

North Runcion Parish Council

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

Tuesday 13th December 2016 7.45pm

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

4 members of the public were also present

1. Apologies for absence

Cllr Barry Houchen

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

None

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

Cllr Bor Peter Gidney reported on the following;

- The Borough Council has voted against the deal on devolution (42 votes against and 14 votes for).
- Cllr Gidney is the chair of the Regeneration & Development Panel at the BC and can take forward any issues the Parish may have. The next issues to discuss is the call for sites and the five year land supply.
- The BC cabinet voted for CIL to be introduced, however, it is not known when Full Council will vote on this.

4. Public Participation – all members of the public welcome – 10 minute session

There were no items to be discussed.

5. To approve the Minutes of the Parish Council Meeting held on 8th November 2016.

The Council approved the minutes, and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 8th November 2016 and subsequently any matters arising that have been actioned not on the agenda for this meeting

- **VAS Signs** – Application has been submitted with a letter of support from the PC's Borough Councillors.
- **BT Kiosk** – A request for adoption has been sent to the Borough Council planning department.
- **Church Farm – FW Properties** – The Clerk contacted Ian Fox for an update on Church Farm development. FW Properties will submit the site to the BC in the call for sites for the new local plan, in the hope it will be allocated in the review of the local plan which goes to 2036.
- **Green Debris at the A10 Bus Shelter** – The shrub and hedge cuttings which were cut down by volunteers are still on site, Clerk to chase the Rangers again for its removal.
- **Cedar Grove** – A Highways Technician has spoken to the resident of the large overhanging conifer hedge and requested that they cut it back. And £42,000 is allocated for resurfacing work in 2017/18.
- **Sheeps Course Wood** – the County Council have carried out some clearance of fallen trees near the public footpath through the wood – and are understood to have indicated they plan to do some further work.
- **Transparency Code** – NALC have issued guidance on documents which need to be included on the website.

7. To invite newly co-opted Councillor, Lee Stevens to sign the Declaration of Acceptance of Office

Lee Stevens signed the Declaration of Acceptance of Office and Cllr Morrish welcomed him to the Parish Council.

8. To hear feedback from the fundraising launch of the VMP restoration on 10th December 2016

It was an enjoyable evening, around 25 people came and the Flukes group played. A Press photographer attended from the Lynn News and £200 was raised. The fundraising ‘totalisers’ have been put up on the front of the VMP and on the bus shelter – showing our fundraising goal of £100,000. Cllr Morrish thanked Cllr Dobbing and others for assistance and raffle donations.

Donations were also received from Mr and Mrs Markham - £500 and Cllr Morrish has pledged to match this. Cllr Morrish noted that if 2/3's of households in the Parish raised or donated £250, and we obtain the WREN grant – then we will have reached our target.

9. To hear feedback from the Risk Management Working Party

Cllr Sherry reported that the working party had met in November and discussed the financial and operational risk assessments. They have reviewed the risk assessment process developed by CES over the last 3 years and recommended refinements (including introducing a ‘traffic light’ risk assessment matrix). The Working party recommend that risk assessments on PC assets can now be undertaken by Councillors using the new template and matrix, with a review by an independent assessor every 3 years. This will reduce risk assessment costs whilst improving the objectivity of the process. The risk management committee are presently reviewing all assets using the new matrix to ensure it is appropriate for all assets. The committee will meet again in January.

10. To hear an update on the application for WREN funding

The Clerk provided information on request regarding a grant WREN awarded the VMP in September 2000 for £1,043.

There is another grant available for Village Halls, up to £500 for items. It was agreed that the Clerk should make application, Councillors to decide how funds should be allocated if successful.

11. To hear an update on proposals for the Hardwick Ward Area

- Awaiting receipt of a new dog bin for the end of the Hardwick Common near the Mercedes garage.
- The PC agreed for the removal of the bench in the bus shelter on the A10 and replacement with a new one to be bolted into the concrete, approximate cost to be £200.
- Cllr Houchen has said he will look into refurbishing the notice board on the bus shelter.

12. Highways

- The cutback shrubs have not been cleared from behind the bus shelter on the A10, Clerk to report again.
- There will be a Rangers visit in the next few weeks, Clerk to circulate email when received.
- There was some discussion regarding the gritting of roads in the village. Cllr Peter Gidney said he would find out if gritting is planned for the Rectory Lane/New Road area.

13. Planning

- a) Any applications to consider;

16/02085/F | New dwelling at Old Coal Yard, Hardwick Narrows, West Winch

This application was previously refused due to access issues. After some discussion it was agreed that the Parish Council had no comment to make about the application.

- b) Decisions received from BCKLWN

16/01731/F – Rear and side extension, 18 Chequers Lane – Application Permitted

- c) Comments made to BCKLWN

None

14. Neighbourhood Plan Update

The Neighbourhood Plan was submitted on 5th December 2016. The Borough Council will open the consultation period on 19th December and this period has been extended from 6 weeks to 8 to allow for Christmas. It will be available to view on both the BC and PC websites. When this period ends it will be sent to an independent examiner and will hopefully go to local referendum in Spring 2017. This document will effectively give an additional level of Parish specific policy to complement the BCKLWN Local Plan and reflects the comments and desires of local residents as defined by consultation over the last 5 years. County Council and the Norfolk Wildlife Trust have been very supportive of the document.

The Borough Council Cabinet have voted to accept the officer recommendation regarding CIL (community infrastructure levy). Although the West Winch strategic allocation area will be exempt from CIL – any other development in the Parish will have a CIL rate of £60 per sq metre for residential development and £100 per sq metre for retail. The Parish Council should get 15% of this levy and if the Neighbourhood Plan is adopted this should rise to 25%. BCKLWN expect to introduce the Levy in February 2017.

The PC agreed to cover costs for NP expenditure, to be allocated to the budget line consisting of £1,000 the following; £660 to Rachel Hogger (consultant planner), £120 for final editorial work (Graphic design consultants), and a print cartridge for Cllr Morrish.

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

All correspondence received this month was covered elsewhere in the agenda.

16. Finance

- a) The PC considered the draft budget, which the Clerk has increased the precept by 2%, to £15,390. The government are considering enforcing an automatic referendum on PC's which raise their precept above 2%, an announcement will be made mid-December. Councillors will consider the budget and email suggestions for budget headings for the Clerk to update the draft to present at January's meeting. A resident said he would pay for the screen for the projector for the VMP, Cllr Morrish thanked him on behalf of the PC.

Clerk will show donations received on a separate income heading within the VMP accounts and keep a running total each month on the agenda and in the minutes.

- b) To hear an update on Cashbook balances - 1st November – 30th November 2016

	Opening Balance 01/10/16	Less April Chqs	Less DD's	Add income	Closing Balance 30/09/16
NRPC Account	27,401.17	540.92	0.00	0.00	26,860.52
VMP Account	8,846.74	214.59	94.46	1,199.50	9,737.19

- c) The following payments will be considered for approval;

Date	Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
			£	£

From VMP Account

24/11/16	Mr Brights	10 th Oct – 4 th Nov	124.80
13/12/16	R Curtis	Salary 12 th Oct – 8 th Nov	89.79
06/12/16	Parish News	Advert for VMP for 2017	50.00
09/12/16	KL Signs	Fundraising panels	118.42

13/12/16	R Morrish	Light fitting for VMP	4.87
			387.88
<u>From NRPC Account</u>			
31/10/16	NALC	Autumn Conference	25.00
13/12/16	R Curtis	Clerk Salary 12 th Oct – 8 th Nov	420.04
13/12/16	R Curtis	Expenses	66.30
04/11/16	Royal B Legion	Poppy Wreath for Remembrance Service	25.00
12/12/16	HMRC	Clerk Tax for Period 8	5.00
			541.34
			0.00

The Parish Council agreed to pay the above.

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

There was an incident on North Runcion common land recently where the actions of the West Norfolk Hunt resulted in stock escaping from the commons. It is understood that the Lord of the Manor has written to them and stated that in future they are not permitted access to any common land in North Runcion.

18. Items for next meeting agenda

- 2017/18 budget and precept setting
- Review the hire charge of the VMP.

19. Date of next meeting – Tuesday 10th January 2017

Future meeting dates – (14th February, 14th March)

The meeting closed at 8.55pm

Signed 10th January 2017