

North Runcton Parish Council

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

Tuesday 8th July 2025 - 7.45pm

Present: Cllr K Fuller – Chair, Cllr R Morrish, Cllr J Fuller, Cllr P Yallop, Cllr S Palmer, Cllr J Braybrook, Cllr K Williams

Borough Cllr Simon Nash, County Cllr J Moriarty. 5 members of the public

In attendance: The Clerk – Rachel Curtis arrived at 8.45pm

1. To accept any apologies – Cllr B Houchen

2. Declaration of Interest / Dispensation in Items on the Agenda - None

3. County and Borough Councillors Matters

Cllr Nash commented on the county road network around Norwich and also his visit to the County Council audit committee. Costs of the rebuild of the Guidhall have already gone over budget and the Borough Council are considering funding options. Cllr Nash also gave an update on the audit committee and their work and their main remit being performance indicators.

4. To hear an application for the vacant Councillor position

Malcolm Mills has submitted an application for the vacant position, but did not attend the meeting. Cllr Palmer proposed that Malcolm Mills be co-opted and this was seconded by Cllr Braybrook and unanimously agreed.

5. Public Participation

Several items were raised:

- Apology from a resident of Common Lane for lighting a bonfire the previous evening and the nuisance smoke which spread around the area following a change of wind direction.
- A resident has spoken to NCC regarding the broken manhole cover on Cedar Grove. There is concern that it was indicated by NCC it may not be repaired until next year when that area is to be resurfaced.
ACTION: Clerk to report.
- Cllr Braybrook has contacted the Council regarding road sweeping and requested a visit to the village.
- PCC reported the Open Gardens Event was a success. It was unanimously agreed that the money made from refreshments on the day will be kept by the PCC.

6. To approve the Minutes of the Parish Council Meeting held on 10th June 2025

The Council approved the minutes and the Chairman duly signed.

7. Clerks Report on any matters arising from the minutes of 10th June 2025 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting. - none

8. To consider Biodiversity and Action Planning within the Parish

Nothing to report on the policy.

9. To hear Reports taken from the SAM 2 Signs

Cllr Braybrook, presented the following readings from New Road near the campsite.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count Over Limit	177	239	176	151	172	184	149
% over limit	5.7	6.5	5.5	5.4	5.9	4.8	6.8
Avg Speeder	38.4	38.6	38.2	38.9	38.3	38.5	38.4

Highest speed recorded 70mph one day at midday.

10. To report on VMP Management Matters

- Cllr Morrish has organised a new vinyl advertisement for the VMP window for the Buttercups at a cost of £75. The PC requested that Buttercups fund the cost of this.
- Buttercups have expressed concern over the flooring after a child got a splinter. Cllr Morrish has obtained one quote to sand, stain and seal for both rooms and look at the threshold between the 2 rooms. A further 2 quotes are required and these will be sought asap.
- Buttercups have requested some repairs to the cupboards in the kitchen. And also expressed concern over the toilets. Clerks Note: Cllr Morrish and Clerk to meet the Buttercups Chair and manager on 22nd July for a walk around the Hall.
- 1,340 kwhours produced in June from the 20 panels. It was concluded that the panels are a successful addition.

11. North Runcton an Hardwick Conservation Volunteers

- The RRT have kindly agreed to cut back the permissive path area on the Twisty Twiney this weekend.

12. Action Planning – to consider PC events/projects for 2025

None discussed at this meeting.

13. To complete the annual review of the PC's policies and procedures – to be discussed later in the meeting

14. Highways – the Council will discuss any Highways issues

Rod Kelly from NCC, is available to attend NRPC on 9th September for an update session before the PC meeting, it was agreed to advertise with a leaflet drop around the village late August. This will be held before the PC meeting commences. This is an opportunity for residents to look at the plans and to put forward views and ideas. There was some discussion regarding expectations of the outcomes of this, Cllr Palmer to contact Rod to confirm parameters of the meeting.

15. Planning

25/01007/F - Proposed replacement tennis clubhouse at Tennis Clubhouse Common Lane North

Runcton Mark Little attended the meeting and explained that a professional coach is now involved in the club and the intention is to improve the facilities. The plans show a replacement building with a facility similar to the existing one in dimension, it appears to have a larger footprint but not encroaching onto the cricket pitch, but moved closer to the fence. Profile will be very similar, with the addition of decking area around it. Disabled access will be included with ramps to the building and courts. Supply of electricity needs to be discussed. The landowner is understood to be supportive of the proposal. Foul water will be processed by a digester but it wasn't established where the soakaway would go. Roof and external wall material will be a composite cladding material, specification of the internal materials have not been decided yet. It was suggested that there is another conversation with the Cricket Club regarding the plans. PC comment – No in-principal object. We understand the Cricket Club will be further consulted about construction details.

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

With a view to reviewing the Neighbourhood Plan (which was meant to cover the period up to 2026), Cllr Morrish recently attended a WWPC meeting. Members of the PC who were involved in the original Neighbourhood Plan have now left, so there is a lack of experience and knowledge of the process. WWPC are going to discuss the matter further. Under the Government spending review in June, funding for Neighbourhood Plan has been withdrawn, meaning that PC's will now have to fund their own work on NPs. It begs the question of whether government will continue to promote NPs in future. Cllr Morrish will seek further advice from BCKLWN officers.

Rachel Curtis – The Clerk arrived at this point 8.50pm

17. To complete the annual review of the PC's policies and procedures

The following policies and procedures were adopted

Ref	Document	Reviewed and Adopted	Next Review
03	Complaints Procedure	08/07/25	July 2026
04	Grievance Policy and Disciplinary Procedure	08/07/25	July 2026
05	Co-option of Councillors Procedure	08/07/25	July 2026
06	Press and Media Policy	08/07/25	July 2026
07	Freedom of Information Policy	08/07/25	July 2026
08	Retention and Disposal Policy	08/07/25	July 2026
09	Planning Application Procedure	08/07/25	July 2026
10	Councillor Training Policy	08/07/25	July 2026
11	Equal Opportunity Policy	08/07/25	July 2026
12	Sickness Absence Policy	08/07/25	July 2026
13	Annual Review of the Effectiveness of Internal Audit	08/07/25	July 2026
14	Annual Review of the Effectiveness of Internal Control	08/07/25	July 2026
15	Information and Data Protection Policy	08/07/25	July 2026
16	VMP Hire Policy	08/07/25	July 2026
17	Grants Policy	08/07/25	July 2026
18	Biodiversity Policy	Review May 25 Adopt 08/07/25	July 2026
19	Reserves Policy	08/07/25	July 2026

The Clerk will populate the new template Standing Orders and Financial Regs for adoption at the September meeting. Adoption was proposed by Cllr Palmer and seconded by Cllr K Fuller.

18. Correspondence – none received.

19. Finance

Bank Balances are as follows:

VMP account is £3,185.34.

Current account £18,677

Savings £30,000

The following payments will be considered for approval;

Date	Supplier	Description of Service	Amount on Invoice £	VAT element - non recoverable £
<u>From VMP Account</u>				
05/07/25	R Curtis	Salary 6 th June – 5 th July 2025	196.04	0.00
27/07/25	Mr Brights	5/6 – 02/07	214.20	0.00
			410.24	
<u>From NRPC Account</u>				
05/07/25	R Curtis	Clerks Salary 6 th June– 5 th July 2024	822.75	0.00
01/06/25	Key Grounds	Cutting	300.00	
01/07/25	NALC	Website Hosting	84.00	
			1,206.75	

20. Public Participation – none

21. Items for future agenda – Review of Risk Assessments which the Clerk has distributed.

22. Dates of next meetings – No meeting in August by tradition, 9th September

The meeting closed at 9.10pm

Signed 9th September 2025