

NORTH RUNCTON PARISH COUNCIL

Minutes of Parish held on Tuesday Council Meeting 9th July 2013

Present: -

Cllr. J Leamon (Chair, Bor. Cllr.), Cllr. F Leamon, Cllr. A Towler, Cllr. B Houchen, Cllr, R Morrish, Cllr. D Eakins, Cllr. P Yates, Cllr. J Fuller and Bor. Cllr Paul Foster

1. Apologies for absence.

No apologies were received.

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

Cllr. J Leamon declared an interest in any Planning matters as she is a Member of the Borough Council Planning Committee.

3. County and Borough Councillors Matters, PCSOs Report

Apologies were received from a representative of the local SNT so there was no PCSO report. It was noted that the issues raised with the PCSO's at the previous meeting had been addressed.

There was no report from County Councillor Richard Coke.

Cllr Foster informed the Council that the next round of consultations would soon take place on the Local Development Framework, which determines the area within the Borough which will be acceptable for development for the next 15 years. He noted that the development boundary for North Runcton outlined the existing development within the village and that it had been designated as a 'small village' for development purposes. However, as the boundary is proposed to be set very close to the current village boundary line, it means that development on land outside of the boundary but close to North Runcton can occur as it will be designated differently to North Runcton village. Cllr Foster advised that the Council seriously considers the designation of areas outside of the village as development here will almost certainly have a major impact on North Runcton. The deadline for comments in the new consultation is 4th October.

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

There were no comments from the public present.

5. To Approve the Minutes of the Parish Council meeting held on 11th June 2013

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

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

There were no matters to report from the minutes.

7. Meeting time – the Council will consider changing the regular meeting time of the Council from 7.45pm to 7.30pm

The Chair explained that the Council had begun meeting at 7.45pm when the Village Meeting Place hosted a regular guides group until 7.30pm on the same evening as the Parish Council meets. However, since the Hall is no longer used before the Council meeting the Council could begin the meeting slightly earlier. This issue was generally discussed with some members noting that they would struggle to make an earlier meeting time. Therefore, it was agreed to leave the meeting time at 7.45pm.

8. Co-option – the Council will consider adopting a formal co-option policy.

The Council considered the co-option policy and understood that it was from a template provided by the Norfolk ALC. Cllr. Houchen proposed that the policy be adopted and Cllr. F Leamon seconded this. All agreed.

9. Co-option – the Council will consider co-opting a resident of North Runcton to fill the current vacancy for Parish Councillor

The Chair invited Mr Richard Markham to address the Council and give brief details about himself and why he would like to join the Council. Mr Markham explained that he had lived in North Runcton for 5 years and, following his position as Town Councillor in the previous town he lived in, would like to become more involved in matters affecting North Runcton and join the Council. The Chair thanked Mr Markham for his time. Cllr. Morrish then proposed that Mr Markham be co-opted to the Council and Cllr. Yates seconded this. All Councillors agreed and Mr Markham was generally welcomed. He will join the Council at the next meeting.

10. War Memorial – the Council will consider a report on the work required to repair the war memorial and the costs involved

The Clerk advised that a report and quotation for repairs had been received from Kent Memorials, the company who had repaired the Middleton war memorial. At worst, the cost for repairing and re-instating the wording would be approximately £3000, according to their report. The Clerk also reported that Parish Councils have the power to maintain war memorials, but they do not own them. It was noted that the Council could apply to the War Memorial Trust for a grant to cover a maximum of 50% of the costs, should it agree to take on the project. Given the potential costs, it was agreed that at least two further quotations should be acquired. In addition, the Council discussed whether it would be possible to replace the existing memorial with something requiring significantly less maintenance, perhaps inside the Church. The Clerk will take advice from the British Legion on this issue.

11. Hall Walk – the Council will consider the current state of Hall Walk, off New Road, and what it can do to improve and maintain it

The Chair reported that the Council does in fact own a portion of Hall Walk following a transaction some years ago. It was generally agreed that the other part of the lane is a right of way. General maintenance of the Parish Council's section of the lane has kept it to a reasonable standard; however, the other part is in quite a poor state. It was agreed to approach Norfolk County Council Highways who are now responsible for all right of ways in the County to request that they attend and clear up the site in the first instance.

12. Sheep's Course/Illington lane – the Council will consider correspondence from a resident regarding the damage to Illington Lane which has yet to be repaired

The Chair reported that the state of Illington Lane had been reported to the Highways Rangers team for them to deal with some months ago. It was noted that some damage had been caused following sub-contractor work taking place near the lane. The Clerk reported that she had spoken with Martin Edmunds at Norfolk County Council Highways who visited the site upon her request and considered that there was no need for any maintenance work and that the state of the lane is reasonable. It was noted that the current state can appear to be reasonable without having the benefit of knowing the state of the lane before the sub-contracted work was undertaken. As the lane is the responsibility of NCC Highways, it was agreed that the response from them should be reported to the resident who contacted the Council about the issue.

13. Mowing on the Common – the Council will consider taking on the cost of mowing outside three houses on the common.

The Clerk reported that a request had been received asking the Council to take on the cost of mowing outside three houses on the green as it once used to do. The Clerk contacted CGM (Country Grounds Maintenance), the Council's grounds maintenance contractor regarding the situation. The representative from CGM had no knowledge of the Council ever paying them to mow this piece of land before, however, confirmed that should the Council wish to add mowing of the land to the Council's current contract, it would cost £9.50 each time the land is cut. As this cost seemed very reasonable, it was agreed to undertake this.

It was noted that the cutting of the village green is not up to a good standard, with clumps of grass left uncut. A quotation from CGM to treat the green with weed killer was for £320 + VAT. It was noted that this is quite a substantial amount to pay and it was agreed to discuss the quality of the cutting with CGM before considering taking on further costs to have the green sprayed.

14. Correspondence Received (as per attached schedule)

It was noted that a letter of thanks had been received from the Parochial Church Council for the Council's donation of £325 towards the cost of tree maintenance in the Churchyard.

15. Finance

a. The following payments will be considered for approval.

Kate Senter	1 month's Clerk's Salary	£	204.09
HMRC	PAYE	£	50.80
Chubb	Service	£	263.11
June Leamon		£	61.28
June Leamon	Reimburse cleaning supply costs	£	3.48
Frances Leamon	Reimburse costs associated with Neighbourhood Plan	£	65.49
Anglian Water	Water rates	£	25.98
		£	674.23

Cllr. J Leamon and Cllr. F Leamon acknowledged their prejudicial and personal interests in this item. Cllr. Yates proposed that all payments, excluding the payment to Cllr F Leamon, should be made and Cllr. Eakins seconded this. All agreed.

Since Cllr. F Leamon's reimbursement was not shown on the agenda, Cllr. Morrish proposed that it be paid and Cllr. Houchen seconded this. All agreed.

16. Neighbourhood Plan Committee update.

The Chair confirmed that there was little to report. She explained that all feedback from villagers had now being taken on board and it was being decided how best to bring this into the Plan's policies. It was acknowledged that some financial help would be required to cover the cost of producing the plan.

17. Planning

- a) Applications to consider

Variation of Condition 3 attached to planning permission reference number 12/01154/F to allow the caravans to remain on site at Kings Lynn Caravan and Camping Park, Parkside House, New Road, North Runcton

Cllr. Fuller declared a personal interest in this application. The Clerk explained that comments on this application had to be submitted to the Borough Council before the Parish Council's next meeting in order to ensure that the planning department had to take note of the Parish Council's comments. In these instances, all Councillors are asked for their comments on the application, along with recommendations from those on the planning committee. The Clerk collates all comments and then submits them to the planning department. In these instances, the responsibility for making comments on a planning application is devolved to the Clerk as the Council cannot discuss the application at a meeting and submit comments on time.

The Clerk reported that an objection to the application above had been made – full details can be found on the Borough Council's website.

Cllr. Morrish proposed that the Council should consider working with the owner of the caravan site regarding its look and appearance in the future and its long term boundary treatment. It was agreed that he should submit this proposal formally at the next Parish Council meeting for the Council to consider.

- b) Decisions received from BCKLWN / NCC

APPROVED

Porch extension, removal of single storey garage and conservatory and construction of two storey side and rear extension at Beeches, 16 Cedar Grove, North Runcton
Construction of new bungalow at Land west of 48 Cedar Grove

- c) Any applications received after 5th July 2013.
- d) Planning Committee – the Council will agree the number of committee members and agree the Councillors who will be part of the committee.

It was noted that, at present, only Cllr. Morrish and Cllr. Eakins form the Planning Committee. Cllrs Yates and Houchen both agreed to join with Cllrs F Leamon and Towler on standby should either be unavailable.

18. Village Meeting Place Report

Cllr J Leamon reported that the normal regular hirers continue to hire the Hall. She reported that a parishioner would like to hire the chairs and tables from the Hall for personal use and has offered to pay the same rate as she would if she hired the Hall. It was noted that there is no formal policy in place or agreement document to deal with any accidents or breakages that may occur if the tables and chairs are used outside the Hall. However, it was noted that they had been hired out in this fashion in the past. Given that the lady lives in the Parish and required them at short notice, the Council agreed to this request.

19. Parish Council archives.

It was agreed by all that Cllr. J Leamon and the Clerk should work together to sort through the various stored Parish Council documents for retention by the Norfolk Records Office.

20. Commons Matters – including Village Green.

A quote has been requested in respect of dealing with the moles on the village green. Cllr. Yates advised that the overgrowth of trees and shrubs near Hedley Chapman’s property are restricting visibility but it is thought that these shrubs etc are on private land. The Clerk advised that NCC Highways could cut back trees causing obstruction to the highway and would contact them to ask if they could deal with the overgrowth.

21. Members matters.

There were no comments at this time.

22. Dates of forthcoming meetings in 2013: -

The following meeting dates were agreed: - (no meeting in August 2013); 10th September; 8th October; 12th November; 10th December.

There being no further business the meeting closed at 9.21pm

Signed

9th July 2013