

## **Runton Parish Council**

Draft only until signed.

### **Minutes of a meeting held by the above on Tuesday 23<sup>rd</sup> July 2024 at West Runton Church Hall.**

Present: Councillors: Ms. C. Davidson in the Chair. Mr. S. Gurney Vice Chair.

Mr. R. Annis, Ms. T. Edwards, Mr. K. Jonas, Mr. M. Lerego, Mrs. B. Memish, Mr. P. Nichols, Mrs. C. Rennison.

The Clerk: Ms. B. Emery two members of the public. Cllr. K. Toye (NNDC)

#### **24/116. To agree open session for parishioners/guest speakers**

A parishioner had a request on behalf of Holy Trinity Church for a grant towards the upkeep and grass cutting of the graveyard. The request was backed up with some figures of how the money would be spent and the amount asked for was £700. This would be considered on the next Agenda.

Cllr. Toye was invited to give her report from District Council. Items reported were:

- Work being done on the beach at Cromer for sea defences
- Cromer Cares – where help could be requested for all types of hardship. A £50,000 was obtained to help with the charity
- The Battle of the Beaches having commenced. The Chair asked if there was likely to be any movement on repairing the slipway at West Runton beach as the large hole was still there after months. Cllr. Toye was aware of a conflict about responsibility and was asked if an update could be sent to the Clerk to pass on to councillors. The Clerk had received photo's showing the problem. Cllr. Memish reported a dead seal and asked if it could be removed. It emerged that there may be a helpline. Cllr. Toye would find out.
- The long running saga of West Runton toilets. An attempt was made by Cllr. Toye to set up a meeting on site which the Parish Council could attend but this had been deferred. However pressure would be put on to make this happen.

#### **24/117. To receive and accept apologies for absence**

Received and accepted from Cllr. Debacker and Cllr. Hawkins. Also Cllr. Vardy (NCC)

#### **24/118. To report a vacancy on Runton Parish Council**

The Clerk had received the Notice of Vacancy and explained that it would have to be published until 5<sup>th</sup> August to allow electors a period in which to call an election. After that, co-option can take place. Chair explained and confirmed that although anyone can apply urged East Runton councillors to perhaps find out prospective candidates. Cllr. Gurney asked about the criteria. The Clerk explained that one would need to live or work within three miles of the parish, or be on the electoral roll, or own property in the parish.

**24/119. To receive any declaration of interest in forthcoming items** – Chair declared a personal interest in the toad patrol item.

**24/120. To agree the minutes of meeting held 25<sup>th</sup> June 2024** no discussion to take place on the Minutes except for their accuracy.

The above minutes having been circulated beforehand were agreed as a true record.

24/121. **Matters arising from the minutes** for information or queries only, no decisions can be made.

Chair asked the Clerk if there had been any information on the consultation period for any planning applications for the Kraft land. There had been no result from queries.

It was reported that a name had been obtained for the person cutting the Abbs Common without Parish Council knowledge or permission. Cllr. Nichols would try to speak to the person and find out the reason for the work. The Clerk was asked if there had been any response to the letter to the Ploughlet Charity, and the answer was negative, but a date of one month had been given to respond by and there was a week left.

24/122. **Clerk's report** for information or queries only, no decisions can be made.

The Clerk reported that the posts put in on WR Common by the gas company should have been removed. Chair explained the location. Cllr. Rennison would check if they had been removed.

The Clerk had fitted new pads to the defibrillator in East Runton and the battery would be valid until March 2025.

A list of councillor names with email addresses and the various committees had been added by the Clerk to the website, but full addresses were still on there. Councillors were asked if anyone wanted this information to be removed. No one responded. Clerk is catching up on emails and has updated the information on notice boards and is now working to get the documents to accessibility standard and will produce an Accessibility Statement. Explained the process.

The Clerk would be on holiday from 12<sup>th</sup> August for two weeks.

The Speed Awareness Mobile Sign was still with the person who moved the locations.

Emails had produced no response. The sign was not working properly when they were last up. Chair explained and suggested that the sign is ineffective and it's future should be discussed at the next meeting.

Email received about a property in West Runton having a fence too high. This is being dealt with by the planners. A letter had been received regarding approval for the speed limit being reduced, answered in the affirmative. A letter received from a parishioner complaining about parking on East Runton Lower Common, was circulated but deemed not a council matter as it was about a person. Two occupants of a cottage on the ER lower common would like to trial a more prominent notice to try to prevent parking in front of their property. This was not refuted.

24/123. **Planning**

PF/24/1077 Broomhill Plantation – demolish existing buildings and replacement dwelling. There had been no comments and no objections.

PF/24/1251 106 Cromer Rd WR. new garage/cart store. No objections to this.

Approved by NNDC planners: Long Planting – garage. Leakes Caravan Site – extension to opening dates.

24/124. **To hear a report on the RA&GS event 29<sup>TH</sup> June 2024.**

Cllr Edwards reported a good and successful event was held and came in well below budget at £655 spent and thanked all involved. Raised £226.50 for the Royal British Legion and proposed that the Parish Council round this up to £300. Cllr. Memish seconded and it was agreed by all. Cllr. Annis gave a vote of thanks to Cllr. Edwards and the events team.

24/125. **To hear a report on commons cutting and discuss contractors for cutting next year. Also to hear a letter from a parishioner.**

Chair explained the glitch in the cutting of the amenity parts of the commons, with the contractor not being available. A contractor for Hillside has cut West commons and Cllr. Nichols cut at Top Common. A list had been made by the volunteer group of parts of the commons which need attention, and will look to hopefully find other contractors for next year. In the meantime a parishioner had offered to cut East in future, but no contact was given. Cllr. Nichols was to do a cut at East Runton in August and the Clerk was to request the person who did West to do it again for this year.

Cllr. Edwards asked if a survey for butterflies could be organised. The Clerk will investigate contacts.

Cllr. Gurney had received two letters and three “notes” from residents complaining about the commons. The Clerk had not received these but on receipt would reply to those with names and addresses and explain the situation. Clerk would scan the letters received and send to councillors. The Clerk confirmed that letters which are deemed important for the Council to consider will be brought to attention of councillors and put on the Agenda. The Clerk advised that her job regarding correspondence is to deal with those general enquiries and bring to attention of councillors those which require consideration.

**24/126. Regarding Mill Lane at the east end**

Highways will not consider cutting it as it is not a footpath nor a highway. It is at a point of being accepted as a footpath and registered after consultation periods.

Our contractor has cut for us as part of our footpath cutting plan. Nick Darling.

**24/127. To hear allotment report and any update for Wyndham Park**

The Allotments group have inspected all plots and will forward a list of those which need letters to be sent for overgrown problems or that are unused. Plots which are free may need clearing. An agenda item for September will include details and costs of a possible drone photograph for Lugger Stile to determine plots and sizes.

On Moyes Close a large tree in the corner was in need of work and a quote would be sought.

Quote for trees Wyndham Park. Received from Dr. Stump of £2,650 ex vat. From Wharton £5,700 inc vat. It was proposed by Cllr. Memish that the Lower quote from Dr. Stump be accepted. Seconded by Cllr. Jonas and agreed by all. Clerk would contact Dr. Stump.

Cllr. Memish – need help and skips to clear plots. Agenda for September.

**24/128. To discuss and decide on action resulting from the RoSPA inspection circulated to councillors 11<sup>th</sup> July.**

Cllr. Davidson and Cllr. Gurney had inspected the site. Cllr. Gurney has indicated that the swing area needs attention and the wooden sections need some remedial work. Chair asks that all make sure the document is read and a firm idea of work needed brought forward.

**24/129. To hear update regarding the battery box at Wyndham Park**

Signed online by Clerk, (DocuSign) witnessed by Cllr. Hawkins, and progressing.

**24/130. To discuss a “memorandum of understanding” regarding the responsibilities of the village hall and land, letter received.**

Details circulated to members on 17<sup>th</sup> July. Mainly to clarify who is responsible for what. Received from the village hall committee. This was explained by the Clerk and discussed. There were concerns about the document wording. Cllr. Lerego was tasked with talking to the Chairman of the Village Hall Committee to clarify some details. Agenda September.

**24/131. Invitation to bid for Parish Partnership 2024-2025.**

Initial letter received and circulated. Ideas can be brought to September meeting and capitalised on. This would be on the Agenda with ideas brought forward for bids. Chair recommended that Cllrs, look at the website to see what is offered.

**24/132. To hear a request for help with signage from The West Runton Toad**

**Patrollers Group**, who want to purchase some portable on-road signs alerting motorists to the presence of patrollers, and asking them to slow down in Sandy Lane. These signs would be erected at the beginning of a patrolling session and removed at the end of each session. The patrollers will get necessary clearance from the appropriate Highways authority and get an idea of the costs involved.

After discussion it was proposed by Cllr. Jonas that when costs were brought to the Council it would be considered favourably, seconded by Cllr. Gurney and agreed by all.

**24/133. To hear a report of the Finance Committee**

There had been some confusion as to the members on the committee resulting in there not being a quorum for the meeting to take place. A Terms of Ref was discussed and suggested that the committee should be involved more in the budget setting work. There would be another meeting in Autumn.

**24/134. General Finance**

A comparison to the budget with expenditure had been circulated.

- i. Income to report Interest of £572.30 and a refund of £100 from the costs of the new website.
- ii. Direct Debits to report

|                |         |                 |
|----------------|---------|-----------------|
| Clear Business | £130.71 | Broadband.Tel   |
| npower         | £84.23  | Street lighting |
- iii. Invoices to agree for payment as list sent to councillors

|                               |          |                  |
|-------------------------------|----------|------------------|
| Old domain final cost         | £50.00   |                  |
| Contractor for commons        | £210.00  | Stewardship area |
| Newsletter Printing           | £240.00  |                  |
| Events costs                  | £184.92  |                  |
| Inks and Toners               | £76.08   |                  |
| East Runton Village Hall      | £40.00   | Hire             |
| Clerk's salary/reimbursements | £1201.78 |                  |
| HMRC tax/ni                   | £340.77  |                  |

**24/135. Members Reports**

Cllr. Jonas – pothole at the apex of Mill Lane near Mill cottage.

Cllr. Nichols – rubbish bin at the NNDC shelter was overflowing.

Cllr. Annis asked if we still have I.T. support. The Clerk confirmed that she had arranged and was monitoring the website and has support from the I.T. at NALC. Cllr. Annis has arranged the Christmas carol event with Corner House for West Runton and organised the band. Cllr. Edwards was concerned that now that the area where the East Runton Christmas tree is located there may be a problem with lighting the tree. The Clerk would find out and report back.

Cllr. Edwards reported that bamboo is overgrowing the path at the back of the old Methodist Church. The land owner was not known.

Cllr. Memish is going to re-think the Councillor Surgeries in East Runton and would bring a proposal for change to September meeting. West Runton is going well.

23-07-2024

Cllr. Gurney explained that a resident has a large cutter which can be used to cut paths through the commons. Also requested that Notice Boards could be on the next agenda. Chair explained that clarity was needed with a paper with costings for the meetings so that a firm decision could be made and would speak to Cllr. Debacker who was involved with this before.

Cllr. Memish requested that Wyndham Park Allotments would be on the next agenda as a stand alone item.

**24/136. To close the meeting to the public on the grounds that the following item owing to confidential data is not in the public interest.**

Agreed.

**24/137. To discuss updates regarding negotiation for the rent review of Hazelbury Caravan Park. Details sent to councillors.**

Chair has concerns about Parish Council not being involved in the process.

The Clerk explained the four year process and the work of the District Valuer. The site has been valued for rent by the District Valuer for the best amount to be negotiated based on accounts and numbers of vans and sites lost to erosion.

It was agreed that the process being done by a professional was acceptable and necessary.

**24/138. Confirmation of date time and place of the next meeting.**

**Note: No meeting in August.**

Next meeting September 24<sup>th</sup> at East Runton Reading Room. 7:15pm. Confirmed.

Meeting Closed 8:50PM

Signed

Chairman

Date