

North Runcton Parish Council

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

Tuesday 9th October 2018 7.45pm

Present: Cllr R Morrish (Chair) Cllr K Fuller, Cllr L Stevens, Cllr Barry Houchen (joined the meeting at 8.25pm), Cllr Paul Yallop, Cllr J Fuller, Cllr K Longhurst, Cllr L Davies

In attendance: The Clerk – Rachel Curtis

9 members of the public and Borough Councillor Peter Gidney

1. Apologies
Cllr Dobbing and Bor. Cllr Bal Anota
2. **Declaration of Interest / Dispensation in items on the Agenda**
Cllr J Fuller – Item 8
3. **County and Borough Councillors Matters**
Borough Councillor Peter Gidney was present and reported on the following;
 - The Infrastructure Delivery Plan for West Winch and North Runcton is now complete and will go to the Regeneration and Development Panel and Full Cabinet for approval in November. There is allowance for a community member from both West Winch and North Runcton to attend meetings and act as a liaison to put ideas forward and take away information to present to the public. Cllr Gidney will be able to report more at the next meeting. The date for the R&D Panel to meet is Tuesday 30th October at 6.00pm. The public are welcome to attend but cannot speak. If anyone has any questions, then feel free to email Peter – cllr.peter.gidney@west-norfolk.gov.uk
4. **Public Participation – all members of the public welcome – 10 minute session**
There were no public comments.
5. **To approve the Minutes of the Parish Council Meeting held on 12th September 2018.**
The Council approved the minutes and the Chairman duly signed.
6. **Clerks Report on any matters arising from the minutes of 12th September 2018 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting**
 - The new supplier, British Gas, currently have the R1 and R2 meter reads transposed for the start of the contract, the Clerk has recently sent photos of meter reads as requested, awaiting a resolution.
 - The Triathlon Group have confirmed their hire of the VMP from November to March. A church group will have a trial session on 21st October, with a view to hiring permanently every Sunday morning.
 - Cllr Morrish explained Buttercups had requested a finger guard is put on the back door to the courtyard following a child hurting their toe in the door, Cllr Morrish has since put a latch on to hold the door open. Buttercups have purchased a guard and are requesting it is installed. There were some reservations that the oak door may be damaged with the screw holes, however the majority of Councillors agreed that it should be installed so that Buttercups comply with Ofsted guidance. Cllr Morrish to arrange for the guard to be fitted.
7. **To hear reports taken form the SAM2 Vehicle Activated Speed Signs**
Cllr Stevens reported that the speed sign located near to the Old Vicarage shows that average speeds are often higher on Rectory Lane than New Road. It has been observed that cars slow down when the lights flash and Cllrs agreed it is effective, 85% of drivers will do less than 40mph. Cllr Morrish asked about the volume of traffic, peak times are 7-9am and 4-5.30pm. Cllr Stevens said he would produce some reports on this and circulate to the PC.

8. To hear an update on the SDA site

It is believed that Tharros and the SDA have reached agreement for the alternative access route. The contractors are hopeful that work will commence soon.

9. To hear an update on the snagging list at the VMP and agree payment of the retention amount to Bespoke

Cllr Morrish reported that Bespoke will carry out work in the half term holiday, including adding a switch to override the timer on the thermostats, the aim is to simplify the control of heating and limit the time heat is on when the building is empty. A parishioner suggested fitting a ceiling fan which would help to push the heat down, Cllr Morrish to discuss this with Bespoke. Some touching up of the paintwork will also be carried out. It was agreed that on completion of this work release of retention monies of £5,835.90 can be agreed at the November meeting.

8.25pm - Cllr Barry Houchen entered the meeting at this point.

10. To hear an update on the bulb planting event – 20th October 2018

Cllr Morrish has purchased bulbs to the value of £150, planting will take place on 20th October starting at around 10.00am. The Clerk has printed leaflets which advertise this event and to promote the Armistice Centenary commemoration and exhibition in the Church on 11th November. The leaflet also includes updated information on what the Parish Council does and how it works. Cllrs will distribute within the Parish.

11. To hear an update on the project Wildlife in Common

Representatives from Norfolk Wildlife Trust gave a presentation at the VMP in September, which was interesting and well received by those present. The local survey team have since met with Cllr Jeremy Fuller, as the Common Reeve and grazier, to discuss the current management practices on the common. They propose to present a report with ideas for future management. It was noted that the previously discussed information board has been put up on the Common. NWT are proposing to give two more talks later in the winter – dates will be advertised.

12. To discuss signage for the Common Gates

In her absence Cllr Morrish thanked Cllr Dobbing for researching this and sending mock ups of signage to be discussed. There were 3 signage options which Cllrs considered, these are proposed to be put on the common gates to make it clearer to motorists when cattle are out and to ensure the gates are closed. There was some debate over whether there is an issue with the gates being left open, as there has only been one incident this year of cattle getting off the Common. No costs were established or who should pay. It was noted that signage was put up 8 years ago at a cost to the Parish Council. It was felt that the PC are only one of the rights holders and all rights holders should contribute to this kind of infrastructure. It was felt that whatever signage was in place - there would always be a minority of people that do not close the gate and this is very difficult to prevent. It was agreed that at this time the situation will be monitored, but perhaps that it is an issue for all Common Rights Holders to make a decision on and to contribute towards.

13. Highways – the Council will discuss any Highways issues

Resurfacing the Church Track - Cllr J Fuller has completed this and the PC is happy with the work.
Speed signs for The Green – The issue of cars speeding along School Lane has been highlighted and Cllr Morrish brought some examples of proposed signs which alert people to slow down with a suggested maximum speed limit (5mph or 10mph was suggested). There was some discussion as to where the signage could be placed for it to be effective and Cllrs agreed it was an idea worth looking at further and Cllr Morrish would get some costs for the November meeting.
It was noted that the Love Lane track has not been resurfaced, Cllr Morrish to contact Julian Fuller to discuss.

14. Planning

- a) Any applications to consider;
None

- b) Decisions Received from BCKLWN

18/01351/F – 10 Rectory Lane, General Repairs and Renovations - Application Permitted
18/01352/F – 10 Rectory Lane, General Repairs and Renovations - Application Permitted

- c) Comments to be made to BCKLWN - None

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

Nothing to report – further to Cllr Gidney's report on the IDP.

16. Correspondence

4th October 2018 – Letter from Buttercups – Wrote to thank the PC for agreeing to continue to freeze the hire charge. Stating they will continue to be reasonable regarding the temperature and use of the heating. Also noted they have reminded parents not to park outside the VMP and to use the Green. Cllrs agreed that the use of heating by all groups should be monitored.

17. Finance

a) To hear a summary of the second quarter finances to 30th September 2018

The Clerk reported that income to date is £39,084.59, the large variance the budget of £16,022 is largely due to the VAT reclaimed totalling £23,124.63. Total expenditure is £12,906.71 (including the VAT repayment to WREN of £8,333.33) against a budget of £16,022. Cllr K Fuller asked where the loan repayment is made from and the Clerk said the Village Meeting Place Account.

The Clerk noted the Audit has been reviewed and returned by PKF Littlejohn, there was a note regarding the asset figure which had not been updated with the value of the speed sign and the phone box which the Clerk is required to address in this years audit.

b) To hear an update on Cashbook balances - 1st Sept 2018 – 30th Sept 2018

	Opening Balance 01/09/18	Less May Chqs	Less DD's £	Add income	Closing Balance 30/09/18
	£	£		£	£
NRPC Account	31,188.30	918.70	0.00	15.75	30,285.35
VMP Account	10,782.55	804.97	1,968.76	298.00	8,306.82
					38,592.17

- b) The following payments were considered for approval;

Date	Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
			£	£
<u>From VMP Account</u>				
09/10/18	R Curtis	Clerk Salary 12 th Sept – 9 th Oct 18	138.84	
09/10/18	R Curtis	VMP Expenses	12.63	
05/10/18	Krystal Kleaning	September Cleaning	158.40	
			309.87	

From NRPC Account

26/07/18	PKF Littlejohn	External Audit Fee	360.00	0.00
09/10/18	R Curtis	Clerk Salary 12 th Sept – 9 th Oct	529.08	0.00
09/10/18	R Curtis	Expenses	29.01	0.00
09/10/18	R Morrish	Bulbs	150.00	0.00
09/10/18	R Morrish	Key Fobs for VMP keys	1.20	0.00
			1,069.29	

The Parish Council agreed to pay the above.

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

- Ken Matthews, PCC Church Warden thanked all those that attended the Churchyard tidy up recently, the Harvest Supper will take place on 24th October at 7.00pm, thanks was extended to Cllr Stevens for finding a bugler for the remembrance Sunday commemoration.
- A Cedar Grove resident said that some parts of the pathways are still not completed, a stretch of 30-40metres near Number 1 – 3. It was agreed that the Clerk should write to Highways again.
- It was noted that the entrance to the Village from the A47 was very rough. Agreed to look at it and consider writing to Highways.
- Cllr Longhurst suggested that in the potential instance that there is any future housing development to be accessed over School Lane, should the PC consider having a ‘template easement’ in place as a starting point for negotiations with a solicitor. There was some discussion that any circumstance of this kind would need to be dealt with on a case by case basis and it would be difficult to have a ‘standard’ approach. Cllr Longhurst to circulate an example to Cllrs and Clerk for further consideration.

19. Items for next meeting agenda

- Speed signs for the Green

20. Date of next meeting – 13th November 2018

Future meeting dates – (11th December 2018, 8th January 2019)

The meeting closed at 9.30pm

Signed 13th November 2018