

North Runcton Parish Council

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

Tuesday 9th May 2017 7.45pm

Present: Cllr Rick Morrish (Chair), Cllr Kerry Fuller, Cllr Ann Towler, Cllr Paul Yallop, Cllr Amanda Dobbing, Cllr Lee Stevens Cllr Jeremy Fuller

13 members of the public were also present

Apologies for absence: Cllr John Sherry, Cllr Barry Houchen, Bor Cllr Anota was unable to attend and sent his apologies.

1. Election of Chairman/Vice Chairman

Chair – Cllr Morrish was proposed by Cllr Towler and seconded by Cllr Dobbing, and was unanimously voted as Chairman.

Vice Chair – Cllr K Fuller was proposed by Cllr Dobbing and seconded by Cllr Yallop and was unanimously voted as Vice Chair.

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

None

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

Bor. Cllr Peter Gidney reported on the following:

- The Borough Council mayor making will take place this week, with Carol Bower and Jim Moriarty taking office.
- Council meetings are now to be held at the Assembly Rooms at the Town Hall instead of King's Court Offices.
- A car rally will again feature as part of Heritage Open Day at Tuesday Market Place on 17th September.
- Cllr Yallop said that the reduced bus service through the Village is having an impact on local businesses and tourism and asked if there was any progress on looking into this. Cllr Gidney said that he would chase this up with Cllr Anota.

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

- Mr Baker asked if the Parish Council had been in contact with or had discussions with the SDA. Cllr Morrish explained that following the April meeting a draft letter to the SDA had been prepared to ask them what their present plans were for development at the site. The SDA had not been in contact with the PC since 2015. However, before that letter could be sent, a letter was received by the PC's solicitor from a solicitor representing the SDA. The PC's solicitor has responded asking for clarification on matters raised and at the date of this meeting there had been no further correspondence.
- Mr Longhurst noted that he had recently circulated a leaflet to residents on School Lane and the Green, which had 27 signatures of support on it. This document stated that the PC had previously given 'permission' to owners of 39 The Green (Runcton Hall Stables) for access over School Lane (ie Parish Council owned land) for certain activities.
- Mr John Fuller recalled that he had been involved in negotiations relating to access to the Runcton Hall Stables site at the time when there was a change of use from an 'equestrian centre' to a 'racing stables' (2004/2005). At that time he owned part of the private road to that site. He said he had given permission for access over that section of roadway – and suggested that some may have been under the impression that this included permission to access over the PC section of School Lane. He stated that he didn't think the PC had given any such permission.
- Cllr Morrish noted that there was no evidence of any such permission or discussion in PC minutes or any other PC documentation from that period.
- Mr Longhurst expressed concern over the increased activity at the lumber yard, the Clerk said she was awaiting an update on this from the planning enforcement officer and would follow this up.

- Residents asked what progress had been made with regard to the signage at the top of School Lane as agreed at the April meeting. Cllr Stevens reported that it had become apparent that the legal consequences of particular wording were not given due consideration at the April meeting and therefore a form of appropriate wording is being looked at by the PC's solicitor. It was agreed that Cllr Stevens would also contact the Public Rights of Way Officer at County Council for advice.
- Cllr Morrish said that several parishioners have expressed concerns over the CCTV cameras which have been installed by the residents of School Lane. Mr Longhurst said that they have registered with the Information Commissioners Office and comply with their guidance. Mr Lyndon Baker stated he is the point of contact if anyone has any concerns and his number is 07768 821042.

5. To approve the Minutes of the Parish Council Meeting held on 11th April 2017.

The Council approved the minutes, and the Chairman duly signed.

6. Clerks Report on any matters arising from the minutes of 11th April 2017 and subsequently any matters arising that have been actioned not on the agenda for this month's meeting

- **Cedar Grove** – Norfolk County Council have confirmed that work is due to start on resurfacing of the pavements on 15th May, work is expected to take 10 weeks.
- **Debris Behind the Bus Shelter on the A10** – This has finally been cleared.

7. To review the Parish Council's adopted Policies and Procedures

The Clerk undertook the annual review of the following policies and procedures, there were no changes to be made. These were circulated to Councillors prior to the meeting and were accepted.

Ref Document

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| 01 | Standing Orders |
| 02 | Financial Regulations |
| 03 | Complaints Procedure |
| 04 | Grievance Policy and Disciplinary Procedure |
| 05 | Co-option of Councillors Procedure |
| 06 | Press and Media Policy |
| 07 | Freedom of Information Policy |
| 08 | Record Keeping Procedure |
| 09 | Planning Application Procedure |
| 10 | Councillor Training Policy |
| 11 | Equal Opportunity Policy |
| 12 | Sickness Absence Policy |
| 13 | Annual Review of the Effectiveness of Internal Audit |
| 14 | Annual Review of the Effectiveness of Internal Control |

8. To hear an update on the Annual Parish Meeting – 16th May 2017

There will be reports from community groups, Chairman's, Finance and Borough Councillors reports. There will be plans on display for the work to the VMP and ideas for the North Runcion Commons will be discussed with Peter Lemon, the new Lord of the Manor in attendance. Following the meeting there will be refreshments. Councillors will deliver leaflets to all properties in the Parish.

9. To agree work to be done to the phone box

Cllr Morrish presented some ideas, these are to have a covered notice board fixed to the back wall where the phone equipment used to be and then hanging frames on either side. The Art Club have said they are happy to maintain the exhibits. This will be discussed in further detail at the Residents Meeting.

10. To update the Council on the project work for the VMP

Work on contractor quotes

- Ian Bix has sent through the final drawings.
- Cllr Morrish will meet with Cllr K Fuller and Cllr Houchen to look through the plans with the aim of getting tender documents together for contractor quotes asap.

Loan application

- The Clerk said that part of the loan application is to show public consultation, therefore including on the agenda for the residents meeting is a way to evidence this if the Council decide to proceed with a loan.

Fundraising Progress

- The next fundraising event is a gin tasting and social evening to be held 23rd June, more details to follow.

11. To hear an update on the signage for School Lane

- This item was covered in public participation.

12. Highways – the Council will discuss any Highways Issues

- The Clerk has reported a damaged sign on the A47.

13. Planning

- Any applications to consider;
17/00740/F – Construction of first floor extension to dwelling at Snowford House, 69 New Road
Support Application
- Decisions Received from BCKLWN

17/00424/A – 15 Signs at Sainsburys
Application Permitted
- Comments made to BCKLWN
None

14. Neighbourhood Plan Update

- There have been 7 questions from the examiner and responses have been circulated to Councillors and awaiting comments.
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15. The Clerk read out the correspondence list as follows;

- Residents of School Lane – This correspondence was discussed in public participation.

16. Finance

- To hear an update on Cashbook balances - 1st April – 30th April 2017

	Opening Balance 01/04/17	Less Feb Chqs	Less DD's	Add income	Closing Balance 31/04/17
	£	£	£	£	£
NRPC Account	24,099.05	2,121.17	0.00	15,470.00	37,447.88
VMP Account	6,734.95	314.59	50.40	521.00	6,890.96
					44,338.84

- The following payments were considered for approval;

Date	Supplier	Description of Service	Amount on Invoice	VAT element - non recoverable
			£	£

From VMP Account

13/04/17	Mr Brights	27 th Feb - 24 th March 2017	124.80
01/06/17	AON Ltd	Insurance renewal 01/06/17 – 31/05/18	290.00
09/05/17	R Curtis	Salary 12 th April – 9 th May	89.79
04/05/17	Mr Brights	High Level Clean	144.00
			648.59

From NRPC Account

01/06/17	AON Ltd	Insurance Renewal 01/06/17 – 31/05/18	288.37	0.00
09/05/17	R Curtis	Clerk Salary – 15 th March – 11 th April	424.04	0.00
09/05/17	R Curtis	Expenses	41.22	0.00
			753.63	

The Parish Council agreed to pay the above.

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

- A resident queried whether residents at 29 Common Lane owned the verge in front of their house where they are currently building a wall.
- A resident expressed concern at hirers parking on the Green. The Clerk and Cllr Morrish said that all hirers are provided with a map and instructions as to where they should park responsibly as part of the conditions of hire. However hirers would be reminded to follow these requirements.

18. Items for next meeting agenda

None were requested.

19. Date of next meeting – Tuesday 16th May – Residents Meeting

Future meeting dates – (13th June, 11th July, No August Meeting planned)

The meeting closed at 9.10pm

Signed 13th June 2017