

NORTH RUNCTON PARISH COUNCIL

Minutes of the Annual Meeting of North Runcton Parish Council held at the Village Meeting Place

Tuesday 8th May 2018 7.45pm

Present: Cllr Rick Morrish (Chair), Cllr Lee Stevens, Cllr Barry Houchen, Cllr Paul Yallop, Cllr J Fuller, Cllr K Longhurst

In attendance: The Clerk – Rachel Curtis

3 members of the public

Apologies for Absence: Cllr A Dobbing, Cllr L Davies, Cllr K Fuller

1. Election of Chairman/Vice Chairman

Cllr Morrish was proposed for the position of Chair by Cllr Stevens and seconded by Cllr Houchen, there being no other nominations, Cllr Morrish was unanimously voted as Chair.

In Cllr K Fullers absence it was agreed to defer voting for the position of Vice Chair until the next meeting.

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

Cllr J Fuller – Item 8

3. County and Borough Councillors Matters

Cllr Gidney had given his apologies for the meeting.

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

- A parishioner asked if there had been any resolution to the matter of building contractors parking their vans in the road and making the village look untidy. Contractors on Common Lane have been spoken to and the matter referred to the enforcement officer at the Borough Council. Other contractors working in Common Lane and New Road have also been approached.

5. To approve the Minutes of the Parish Council Meeting held on 10th April 2018.

The Council approved the minutes and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 10th April 2018 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting

- Scottish Power – the resolution has been accepted by the PC which means any unbilled charges over 12 months old will be credited to the account plus £100. The 28 day period in which Scottish Power needs to act on this expires on 20th May.
- Electricity Monitoring – There is some concern over the high consumption of electricity in the first 6 months since the VMP refurbishment. It was thought that a simpler type of room thermostat may assist hirers. However an initial quotation to alter them amounted to £560+ VAT – which Cllrs thought was expensive. Another possibility is to offset electricity use by fitting PV panels. To get an appropriate tariff to make these pay, the VMP will need an EPC rating of at least 'D' or be classed 'exempt'. Clerk has contacted a firm to carry out an EPC statement which would cost £475. Cllr Morrish will progress this further with a company who can provide and fit panels. *There was some discussion regarding this and Councillors had some reservations about this type of project that it may not give the savings which are initially calculated. To be discussed further when the Clerk/Chair have more information.*
- VMP Noise – It was reported that the resident of the property neighbouring the VMP has been playing loud music and has disturbed Buttercups and Art Group sessions. This is understood to be a 'protest' in response to the hall being let for a band to practice on some Friday evenings. Cllr Longhurst has made some initial investigations into soundproofing the party wall, which could give a 65Db reduction in noise and cost £1-2k for the materials only. *Cllr Longhurst will follow this up and obtain a price from a contractor to install the panels – further discussion required when there is more*

information to consider. The Council agreed again that it is not unreasonable for the long established band practice to take place in the evenings – where they end at 9pm.

- General Data Protection Regulations – Work still ongoing, at a recent training course there was a change to the format in which NALC are advising information is kept. Amendments to be made and next steps are to produce privacy notices and policy.
- Mrs Hood – Email received from the insurance company to say that Mrs Hood had submitted a claim, but the extent of the claim fell under the policy excess threshold and advice was given to redirect the vehicle owner to her insurance company if she contacts the PC again.
- Reclaimed VAT – £23,124.63 received from HMRC for reclaimed VAT on the VMP for the last 3 years (including the refurbishment work). £8,333.33 to be paid to WREN for the VAT element of the grant.
- The Clerk reminded everyone of the evacuation procedure to follow in case of fire.
- Commons Signs – Cllr Morrish asked Councillors to review and comment of the draft sign for the Commons. It was agreed that smaller reproductions of the sign might be displayed in other places such as the notice board and bus shelter.

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

Cllr Stevens said the sign had been returned from the manufacturer after repair – however there was not enough data recorded yet to produce a report for this meeting.

8. To hear an update on matters relating to the SDA site and School Lane

It is understood that the ecological survey and tree survey have been completed but to date have not been uploaded onto the BC planning portal. There was some discussion as to why there have been 20 plus cement lorries seen entering the site when it is believed the bases are down for the cabins and roadworks complete. Cllr Morrish to contact the contractors and SDA to request a site visit.

9. To review the Parish Council's adopted Policies and Procedures

The following had been sent to Councillors. Some discussion took place around the items in the financial regulations which refer to EU directives, however it was agreed to adopt the amendments advised by NALC.

- 01 Standing Orders
- 02 Financial Regulations
- 03 Complaints Procedure
- 04 Grievance Policy and Disciplinary Procedure
- 05 Co-option of Councillors Procedure
- 06 Press and Media Policy
- 07 Freedom of Information Policy
- 08 Record Keeping Procedure
- 09 Planning Application Procedure
- 10 Councillor Training Policy
- 11 Equal Opportunity Policy
- 12 Sickness Absence Policy
- 13 Annual Review of the Effectiveness of Internal Audit
- 14 Annual Review of the Effectiveness of Internal Control

10. To consider quotes for the Council's Insurance Policy

Three quotes were obtained by the Clerk and considered by Councillors. It was unanimously agreed to keep with the same provider – BHIB. It was thought that should the PC require their assistance with any matters relating to School Lane in the future they already have a file of information.

11. To hear an update on the Risk Management Group

Risk assessments have been completed. Action Points are;

- No smoking signs to be put up in both bus shelters and the phone box
- PAT testing to be carried out on appliances at the VMP
- Light does not work in the phone box, try and get the fitting changed
- Look into pneumatic stays on the notice board on the Green – or to consider a new noticeboard.

- Sign to go in the notice board on the A10, to say North Runcton Parish Council

12. To hear an update on the Annual Residents Meeting – 15th May 2018

Clerk had printed leaflets to be delivered around the Parish to advertise the meeting. Cllr Morrish is contacting West Norfolk Community Transport to come and speak at the meeting about a community car share scheme.

13. To discuss bus and car share schemes

This will be discussed at the Annual Residents meeting on 15th May.

14. To hear an update on the condition of Love Lane

A request has been made for Tharros to fill in potholes. Additional hedge planting along some field boundaries was also requested.

15. Highways – the Council will discuss any Highways issues

There is a road closure planned for resurfacing work on 18th June for one week in the evenings on a part of the A10 extending 232m south of the Hardwick roundabout and include the layby.

16. Planning

- Any applications to consider;
18/00739/FF – Mancroft, 40 West Winch Road, Rear extension and external rendering
The application was considered and the PC agreed to support it with no comments.
- Decisions Received from BCKLWN
18/00262/F – The Russets, 26 Rectory Lane – Application Permitted
18/00472/F – 10 Cedar Grove – Application Permitted
18/00115/F – Land North East of Scania Way – Amendments Permitted
- Comments Made to the BCKLWN
None

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

Nothing to report.

18. Correspondence

None.

19. Finance

- To hear an update on Cashbook balances - 1st April 2018 – 30th April 2018

	Opening Balance 01/04/18	Less April Chqs	Less DD's £	Add income £	Closing Balance 30/04/18
	£	£		£	£
NRPC Account	4,137.52	627.55	0.00	39,056.63	42,566.60
VMP Account	8,626.91	288.61	56.69	102.00	8,383.61
					50,950.21

The Clerk noted that the 17/18 accounts are currently with the internal auditor for review.

- The following payments were considered for approval;

Date	Supplier	Description of Service	Amount on	VAT element -
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			Invoice	non recoverable
			£	£
<u>From VMP Account</u>				
08/05/18	R Curtis	Clerk Salary 11 th April – 8 th May 18	139.47	
08/05/18	R Curtis	VMP Expenses - Toilet Rolls	4.40	
			143.87	
<u>From NRPC Account</u>				
25/04/18	North Wootton PC	50% Training Costs	12.50	0.00
30/04/18	CGM	Grounds Maintenance – The Greens	60.12	0.00
16/03/18	WREN	Repayment of VAT on Grant	8,333.33	
08/05/18	R Curtis	Clerk Salary 10 th April – 8 th May 18	531.39	
08/05/18	R Curtis	Stamps and Stationery	6.77	
08/05/18	BHIB	Insurance Policy	520.53	
08/05/18	R Morrish	Bird Boxes for the PC	92.70	
			9,557.34	

The Parish Council agreed to pay the above.

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

- It was noted that it is thought that post Brexit many of the EU laws (discussed under item 9) will be mirrored by the UK Government.

21. Items for next meeting agenda

- VMP Thermostats / PV panels
- Prices for acoustic boards and fitting
- SDA site meeting

22. Date of next meeting – 15th May 2018 – Annual Residents Meeting

Future meeting dates – (12th June 2018, 10th July 2018, No August meeting planned)

The meeting closed at 9.10pm

Signed 12th June 2018