

RUNTON PARISH COUNCIL

MINUTES OF A MEETING HELD BY THE ABOVE ON 30TH APRIL 2024 AT THE READING ROOM EAST RUNTON COMMENCING AT 7.15 PM.

PRESENT: Councillors: Ms. C. Davidson – Chair. Mr. S. Gurney – Vice Chair.

Ms. T. Edwards, Mr. R. Annis, Mr. G. Baker, Ms. A. Debacker, Mr. C. Hawkins, Mr. K. Jonas, Mr. P. Nichols, Mrs. B. Memish.

The Clerk, Ms. B. Emery. Two members of the public. Cllr. Kim Toye (NNDC)

24/056. TO AGREE OPEN SESSION FOR PARISHIONERS/GUEST SPEAKERS

Agreed. No comments were made. Cllr. Toye (NNDC) was invited to give a report. Cllr. Toye spoke about.

- Ongoing work for compulsory purchase at Shannocks Sheringham.
- Overflowing dog bins being a problem and awaiting improvement although it was reported that some have been done
- Runton Road car park closure owing to damage by vehicles and for work relating to sea defences
- Issues regarding Muntjac deer. Reports of problems have been received and Cllr. Toye asked for information. Cllrs reported that allotment tenant have problems.
- Reported a possible solution to the toilet issue at West Runton gap in response to a question from the Chair. A promise was made that RPC would be involved in any meeting.

24/057. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Cllr. Lerego. Cllr. Vardy (NCC) who has not attended for many months. The Clerk would check and write to ask if Mr Vardy could attend more regularly.

24/058. TO RECEIVE ANY DECLARATIONS OF INTEREST IN FORTHCOMING ITEMS

None.

24/059. TO AGREE THE MINUTES OF MEETING HELD 2ND APRIL 2024 no discussion to take place on the Minutes except for their accuracy.

The Chair asked for agreement on the Minutes. All were in favour of acceptance having seen the minutes beforehand.

24/060. MATTERS ARISING for information or queries only.

No matters brought to attention or reports.

24/061. TO CLOSE THE MEETING FOR DISCUSSION ON ANY CANDIDATES FOR CO-OPTION TO RUNTON PARISH COUNCIL on the grounds that items discussed be prejudicial to public interest with regard to the rules of GDPR. The Chair asked if any members want a discussion. There wasn't. This item was deemed not necessary as there was no need for discussion and therefore cancelled.

24/062. TO OPEN THE MEETING AND CAST THE VOTE FOR CO-OPTION ONTO RUNTON PARISH COUNCIL

The meeting had remained open and Cllr. Debacker moved that Mrs. Clare Rennison be co-opted onto Runton Parish Council, seconded by Cllr. Davidson as Chair. This was put to the vote and agreed unanimously. Motion carried. Cllr. Rennison joined the meeting and signed the declaration of acceptance of office. Councillors introduced themselves.

24/063. CLERK'S REPORT for information only.

Reports as follows: Rural Payments Agency form has been completed and sent in for the Stewardship agreement. This has to be in each year by 15th May.

Update on West Runton Speed limit.

The designers have aspirations for the TRO (Traffic Regulation Order) to be secured within four months, depending on consultation comments. With aims for the works of the TRO to be carried out by the end of the year or early 2025".

Broken fences etc West Runton railway/roadside. Network rail are "continuing to work on the situation".

No further information about the new domain names. Clerk has attended a seminar concerning checks and changeover of website.

Also having received a letter from a resident of Walsingham concerning a fine received from the Beach Café owned car park in West Runton which is happening a lot and a plethora of emails are received regularly about this as people think the Parish Council have influence in the situation.

24/064. PLANNING

Decisions issued by NNDC on previous applications.

EF/24/0494. 15 Renwick Park

Lawful Development Certificate for erection of single storey extension, 4 rooflights, replacement windows/doors window on north elevation, detached outbuilding and heat pump. Permission not required.

PF/23/1599 Briarwood: Non material amendment of planning permission to change zinc roofing to change roof tiles. Approved.

EF/24/0679, Cobbold Cottage, Installation of roof light on rear roof slope of dwelling, thermal evacuated tube collector or solar panels on front roof slope and solar panels on south facing roof slope of outbuilding permission not required.

PF/23/0333 The Stance, Water Lane WR demolition of annex. Add extensions plus new dwelling Approved.

PF/24/0288 Alfred House, Newell Crescent WR, side extension. Approved.

PF/24/0368 19 Renwick Park East, West Runton Side and rear extensions. Approved.

PF/24/0453 land near Prysgate – widening for access. Approved.

Applications to consider:

PF/24/0685 at Hill View East Runton: Erection of timber garage. Cllrs., after discussion decided there was no comment. Cllr. Gurney abstained from the vote.

24/065. ALLOTMENTS – to consider details of skip(s) needed for 1 Moyes Close plot.

Cllr. Annis reported having looked at the trees mentioned by the tenant at Moyes Close where large trees are situated and a quote for removal would be investigated. The Clerk would furnish details of Dr. Stump who has been used before and one other. No1 allotment does need more attention to removal of waste left after some previous tenants. The Chair proposed that, as the allotment was rented by a councillor the council needed to be aware that any decision made regarding the provision of a second skip would then need to apply to any similar situation going forward and therefore that in such situations the number of skips should be restricted to two. Seconded by Cllr. Gurney the proposal was agreed by all.

Cllr. Gurney interjected here to report that there is apparently asbestos on one site. The Chair explained that a new plan is being put in for all allotments. The Clerk reported that in the past any tenant that has found asbestos has been offered it's removal, but have dealt with it by leaving it in position or burying it.

Cllr. Annis continued with his report: Wyndham Park proposals are being worked on with a plan to deal with trees etc in the autumn. The plan should be presented in July.

Cllr. Gurney interjected to say that plots on Moyes that were written to by the Clerk in February were still unused.

Cllr. Annis continued; regarding sub-lets. An instance has occurred on one plot that is being tenanted by one person who is taking payment from another as an unofficial sub-let.

More discussion followed.

The Clerk informed members of the Council that Working Groups could not be given powers and can only be appointed for an event only. If it was an ongoing group such as working on the allotments then it should be a Committee. If this progressed then a new TOR would be produced.

To consider the following: Proposed by the Chair:

- 1) That a date is agreed for handover of all information regarding current tenancies and waiting lists from the clerk to the members of the allotment working group. The Clerk reported that waiting lists had been sent to members. No date was fixed.
 - 2) That all future requests for new allotments should be done through the allotments working group. A process to support this should be set up immediately. No agreement reached.
 - 3) That when tenants are written to, a copy should always be sent to the allotments working group so that they are aware of what has been communicated. The Clerk had already agreed to do this.
- The above would be agreed between the Clerk and the allotments committee when it's formed.

24/066. EVENTS – to consider budget details for June events – working group to present details Regarding the Working Group. In this case the group organises one-off events and does not have a budget or any powers. However a certain amount is required to cover any expenses for the forthcoming event on June 29th 2024. Cllr. Edwards reported the event programme involved entertainment with food and drink and costs were coming down compared with previous years as items for use each year had been purchased. The likely costs for this event was in the region of £1500.00. The council budget approved for events was set at £1000.00. The amount being requested would be slightly over but as various income lines were likely to be higher than the budget set this could be absorbed. After discussion Cllr. Jonas moved that £1500.00 should be set aside for the event this was seconded by Cllr. Davidson as Chair and agreed by all.

24/067. TO CONSIDER INVOLVEMENT IN AN ATTEMPT TO REQUEST THAT THE TOILETS AT WEST RUNTON GAP ARE RENOVATED

Councillors are aware of the issues and history of the toilets at West Runton Gap. The Chair had obtained some information which was relayed to the meeting. Cllr. Toye (NNDC) reported that the toilets had been deep cleaned after complaints received. Chair suggested that as a Parish Council we could attend any meeting to hear discussion of the issue. This was agreed and Cllr. Toye would inform the Clerk when that may happen.

24/068. TO APPOINT A STAFFING COMMITTEE

Chair had explained and circulated by email a Terms of Reference why this committee was needed eg; and staffing issues and asked for volunteers. Cllrs. Nichols, Baker, Edwards, Rennison and Davidson agreed to be appointed. This was agreed by all.

24/069. TO HEAR PROGRESS ON A REVIEW OF HAZELBURY CARAVAN SITE RENT AND TO CONSIDER THE TERMS OF REFERENCE FOR THE DISTRICT VALUATION SERVICES

The cost of the review is £1500.00 of which the tenant pays 50%. Costs were circulated for comment. TOR are available for the meeting and have been circulated before.

The Clerk explained the three year review as a new lease was drawn up in 2021.

Members accepted the TOR and agreed.

24/070. TO CONSIDER A DRAFT LEASE IN RESPECT OF THE BATTERY BOX TO BE FITTED AT WYNDHAM PARK AND TO CONSIDER APPOINTING A SOLICITOR TO CHECK SAME. Planning permission has been granted. A draft lease been circulated.

It was thought that it was a simple lease and Cllr. Rennison agreed to look at the lease as she has some experience in the field. Discussion was held regarding the choice between accepting £1000.00 per annum or a lump sum of £10,000.00. No decision would be reached until the lease had been checked.

24/071. TO CONSIDER GOING FORWARD WITH SWITCHING OFF TWO OR THREE LAMPS IN CERTAIN AREAS FROM 00.00 TO 05.30 EACH NIGHT. Details presented by the Clerk:

If the lanterns are suitable a device can be fitted whereby the lanterns will switch off 00:00 to 05:30. They are costly – as a ballpark figure approximately and at the time of writing £65.00 each + VAT supplied and fitted. It is by no means a foregone conclusion. The lanterns will have to be inspected in the first instance and a formal quotation sent on request by our contractor.

To proceed with the request for the quotation is the proposal to consider. After discussion it was thought that the idea should be put to the parishioners in general and any decision should not be unduly influenced by one resident.

It was decided to put the idea to residents and ask for responses in the June newsletter.

ALSO TO DISCUSS A QUOTATION AND DECIDE ACTION TO REPLACE LAMP IN STATION RD WR Quotation circulated 24th April. Cost is £15 less than originals.

The quotation for the new lantern and fitting was £288.00 plus vat. Agreed.

24/072. RoSPA PLAYGROUND REPORT To consider the cost and decide to appoint RoSPA to inspect.

Costs: Parish Council, Town Council or Community Council - £78.00 + VAT per play area
Agreed.

24/073. TO CONSIDER SIMPLE WOODEN POSTS FOR THE COMMON NEAR LINKS HOTEL.

An estimate of £300 - £350 had been received. The contractor would like to meet someone at the site to determine the exact location of the posts to be fitted. Cllr. Davidson(Chair) would speak to the Links team who cut the grass in the area and also agreed to meet the contractor. The estimate was accepted and agreed by all.

24/074. FINANCE List of invoices for payment and report to be circulated.

The Clerk had completed the HMRC final submissions and new PAYE tools were in place with updated Clerk's P9 code number and had also issued the P60.

Invoices were presented for agreement:

Direct Debits paid:

Unicom for Water on allotments	£160.86
Npower for street lighting electricity	£107.49
Unicom for Tel/broadband.electricity – Reading Room	£311.39

Invoices to pay:

Barbara Emery Salary and a reimbursement for key cutting	£1216.53
Tax and NI on above	£340.57
Ben Darling for commons and footpath cutting	£250.00
NALC for training	£90.00

The above were accepted and agreed for payment.

The Clerk asked for approval to pay also an invoice for £103.54 after confirmation that it was correct, for new pads for the defibrillator as she believed the dates were incorrect. This was agreed.

24/075. MEMBERS REPORTS

Cllr. Hawkins reported that the drainage at the Village Hall land has been completed.

Cllr. Nichols reported that the food horse box on Beach Road car park has a very loud generator to operate the unit. Cllr. Toye confirmed that NNDC had been contacted and a baffler was to be fitted to alleviate the noise situation. Also a report from a parishioner concerned about goings on in the village in general, forwarded with some aggression with personal comments. There was no real request for action.

Cllr. Gurney asks when the commons were due for the next cut. This was undetermined.

Cllr. Annis reported that the footpath from opposite Boulevard road to the beach has a fence which is in poor repair. Cattle are in the field and could push the fence over onto the path. The Clerk would try to contact a land owner.

Cllr. Debacker reported moss growing on the pavement at the apex with the East/West side. Cllr. avison offered the volunteer group to clean up the area.

Cllr. Gurney has reported a pothole.

Cllr. Memish had received a complaint that coaches were this year again parking so as to block the entrance into Boulevard Rd. It has been reported to the community police officer and the matter seems to have been resolved.

24/076. CONFIRMATION OF DATE TIME AND PLACE OF ANNUAL PARISH COUNCIL MEETING. Will be on Tuesday 28th May 2024 at West Runton Church Hall commencing at 7:15pm

Meeting closed at 9:10PM

Signed as correct C.G.Davidson Chairman.

Date 28th May 2024