

NORTH RUNCTON PARISH COUNCIL

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

Tuesday 14th July 2026 - 7.45pm

Present: Cllr K Fuller (chair), Cllr P Yallop, Cllr K Williams, Cllr J Braybrook, Cllr R Morrish, Cllr S Palmer, Cllr B Houchen, Cllr M Mills

County Councillor Mike Westman, Borough Councillor Simon Nash

1 member of the public, In attendance: The Clerk – Rachel Curtis

1. To accept any apologies – Cllr J Fuller

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

3. County and Borough Councillors Matters

Mike Westman reported that recycling centres should be re-opening soon to take small electrical items as a new contractor is now in place. Local members funds have been cut, however, other sources of funding are now available.

Cllr Nash noted that he had still not been invited to attend the WWGA landowners meeting, although he said some landowners had asked him to be present. BCKLWN had cited confidentiality issues. He also noted that although some officers had questioned the purpose of the WWGA community stakeholders group going forward, he, like the Parish Councils, thought that the continuation of meetings is now more important than ever as the WWGA development continues to the design detail stage and beyond. Cllr Nash has recently visited the Guildhall, and had a very informative tour. In Cllrs Nash's opinion there has been an improvement in admin procedures at the Borough Council in terms of the corporate performance panel including dealing with issues of Freedom Of Information and Data Protection.

4. Public Participation

4.1 A resident reported that operatives have only cut the vertical face of the hedge on the A10 between Rectory Lane to Chequers Lane and the cyclepath is still impassible on a bicycle – Cllr Westman said that County Councillors have been told to advise and encourage people to report matters such as this to ensure issues gather momentum to try and get some action. This advice was noted, but Councillors questioned the logic.

4.2 Gas contractors working from New Road are ignoring their own road signage for turning right out of the compound – **ACTION: Councillors will bring this up when they have a site visit.**

5. To approve the Minutes of the Parish Council Meeting held on 9th June 2026

The Council approved the minutes and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 9th June 2026 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting.

6.1 The Clerk has enquired at the Borough Council as to whether there is a regular operative litter pick available to parish councils – awaiting a response.

6.2 The Clerk has made enquires with NCC Highways to ascertain if Cedar Grove is included in the programmed maintenance – awaiting a response.

7. To report on VMP Management Matters

To confirm change of contractor for the resurfacing of the VMP outdoor area

Following the contractor pulling out of the work to resurface the outside area, the PC agree a new contractor from a list of three options. The contribution to the project from the PC remains unchanged. The Buttercups Manager will arrange a meeting with Cllrs Morrish and Braybrook to discuss details.

To consider issues raised by the Buttercups Manager -

1 – Cllr Morrish has already instructed a plumber to fix the hot tap in the children's toilet and repair the outlet for the sink, this has now been done.

- 2 – There is a pane of glass which is accumulating condensation and needs replacing – Cllr Morrish to contact West Norfolk Glass to look at this.
- 3 – The lock on the middle cupboard in the front hall is broken – Cllr Braybrook to repair.
- 4 – There is still an issue with mould in the cupboard in the front hall, Cllr Morrish will ask the carpenter to take a look and possibly drill some ventilation holes to help.
- 5 – There has been an issue with a child in the Buttercups setting being able to open the back door lock. Several options have been looked at to solve the issue, the Clerk has contacted the fire safety consultant who has advised that a high level bolt can be fitted to the door, but there must be signage added to the door to advise that a secondary operation is required to open the door in case of fire. Cllr Braybrook to fit a lock and Clerk to put up signage.
- 6 – Although the electrician has replaced an electrical part in the front entranceway, the Buttercups are still reporting that the heater is not working. Cllr Morrish will look at this.

Split in the outside Wall – Councillors agreed to the contractor being appointed to look at the crack in the outside wall, the cost is £782. They will also look at the gutter board in the yard.

8. To consider biodiversity and action planning within the Parish

- To review outstanding work for completion in 26/27

Councillors reviewed and updated the list as follows and discussed the following:

Consider quotes and designs for Church Walk railings

Cllrs reviewed quotes received for the work, however the specification differs between contractors and there is one outstanding quote to be received. The decision on this was deferred to the September meeting and Cllr Morrish will collate quotes ready to be considered.

To consider a quote for the war memorial

Cllr Morrish has spoken with a stone mason to seek advice as to the best way to repair the cracks which are appearing in the plinth. Consideration needs to be given to the listed status of the memorial, confirmation has been given by the Borough that a listed building application is not required. Confirmation is needed that this sort of repair is the right repair, a stronger mortar can be used instead of epoxy resin and the process will include cleaning of the memorial first which can be done at a high temperature steam using water called a 'doff' cleaning system, this will not damage the surface of the stone. It was suggested that the problem of green algae which accumulates on the plinth could be solved by a low edging around the edge and a gravel space.

ACTION – Clerk to ask if more than one quote is needed for this type of skilled specialist work. It was agreed that a meeting of the PC and Church Warden would be useful to discuss this further.

WORK	ACTION
Repair the Church Gate	To be agreed at the September meeting.
Re-gravel path at Old Hall Walk	Cllr Braybrook has volunteered to organise this work.
Repaint Telephone Kiosk	Cllrs Braybrook and K Fuller to complete this work in the summer, Cllr Braybrook to sand the kiosk to begin with.
Repair bollard on corner of the Green	Post Meeting Note: Cllr Braybrook will undertake this.
Grit Bin Lid or whole bin needs replacing	Clerk to arrange a replacement.
Sealant needed on the bus shelter roof on the A10	The whole condition of the shelter is under review and Cllr Morrish investigating the

	ongoing location of the shelter within the new development and Clerk to explore possible funding opportunities if a replacement is appropriate. Cllr Braybrook potentially has a 'free' metal bus shelter.
Split in the VMP external Wall	Contractor to do this work in the summer holidays.
Upkeep of the church path	Cllr Palmer to explore the possibility of clearing this with conservation volunteers on a date close to the annual churchyard clear up so that debris can be taken away all together
Maintenance of Pond	Cllr J Fuller is in discussion with Transco Gas to obtain a permit to carry out the work required. No further update for this meeting as Cllr J Fuller not present.
Replacement Christmas Tree for the Green	Cllr Braybrook has reserved a tree for collection later in the year. And will ensure correct planting and aftercare is carried out.
Restoration of the War Memorial	Cllr Morrish to arrange to meet the PCC and progress the project further.

9. North Runcton an Hardwick Conservation Volunteers

RRT have cleared the permissive path, and will carry out a litter pick in the autumn. Church pathway the clear in the autumn.

10. To carry out the annual review of policies and procedures

The following policies were agreed and adopted.

Ref	Document	Reviewed & Adopted	Next Review
1	Standing Orders	14/07/26	July 2027
2	Financial Regulations	14/07/26	July 2027
3	Complaints Procedure	14/07/26	July 2027
4	Grievance Policy and Disciplinary Procedure	14/07/26	July 2027
5	Co-option of Councillors Procedure	14/07/26	July 2027
6	Press and Media Policy	14/07/26	July 2027
7	Freedom of information Policy	14/07/26	July 2027
8	Retention and Disposal Policy	14/07/26	July 2027
9	Planning Application Procedure		July 2027
10	Councillor Training Policy	14/07/26	July 2027
11	Equal Opportunity Policy	14/07/26	July 2027
12	Sickness Absence Policy	14/07/26	July 2027
13	Annual Review of the Effectiveness of Internal Audit	14/07/26	July 2027
14	Annual Review of Effectiveness of Internal Control	14/07/26	July 2027
15	Information and Data Protection Policy	14/07/26	July 2027
16	VMP Hire Policy	14/07/26	July 2027
17	Grants Policy	14/07/26	July 2027
18	Biodiversity Policy	14/07/26	July 2027
19	Reserves Policy	14/07/26	July 2027
20a	Assertion 10 – Accessibility Policy	14/07/26	July 2027

20b	Assertion 10 – Data Audit	14/07/26	July 2027
20c	Assertion 10 – IT Policy	14/07/26	July 2027

The planning policy was discussed in line with the recent changes in planning policy. There will be no borough councillor call ins, and no extensions of time with a strict period to reply of 21 days. There are options as to how PC's can now comment on applications including forming a planning committee or delegating to the Clerk who could then make comments in conjunction with a planning advisory group, but without the need to discuss in an open meeting. It is acknowledged that only larger developments will be taken to the Boroughs Planning Committee. Councillors unanimously agreed that applications should be considered in an open meeting allowing for transparency in discussions. Clerk to draft a policy to this effect to be adopted at the September meeting.

The use of social media was discussed at the last meeting, before this idea progresses any further, the Clerk has found a social media training course run by NALC to attend – further discussion around a policy for the September meeting.

11. Highways – the Council will discuss any Highways issues

12. Planning

- a) Applications to consider
 - none
- b) Decisions from the Borough Council
 - none

13. To hear any other planning issues relevant to the Neighbourhood Plan/Stakeholders Group

In order to draft a light touch update of the neighbourhood plan there is a need to acknowledge local nature recovery strategies and climate change. ACTION: Cllr Morrish has started looking at this.

As Cllr Nash mentioned in his update at the recent stakeholders meeting the future role of the group was discussed. Stakeholders feel it is an important forum that can engage with the contractors and design teams that will be delivering the project in coming years. Outline planning has been discussed so far, the next stage is detail of housing and contractors which is a vitally important part of the work.

The gas contractors have offered the PC a site visit for 4 councillors to view the works and answer any questions which the PC may have. This has been confirmed for 30th July – Councillors to attend – Yallop, Braybrook, Palmer and Williams.

14. Correspondence

14.1 Planning Consultants on behalf of Mick George Limited contacted the PC to ask for support for their continued work at Snettisham – the PC did not wish to respond.

14.2 From RBL asking for volunteers for Remembrance Sunday – Cllr Williams will attend Middleton Church on 8th Nov and a PC representative for 11th Nov will be decided closer to the time.

14.3 Flag of Fens – Asking the PC to consider endorsing the flag of the Fens, which is now quite close to gaining official recognition but needs more support from elected representatives. – The PC did not wish to respond.

15. Finance

a) To hear an update on Cashbook balances

	Opening Bal	- Expenditure	+ Income	Closing Bal
	01/06/26 £	£	£	31/05-/26 £
NRPC Account	18,823.32	1,433.89	51.64	17,441.07
VMP Account	2,025.15	820.24	148.50	1,353.41
Redwood Savings	31,222.81	0.00	0.00	31,222.81
				50,017.29

The following payments will be considered for approval for July;

Date	Supplier	Description of Service	Invoice amount
VMP			£
05/07/26	R Curtis	Clerks Salary & Exp – 06/06 – 05/07	205.66
05/05/26	J Braybrook	Chairs for VMP and petrol expenses	336..03
20/05/26	Mr Brights	Cleaning 04/06 – 01/07	214.20
12/07/26	Raven Plumbing	VMP Repairs	135.00
			890.89
NRPC			
05/06/26	R Curtis	Clerks Salary – 06/6 – 05/07	754.09
31/05/26	W Border	Internal Audit Review	65.00
01/05/26	Key Garden	Grass Cutting	288.00
02/06/26	NALC	Wesbite Hosting	86.88
			1,193.97

16. Public Participation

Suggestion for winter talks to take place on a Sunday afternoon and serve tea and cake – support for this concept to attract more people.

Sunday 11th October event at caravan club in aid of fundraising for Church – 3.30pm Hog Roast £10 per ticket buy from the caravan club reception all proceeds to Church.

17. Items for future agenda

Planning and social media policy

18. Dates of next meetings – 8th September, 13th October, 10th November

The meeting closed at 9.45pm

Signed 8th September 2026