

# North Runcton Parish Council

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Minutes of the North Runcton Parish Council Meeting held via conference call due to the Coronavirus lockdown measures in place.

Tuesday 7<sup>th</sup> April 2020 7.45pm

**Present:** Cllr R Morrish (Chair), Cllr K Fuller, Cllr K Longhurst, Cllr L Gunn, Cllr P Yallop, Cllr L Stevens, Cllr K Williams

In attendance: The Clerk – Rachel Curtis,

**Apologies** – Cllr J Fuller, Cllr B Houchen

**1. Declaration of Interest / Dispensation in items on the Agenda - None**

**2. County and Borough Councillors Matters**

**Cllr Gidney sent this report, received after the meeting**

Re last meeting, the proposed changes for the library and the proposals for the Hub in town. I haven't been able to ascertain what NCC's plan is for the old Library building if they go ahead with their ambitions, at present I won't be able to progress this enquiry, but I will take it up at an appropriate time.

There is no news regarding the Knights Hill appeal.

Council is still continuing lock-down, some essential users are getting free parking.

The Borough Council is maintaining services for vulnerable groups, and is leading the way compared with other authorities with business support and other front-line measures in the community.

Officers are working from home, with a skeleton staff in Kings Court.

**3. New Councillor to sign acceptance of office paperwork**

The Clerk had already sent paperwork to Karen Williams, and she has signed and returned to the Clerk.

**4. Public Participation**

Not applicable

**5. To approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> March 2020**

The Council approved the minutes and the Chairman duly signed.

Cllr Morrish still to contact Mrs Towler regarding the tree overhanging on Common Lane.

**6. Clerks Report on any matters arising from the minutes of 10<sup>th</sup> March and subsequently any matters arising that have been actioned not on the agenda for this month's meeting**

- A 2 month extension has been granted for the completion and publication of the audited accounts.

**7. To hear reports taken from the SAM2 Vehicle Activated Speed Signs**

There is so little traffic coming through the village at present, so the signs have not been put up.

**8. To hear an update on arrangements regarding the SDA and School Lane**

A conversation has now been established with the SDA. It is agreed that there is a need for written agreement on long term access to the camp site – and that there will not be access from School Lane. General access to what the SDA are now calling 'The Retreat and Leisure Facilities', will be from Setch Road. However, the SDA have asked to reserve all the rights of access to the property 39 The Green, (motor vehicle access for owners, visitors, utility and emergency services). Details of this need to be confirmed.

Much has been heard informally, and Councillors feel there is a need to clarify details of how the site will be used and any proposed variations to the existing planning consent.

In order for a correctly worded deed to be produced Cllr Morrish proposed to instruct Kevin Olrichs (Spire Solicitors) to contact the SDA directly to discuss this, this was seconded by Cllr K Fuller and unanimously agreed. It was suggested that legal fees in drawing up a deed are paid by the SDA - and this will be requested.

**9. To report on VMP management matters**

The VMP is not being used by any social groups or the Buttercups at present. Clerk to look into business interruption insurance, but it looks unlikely this is covered in the policy.

**10. To hear an update on the Wildlife in Common project**

Some planting has taken place and a number of volunteers are taking part in the bird watching survey, and some interesting species have been recorded.

**11. Action Planning – to consider PC goals for 2020**

Nothing to report at present. The VE day event is cancelled.

Looks likely that the Flower Festival will be postponed/cancelled in June.

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

Nothing to report.

**13. Planning**

- a) Any applications to consider – 20/00403/F – Two storey side extension and single storey rear extension with alterations, at 12 New road, North Runcton, Kings Lynn, Norfolk PE33 0RA

Agreed comments to make -

The Parish Council considers that this extension will be overly intrusive on the neighbouring property at No 2 Cedar Grove and will considerably diminish the amenity value of both internal and external living areas of those neighbours. The PC also note that construction and future management of the proposal is impractical and would urge the applicant to consider alternative proposals that are agreeable to all neighbours’.

- b) Decisions received from BCKLWN - None

- c) Comments made to the BCKLWN - None

**14. To hear any other planning issues relevant to the Neighbourhood plan**

Nothing to report. There has been no feedback from the Borough Council with regard to the ‘terms of reference’ for the proposed consultation group for the West Winch Growth Area.

**15. Correspondence**

None

**16. Finance**

- a) **To review the year end income and expenditure accounts**

The Clerk talked through the accounts for NRPC and the VMP. There were no questions, it was noted that within the bank balance of NRPC, £1,906.28 is being held on behalf of the War Memorial Fund and there is £4,890.62 remaining of the £5,000 donation from the Lord of the Manor, leaving £15,238.09 precept funds.

- b) **To hear an update on Cashbook balances - 1<sup>st</sup> March – 31<sup>st</sup> March 2020**

|              | <b>Opening Balance</b><br><b>01/03/20</b> £ | <b>Less Dec</b><br><b>Chqs</b> £ | <b>Less DD's</b><br>£ | <b>Add income</b><br>£ | <b>Closing Balance</b><br><b>31/03/20</b> £ |
|--------------|---------------------------------------------|----------------------------------|-----------------------|------------------------|---------------------------------------------|
| NRPC Account | 23,209.10                                   | 1,179.94                         | 2.40                  | 8.23                   | <b>22,034.99</b>                            |
| VMP Account  | 4,213.36                                    | 313.82                           | 2,261.83              | 64.50                  | <b>1,702.21</b>                             |
|              |                                             |                                  |                       |                        | <b>23,737.20</b>                            |

The following payments were considered for approval;

| <b>Date</b>                     | <b>Supplier</b> | <b>Description of Service</b>                                  | <b>Amount<br/>on Invoice</b><br>£ | <b>VAT element -<br/>non recoverable</b><br>£ |
|---------------------------------|-----------------|----------------------------------------------------------------|-----------------------------------|-----------------------------------------------|
| <b><u>From VMP Account</u></b>  |                 |                                                                |                                   |                                               |
| 05/04/20                        | R Curtis        | Salary 6 <sup>th</sup> Mar – 5 <sup>th</sup> April 2020        | 148.85                            | 0.00                                          |
| 05/04/20                        | R Curtis        | Hall Cleaning – 10/03, 18/03                                   | 45.80                             | 0.00                                          |
|                                 |                 |                                                                | <b>194.65</b>                     |                                               |
| <b><u>From NRPC Account</u></b> |                 |                                                                |                                   |                                               |
| 05/04/20                        | R Curtis        | Clerks Salary 6 <sup>th</sup> Mar – 5 <sup>th</sup> April 2020 | 565.78                            | 0.00                                          |
| 05/04/20                        | BHIB            | Insurance Premium 01/06/20 – 31/05/21                          | 687.69                            | 0.00                                          |
|                                 |                 |                                                                | <b>1,253.47</b>                   | 0.00                                          |

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

- Not applicable

**19. Items for future agenda**

Nothing at present.

20. **Date of next meeting** – 12<sup>th</sup> May 2020 – NALC guidance advises against public meetings up until 7<sup>th</sup> May 2020, awaiting further guidance on this and a decision will be taken on how to hold this meeting nearer the time.

The meeting closed at 8.35pm.

Signed ..... 12<sup>th</sup> May 2020