

NORTH RUNCTON PARISH COUNCIL

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

Tuesday 14th October 2014 7.45pm

Present: Cllr Richard Morrish (Chairman), Cllr Ann Towler (Vice-Chair), Cllr Richard Markham, Cllr Jeremy Fuller, Cllr Barry Houchen, Cllr Gill Sergeant, Cllr Kerry Fuller, Bor. Cllr June Leamon

6 members of the public were also present

1. Apologies for absence

- Cll Paul Yallop, Cllr Paul Foster.
- Chairman reported that Cllr Mike Laing has resigned from the Parish Council. This leaves a vacancy on the Hardwick side of the Parish which will be advertised by statutory notice. Households will be canvassed in Hardwick for potential candidates.

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

None

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

Cllr Leamon informed the meeting of the following:

- Training on planning applications will be available at the Borough Council in the new year for Parish Councillors, Cllr Leamon will inform the Clerk when dates are set.
- Monday 20th October, 3.30pm, free forum at Downham Market Town Hall for landlords and letting agents
- Friday 21st November, 10.00am, free electric blanket testing at Downham Market Town Hall organised by the West Norfolk Disability Forum
- Friday 6th November, 6.30pm Fawkes in the Walks
- New recycling scheme being introduced (glass and plastic now allowed in green bins). Borough Council considering the impact of more recycling in terms of size of bins for the future
- More villages in the Borough are considering Neighbourhood Plans.
- Cllr Leamon will forward to the Clerk a letter from the leader of the Council, Nick Daubney regarding spend in Villages
- Next SNAP meeting 19th November at Stoke Ferry

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

- Comments were made that the latest cut of the Green was uneven
- Advertising posters for the Harvest Supper put up along New Road were taken down as the new fence owner doesn't condone use of their fence for this. This position has been used for notices for many years. Owners to be approached to see if there is a mutually convenient solution.

5. To approve the Minutes of the Parish Council Meeting held on 9th September 2014

The Council approved the minutes and the Chairman duly signed.

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

- **Follow up action taken by McDonalds to clear rubbish from the Parish**
McDonalds support Keep Britain's Tidy campaign called 'Love Where You Live'. Outlets have a 'Planet Champion' who decides upon initiatives for staff to become involved in, one of these is litter picking in the local area. There may be more planned in the future, but it is not something that can be requested.
- **Notification from the Norfolk Community Foundation requesting an update on the funding received for the War Memorial**
Clerk and Cllr Markham drafted a response to the information requested. Clerk submitted within deadline.
- **Enquiry from Buttercups Playgroup**
Buttercups Playgroup currently operates from Middleton Village Hall and are looking for a new location. May wish to visit hall to check suitability.

- **Village Sign – Cllr Houchen to speak to Stu Bunton to ask if sign can be re-painted in situ.**
Cllr Houchen reported that this may be possible, but costs would increase to take into account mileage for Mr Bunton. Look at again in the Spring.
- **Arrange for Robert Wise to carry out fire risk assessment at VMP**
The assessment took place on 8th October, Robert has provided the PC with a report. Cllr Markham summarised the report, Clerk to get quotes for fire extinguisher testing and action other recommendations.

7. Agreement to finalise an easement for new dwelling at ‘School House Cottage’ plot

Cllr Morrish, Cllr Towler and the Clerk visited the Parish Council’s solicitor in September to seek advice on this. As the development would intensify usage over a section of School Lane owned by the Parish Council it has been previously agreed that the developer should obtain an easement for access – and pay for the Parish Council legal costs. An agreement for this arrangement has now been provisionally confirmed with the developer and agreed by councillors. The PC’s solicitor will now be instructed to proceed with the arrangements and documentation.

8. Record Keeping Procedure

The Council agreed a new record keeping policy.

9. Planning Applications Procedure

The Council agreed an amendment to the PC policy on planning.

10. Amendments to Standing Orders to allow filming of meetings

The Council agreed the amendment to point 3L in the Standing Orders.

11. Publication of general guide to parishioner participation at meetings

The Chairman and Clerk presented the guide and the Council liked the idea and agreed to its publication and circulation at meetings. The Council also felt that it could be distributed to all homes in the Parish via the Village magazine.

12. Bus Shelter on the A10

Clerk to obtain 3 quotes for the work to repair the roof and re-paint. A schedule of works has been agreed.

It was also noted that vegetation belonging to a nearby resident has been cut down from the south side of the shelter nearest the Esso garage but the north side has been left. Cllr Houchen to approach the resident and enquire about his intentions to cut the other side.

The flags that have been placed at the exit points of the Esso garage were discussed as they may pose an obstruction of view and making it difficult to see onto the A10 when leaving the garage. Clerk to write a letter to the Highways department to ask them to investigate.

13. Re-tendering the CGM contract

This item will be discussed at the next meeting.

14. Village Meeting Place - Management

- Items surplus to requirements in the outside store have been ‘ethically disposed of’
- Clerk to obtain 3 quotes for repair work to the outside store
- Clerk to research costs of employing a cleaner against using the services of a cleaning agency
- The Council recognised the need to raise the profile of the VMP, Clerk to add pages onto the website
- The Council discussed the possibility of setting up a VMP fund

15. Notice Boards

A10 - Cllr Houchen is awaiting work to be done on the Bus Shelter before commencing work

The Green – Cllr Markham is sourcing fibreboard to erect a new sign in the bus shelter on the Green.

16. Highways

- Chairman to write letter of support to Middleton for their speed review campaign.
- Clerk to write letter to resident of property in New Road, on the corner of Cedar Grove asking that their hedge is maintained as driver’s view is being restricted as cars turn out of junction. Cllr Markham to forward details of resident to the Clerk.

17. Planning

- a) 114/01294/F – 4 Hunters Rise

No objections from the Council or public

- b) Decisions received from BCKLWN/NCC

14/01189/F – 1 East Anglia House – application granted –

It is noted that NRPC withdrew their objection to this application on 16th September 2014.

14/01107/A - Signage – non determined – application returned

18. Neighbourhood Plan Update

Document is nearly ready for pre-examination. Chairman to seek views and comments from Parish Council shortly.

19. Correspondence

Request for donation from Tapping House

The Council discussed this and Cllr Leamon and Cllr Towler confirmed that the Council had previously minuted a decision not to donate public money to charities as it could be seen to favour one charity over another. Clerk to look at incorporating this decision into Financial Regulations.

20. Finance

- a) The Clerk presented a budget monitoring report to the end of the second quarter.
b) The Council approved the Clerk to attend Budgetary training at a cost of £35
c) The Council agreed to renew its membership subscription to the CPRE at a cost of £36

The Council agreed to make the following payments.

£

CGM Landscapes	Grounds maintenance for September	67.27
Royal British Legion	Wreath purchased on behalf of North Runcton War Memorial	25.00
Poppy Appeal	Committee	
Royal British Legion	Wreath purchased on behalf of North Runcton Parish Council	25.00
Poppy Appeal	(section 137 expenditure)	
Richard Markham	Re-imburement for cleaning materials for VMP	23.44
Richard Morrish	Re-imburement for keys cut for VMP	15.00
Richard Markham	Re-imburement for donation to All Saints Church for re-dedication service	50.00
NPTP	Chairmanship training for R Morrish	70.00
NPTP	CiLCA training for R Curtis	220.00
Mrs R Curtis	10 th September – 14 th October Clerk Salary	229.95
Mrs R Curtis	Postage	7.44
		729.38

21. Items for next meeting agenda

War Memorial
Road surface – School Lane
CGM Contract

22. Date of next meeting – Tuesday 11th November

The Chairman asked if the public had any comments about what they'd heard at the meeting.

- Speed review – Cllr Leamon commented that she had supported Middleton Parish Council in her capacity as Borough Councillor
- Flags at Esso garage – Cllr Leamon commented that she had reported this to Highways previously
- Bus Shelter – Cllr Leamon noted that 'no smoking' signs should be put up in the bus shelters.

The meeting closed at 9.50pm

A handwritten signature in black ink, appearing to read 'Richard Mansel', written over a horizontal line.

Signed

.....

11th November 2014