

Runton Parish Council

MINUTES OF THE ANNUAL MEETING HELD BY THE ABOVE ON 23RD MAY 2023 AT THE READING ROOM EAST RUNTON COMMENCING AT 7.15 PM.

PRESENT: Councillors: Mr. R. Annis, Ms. C. Davidson, Ms. T. Edwards, S. Gurney, Mr. C. Hawkins, Mr. K. Jonas, Mrs. B. Memish, Mr. Mr. P. Nichols, Mr. R. Smith.

The Clerk, B. Emery. Kim Toye (NNDC)

Absentees: Cllr. Baker.

23/067. TO ELECT THE CHAIR

Vice Chair, Carole Davidson, in the absence of the Chairman took the Chair and after welcoming the newly elected Councillors and the newly elected District Councillor, then asked for nominations for the role of Chair of Runton Parish Council.

Cllr. Memish nominated Cllr. Davidson, seconded by Cllr. Gurney this was accepted and agreed by all.

23/068. CHAIR AND NEWLY ELECTED COUNCILLORS TO SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE AND TO RECEIVE A PACK OF DOCUMENTS CONTAINING THE CODE OF CONDUCT, STANDING ORDERS AND A LIST OF POWERS AND DUTIES. ALSO TO SIGN AGREEMENTS TO ACCEPT AGENDAS WITH RELEVANT DOCUMENTS BY EMAIL.

The Clerk passed around the packs as above and all Councillors accepted these and signed the relevant documents.

Cllr. Davidson as Chair asked for respect during meetings by taking turns at speaking and keeping to the matters on the agenda as detailed in the Good Councillor Guide sent out by the Clerk. Also to respect each other and the Clerk, in the exchange of emails etc.

Cllr. Gurney asked about the return of expenses form. The Clerk would resend the details which include the link for the Registration of Interests form.

23/069. TO ELECT A VICE CHAIR

Cllr. Gurney was nominated by Cllr. Memish, seconded by Cllr. Edwards, accepted and agreed by all.

23/070. TO AGREE OPEN SESSION FOR PARISHIONERS/GUEST SPEAKERS

NNDC Cllr, Kim Toye was invited to speak, and although didn't have a report as such being newly elected, said she would help the parish all she could and was pleased to be representing Runton and Beeston Regis.

23/071. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE None

23/072. TO RECEIVE ANY DECLARATIONS OF INTEREST IN FORTHCOMING ITEMS

Cllr. Edwards declared a personal interest in an outline planning application.

23/073. TO ACCEPT AND CONFIRM ELIGIBILITY OF THE GENERAL POWER OF COMPETENCE – eligibility two-thirds of councillors elected and a CiLCA qualified Clerk.

The Clerk explained the GPOC. As Runton is eligible with ten councillors elected and the Clerk qualified it was accepted and confirmed.

23/074. TO AGREE THE MINUTES OF MEETING HELD 25th APRIL 2023 no discussion to take place on the Minutes except for their accuracy.

Cllr. Gurney proposed the minutes to be accepted. All agreed and they were signed by the Chairperson.

23/075. MATTERS ARISING for information or queries only.

The matter of security installation was queried and Cllr. Gurney was organising a meeting with a person to arrange costs and installation.

Cllr. Davidson asked if Highways had been informed of the proposal for West Runton traffic calming. The Clerk had done so and was awaiting a response.

23/076. CLERK'S REPORT for information only.

Sarah Butikofer had extended thanks via the Clerk to councillors for their support during her time as NNDC representative for the area.

The Clerk reported having booked to take holiday 2nd week in June and explained how holidays were allocated on a pro rata basis for part time employees.

23/077. PLANNING

PF/21/0694 Proposed lodges for Links Hotel West Runton appeal. Reiteration of comments sent for the original application, were sent again. The Chairperson had also responded to counter some financial claims by the appellant. The outcome of the appeal is awaited.

PO/23/0852- proposed six houses on land west of Methodist church East Runton.

There was concern among Cllrs that the houses seem to be cramped and parking sparse. The Clerk had sent the application around. Cllr. Jonas, raised the point that although the point of cramped housing was valid, there was also a need for affordable housing for local people and this should be taken into consideration and also asked if the Local Plan was still in draft form and not yet adopted. This was confirmed.

The Chair asked if anyone would take on the role of delving into planning applications as a previous Councillor had done, now retired. Cllr. Memish would like to attend training for this and then would consider it.

PF/23/0984 proposed dormer window on west side of dwelling at Little Orchard WR.

Cllr. Annis confirmed that the window would not impinge or overlook the neighbouring property, therefore there was no objections.

23/078. ALLOTMENTS – To hear a report on suggested work for trees and hedge in Moyes Close, with a quote and recommendations for same.

Cllr. Gurney explained the meeting on site and work to be done and why it was necessary.

The quote of £2,900.00 plus vat was to be ratified at the next meeting but proposed by the Chair seconded by Cllr. Edwards it was agreed necessary to have the work done.

23/079. TO CONSIDER A SUGGESTION FOR A COMMUNITY ORCHARD ON THE CLEARED GROUND IN MOYES CLOSE limited information is available but can be pursued if the idea is favourable. Cllr. Gurney outlined the possibility and Dr. Stump's representative offered information and help if needed.

23/080. TO CONSIDER A TREE SURVEY OF ALL TREES WHICH THE PARISH COUNCIL MAY BE LIABLE FOR – suggestion arising from the above two items.

A survey of trees was discussed, perhaps in order to limit liability, but a lot of trees were not Runton responsibility, except allotment trees. No decision was made as yet, but more information would be pursued. Cllr. Annis suggested that Councillors could look at trees from time to time and reported if work was deemed necessary. This would be on the next agenda.

23/081. TO HEAR A REPORT OF A MEETING REGARDING THE POSSIBLE PLACEMENT OF A FIBRE OPTIC CABINET ON THE PLAYING FIELD.

A site meeting was held with Cllrs. Hawkins, Gurney and Jonas present along with the Clerk and two members of the team promoting the fibre optic cabinet for ultra fast broadband.

Cllr. Jonas reported: The cabinet would be unobtrusive near the high hedge and cables would be concealed and easily taken out onto the road. The terms and conditions had been sent to Councillors and terms were offered of £3000.0 per annum for the wayleave. Proposed by Cllr. Gurney seconded by Cllr. Memish that the terms be accepted. Agreed by all.

23/082. TO HEAR A REPORT ON COMMONS ACTIVITIES AND/OR GRANTS FOR A PLAN

Cllr. Davidson reported: A grant application had been completed for a plan for the commons. The situation was being pursued and would be reported on at the next meeting.

23/083. TO HEAR A REPORT ON THE CORONATION EVENTS

Cllr. Gurney reported that the events in both villages were very successful. People turned out to enjoy a light lunch or just cake and coffee/tea.

It was asked if "A" boards could be purchased to help promote these events in the Church or Village Halls. The Clerk would check prices and bring them back to the next meeting.

23/084. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
TO APPROVE AND SIGN ANNUAL GOVERNANCE STATEMENT SECTION 1 FOR
YEAR END 31ST MARCH 2023 – Circulated 10th May by email.

Councillors had been sent the accounts and the Clerk explained the process.

Proposed by Cllr. Jonas seconded by Cllr. Annis and agreed by all, the above was then signed by the Chair and dated.

23/085. TO APPROVE AND SIGN ACCOUNTING STATEMENTS SECTION 2 FOR
YEAR END 31ST MARCH 2023. Circulated 10th May by email.

Proposed by Cllr. Jonas seconded by Cllr. Annis that the above be accepted and therefore were signed by the Chair.

It was pointed out that we will need an Internal Control Officer. The Clerk would put the list of the roles needed in all departments on the next agenda.

The Chair asked that the capital perhaps would need to be discussed with a view for any projects which may be needed in future. After discussion it was decided that an extraordinary meeting could be held to consider this at some time.

23/086. GENERAL FINANCE a list of invoices etc was provided for all.

i. Income none this month.

ii. Direct Debits paid

npower	Street lighting elec	£99.51
Unicom	Tel Broadband & Elec	£138.99
Unicom April	Tel Broadband & Elec	£377.72
Unicom April	Water Lugger	£101.71
Unicom April	Moyes Close	£28.97
Unicom April	West Runton	£5.66
VAT on above		£27.37
Anglian Water	Reading Room water	£31.48

iii. Invoices to agree for payment

Gallagher Insurance	Broker	£1,693.89
Chris Hawkins	Fixing allotments tap and leak	£93.75
Stuart Meakin	Internal Audit fee	£125.00
Viking Direct	Items for Coronation events	£95.39
Stephen Gurney	Items for Coronation event	£116.05
Benthams	Inks and toners	£52.68
Postles	Hire of screen for Coronation	£80.00

Ben Darling	Footpaths and commons	£420.00
Barbara Emery	Salary	£1,142.50
HMRC	Tax and NI	£298.41
Kevin Richardson	Commons and Playing field	£998.00

The Clerk reported a lamppost which was leaning. TT Jones had looked at it and said it was minor damage but would need firming and concreting in at a cost of £186.50.

Also explained was the insurance costs and the addition of the new shed and contents.

23/087. CORRESPONDENCE – for information only None not dealt with above.

Emails received concerning the builders equipment and usage of the WR common and also unauthorised parking. These have been replied to with assurance that the Parish Council have no responsibility and are powerless to intervene in this difficult situation. The people involved have been spoken to. Suggestion was that two councillors could investigate again.

23/088. MEMBERS REPORTS including NNDC and NCC if not heard above.

Cllr. Annis – The Hurn has been re-surfaced. Also asked about the overgrown hedges in Water Lane and junction Cromer Rd and Rosebery Road. NNDC have been informed. NNDC Cllr. Kim Toye is going to inspect these areas. Possible agreement for Wyndham Park was enquired about. Suggested that the existing allotment group put together a preliminary agreement to agree in July and then present to a solicitor.

Cllr. Memish reported on the presentation in Sheringham concerning the proposed cycleway/walking routes by County Council at twenty locations, the nearest one to us being between Cromer and Wells, but would be along the main road. This was in the very preliminary stages and would be a few years before any firm routes were established. Cllr. Memish also reported that the information board on the WR common was in long grass and perhaps could it be moved and perhaps one near the Spring Pond. The commons group would discuss. Also that there was a need for a car park for residents. This was another project to be discussed.

Cllr. Smith informed the meeting that he had been the originator in the plan for a cycle route along byways which had been taken over and then presented by Cromer Town Council and not come to fruition. The concern was that families cycling along the A149 were in danger and the growth of vegetation was deplorable and was not being addressed by Highways.

Cllr. Jonas reported that the footpath between Inceborough and the Links golf course was overgrown. The Clerk informed that it was the Links land and they should cut it. A letter would be written.

The Clerk had written to the Dormy about unauthorised parking and it had now stopped.

Cllr. Gurney was concerned about cutting bracken on Greens Common, which needs doing twice a year according to the agreement and the Clerk was asked to get it done.

23/089. TO CONFIRM DATE TIME AND PLACE OF NEXT MEETING
Tuesday 27th June at West Runton Church Hall 7:15pm.

The meeting closed at 8:40PM.

Signed C. Davidson Chairman.

Date 25th June 2024.