

North Runcton Parish Council

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

Tuesday 12th January 2016 7.45pm

Present: Cllr Rick Morrish (Chair), Cllr Kerry Fuller (Vice Chair) Cllr Ann Towler, Cllr Gill Sergeant, Cllr Paul Yallop, Cllr Jeremy Fuller, Cllr Barry Houchen, Cllr Amanda Dobbing

19 members of the public were also present

An audio recording of the meeting was made by a resident.

1. Apologies for absence

Cllr John Sherry

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

None

3. County and Borough Councillors Matters, PCSO's Report

Cllr Gidney reported the following;

- There could be a possible 3% increase to the County Council element of the Council Tax for 2016/17.
- There is an online survey which the public are encouraged to complete to have their say on whether the police element of the council tax should be increased or frozen.
- The air quality in King's Lynn has improved, with carbon monoxide levels decreasing notably in the town centre, Gaywood and London Road areas.
- The Borough Council are making available assessments for those with care/special needs and mobility issues. Contact the Careline Community Team tel: 760761.

4. Public Participation – all members of the public welcome – 15 minute session

Comments and questions from the public were as follows;

Several residents raised matters they felt related to an easement the PC have proposed to agree with the owners of the Runcton Hall Stables site (SDA): Has the parish council received legal documents from Carter Jonas? Does getting advice from Carter Jonas mean that the Parish Council is in a better position regarding easement negotiations? Have all councillors seen the documentation? 'The Parish Council is there to protect its assets one of which is School Lane and the easiest way for the Parish Council to protect this asset is not to grant an easement'. Cllr Morrish explained that Carter Jonas had not produced 'legal documents' as such. They were employed by NRPC as surveyors to assess an acceptable value for an easement 'premium' (a one off payment the SDA would pay to the Parish in return for the easement). They negotiated a sum that the SDA representatives agreed to. Further to this advice a draft easement document was drawn up by the PC solicitor in consultation with the SDA solicitor. If it was now decided to move forward with the easement, once in place the easement would be a legal agreement in place between NRPC and SDA relating to the future use of the PC section of road, based on the development defined in the existing planning consent only; there would be an agreement in place about future road maintenance costs; and, the Parish would benefit from the 'premium'. The critical 'legal document' therefore was the draft easement – which the sub-committee have reviewed.

- A resident noted that the sub committee minutes of 15th December 2015 state that a parish poll, if run by the Borough Council, might exclude many residents in the village from voting as this does not offer postal or proxy votes. Yes – The sub-committee is looking at different ballot options.
- If the ballot is termed as the SDA Easement Ballot and the SDA then changed their name then would another ballot be required. No – the easement would relate to the site.
In the minutes of July 14th 2015, the Clerk reported that Highways would be inspecting the footpaths at Cedar Grove, it was requested that the Clerk follows this up and see if it's been carried out.
- Cllr Morrish clarified that the surveyor and the solicitor working on behalf of the PC has now been paid by the SDA.

- There was a water leak outside 12 New Road, this has already been reported by the Clerk.
- It was raised that the Twisty Twiney is flooding again, Clerk to report to Highways.

5. To approve the Minutes of the Parish Council Meeting held on 8th December 2015.

The Council approved the minutes and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 8th December 2015 and subsequently any matters arising that have been actioned not on the agenda for this meeting

- **FW Properties proposal** – The Parish Council agreed to hold a coffee morning on Saturday 23rd January at 10.30 to 12.pm to enable residents to put forward their views on these plans. Comments received would be passed to the developer.
- **Councillor Training** – It was decided to change the date from the 20th January to early March.

7. The Council reviewed the SDA Easement Sub-Committee and considered the minutes from the meetings held on 15th and 21st December 2015.

Action Points from the meeting were as follows;

- i. The Clerk had obtained information regarding the mechanism of running a ballot as stated in the sub committee minutes dated 15th December 2015.
- ii. The sub-committee discussed that the briefing information for the ballot should only come from the Parish Council and they will put forward suggestions for the content of that information.
- iii. Any information presented to explain the easement issue should be balanced and state pro's and con's of voting 'yes or 'no'.
- iv. The sub-committee felt that the timescale of monthly meetings was too long and more frequent meetings are required, this will be reviewed.

It was discussed that the timings of the sub-committee meetings are important to work with the timetable of issuing the agenda for the main Parish Council meeting. The sub-committee needs to come to the Parish Council meetings with proposals. In the next two sub-committee meetings the Parish Council needs to be reassured that the sub-committee can make progress.

8. Freedom of Information Policy

The Council agreed to adopt this following the annual review.

9. Record Keeping Policy

The Council agreed to adopt this following the annual review.

10. Planning Application Procedure

The Council agreed for the Clerk to make some amendments and bring to the February meeting.

11. Cinema/Film events at the VMP

Cllr Dobbing reported that the approximate cost of holding a film night would be £200 and there would be initial outlay required from the Parish Council to run the event. It was uncertain if the event would be popular enough so that ticket sales would cover costs, issues to consider being the seating in the hall and the choice of film needing to appeal to a wide range of tastes. Other ideas for events were suggested such as a book swap or a guest speaker, Cllr Dobbing to research the latter.

12. Planning

Applications to consider – 15/01947/CU – Wood Cottage change of use of part of existing house to a self contained holiday let - Parish Council response – there is not enough information provided for a response to be made.

Decisions received – 15/01817/O – 4 Bed House, New Road – Application Permitted
59 New Road – prune sycamore – Application Permitted

Comments made to the Borough Council – None

13. Neighbourhood Plan Update

Further to the Local Plan examination hearing meetings in October, BCKLWN had submitted further information to the inspector. The Neighbourhood Plan team are entitled to comment on this information – deadline 15th January. A response was being prepared. The examination is ongoing and the Inspector may raise further queries and there may also be further community consultation. The Local Plan process is expected to be completed in the early summer. It is hoped the Neighbourhood Plan could be ready for submission to the Borough Council by late spring – assuming relevant matters in the Local Plan have been confirmed by then.

14. The Clerk read out the correspondence list as follows;

A	17 th December 2015	NALC	Parish Council's will not be subject to referendum principles in 2016/17. However, the government expects town and parish councils to behave responsibly and protect taxpayers from excessive precept increases; if they fail to do so, the government has the option of making them subject to referendum principles in the future.
B	17 th December 2015	Norfolk County Council	Parish councils can now pay for a 'top up' service from the County Council's Highways Rangers. Work would be ordered and paid for by the parish, for a minimum half day visit – the cost of which would be £300 plus VAT for two Rangers.
C	19 th December 2015	A Resident	Asking for clarification on some matters raised regarding Blacksmith Cottages.
D	23 rd December 2015	NALC	The Smaller Authorities' Audit Appointments Ltd has been created to replace the Audit Commission to take over the appointment of external audits and the setting up of audit fees for smaller authorities from 2017. The company will formally appoint external auditors on behalf of parish councils as before from the financial year 2017/18, this will be done automatically unless the parish council decides to opt out. Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved.
E	5 th January 2016	A Resident	Questions to be included in response to F W Properties consultation.
F	5 th January 2016	A Resident	Questions to be included in response to F W Properties consultation.
G	11 th January 2016	Stephen M Daw Mineral Surveying Consultant	Mr Daw is acting as a planning agent for Middleton Aggregates Ltd, who wish to develop part of the field immediately west of North Runcton Common as a replacement for their existing clay pit further to the east off Setch Road. Would the Parish Council like to consider a draft of the proposal before the planning application is submitted to Norfolk County Council. Documents could be provided before the 8 th March PC meeting and representatives could attend to explain the proposals and take questions.

15. Finance

a) The Council will agree the precept for 2016/17

The Council agreed that the Parish Council's budgeted expenditure for 2016/17 would be £15,528, including a provision for legal costs of £4,000 and ballot costs of £2,000. Allowing for other income received and the Borough Council grant of £70, left the balance of £15,088 being requested for the parish precept for 2016/17. This was proposed by Cllr Houchen and seconded by Cllr Towler and unanimously agreed.

b) The Council will review the hourly rate for the Village Meeting Place

The Council agreed to increase the hourly rate from April 2016 to £6.00 per hour for hirers and £5.50 per hour for the Buttercups. It was also agreed that 2 hours per week for the Clerks time will be paid from the Village Meeting Place funds to reflect time spent on its administration.

c) The Council agreed to make the following payments;

Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
<u>From VMP Account</u>		£	£
15/10/15	Mr Brights	Cleaning 14 th Sept – 9 th Oct	124.80
12/11/15	Mr Brights	Cleaning 12 th Oct – 6 th Nov	124.80
17/12/15	Mr Brights	Cleaning 9 th Nov – 4 th Dec	124.80
13/12/15	Robert Wise	Fire Risk Assessment	72.00
14/12/15	AF & D	Installation of basin taps and waste	113.52
	Bowman		
8/12/15	R Curtis	Toilet Rolls	3.75
		563.67	
<u>From NRPC Account</u>			
12/01/16	Mrs R Curtis	Clerk Salary, 9 th December 2015 – 11 th January 2016	331.22
		Additional hours form Sept – Nov	718.20
12/01/16	Mrs R Curtis	Stamps and stationery	42.20
		1,091.62	

16. Items for next meeting agenda

- Amendments to the planning application procedure
- Feedback from the sub-committee
- Note to remind the public they can request for items to be added to the agenda

17. Date of next meeting – Coffee Morning – Saturday 23rd January 2016 – 10.30am – VMP Parish Council Meeting - 9th February 2016

(Future meeting dates – 8th March, 12th April, 10th May 2015)

The meeting closed at 9.45pm

Signed

9th February 2016