

NORTH RUNCTON PARISH COUNCIL

Minutes of Parish held on Tuesday Council Meeting 11th June 2013

Present: -

Cllr. J Leamon (Chair, Bor. Cllr.), Cllr. F Leamon, Cllr. A Towler, Cllr. B Houchen, Cllr. D Eakins, Cllr. P Yates.

1. Apologies for absence.

Apologies were received and accepted from Cllr. J Fuller, Cllr. R Morrish, Borough Cllr, P Foster and County Councillor Rickard Coke.

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 and matters which involve the East of Ouse, Polver and Nar IDB (Member) and also a personal interest in item 13.

3. Welcome to North Runcton – new Clerk Kate Senter.

Cllr. J Leamon introduced Kate Senter to the Cllrs advising that she had agreed to take on the role of Clerk subject to the agreement of all on the Parish Council. All Cllrs. Were happy to proceed on this basis.

4. Welcome to guest – Jane Scarrott (NALC).

Cllr. J Leamon introduced Jane Scarrott who then explained that she was the liaison for clerks with queries or issues with which NALC could provide support and assistance. Ms Scarrott also advised that she could supply dates and details of the forthcoming Police Commissioner meetings for anyone interested in attending.

5. County and Borough Councillors Matters, PCSO's report.

The PCSO advised that there had been no incidents reported in the last 4 weeks and that PCSO's now had the power to issue tickets in connection with traffic and parking offences.

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

Parishioners reported that dog fouling in the area is a persistent problem and also that some dog owners are allowing their pets to run free in areas where they are required to be on a lead where cattle are grazing. The PCSO advised that she would check on this when in the area and confirmed that the police now have the power to issue fixed penalty fines to anyone caught allowing their dog to foul without clearing up afterward. Village residents reported that black and white cars had been spinning and skidding on the cricket club car park after the club meetings had finished. Cars had also been noticed on the common land near West Winch. A parishioner attending the meeting indicated that he possibly knew the identity of those driving the cars, apologised on their behalf and undertook to ensure that this behaviour did not continue. There was also the report of a man driving a 4x4 with a rifle who was thought to be intending to shoot deer. The advice given was to be aware and be cautious if this person is in the locality.

Cllr. J Leamon advised that Freedom of the Borough commemoration would be taking place on 26th June and would be marked by a parade through the Town to the Tuesday Market Place.

BCKLWN has noted that it is difficult for some borough residents to obtain supplies of the food waste caddy liners. Various options are being considered to try and make the liners more readily available including Parish Councils buying stock and then re-selling to village residents. However, it was recognised that this is not always a practicable solution and Cllr. Leamon

advised that she would investigate further. In the short term there is a link on the BCKLWN website which could help to find a local outlet of the liners or newspaper could be used to line the caddy as it is itself bio-degradable.

Notice was given of the inter-Village sports which will take place on 30th June.

7. To approve the minutes of the Parish Council Meeting held on 14th May 2013.

Cllr F Leamon proposed that the minutes be agreed and accepted as a true record. This was seconded by Cllr. Houchen and all agreed. Cllr. Houchen noted that the next meeting date should read July 9th.

8. To report only on matters arising from the minutes.

Cllr. J Leamon advised that the new Deed for Blacksmith's Cottage site had been signed and the solicitor was looking into the insurance as the Parish Council should be aware of the provisions of the Public Liability cover.

The School Lane issue is on-going and Cllr. J Leamon advised that she would update Councillors in due course in preparation for discussion at the next meeting.

9. Correspondence received.

A request for a donation to assist with churchyard grass cutting costs had been received from North Runcton PCC. It was noted that a donation of £325.00 had been made in the previous year and the Clerk suggested that, if this was a regular donation, it could be included in the Parish Council annual budget. It was agreed that as the donation had become relatively regular, it could be added to the Council's annual budget for consideration. The Council generally agreed to make the donation again this year.

At this point Cllr. J Leamon suspended Standing Orders to allow a query from a parishioner as to whether the regular annual donation to the church is index-linked. The Clerk advised that this would be a discretionary decision each year based on the budget situation. Standing Orders were then re-instated.

The monthly email from NALC for June provided the dates, times and venues of the Police Commissioner meetings and also of training sessions available for both parish clerks and councillors. Cllr. Yates indicated that she would be interested in attending a training session.

10. War Memorial (North Runcton).

Cllr. Eakins requested clarification on who is actually responsible for the maintenance of the war memorial. The Clerk advised that the Parish Council has various powers but only one specified duty, which is to provide allotments for residents of the parish or maintain a closed churchyard. However, correspondence from the Diocese of Norwich suggests that all War Memorials are owned by Parish Councils following an Act of Parliament some ninety years ago. This will be investigated to confirm its legitimacy via NALC. The Clerk advised that Middleton PC had recently refurbished the war memorial and had the name of the company who undertook the work on file. It was agreed that quotes for necessary repairs should be obtained for consideration at the next meeting.

11. Accounts and Finance including the following financial matters: -

- **Financial matters to report including end of Year Accounts and PAYE**

The internal audit has been completed and signed off as correct. Cllr. Towler proposed that this be submitted to the external auditor. Cllr. Eakins seconded the proposal and all agreed.

Cllr. Leamon advised that there had been a slight error regarding the PAYE calculation for the previous clerk's salary. This has now been amended and the details made available to the auditor. A tax underpayment of £15.00 has now been paid to HMRC and Cllr. J Leamon requested and received retrospective agreement to this payment.

- **To consider approval of payment of due invoices.**

C.G.M. – 2 invoices for grass-cutting @ £67.27, totalling £134.54. Cllr. F Leamon proposed that the payment be agreed and paid. This was seconded by Cllr. Yates and agreed by all.

The invoice for the balance to pay for the carbon footprint report has now been received and all agreed that the remainder of the grant should be used to clear the outstanding balance.

12. Planning consultation – notifications and decisions, updates.

Cllr. J Leamon suggested that the minuted planning details should be shortened to include only current or new applications. The details of the application to construct 32 log cabins are available on the BCKLWN planning portal together with the comments and objections registered by North Runcton Parish Council.

13. Neighbourhood Plan Committee update.

It was suggested that a 'thank you' note be published to all parishioners who attended the open meetings staged in connection with the proposed West Winch / North Runcton development. Cllr. Leamon emphasised that it is important to encourage feedback from village residents to ensure that the Neighbourhood Plan reflects the wants and needs identified by residents. The deadline for input on comments is set for the end of June but there will be further consultation.

14. Incinerator public Inquiry.

The public meetings held in Kings Lynn have now finished and the Secretary of state is expected to announce his decision on the proposed incinerator by January 2014.

15. Village Meeting Place report.

Cllr. J Leamon advised that as the Village Meeting place no longer had charity status the accounts had been taken over by the Parish Council who is now responsible for the administration and maintenance. It was noted that the electricity costs had increased significantly recently, so Cllr. Leamon queried as to whether Councillors would like to form a sub-committee to administer the accounts for the Village Meeting Place or to authorise Cllr. Leamon and the clerk to examine and maintain the accounts. There was general agreement that the second option was the preferred choice.

16. Highways Rangers visit March 2013 / any other issues.

The Highway Rangers are scheduled to visit in June and an updated list of works to be done has already been forwarded. Cllr. Towler queried as to who is responsible for cutting back the bridle path and Cllr. J Leamon advised that this should be done by NCC, probably every 5 years. Cllr. Eakins reported a blocked drain on Rectory Lane to the Common but it was believed that this is on private land.

17. Parish Council vacancy.

It was confirmed that the official notices have been posted.

18. 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.

19. 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.

20. Members matters.

There were no comments at this time.

21. Dates of forthcoming meetings in 2013: -

The following meeting dates were agreed: - 9th July; (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