

North Runcton Parish Council

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

Tuesday 9th January 2018 7.45pm

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

In attendance: The Clerk – Rachel Curtis

8 members of the public and Bor Cllr P Gidney were also present

1. Apologies for Absence

Cllr John Sherry, Bor Cllr Bal Anota

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

Cllr J Fuller – Item 9 and 11

3. County and Borough Councillors Matters

Cllr Gidney reported on the following;

- An appeal has been heard on a proposed development of 50 houses in Gayton. It was concluded that the Borough Council has a 5 year land supply and this development represents a ‘windfall’ site and planning permission will be granted. It was noted that the implications of this decision could result in a precedence being set for future applications.
- Borough Council planning fees are due to increase by 20% this month.
- A planning application for a new school in Gayton has been withdrawn due to flooding issues.
- No update on the progress of the West Winch Growth Area Infrastructure Delivery Plan.
- Cllr Gidney noted that he is Chair of the Regeneration and Development Panel at the Borough Council and any queries can be submitted to him in letter form and he can raise under Chairman’s correspondence.
- Following discussions at previous meetings regarding the lack of bus service in the village in the afternoons, there is currently nothing to report. The PC discussed the need to make this a focus project in the coming months.

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

- A resident expressed his views that the PC should, under item 14, ensure a steady annual rise in the precept and VMP charges to at least be in line with inflation.

5. To approve the Minutes of the Parish Council Meeting held on 12th December 2017.

The Council approved the minutes and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 12th December 2017 and subsequently any matters arising that have been actioned not on the agenda for this month’s meeting

- Static caravan to the rear of the Toll House – nothing to report from the planning enforcement team at the Borough Council
- Phone line at the VMP to be installed on 11th January.
- Buttercups have made a formal request to leave their trollies out as much as possible following advice given at their manual handling course. Clerk to follow up.
- Clerk will be attending an End of Year Accounts briefing session on 10th January, this update is being given due to the external audit firm changing for 17/18.
- The next fundraising event for the VMP will be a quiz night - 23rd February. A light supper will be served and there will be a raffle. Advertising for the event to go into the parish magazine, website, noticeboards and VMP window. Cllr Dobbing, Cllr K Fuller, Clerk and Cllr Morrish to help.
- Cllr Morrish noted there have been a few teething problems with the handles on the new front and back doors of the VMP, and this has been sorted.

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

There is no data to report this month.

8. To Acknowledge new Councillor and confirm date of joining the Parish Council

Cllr Morrish stated that Keith Longhurst was elected by way of an uncontested election and will join the PC at the February meeting. Clerk to send Mr Longhurst the Good Councillors Guide and paperwork to sign prior to the meeting.

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

There has been no response as yet to the letter sent to the SDA to clarify if they have plans to create a new access to the site from the east. However, a resident said he had been told a planning application was imminent.

10. Highways – the Council will discuss any Highways issues

- Cllr Morrish said he had raised a query with Highways as to why the layby on the A47 had been closed off. It is simply to serve night time road repairs currently being undertaken.
- Following the recent closure of Common Lane to enable AWA to carry out works, it is understood that the road will again be closed between 31st January and 2nd February.

11. Planning

Any applications to consider;

17/02285/F –Proposed stables at Southfork Maror, Common Lane, North Runcton PE33 0RF

Cllr J Fuller left the room while the PC considered this application to his property. The PC agreed that there were no observations required, however, it should be noted to the Borough Council that the applicant address on the form is incorrect and states Tottenhill instead of North Runcton.

Decisions Received from BCKLWN

None

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

- As stated by Cllr Gidney there has been no update from the Borough Council regarding the Infrastructure Delivery Plan.
- There is an outstanding fee of £60(+VAT) from Lingo Design for graphic design on the Neighbourhood Plan which the PC is awaiting an invoice for. This cost is 50% of the fee, the other half to be paid by West Winch Parish Council.

13. Correspondence

Letter from Historic England to say they are considering the war memorial for addition to the List of Buildings of Special Architectural or Historic Interest. Clerk to follow up and find out more.

14. Finance

To introduce the discussion, Cllr Morrish reported that he and Cllr Fuller had undertaken the Clerks annual appraisal the week before. The conclusion was that Rachel meets or exceeds all of the criteria set in place. However, she consistently spends 2-3 hours/day on PC duties – which exceeds the time she is actually paid. Cllr Morrish said this matter must be rectified in the current precept setting. It was agreed in the review that the PC would not pay a pension contribution.

- a) The Clerk presented the accounts to the end of December and a projection to the year end. It is estimated that the PC will be underspent by around £2,000 at the end of the year. This is largely due to unspent budget for election costs and an underspend on the asset management line. Cllr Morrish proposed that the precept increase by 3% to cover inflation for 2018/19, this was seconded by Cllr K Fuller and unanimously agreed. The PC agreed that within the budget for 18/19 the Clerk's pay should be increased to 11 hours a week (an increase of 2 hours) and also allowing for a 2% increase in hourly pay – which will be confirmed later in the year by NALC. The Clerk will submit the precept for 2018/19 to the Borough Council for £15,852, this gives a Band D property an annual precept of £63.25, an increase of £1.84 from last year.

- b) The PC considered the income and expenditure for the Village Meeting Place. The Clerk had calculated annual expenditure for the Hall at £10,065. Keeping the rates at £5.50 for Buttercups and £6.00 for other hirers would bring in approximately £10,408 per year. Cllr Stevens proposed to increase fees by 50p for both rates, this was seconded by Cllr K Fuller and unanimously agreed. Therefore Buttercups will pay £6 per hour and other hirers £6.50 from the 1st April 2018. This will increase income by around £900 to help cover increased running costs (cleaning contract and new phone line rental) and loan repayments of £3,800 per year. The PC agreed that this increase will cover an additional 1 hour per week for the Clerks time in managing the VMP (an increase to 3 hours/week).
- c) To hear an update on Cashbook balances - 1st December 2017 – 31st December 2017

	Opening Balance 01/12/17	Less Nov Chqs	Less DD's £	Add income £	Closing Balance 31/12/17
	£	£		£	£
NRPC Account	12,343.77	1,354.39	0.00	24.68	11,014.06
VMP Account	8,398.93	474.75	2,493.04	1,747.00	7,178.14
					18,192.20

- d) The following payments were considered for approval;

Date	Supplier	Description of Service	Amount on Invoice £	VAT element - non recoverable £
<u>From VMP Account</u>				
13/12/17	Parish News	Advertising for VMP	50.00	
09/01/18	R Curtis	Salary 13 th Dec 17 – 9 th Jan 18	90.74	
09/01/18	R Curtis	Expenses – VMP Purchases	18.12	
			158.86	
<u>From NRPC Account</u>				
14/11/17	R Curtis	Clerk Salary 13 th Dec - 9 th Jan 18	428.33	0.00
12/11/17	R Curtis	Expenses – Postage	55.42	0.00
			483.75	0.00

The Parish Council agreed to pay the above.

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

- A resident asked how many months had Cllr J Sherry been absent from meetings, the Clerk said this was the 6th meeting and Cllr Morrish is trying to get in contact with him to discuss his plans and the PC will review next month.
- A resident congratulated Mr Longhurst on joining the PC.
- A resident thanked the Clerk for her hard work and commitment to the Parish.
- Cllr Morrish stated that a former village website called 'Runcton Web', which had first been developed as a millennium project, has been resurrected. Cllr Morrish had spoken to Roderick Humby and proposed that the historical information it supports could be transferred to new pages on the PC website – which he had supported. Cllr K Fuller asked Cllrs whether they thought it would be appropriate to get a copy of the 19th/20thC School log books that detail the history of the VMP when it

was a school and other village life. It was agreed that Cllr K Fuller will look into the cost of getting these books copied electronically.

- Cllr Morrish has made enquiries with Austin Pearce about purchasing some of his art work for a permanent display on the wall at the VMP.
- Cllr Yallop said that the Caravan and Camping site had recently won an award.
- Cllr J Fuller suggested the PC should ask Tharros to make good the track (RB6) south of the village – which was very messy.

16. Items for next meeting agenda

- Review of the Risk Assessments for the PC's assets

Date of next meeting – 13th February 2018

Future meeting dates – (13th March 2018, 10th April 2018)

The meeting closed at 9.15pm

Signed 13th February 2018