

NORTH RUNCTON PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday 11th March 2014

Present: -

Cllr. J Leamon (Chair, Bor. Cllr.), Cllr. R Morrish (Vice-Chair), Cllr D Eakins, Cllr. F Leamon, Cllr. A Towler, Cllr. B Houchen, Cllr. R Markham and Cllr. P Yates. 9 Members of Public including Peter Wilkinson of NALC Executive Committee (follow up to previous Meeting)

1. Apologies for absence.

No apologies were received, although Bor. Cllr. P Foster had advised he would be late due to prior engagements.

2. Declaration of interest / dispensations 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.

Bor. Cllr. P Foster had not received a copy of the Agenda so had telephoned the Chairman to ascertain if the Parish Council meeting was being held on Tuesday 11th March 2014. Chairman confirmed it was. There was no representation from the County Councillor or PCSOs. Query was raised if they had been sent a copy of the Agenda confirming date of the meeting.

Cllr J Leamon provided the following information in her role as Borough Councillor:

The Local Development Framework (LDF) is still ongoing.

The decision about the building of the Incinerator is still ongoing and although NCC is pushing for an early decision, Mr Eric Pickles, MP will not be rushing into making this decision as he needs to study all the details carefully.

On a social note, the GEAR run will soon be taking place in April and there is free evening training at LynnSport to take part.

4. Public Participation – All Members of the Public Welcome – 15 mins Session.

- Vehicles are speeding along the road across the Common at all times. A Parishioner suggested we could look into 20mph signs through the Village. Clerk to contact Highways and ask about the possibility of these signs.
- Young toads and frogs crossing the road are being killed by the passing vehicles. It was suggested signs could be erected advising of frogs' presence. Clerk to contact Highways and ask about these signs.
- Dog Fouling – Parishioner reported this happens at all times of the day and night. Times were requested but Parishioner could not give times. Clerk to contact PCSO so they can monitor and deal with as appropriate.
- Query was raised about the Planning Application for the 32 Log Cabins at Land East of the Green, North Runcton, PE33 0RB, and their access through the Village. It was advised by this same Parishioner that the Highways Engineer had advised the access from New Road onto School Lane is to be widened.
- Cars have been travelling through the Village at 1AM or 2AM and stopping for approximately an hour at the Telephone Exchange compound in New Road. Previously the gates to the compound have been closed/locked but now appear to be left open. Clerk to inform PCSO and BT and request the gates are closed.
- It was brought up that the Village is untidy and no respect is being shown within it. Specific areas were requested for identification purposes but the Parishioner says the village is a complete mess along with the verges where they have been cut up. Clerk will inform the Highways Rangers, ask when they are returning to the Village and add the tasks to the Rangers "To Do" List.

- The tarmac on parts of New Road is becoming very thin in many places. Clerk to report to Highways again.
- Bush on Common land needs to be cut – Chairman advised this is not Parish Council's responsibility as on Common land.
- Cutting of the grass on the Common in front of Mrs. P. Jakes and Mr. H. Chapman's property was also brought up as Parishioner was unhappy with the grass cuttings being left on the Common land and subsequently being walked into her house. It was pointed out this matter was resolved in October 2013 Parish Council Meeting (See 14 – Common Land in Oct 2013 Minutes).

Bor. Cllr P. Foster entered the room at 8.17pm

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

Parish Council Meeting on 11th February 2014

Minutes of the 11th February 2014 Parish Council Meeting were approved, although it was agreed to include more detail in the Finances defining what payments were for, especially in the case of more than 1 invoice being received from the same business. Cllr R Morrish proposed that the Minutes be accepted and Cllr R Markham seconded this. All agreed.

Extraordinary Meeting on 20th February 2014

A brief Explanation giving reason for the calling of the Extraordinary Meeting on 20th February 2014 was stated by the Vice Chairman regarding the effort to avert the Clerk's (Mrs K Senter) then proposed, and now confirmed, resignation. She had spoken to the Vice Chairman at the end of the 11th February 2014 Parish Council Meeting to offer her resignation. He was upset by this turn of events and advised he did not want her to leave, asking what could be done to build bridges. He suggested she carry on as Clerk but not attend the March or April Parish Council Meetings and an alternative Minute taker would be appointed for these Meetings. This was also agreed at the Extraordinary Meeting on 20th February 2014.

The Vice Chairman called an Extraordinary Meeting on 20th February 2014 to determine what could be discussed and agreed for a way forward. The Clerk, Mrs K Senter, has since tendered her formal resignation on 24th February 2014.

The Minutes of the Extraordinary Meeting held on 20th February 2014 were not signed as the Chairman's questions to establish the facts raised (before the meeting was closed to the Public) were not included within the Minutes. These questions were to clarify who called the meeting and what type of meeting it was.

A Parishioner interrupted the Meeting and left at this point.

When asked, the Chairman was not happy to sign the Minutes of the Extraordinary Meeting due to the omission of the questions she had raised. It was suggested to carry forward to the April Meeting Agenda.

6. To Report Only on any Matters Arising from the Minutes.

At the Extraordinary Meeting on 20th February 2014, Cllr. F. Leamon volunteered and agreed to take Minutes for the March and April Parish Council Meetings as an interim measure. This was agreed by all Parish Councillors.

Cllr. A. Towler had spoken with Sue Lake of NALC on another matter and said Sue confirmed it was in order to use sub contractor to carry out the administrative tasks which the Clerk would usually carry out. This was disputed by Chairman and Cllr. F. Leamon who stated the Clerk is employed by the Parish Council as per legal/NALC requirements. Chairman opened the meeting to the Public and asked Peter Wilkinson of NALC Executive Committee in the Public and Bor. Cllr. P. Foster for their views/comments.

Peter Wilkinson said can bring in on a temporary basis as an Interim Clerk.

Bor. Cllr. P. Foster advised the Clerk must be employed by the Parish Council.

As Cllr. A. Towler had spoken with Sue Lake of NALC who had advised it was in order to use a sub contractor for Clerk working, it was requested she ask Sue for written confirmation by e-mail.

(An e-mail has since been received by Vice Chairman from Sue Lake of NALC on 21st March 2014 following the 11th March 2014 Parish Council Meeting. This has been circulated on 21st March 2014.)

7. Parish Clerk Vacancy/Acknowledgment of Clerk's resignation

The Clerk's resignation was acknowledged. Vice Chairman had drawn up an advertisement for the Job Vacancy of Parish Clerk and circulated these at the Meeting. It was proposed the Vice Chairman should be the first point of contact for the Vacancy by Cllr. A. Towler and seconded by Cllr. R. Markham. All agreed although it was brought up by Cllr. F. Leamon not to exclude the Chairman as potentially the Clerk could start before May 2014 and so work with the current Chairman.

It was agreed to advertise on NALC's website, Parish noticeboards, the Lynn News (Cllr. P. Yates has checked – prices were in excess of £100 for a Job Vacancy advertisement.) It was suggested to check the price of advertising in the free paper – Your Local Paper.

8. Risk management

It was agreed to enter a 1 year contract with CES Ltd at £575 + VAT. They will be required to prepare a Risk Assessment Manual and a checklist for the Parish Council to work with. They are planning on meeting week commencing 17th March 2014, although no firm date is arranged but it is hoped to be Monday. Vice Chairman is meeting with them and Cllr. R. Markham would also like to be present.

9. Parish Council Records

It was agreed for the handover of the Parish Council Records to be carried out on Monday 17th March 2014 at 7.30pm. Cllr. A. Towler, Vice Chairman R. Morrish and Cllr. R. Markham wished to be present at this meeting and go through the Council's records determining which documents need to be stored at the Norfolk Records Office.

10. Standing Orders

It was agreed the working party for Standing Orders would potentially be on 25th March 2014 at 7.30pm. Chairman Cllr. J. Leamon, Vice Chairman Cllr. R. Morrish and Cllr. A. Towler are members of this working party.

11. Correspondence received

Borough Council Public Consultation poster from October 2013, Recycling poster for textiles from NCC, Thinking WISP Expansion – Fast, Local Broadband from Norfolk RCC and the NALC Norfolk Link Booklet Issue No 194 with End of Year Training application form.

12. Neighbourhood Plan - the Council will hear a progress report

Cllr. R. Morrish gave an update:- He has received the Draft Surface Water Management Study from David Thomas today (11.03.2014) and forwarded this to Peter Germany of the Borough Council for him to study. There is a meeting with Zurich Assurance Ltd (ZAL) – David Taylor - about the centre of West Winch and John Clements of the Borough Council. ZAL are likely to be developing their Planning Application in the summertime of this year.

Alan Gomm of the Borough Council is not prepared to comment on the current Neighbourhood Plan Draft until it has Plans included within it.

13. Village Meeting Place -

- List of responsibilities and duties relating to general maintenance and upkeep of the Village Meeting Place and consider if these duties should be shared amongst Councillors on a voluntary basis or if the Council should consider employing a caretaker
- Current keyholders and whether each group should be given a key
- Hourly rates charged and whether they require reviewing

Vice Chairman Cllr. R. Morrish proposed and Cllr. R. Markham seconded a sub-committee be formed to draw up the relevant Procedures. Cllr. A. Towler, Cllr. B. Houchen, Cllr. F. Leamon, Cllr. J. Leamon and Cllr. R. Markham expressed an interest.

Cllr.R. Markham will call the date of this particular meeting.

As Cllr. P. Yates has stood down from the Parish Council it was suggested that Mrs. T. Miles could become a key-holder so Cllr. Yates will hand her key over to Mrs Miles.

The electricity meter has been changed and the Parish Council has possibly overpaid previously so we are awaiting a credit on the electricity bill against the current Direct Debit instruction.

14. Highways – the Council will hear any Highways Issues

Untidy Verges

State of the Twisty Twiney road

Drain by campsite on New Road

Sunken drain cover on the A10 road, in direction from King's Lynn to Downham Market on left hand side, a short way just before Babingley Place. (Between Esso Garage and Sportsman/The Winch pub)

Sunken drain cover on Rectory Lane – between white faced bungalow and rear entrance to property known as The Grange.

15. Planning

- a) Applications to consider
None

- b) Decisions received from BCKLWN / NCC

It was verbally confirmed that the 32 Log Cabins at Land East of the Green, North Runcton, PE33 0RB have been Approved by Borough Council following their Site Visit.

Thanks were given to Vice Chairman for speaking to the Borough Council Planning Committee about this application. Both he and a Parishioner spoke at this Meeting.

A Parishioner reported in the Public Consultation it had been mentioned by the Highways Engineer/Surveyor that a Condition would be to widen the access from New Road onto School Lane. At the date of this Meeting, nothing has been received from the Borough Council in a written format to confirm the above fact.

Cllr. J. Leamon advised that although the Parish Council owns the road, the change to the Road may need to go through the Secretary of State due to the Village Green and road areas being officially registered as Grazing Common.

APPROVAL GRANTED

No written confirmation received as yet about the 32 Log Cabins Planning Application.

16. Finance

N.R. PARISH COUNCIL				
Mrs K Senter	Clerk's salary	BACS	£	205.83
HMRC	PAYE	BACS	£	51.70
KVT BusinessCare Ltd.	One third parish phone bill etc		£	27.60
			£	
			£	
VILLAGE MEETING PLACE				
			£	
			£	
			£	

Cllr Morrish proposed that the payments be agreed and paid. This was seconded by Cllr Markham and agreed by all.

Mr Yallop, owner of the Camping Park, has handed over a cheque for the hire of the Village Meeting Place on 20th April 2014. No amount was stated within the Meeting.

17. Items for report or future agenda only.

Clarification is being sought on the Minutes of the Extraordinary Meeting.

New Noticeboard requested for the Hardwick Ward of North Runcton, on the side of the Bus shelter near the Esso Garage.

Bus Shelter near the Esso Garage at Hardwick Ward needs painting and cleaning. It was noted the water lays inside the bus shelter.

A waste bin was requested but had been removed several years ago due to vandalism. It was suggested the people using the Bus Shelter take their rubbish home with them and dispose of in their relevant bins.

Cllr. P. Yates and Cllr. D. Eakins both stood down at the end of the Meeting due to moving away from the area. Both were thanked for their support and given small gifts of appreciation.

18. Resolve to exclude the press and the public in light of the following item of a sensitive nature.

Cllr. J. Fuller proposed that the press and the public be excluded and Cllr. B. Houchen seconded this. All agreed.

19. School Road – the Council will consider further correspondence with reference to ongoing issues.

The Council considered correspondence received but agreed to adjourn the item to the next meeting.

22. Dates of forthcoming meetings in 2014: -

The following meeting dates were agreed: - 8th April 2014.

There being no further business the meeting closed at 9.50pm.

Signed

8th April 2014