

NORTH RUNCTON PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday 8th April 2014

Present: -

Cllr. J Leamon (Chair, Bor. Cllr.), Cllr, R Morrish (Vice-Chair), Cllr. F Leamon, Cllr. A Towler, Cllr. B Houchen and Cllr. R Markham. 8 Members of Public including Richard (Toby) Coke of Norfolk County Council and PCSO Jane Edwards.

1. Apologies for absence

Bor. Cllr. P. Foster offered his apologies as he has a prior meeting this evening.

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

Cllr J Leamon declared her personal interests with reference to her position as Member of the Borough Council Planning Committee and Member of the East of Ouse, Polver and Nar Internal Drainage Board.

3. County and Borough Councillors Matters, PCSOs Report.

County Council

At a Meeting of the Norfolk County Council (NCC) on Monday 7th April 2014, County Cllr. Richard (Toby) Coke proposed the Motion to consider terminating the County Council contract for the Incinerator. A good cross section of the Political Parties supported this proposal.

This was considered purely on the financial side as Planning Consent had already been granted in 2013 by Norfolk County Council. The decision was "called in" by Mr Eric Pickles, MP, to be reviewed at a Public Inquiry. It is not known what the Inspector concluded and a final decision on the application has yet to be confirmed.

It was voted with a majority agreeing the contract was not financially viable and so was to be terminated with Cory Wheelabrator. The Cabinet of NCC endorsed this decision unanimously. County Cllr. Coke acknowledged there will be a shortfall of money to pay compensation to Cory Wheelabrator as the NCC has only budgeted £19 Million but needs to pay a potential £30 Million. He invited questions from the Parishioners should they wish to ask anything regarding the Meeting or any other issues he could assist with. A Parishioner asked who is to pay the extra £11 Million – the tax-payer? Due to the shortfall this money is likely to be raised through taxes on the tax payer he said.

The Chairman thanked County Cllr. Coke for his support.

Borough Council

There was nothing to report.

PCSO Report

PCSO Jane Edwards reported two (2) telephone calls had been received from the Village of North Runcton. One was Highways disruption where a dog was in the middle of the road but had disappeared once the PCSO arrived at the scene. The other was theft of keys in King's Lynn. Crimewise – no crimes.

There are several Scams going on: –

A Parishioner outside our Village had been telephoned by West Midlands Police and advised their payment cards had been used elsewhere and so they needed their PIN Number and a Police person would be sent to collect her cards. She quoted the PIN Number and the last 3 digits on the reverse of the payment card (as requested by the Police person) and handed the payment cards over to the Police person who arrived to collect them. Money has since been taken from her bank account.

E-mail received from colleagues/persons known, requesting to send them money or bank details as they are trapped in another country and have no money (for whatever reasons) so they can arrive back home safely.

Another is e-mails, texts or telephone calls about car accidents and compensation or PPI Life Insurances which have been mis-sold. PCSO warned Parishioners to be very wary of such scams and not to give any personal information out.

4. Public Participation – All Members of the Public Welcome – 15 minutes session

It was asked by a Parishioner why there were no North Runcton Parish Councillors in attendance of the Church Service at Middleton Church on Sunday 6th April 2014 to welcome the newly appointed Priest in Charge. The Chairman had prior engagements on that day but had since visited Rev. Riaz Mubarak at The Rectory. A Parishioner suggested an afternoon tea to welcome the newly appointed Priest in charge and his family. It was agreed by the Parish Council this was a good idea and the Parochial Church Council newer members – Lynda Fuller, Rhona Willgress and Phyllis Jakes – were pleased at the agreement. Lynda said it would be best to let the family settle in and arrange for mid May 2014.

There were concerns with a dwindling Church congregation that the Church would have to close its doors, although it was acknowledged 30 Parishioners had attended a meeting on the previous week to try and prevent this from happening.

5. To Approve the Minutes of the Parish Council Meeting held on 11th March 2014 and the Minutes of the Extraordinary Meeting held on 20th February 2014

Parish Council Meeting held on 11th March 2014

Minutes of the 11th March 2014 Parish Council Meeting were agreed for signature by Chairman. All agreed.

Extraordinary Meeting held on 20th February 2014

There was a discussion regarding the Minutes of the Extraordinary Meeting held on 20th February 2014 and it was proposed to vote on whether to sign the Minutes of the above Meeting today or to carry this forward to the May Meeting.

Cllr. R. Morrish proposed to sign the Minutes and Cllr. J. Leamon seconded this proposal.

Five (5) voted to sign – JF, AT, FL, R Morrish and JL.

Cllr. R. Markham voted to carry forward to May 2014 Meeting, not seconded and BH abstained from voting.

It was noted by Cllr. R. Morrish there are no Standing Orders in place for conducting Extraordinary Meetings. The Chairman advised we would follow NALC Guidelines.

6. To Report only on Matters Arising from the Minutes

a) War Memorial – to receive update and agree on any action.

Update received from Cllr. R. Markham advising the quote for the tree work in the Churchyard was for sycamore trees at £600. However the tree surgeon has confirmed the trees to be ash and holly and so the quote is now for £1,100. The War Memorial Committee had a meeting to confirm and voted to carry on with Mr Dan Yeoman's quote. The work should be done in the next couple of weeks.

The Parish Council will receive the Invoice for payment once work is completed.

It was proposed by Cllr. J. Fuller and seconded by Cllr. R. Morrish to pay the Invoice when received. All agreed to release the £1,100 from the War Memorial Donations Fund which is temporarily held in the Parish Council's Bank Account.

The War Memorial Committee has applied for a Grant and should hear at any time whether they have been successful.

b) Village Sign - to receive update and agree on any action.

The Sign writer/painter has requested the Village sign to be taken down from the post and transported to his premises so he can repaint the sign. He has requested Parish Council ensures the post is safe and secure for the return of the sign. Payment will be for £200 (Quote received previously) on collection of the sign. Cllr. R. Markham and Cllr. A. Towler are arranging the transportation of the sign, checking the post and will arrange to re-stain the post whilst the sign is being repainted.

NB- The Sign writer/painter is not VAT registered so no VAT reclaim will be applicable.
It was proposed by Cllr. F. Leamon and seconded by Cllr. B. Houchen for the above actions to be taken.
All agreed with the above.

c) Highways Rangers/Highways Issues - to receive update and agree on any action.

Cllr. R. Markham has spoken to Highways about the issues brought up in the previous Meeting.

- 20mph signs through the Village. Clerk to contact Highways and ask about the possibility of these signs.
- Road signs advising of Toads presence – Cllr. R. Morrish suggested temporary signs could be made and in fluorescent colour so would show in the night-time and that he was prepared to erect at the appropriate times.
- Contact Highways Rangers, ask when they are returning to the Village and add tasks to the Rangers “To Do” List, i.e. tarmac on parts of New Road is becoming very thin in many places.

Telephone Exchange – Cllr. R. Markham has spoken to British Telecom Manager who advised other people use the Telephone Exchange at different times and so it is not possible to lock the gates. It was agreed for the gates to be closed but could not be locked.

d) Risk Management – to receive update and agree on any action - moved to VMP Item/s.

e) Parish Council Records – to receive update; agree on storage and consider purchase of a suitable cupboard.

It was considered Parish Council need a more suitable cupboard to store records held by them.

It was suggested a cap be placed on the pricing for cupboard and incidental stationery needed, i.e. Box files etc – the cap to be £350.

Cllr. R. Morrish proposed and Cllr. R. Markham seconded this decision. All agreed.

Cllr. R. Morrish and Cllr. R. Markham met with the Model Railway Club on the evening of Friday 4th April 2014 to discuss storage of their items. Both Cllrs. advised the Model Railway Club representatives they could not store all their items in the cupboard, especially at heights which could pose Health and Safety issues. Cllr. R. Morrish to draft a letter to the Model Railway Club (Arthur and Peter) requesting they reduce their storage of items.

f) Neighbourhood Plan – to receive update and consider dates for Public Consultation of Final Plan

The East of Ouse, Polver and Nar Internal Drainage Board (IDB) has been sent the final Surface Water Management Study completed by the Engineer who was contracted by the Neighbourhood Plan Steering Group. Cllr. R. Morrish as Chairman of the Neighbourhood Plan Steering Group has circulated this Study to Borough Council, the Developers concerned - Zurich Assurance Ltd (ZAL)/David Maddox and Turley Associates on behalf of Hopkins Homes - and to Parish Councillors. It has since been circulated to the Neighbourhood Plan Steering Group.

The Engineer has used the ZAL Master plan but this may not be how the development starts or continues. Much emphasis has been placed on important ditches/dykes and the Study has identified poor records of drainage on the development area.

It is hoped the Public Consultation can be held in early May 2014 – Cllr. R. Morrish will liaise with West Winch and arrange booking of the respective Village Halls. It was suggested these are held on a weekend so that Parishioners could attend, especially those who work within the Monday- Friday.

Cllr. R. Morrish to send a copy of the Surface Water Management Study to County Cllr. Toby Coke and to advise when the Public Consultation dates are available.

7. Parish Clerk Vacancy – the Council will consider any applications and interview dates.

Three (3) candidates have applied for the vacancy. It is possible to interview next week (carried out on Wednesday 16th April 2014 in the evening from 7.3pm.) Chairman, Vice Chairman and Cllr. A. Towler are to interview and report back to full Parish Council after interviewing.

The Council will consider and agree any interim duties until new Clerk appointed.

End of Year Accounts arrangements, Village Meeting Place bookings/Banking.

- KVT Business Care to do End of Year Accounts and reconciliation for £50.
- Mr Chris Reeks (recommended by Mrs. K. Senter as he is Internal Auditor to Middleton Parish Council) is to be asked to carry out the Internal Audit for £50. (Our current Internal Auditor has advised he is no longer available to do this task.)

All agreed on the above.

- KVT Business Care to maintain Village Meeting Place Bookings until 23rd May 2014 at a price of £75 per month and any banking required.

All agreed on the above.

Mazars, the External Auditors have sent the Audit documents for completion and return by 4th July 2014. Chairman, Cllr. J. Leamon, is receiving the Village Meeting Place Bank Statements.

8. Parish Councillor Vacancies – Chairman informed the Borough Council to start the procedure for advertising the vacancies (2). Official Notices posted by Chairman on Parish Boards and Website.

The deadline for the Parish Councillor Vacancy is 17th April 2014 and if no request for an Election is received by 10 Parishioners, the Parish Council may co-opt.

Four (4) parishioners expressed an interest in the Parish Councillor Vacancies although two (2) have many other commitments and feel they cannot commit at present.

9. Correspondence Received

- Letter received from a Parishioner expressing an interest in the Parish councillor vacancy.
- Notice from the Borough Council about the Precept.
- Notification from the Borough Council of the European Parliamentary Elections to be held on Thursday 22nd May 2014 between 7am and 10pm. (Advance notice has already been given so VMP has already been booked for the day). List of key-holders for VMP needs to be sent to the Borough Council so they can contact when needed – Chairman to action.

Cllr. R. Markham and Cllr. R. Morrish are now key-holders. Also Mrs. T. Miles a nearby resident.

- External Auditors (Mazars) Audit documentation received. Deadline for this to be filed is 4th July 2014.
- Information from Campaign for Protection of Rural England (CPRE) of their AGM to be held on 16th April 2014 at Knights Hill.

10. Accounts and Finance including the following financial matters

10a. Financial Matters to report:

N.R.PARISH COUNCIL	Details	Method	£	Amount
West Winch Parish Council	Share of printing parishioners information for consultation on Hopkins Homes Planning Application (Dec 2013 – 1,110 dwellings)	Cheque	£	2.27
Norfolk Association of Local Councils (NALC) Subscription	Yearly Subscription	Cheque	£	131.12
	TOTAL			133.39

VILLAGE MEETING PLACE	Details	Method	£	Amount
Anglian Water	Direct Debit due on 1 st May 2014	DD	£	15.14
	TOTAL			15.14

10b. Audit – the Council will consider arrangements for Audit

It was agreed that Mr Chris Reeks will carry out the Internal Audit for £50.

10c. To consider Approval of Payment of Due Invoices

Proposed by Cllr. R. Markham and seconded Cllr. A. Towler to approve the above payments. All agreed.

11. Planning Consultation

Planning application 14/00334/F - Garage conversion to granny annexe at Woodlands, Willow Drive, West Winch Road. No objections were raised by Parish Council.

12. Incinerator update

- See County Councillor update at Section 3.
- Letters of Thanks to be sent to the Parish Councils who supported North Runcton Parish Council in the opposition to the Incinerator. Funding was received from the Borough Council to employ Eunomia Consultants to investigate the Incinerator carbon footprint. The Findings were presented to the Public Inquiry. (Feb 2013 – April 2013). Chairman to send thanks to the Parish Councils involved.
- Letter of Thanks to be sent to Farmers Campaign/KLWIN, Mike Knights and his Team for their efforts and support in helping to defeat the proposed incinerator. Chairman to draft letter – sent letter on 14th April 2014.

13. Village Meeting Place – Discussion of future of Village Meeting Place

A Meeting is to be held on Tuesday 29th April 2014 at 7.30pm to discuss the way forward for the VMP.

14. European Parliamentary Election 22 May 2014

Village Meeting Place has been booked for the day from 7am to 10pm.

15. Items for report or future agenda only

- Chairman suggested to action the Village Meeting Place 5 yearly electrics check and yearly PAT Testing at each AGM Meeting to ensure consistency. Also to action Insurance cover renewal before the due date for Parish Council and Village Meeting Place. (See arrangements made in 2013 year).
- Cllr. R. Markham mentioned 2 dog litter bins.
- Parish Council Standing Orders (not Financial) to be looked at in May Meeting. Suggested placed on the Agenda although an e-mail exchange is to be completed about this and Financial Regulations/Financial Risk Assessment before the May 2014 Meeting.
- Spraying of the weeds and the cutting of the grass on Village Green.

16. Date of next Meeting – 13th May 2014 Annual Parish and Residents' Meetings

17. Resolve to exclude the Press and the Public in light of the following item of a sensitive nature.

Cllr. R. Markham proposes and Cllr. J. Fuller seconded. Cllr. A. Towler, Cllr. R. Morrish and Cllr. B. Houchen agreed. Chairman abstained from voting and Cllr. F. Leamon felt it should be included within the Public Meeting.

18. Deed of Easement, School Road – the Council will consider the maintenance issue.

Road standards were discussed and it was suggested the Council request a quote for re-surfacing of School Road to determine the costs involved. Three (3) contractors were suggested and Cllr. R. Morrish is to contact these requesting quotes for the re-surfacing work.

19. Dates of forthcoming meetings in 2014:-

The following meeting dates were agreed:- 13th May 2014.

There being no further business the meeting closed at 9.50pm

Signed 13th May 2014