

# **NORTH RUNCTON PARISH COUNCIL**

## Minutes of Parish Council Meeting held on Tuesday 8<sup>th</sup> October 2013

**Present:** -

Cllr. J Leamon (Chair, Bor. Cllr.), Cllr, R Morrish (Vice-Chair) Cllr. F Leamon, Cllr. A Towler, Cllr. B Houchen, Cllr. R Markham, Cllr. P Yates and Cllr. J Fuller.

**1. Apologies for absence.**

Apologies were received and accepted from Bor. Cllr. Paul Foster

**2. Declaration of interest / dispensations in items on the Agenda.**

Cllr J Leamon declared her personal interests with reference to her position as Member of the Borough Council Planning Committee and Member of the East of Ouse, Polver and Nar Internal Drainage Board with reference to items 19 and 9 respectively.

**3. County and Borough Councillors Matters, PCSOs Report**

Cllr J Leamon provided an update on behalf of the Borough Council in Cllr Foster's absence. It was noted that the deadline for submission for comments on the Local Development Framework had passed and that the Borough Council is now reviewing them all. Cllr J Leamon also reported that nominations for those who invest their time and effort into voluntary work can be made for the Mayor's Civic Award. Until 27<sup>th</sup> October, members of the public will be asked for their views on which items from the collection of historical objects held in the Town Hall best encapsulate King's Lynn's heritage. On the 9<sup>th</sup> October, the Kings Lynn Town Band will be holding a brass band concert in the Town Hall Assembly Rooms.

The PCSO representative reported that crime is generally low at present but that everyone should beware of heating oil thefts at this time of the year.

**4. Public Participation – All Members of the Public Welcome – 15 mins Session**

Representatives of the applicant of the planning application at 1 West Winch Road attended the meeting. They understood that the Parish Council had already submitted an objection to the application to build two residential properties at the site due to its proximity to the Hardwick Roundabout and access point on to West Winch Road. They asked the Council to consider some further information on the application. It was confirmed that Highways had also objected to the application although it was unclear what the planning officer's recommendations were. At this point, Cllr. J Leamon left the room because of her position on the Borough Council Planning Committee. It was anticipated that there would be between 9 and 10 traffic movements per day per dwelling should the development proceed in comparison to the presumably more considerable movements generated by the business that was granted permission on the site in 1999. The applicant would like the application to be considered by the Borough Council Planning Committee in order to receive, they feel, a fair hearing. The Clerk advised that even if the Parish Council were to change its decision on the application, this would not automatically mean that it would be heard at a Borough Council Planning Committee meeting. She advised that the applicant contact Cllr Paul Foster, as in his capacity as Borough Councillor, he can request that the application is considered by the Borough Council Planning Committee.

Cllr J Leamon re-joined the meeting.

**5. To Approve the Minutes of the Parish Council meeting held on 10<sup>th</sup> September 2013**

Cllr R Markham proposed that the minutes be accepted as a true record of the previous meeting and Cllr R Morrish seconded this. All agreed.

**6. To Report Only on any Matters Arising from the Minutes**

The Clerk confirmed that the Council's comments on the Local Development Framework were submitted within the timeframe allowed.

**7. War Memorial – the Council will consider a report from the Councillors representing the Council on a joint Committee to look into the restoration of the War Memorial.**

Cllr R Markham, Cllr D Eakins and Cllr A Towler all attended a meeting with representatives of the British Legion and North Runcton Parochial Church Council to discuss the restoration of the War Memorial. It was acknowledged that there are no funds available and that these would have to be raised in order to cover the cost of the repairs (estimated to be approximately £3000) as well as funding for some work to the surrounding trees, which appears necessary. It was noted that any work required to the trees is the responsibility of the Parochial Church Council. The joint Committee would like the Parish Council to hold any funds raised and to pay for the repairs in order to claim back any VAT charged. The Clerk confirmed that any monies received relating to the War Memorial could be held in a restricted fund within the Council's accounts and that the repairs could be paid for by the Council so that the VAT can be reclaimed. The Committee had agreed to begin raising money by sending letters to all parishioners asking for donations. An initial article will be placed in the Parish Magazine to encourage donations and then the funds raised could be used to cover the cost of letters to each household. It was also confirmed that further quotations would be sought to ensure best value.

**8. Correspondence Received (as per the attached schedule).**

It was noted that open evenings are being held to enable Councillors to discuss and find out more about the budget cuts NCC are planning over the next three financial years. A review of polling places and districts was noted along with the Annual Report from the Norfolk ALC.

**9. Neighbourhood Plan – a progress report.**

Cllr R Morrish reported that a lot of time had been spent putting together the Neighbourhood Plan Committee's response to the Local Development Framework. He confirmed that a grant of £7000 had been received from Locality. A third of this money will be used to fund a strategic surface water management plan and that the rest would go towards printing the final copies of the plan.

Cllr J Leamon gave a vote of thanks for all of the work undertaken by all members of the Committee.

**10. Planning site visits – the Council will consider adopting a policy on making site visits.**

Following discussions at the September meeting, Cllr R Markham proposed that the Site visit policy be adopted following some minor amendments and Cllr R Morrish seconded this. All agreed.

**11. Village Meeting Place report.**

Cllr J Leamon commented that she hoped to get the building thoroughly cleaned soon. It was noticed that weeds around the building had been removed and that the water meter appears to be operating correctly.

**12. Highways – the Council will discuss any Highway issues.**

It was noted that the Rangers had recently visited and removed the moss from Ceder Grove, which had been reported. However, it was not clear whether a range of issues raised previously had been dealt with. The Clerk will confirm what action has been taken on these issues with NCC Highways.

**13. Old Hall Walk – the Council will consider a quotation for re-gravelling and spraying the pathway.**

The Clerk provided a quotation from CGM (County Grounds Maintenance) to spray Old Hall Walk. The cost would be £26.50 a time. CGM had also provided a quotation for gravel, at £60 per tonne, however, Cllr Yates reported that the owner of Middleton Aggregates had very kindly agreed to supply the gravel free of charge. Cllr J Leamon expressed her concerns over the Council taking on this a maintenance responsibility when it does not own the land and noted the possible liability issues that could arise from the Council taking action to spray and re-gravel the area. Cllr R Markham proposed that CGM be asked to spray the path once, as per the quotation, and not to do so again until further instruction is received from the Council. In addition, the Council should accept the kind offer of the free gravel which will be spread by volunteers from the Council once delivered. Cllr Yates seconded this. There were eight votes in favour and one abstention.

**14. Common Land – the Council will consider a quotation for spraying weeds on the common outside the Church and also consider the type of cutting it should have and whether to have the cuttings collected.**

Cllr J Leamon clarified that the piece of land on New Road is common land, but is not owned by the Parish Council. It is the responsibility of the Lord of the Manor. It was noted that grazing rights had been exercised on the land in the past. The Clerk reported that to have the area mowed with machinery that will collect the grass cuttings to prevent them from being picked up by people walking over the land to access the properties nearby, would cost £16 + VAT a time. Previously, CGM had quoted £9.50 + VAT a time to cut the land with machinery that left the cuttings.

The Chairman suspended standing orders to allow a parishioner who lives in one of the properties that requires access over the land to comment that she is happy to continue cutting the grass in front of her property but notes that one of the owners of an adjoining property is away a good deal of time and the grass is not being cut adequately there.

The Chairman reinstated standing orders. Cllr Fuller proposed that the Council maintains its current position and does not begin to cut the grass. Cllr R Morrish seconded this. There were six votes in favour and three against. The motion was passed.

**15. Common Land – the Council will discuss its position and responsibilities with regard to common land and how it can help deal with the problems caused by vehicles and dog fouling.**

The Clerk provided all Councillors with information on the legalities around the public's use of grazing commons. It was noted that members of the public only have a right of access over a grazing common – it is not for recreational use. It was also noted that anyone using the common for access must ensure that dogs are kept on leads whilst cattle are grazing and that it is an offense to leave a gate open whilst the cattle are on the common.

The Chairman suspended standing orders to hear that similar problems with dogs not being kept on leads and dog fouling were being suffered on the Hardwick common, which is also within the North Runcton Parish. Standing orders were reinstated. It was also confirmed that there are several signs at the Kings Lynn Caravan Club which advise visitors to clear up after their dogs and keep them on leads on the commons.

The Councillors considered the measures that could be put in place to deal with these problems. It was agreed to look into the cost of new signage to be erected at all entrances to the commons informing those who access the common of the need to keep dogs on leads, clear up after their dogs and ensure that the gates are shut properly. Advice on the correct wording would be sought from Norfolk County Council. In addition, the Council acknowledged that a lack of dog waste bins may be contributing to the problem. It was agreed to spend no more than £550 on four new dog waste bins. These would be positioned at either entrance to the Hardwick Common, at the bottom of Illington Lane and the corner of the village green.

**16. Planning**

a) Applications to consider

There were no applications to consider. The Councillors noted the information that had been provided in the Open Forum relating to the application at 1 West Winch Road. The Council agreed that it would not change its decision on the application.

b) Decisions received from BCKLWN / NCC

**APPROVED**

The proposal is for the conversion of the loft to provide two new bedrooms at Holkham House, 5 Babingley Place, West Winch

c) Any applications considered between meetings.

Outline Application: Proposed construction of two dwellings at 1 West Winch Road, West Winch, Kings Lynn

**17. Finance**

Mrs Senter	K	1 month's Clerk Salary – August	BACS	£	£203.89
HMRC		PAYE on Clerk's salary		£	£51.00
CGM		1 months grounds maintenance		£	£67.27
Cllr Leamon	J	Postage for Annual Audit		£	£3.00
Cllr Leamon	J	Wine for Auditor		£	£18.97
West Winch Parish Council		Printing leaflets for Neighbourhood Plan		£	£90.17
				<b>£</b>	<b>£564.19</b>

Cllr J Leamon noted a personal interest in the payments.

Cllr Fuller proposed that the payments above be made and Cllr Towler seconded this. All agreed.

**18. Items for report of future agenda only.**

There were no items to report of for the future agenda.

**19. Resolve to exclude the press and the public in light of the following item of a sensitive nature.**

Cllr Yates proposed that the press and public be excluded and Cllr F Leamon seconded this. All agreed.

**20. School Road – the Council will discuss the on-going issue of access rights to the Building Plot with comments from NCC Highways.**

The Councillors noted some further advice from the Norfolk ALC Solicitors but acknowledged that it was still not sufficient to make a decision on its actions in this matter. The item will be carried over for further discussion at the November meeting.

**21. Dates of forthcoming meetings in 2013: -**

The following meeting dates were agreed: - 12<sup>th</sup> November; 10<sup>th</sup> December.

There being no further business the meeting closed.

Signed .....

12<sup>th</sup> November 2013