DCLG Review on Neighbourhood Planning. Ian Parks the County Transport Officer is speaking at West Winch Church Rooms on 17<sup>th</sup> June at 7pm, open to all Parish Councillors, Middleton Councillors have been invited.

## **7. Newly Co-opted Councillors**

Mike Laing and Paul Yallop signed their Declaration of Acceptance of Office forms. There are still 2 Councillor vacancies, contact the Clerk if anyone is interested.

## **8. Standing Orders**

Cllr Morrish detailed some minor amendments that had been made and proposed that the document be adopted, seconded by Cllr Markham and vote was unanimous.

## **9. Planning Site Visit Procedure**

This policy was amended as it referred to a Planning Committee which NRPC do not have. Cllr Morrish proposed that the policy be adopted, seconded by Cllr Markham and vote was unanimous.

## **10. Financial Regulations**

This item is deferred to the July meeting.

## **11. Press and Media Policy**

This was discussed and suggested to remove the word 'entire' from the following - Responses to the press relating to matters discussed by the Parish Council shall reflect the views of the ~~entire~~ Council. Cllr Morrish proposed that the policy be adopted with this amendment, Cllr Towler seconded and the vote was unanimous.

## **12. Website**

The Clerk has agreed to undertake the website management. Cllr Morrish said that there are options to consider including staying with the NALC based website or building our own. He asked that Councillors research Parish Council websites to get ideas as to how they would like to see North Runcion's and send any comments to the Clerk by the end of June.

## **13. Approve contractor for PAT testing**

Cllr Morrish proposed that the Council agree OJS Electrical as the contractor, Cllr Markham seconded, the vote was unanimous. Clerk to confirm to OJS.

## **14. Approve contractor for A10 bus shelter structural survey**

Quotes received for this work are around £450. Councillors felt this was a large sum of money to pay for a survey, which could then lead to more costs involved in either repairing the shelter or demolition. It was suggested that only a Highways approved engineer to carry out this type of work, Clerk to confirm and seek quotations.

## **15. War Memorial Restoration**

Cllr Markham reported that the stonemason should start work week commencing 23<sup>rd</sup> June and it is estimated it will take 1 week, cost of this work around £3,000, to be met from set aside funds. A provision date of 9<sup>th</sup> August has been set for a rededication. Also, 50% of the profits from a garden party/fete being held in the village on 19<sup>th</sup> July will go to the war memorial fund.

## **16. Risk Assessments**

A risk manager met a Councillor group on the 5<sup>th</sup> June to discuss the recent risk assessments carried out on Parish Council assets, it was felt the meeting was very useful.

## **17. Dog Bins**

The purchase and placing of a new dog bin was discussed, no agreement was made. Cllr Morrish proposed that Cllr Markham defines some possible places and that further comment from Parishioners sought. Clerk prepares a poster for the notice boards inviting comments from Parishioners. Cllr Towler seconded, vote was unanimous.

## **18. Request for Children's Party on North Runcion Green**

Cllr Morrish summarised the request and asked the applicant, Mr Robinson (present), to confirm details. The Councillors debated the issue, considering health and safety matters, potential disturbance to neighbours, precedent (no record of previous private parties on the Green) and community benefit. Cllr Morrish proposed to accept the request with provision that the applicant would undertake their own risk assessment, fully indemnify the Parish Council and liaise fully with all neighbours regarding the event.

Cllr Fuller made a declaration of interest, Cllr Yallop abstained, Cllr Morrish and Cllr Markham voted in favour, Cllr Towler, Cllr Houchen and Cllr Laing voted against. Therefore the request to have a bouncy castle on the green on the 21<sup>st</sup> June was denied by the Parish Council. It was agreed that it would be beneficial to review use of the Green and consider a formal NRPC policy in future.

Two members of the public voiced concern over the outcome of the vote and made the point that the Green was common land and that commons rights holders should be asked. Cllr Morrish noted that Mr John Fuller (who acts as common reeve and representative for the rights holders) had already indicated his verbal consent to the proposal at the previous meeting. The Parish Council are also rights holders and no request had been received from the reeve to discuss this matter with other rights holders.

#### **19. Side Gate at 5 Blacksmiths Cottage**

Cllr Morrish noted that a new gate had recently been introduced. He understood that planning consent was not required but that the new access may contravene the existing deed of easement agreement (as access is on to the Green – owned by NRPC). The resident (present) confirmed that he had constructed the gateway with the landlords permission but would like to review the deed of easement. It was advised that the landlord should have copies of all relevant documents.

#### **20. Policy for Green**

(See 18 above).

#### **21. Highways Issues**

None

#### **22. Planning**

Proposed Development Consent Order - Palm Paper

Clerk has circulated paperwork to Councillors, deadline for responses is 24<sup>th</sup> Jun 2014, any comments to be received by the Clerk by 23<sup>rd</sup> June.

#### **23. Finance**

The Clerk asked Cllr Morrish and Cllr Houchen to sign mandate change forms for the bank change of signatories.

Audit forms have been completed and checked by the internal auditor and sent to Mazars.

#### **The following payments were considered for approval**

Mrs R Curtis	1 <sup>st</sup> May – 10 <sup>th</sup> June Clerk Salary	328.07
Mrs R Curtis	Postage stamps	11.16
KVT Business Care Ltd	Managing accounts for Council, VMP Bookings and Preparation of Year End Accounts to 31 <sup>st</sup> March 2014 for Audit	240.00
Chris Reeks	Fee for internal audit of Accounts year ending 31 <sup>st</sup> March 2014	50.00
Cllr R Morrish	Purchase of NRPC Storage Cabinet	164.99
	Files for storage cabinet	40.00
CGM Landscapes	Grounds maintenance for May	67.27
	<b>TOTAL</b>	<b>901.49</b>
<b>Note</b>	Cheque sent to AON insurance on 27/05/14 to ensure payment deadline met and new policy cover in place from	<b>547.38</b>
AON Insurance	1 <sup>st</sup> June 2014	

All the above items of expenditure were agreed to be paid.

**24. Items for report or future agenda only**

To discuss future maintenance of the NRPC section of School Lane  
To discuss the purchase and positioning of Dog Bins  
NRPC Finance Regs  
VMP Fire regs assessment  
Website

**25. Date of next meeting – 8<sup>th</sup> July 2014**

The meeting closed at 9.40pm

Signed .....

8<sup>th</sup> July 2014