



RUNTON PARISH COUNCIL

You are hereby summoned to attend a meeting of Runton Parish Council in the Reading Room, East Runton, Cromer, Nr27 9PE at 7pm ON Tuesday the 28th January.

Philip Stone (locum Clerk) Runton parish Council

Members of the public and the press are welcome to attend. Should you wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk at clerk@runton-pc.gov.uk

AGENDA

The Chair to welcome, members of the public, Borough and County Councilor's

1. **To receive apologies for absence.**
2. **To receive declarations of interest on matters on the agenda.**
3. **To adjourn the Meeting to allow for:**
 - a. **Public Participation Forum:** An opportunity for the public to address the council Concerning items on the agenda. (10 minutes any one speaker 3 minutes).
 - b. **Report from Tim Adams NNDC** re toilets West Runton.
 - c. **District Councillor Report** (5 minutes).
 - d. **County Councillor Report** (5 minutes)
 - e. **Police Report** (5 minutes)
 - f. **Allotment committee Report** (5 minutes)
 - g. **Commons Report** (5 minutes)
 - h. **Employment committee report** (5 minutes) (including minutes to note of the 22.01.2025).
4. **To approve the Minutes of the Parish Council Meeting of 17th December 2024.**
5. **Clerk report matters to note and matters arising from previous minutes to include but not limited to:**
 - a. Leaking roof Reading Rooms.
 - b. Accounts update.
 - c. Precept request £16,896.
 - d. Car vandalism.
 - e. Car parking.
 - f. Public Toilets.
 - g. Reading room decoration (quote requested).
 - h. Highways and traffic restrictions. (draft to hand).
 - i. Road sweep. (Requested).
 - j. Bus stop (Replacement quote requested)
 - k. Enforcement action planning item PF/21/0694 (requested).
6. **Items for Discussion and or Resolution**
 - a. To consider and resolve the adoption of policies relating to: 1. Standing Orders, 2. Financial Regulations, 3. Equality and Diversity, 4. Complaints, 5. Dignity at Work, 6. Data Protection. Planning policy document.
 - a.1) Consideration of further issues relating to a previously considered application 15

Renwick Park.

- b. To consider, and resolve the need to replace the dog bins 25 litre cost £160 with alternative bins of 120 litre Derwent model from Roadware cost £259.94 per bin includes sticker litter and dog waste, seagull guards to opening and fixing bolts. Currently there are 5 specific red dog bins suggest need at least 6 bins. Potential cost £1,559.64.
 - c. To approve preventative action by clerk in respect of leak to Reading rooms roof. Recommendation temporary fix and report for full repair
 - d. **Colour printer for Events group. To discuss confirm and resolve.**
 - e. To ratify delegated decision taken by clerk in conjunction with chair under Financial Regulations' 4.1 and 4.5 to purchase new lap top and printer cost £399 & £500
 - f. Commons and parking requirements, to approve action by clerk and chair in putting the councils concerns to the owner of the commons to see if the problem can be eased in any way.
 - g. Allotments discuss and resolve the paper management and acceptable forms of receipt for payments.
 - h. Play equipment to approve the repairs as recommended by the ROSPRA report quoted cost.
 - Page 2 Replace cradle seats £225.00 each
 - Page 11, 3 no rotten timbers £ 675.00
 - Page 12 Bridge timber £ 55.00
 - Replace roof timber £45.00 Total cost £1,000
 - i. Approval of monthly payment sheet.
 - j. Confirmation of date and time of next meeting.
7. **Public Participation Forum: An opportunity for the public to address the council Concerning items not on the agenda.** (10 minutes any one speaker 3 minutes).
8. **To RESOLVE under the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded** during the discussion of the following items due to their confidential nature.
- a. Allotment financial update.
 - b. Contractor for Commons.
 - c. Use of reading Rooms.
 - d. Public Toilet provision.

Philip Stone (Locum Parish Clerk)

Issued 22 .01.2025

CLLR AGENDA INFORMATION PACK :

4. To approve the Minutes of the Parish Council Meeting of 17th December 2024.

Runton Parish Council
Minutes of a Meeting of Runton Parish Council held at
The Reading Room, East Runton Cromer NR27 9PE. on Tuesday
17th December 2024 at West Runton Church Hall commencing at 7.15pm

Present: Cllrs, Davidson (Chair) Gurney (Vice Chair) Edwards, Nicholls, Debacker, Rennison, Annis, Hawkins,

In attendance: Philip Stone Locum Clerk

Agenda

1.17.12.24 To agree open session for parishioners/guest speakers
No members of the public present.

2.17.12.24 To receive and accept apologies for absence.
Cllrs Lerago, Jonas and County Cllr Vardy, proposed to accept, seconded, unanimously resolved.

3.17.12.24 To receive any declarations of interest in forthcoming items
None received.

4.17.12.24 To agree the minutes of meeting held 26th November 2024 no discussion to take place on the minutes except for their accuracy.
Proposed to accept, seconded, resolved.

5.17.12.24 Matters arising from the minutes for information or queries only.

Verbal statement made by Cllr Gurney apologising for his verbal conduct at the last meeting towards council, the clerk (Barbara Emery) and parishioners.

Conduct falling short of the conduct expected of a Councillor in accordance with the council's code of conduct. **To behave in such a way that a reasonable person would regard as respectful.**

The clerk thanked Cllr Gurney for the apology and confirmed that going forward all Council would be offered further training relating to duties and conduct.

Cllr Davidson: On behalf of the Council gave thanks and gratitude to retiring clerk Barbara Emery for her service to the council.

6.17.12.24 Clerk's report for information only.
Councillors have been furnished with updates on the Battery Box

Clerk to obtain clarification of the current position and report back to council.

WP and WR Speed limit.

Clerk to obtain clarification of Highways current position in respect of time scale and works proposed.

Councillor conduct and training for Councillors.

General report given on the benefits of full council ongoing training for Cllrs in respect of procedure and conduct, interest shown by full council. Clerk to arrange dates for training and report back to council. Interest also shown in respect of specific training for planning.

Revised policies for approval at January meeting circulated with this agenda:

Vexatious Complaints, Dignity at Work, Runton complaints procedure, Equality-Diversity, Standing Orders, Data Protection

Noted, clerk confirmed there would also be a planning policy document for approval in January

7.17.12.24 Planning

PF/24/2171 Manor Cottage – side and rear extensions approved by planners.

To consider: PF/24/2547 West View Station Rd WR. Rear extension. Circulated.

Proposed no objection, seconded, unanimously resolved.

8.17.12.24 Commons report– Cllr Davidson, the Retting Pond has been cleared of excess vegetation and silt and Spring Pond cleared by the volunteer group

9.17.12.24 Allotments – Nothing to report

10.17.12.24 To approve the Budget and decide on a precept for 2025 to 2026. Circulated.

General report by Cllr Davidson, recommendation in respect of budget and the need to make appropriate allowance for the employment of a clerk allowing for an appropriate salary and pension provision and inclusion of one of rent premium for battery box. (Current employment costs increasing from approx. £17,500 to £21,500. Battery box rent premium £10,000 for 30 years). Proposed to accept recommendations and amend budget accordingly, seconded, unanimously resolved.

Discussion in respect of precept and increasing ongoing yearly costs recommendation from Cllr Davidson for an increase of 3% on precept, counter proposal Cllr Gurney for increase of 5% bearing in mind the increased employment costs needed to be considered including the need for pension provision for a clerk, (previous clerk not having had pension provision).

Proposed to accept draft budget subject to an increase of 5% in the precept, and addition of £10,000 battery box payment as an income receipt, seconded, unanimously resolved.

11.17.12.24 General Finance

To approve Payments for December – list circulated

Proposed to approve subject to the addition of a payment to the valuation office of £1,083.92 and N Power £272.97 (energy for Reading Rooms) Noted that energy used was £100.16 and standing charge £159.81.

12.17.12.24Members reports

1. Cllr Annis asked current situation in respect of photo of the king. **Clerk confirmed, received and hanging in councils' office in a prominent position.**
2. **Clerk asked to chase up current situation in respect of temporary structure at Links Hotel and expiry of planning permission.**
3. Request by group to use reading rooms for save Benjamin Court on 8th January, no objection from council. **Clerk to confirm.**
4. Residents Boulevard Road have had a recent meeting at which the **District Cllr Kim Toy indicated that she was in favour of the development of the Kraft Lands.**
5. Bus shelter East Runton requires enclosure or replacement. **Clerk to look at potential alternatives.**
6. Need for a road sweep in both Runtons, **clerk to request.**

13.17.12.24 Confirmation of date time and place of next meeting as **28th January 2025 at East Runton Reading Room commencing at 7:15pm**

Meeting finished 8.26pm

Agenda item 5.Clerk report matters to note and matters arising from previous minutes to include but not limited to:

5.H: Highways and traffic restrictions.

Good morning,

Apologies for the delay in reply, I have been out of office and my mailbox is not monitored.

PJA102 West Runton, A149 Speed Limit Reduction 20mph, went to public consultation in December 2024. I have attached the public consultation plan. Whilst consultation was opened there was several objections, wanting the speed reduction to be extended to the railway bridge. These objections have been discussed with the Network Safety Team, this section, the railway bridge, does not meet the necessary criteria under the Norfolk Speed Management strategy. They will continue to monitor the concerns raised. While the 20mph limit will not be extended past the railway bridge, the proposal to implement a 20mph speed limit through the village, as per consultation plan, remains in place.

This TRO request is being funded by West Runton parish council and located in West Runton village. Please contact West Runton parish council who are funding this TRO.

Thanks Philip,

If you ever receive a call, can I ask if you would try and promote increasing the 20mph limit along the main cromer road to where the 30mph sign now installed is.

This would then incorporate the new housing development on the craft land along this route, As once this happens later this year there will be housing to both side of the road with a major increase number of vehicles turning off and onto this stretch of highway.

Whilst we understand that 30mph is common in towns, we believe that with a new turning onto this main cromer road supplying 30 plus houses once developed, a better way of reducing the chances of accident here would be dropping the limit to 20mph to the full stretch of the villages now 30mph road.

Cllr comment FORWARDED TO highways the issue highlighted for their further consideration 21.01.2025

6.Items for Discussion and or Resolution

- a. To consider and resolve the adoption of policies relating to: 1. Standing Orders, 2. Financial Regulations, 3. Equality and Diversity, 4. Complaints, 5. Dignity at Work, 6. Data Protection. And planning protocol doc Copies of items 1-6 already provided by email.

Runton Parish Council

Procedures in respect of planning matters

The procedures set out below were adopted at a meeting of the Parish Council on the 13th Nov 2024.

1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account that:

- The consultation period for planning application is 21 days, which means that not all planning applications can be considered by the Parish Council at its scheduled meetings.
- The Parish Council believes that its constituents are best served by the Parish Council responding to application in a timely fashion.
- To ensure that consultations on planning applications are dealt with in time, the Parish Council has appointed a Planning Building and Environment Committee to facilitate the responses of the Council to planning matters.

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by:

- the Parish Council as a whole, or
- by the Clerk acting on the advice of the Planning Building and Environment Committee, via email

2. Planning Committee

2.1 Membership

- At each Annual Meeting the Parish Council shall appoint from amongst its members a Planning Building and Environment Committee of at least 3 members to serve until the following annual meeting.
- If a vacancy occurs at any time by way of resignation or otherwise the Council may appoint one of its members to fill the vacancy who will serve until the next following Annual Meeting.

2.2 Duties

- It shall be the duty of the Planning Building and Environment Committee to give initial consideration to any planning matters on which the Parish Council is consulted including policy matters such as local plans as well as specific planning applications.
- Where the Council is invited to make representations on a planning application to the Planning Authority, it shall be the duty of the Planning Building and Environment Committee to ensure that the Council's Planning Protocol, as set out paragraph 3 below is adhered to in all material respects.
- The Planning Building and Environment Committee will seek to ensure that the Parish Council is seen to be fair in its treatment of the rights of applicants and local residents and that its views as consultee are consistent and well-considered.

2.3 Conflict of interests

- A member of the Planning Committee who has a material interest in a planning matter referred to it shall take no part in the discussion or handling of the application.

3 Planning Protocol

3.1 Options for responding to planning applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received.

Option 1:

If there is a scheduled Parish Council meeting before the end of the consultation period then the Clerk will place the matter on the Agenda for that meeting and any decision will be taken at that meeting.

Option 2 :

If there is no scheduled meeting before the end of the consultation period, but the Planning Committee [or the Chairman of the Council] considers that the application should be considered by the full Parish Council then a special meeting will be called for this purpose and any decision taken at that meeting. This option shall also apply if at least two members of the Council request that the Chairman or Clerk call a special meeting.

Option 3:

In other case the response by the Council is delegated to the Clerk who shall seek advice from the Planning Committee for their comments. Should there be an equal decision then the planning application is to be circulated to Full Council for consultation to reply within 48 hours.

3.2 Procedure at meetings of the Council

- In those cases where a planning application comes before a full meeting of the Parish Council, any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Council then this will normally be permitted unless the Council, by a majority decision, determines otherwise.
- Any Councillor with a material interest in the application will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

AGENDA item 6: Items for Discussion and or Resolution

- b. To consider, and resolve the need to replace the dog bins 25 litre cost £160 with alternative bins of 120 litre Derwent model from Roadware cost £259.94 per bin includes sticker litter and dog waste, seagull guards to opening and fixing bolts. Currently there are 5 specific red dog bins suggest need at least 6 bins. Potential purchase cost £1,559.64.**

Current cost from NNDC for emptying dog bins of 25 litres £4.30 plus vat litter bins £2.95 plus vat Saving of £1.35 per bin plus vat per occasion.

EXISTING DOG BINS EAST RUNTON



Proposed replacement type litter and dog bin for existing dog bin.

Home / Street Furniture / Litter Bins / Dog Waste Bins / Derwent Large 120 Litre Floor Mount Dog Waste Bin



Derwent Large 120 Litre Floor Mount Dog Waste Bin






★★★★★ (No reviews yet) [Write a Review](#)

£215.95 (Ex. VAT)
£259.14 (Inc. VAT)

Buy 3 - 5 and get £3.00 off
Buy 6 - 8 and get £6.00 off
Buy 9 - 11 and get £9.00 off
Buy 12 or above and get £12.00 off

Colour (non black £16.00 +VAT per bin): **Required**









Installation:

Freestanding / internal ballast

Ground bolts £10.00 +VAT

Plastic or metal liner:

Plastic liner Metal liner £15.00 +VAT

Locking type:

Keyless twist locking Key lock £19.00 +VAT

Waste decal:



Derwent large 120 Litre floor mounted outdoor dog waste bin with a keyless twist locking lid and free delivery.

The Derwent dog waste bin is ideally suited to deploy in busy outdoor areas in council parks, streets, and recreation areas etc. To promote its use, it features a bold dog decal and dog waste text on the front.

The robust premium colourfast plastic has a smooth glossy finish to ensure a long life in demanding environments whilst also being easy to keep clean and hygienic.

Aperture flaps are included to help keep dog waste bags and any odours contained. The twist on off lid provides quick and easy access to the liner to empty, an optional key lock is available.

Installation couldn't be simpler. Either place freestanding, bolt to the ground or add up to 33kg of ballast to the base for instant use.

Providing affective street furniture in the public realm helps keep such areas clean and free from dog fouling on pavements, paths, and grassed areas and associated health risks.

SPECIFICATION

- Diameter 600mm
- Height 1100mm
- Weight 15kg (48kg max with added ballast)
- Waste aperture openings W344mm x H140mm
- 120 Litre plastic or galvanised metal liner
- Premium grade gloss finish colourfast plastic
- Colourways: Black (recycled), green, blue, yellow, red, burgundy, purple, dark grey, marbled grey, and dark marbled grey with others on request

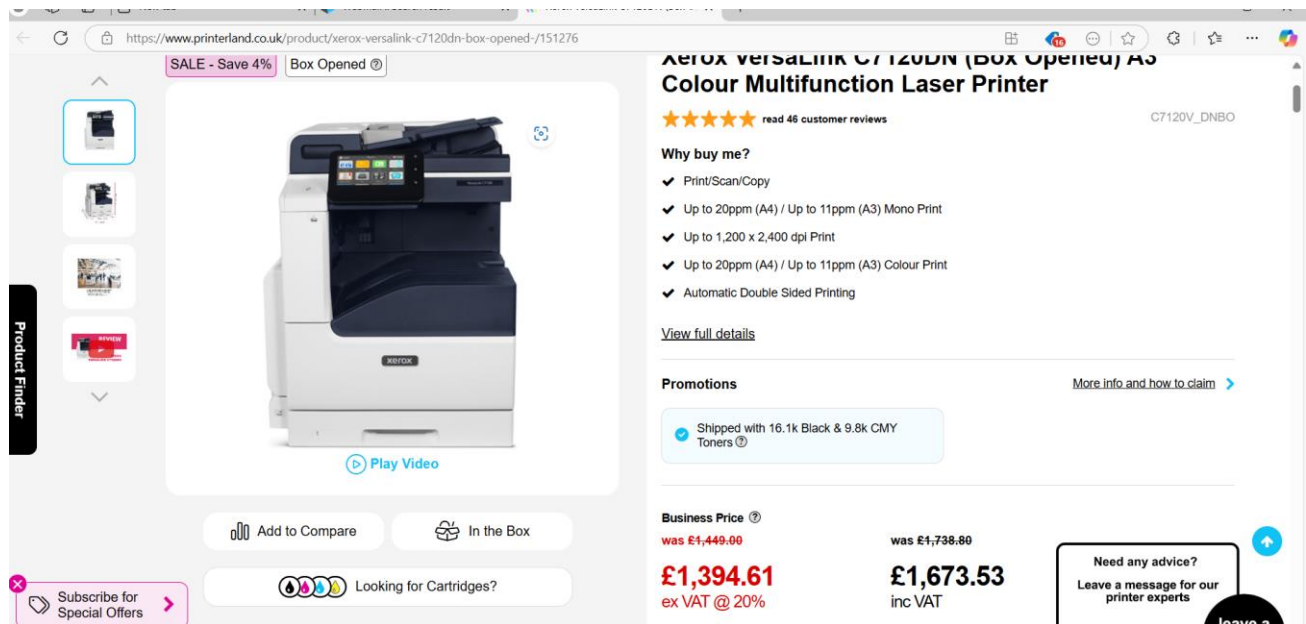
- For Scottish Highlands, Islands, Northern Island, and Channel Islands please ask

SKU: RWDD120
Availability: 5 to 10 working days
Bulk Pricing: Buy in bulk and save
Depth: 60 cm
Height: 110 cm
Width: 60 cm
Product Weight: 15 to 48 kg
Product Type: Litter bin
Litter Bin Capacity: 120 litre
Lockable: Yes
Type: Hooded
Installation: Freestanding
Material: Premium grade UV stabilised plastic
Liner: Metal
Ashtray Option: Stub IT Plate
Seagull Flaps: Optional
Recycling waste stream labels: No
Corporate logo or name: No

- C. To approve preventative action by clerk in respect of leak to Reading rooms roof. Recommend temp repair and report**



- d. Colour printer for Events group.**



AGENDA ITEM 6 e. To ratify decision to purchase new lap top and clerk printer cost £899

Decision taken under the councils Financial Regulations in conjunction with the chair:

4.1 Expenditure on revenue items may be determined by:

- the council for all items over [£1,000];
- the Clerk, in conjunction with Chairman of Council or Chairman for any items below £1,000.

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000

Information relating to cost as below:

Hi Philip,

As per telecon just now, Quote is as follows:

Asus X1504Z (15.6" Intel-i3 8Gb Ram 512Gb SSD), £425

MS Office H&B, £225

Antivirus, £25

A4 B&W Laser Printer, approx. £100

Del & Inst, £120 (incl 2 hours onsite)

Invoice details and report:

Hi Philip,

Please find attached two invoices as requested, in PDF format for work completed today.

1. Laptop @ £399.00 incl. VAT
2. Everything else @ £500.00 incl. VAT (Software, Printer and Labour)

The total has changed from the quoted £895 to £899 (+ £4) because of the reduced cost of the substitution of the Asus Laptop for the Dell laptop and the lower actual price of the Laser Printer, but the reduction is offset by the additional +1 hour on the labour caused by the slowness of transferring the data - the existing Ext HDD kept turning off and there was some corruption to the Runton Parish History Society data which proved problematic to backup, but transpired to not be required. Additional time was also taken by converting Passwords and Bookmarks from Firefox to the more conventional MS Edge browser and setting the council emails up in MS Outlook instead of Webmail and rearranging the furniture and tidying the wiring which would have been a shame not to have attended to.

You will gain the following benefits from the new setup:

- The operating system (Windows) is now fully licensed and supported by Microsoft going forward. **The legitimacy of the Windows 10 Pro Operating System license on the old PC was questionable as no license sticker for it was present, instead only a text file saved in the documents folder with it recorded, which suggests it may have been a pirate.**
- The outdated, **long unsupported and potentially vulnerable (and I suspect also pirated) MS Office 2007 is now replaced with the up to date 2024** version of MS Office on a perpetual license (certificate of purchase from Spire Technology, a leading UK authorised seller of Microsoft software is attached) which is non-subscription based and will save the council a lot of money vs MS Office 365 Apps for Business which would otherwise have been the required software.
- I understand a **"Grey Market" license version of a server based MS Office had been quoted for by another supplier that was a small fraction of the price of the legitimate Retail version. In my opinion, these should be called "Black Market" licenses as it is my understanding that they belong to the corporate company they were originally intended for sale to and should not be available for retail sale. I am aware that Microsoft do not enforce the resale of these licenses though.** Broadland Computers does not sell what might be described as pirated software so that you can lead by example without fear of being caught using unlicensed/of suspicious origin software.
- I have moved your data from **local only storage where a regular external HDD backup was necessary to MS OneDrive where data is automatically backed up securely and offsite.** This will also protect you for disaster recovery in the event of fire or flood where the local backup would fail if damaged.
- You now have a dual screen system, the old monitor being the secondary screen to the laptop screen which will facilitate an much easier way of working with multiple applications.
- Finally I have moved your emails from Webmail to MS Outlook which is a vastly superior business tool for handling your emailing needs compared to the former which is slow and clumsy.

Please let me know if you require any further assistance and thank you for your business.

AGENDA item F.Commons and parking requirements, to approve action by clerk and chair in putting the councils concerns to the owner of the commons to see if the problem can be eased in any way.

Email from resident re parking:

We have been in residence for around 4 years bringing the property back to a liveable dwelling and plan to retire there in a few years time, at the moment we live there on and off every month for a few days to a few weeks at a time, 12 months of the year.

Recently, we have been victims of car vandalism and on reporting to the police and talking to neighbours it seems that we aren't the only ones. In fact, in total we have been told that over 11 cases have been reported in the last few years.

It seems that locally there's a beef with parking and some are paying the price. Massively. My bill runs into high 3 figures.

I have been in touch with the local Police.

This now begs the question, that has been raised before, about resident only parking on the lower common.

You are probably aware that all the properties on the common have to be in receipt of a deed of easement to allow parking and services around the track, so, if you don't own that deed in line with your property you are basically land locked and aren't allowed to even walk over the land.

This of course is a lax law situation and it isn't policed or maintained by anyone, it basically exists on file at the Land Registry and with Mr Robert Batt who owns the land.

Can we therefore not adopt some extra residents parking, or at least some land for residents parking on Lower Common ?

Batt does not maintain the road/track through the common making it a particular nightmare to cross and park anyway, its dis-repair is also a massive issue.

Surely you could get this parking problem under control with some planning, especially now with the fact East Runton is becoming more of a fast moving pub and hospitality destination on the main road and forcing parking around the corner onto the common.

I have no issue with growth in all sectors whether it be tourism or hospitality, it's great that we are seeing a boost in the area, but there is no overflow especially when we have holiday let parking to deal with in the summer months as well.

Now is the time to be pro-active on the issue as it seems to be more of a problem personally to local residents and recently to my own financial cost.

I'd be happy to read your response on the matter.

AGENDA item G:

Allotments discuss and resolve the paper management and acceptable forms of receipt for payments.

Allotment payments to date of £2,411.00

Invoices to Agree 17th December 2024:

Received:

Allotment rents: to date

£2411.00

Main issues revolve around:

1. Identification of payments received and allocation to tenants accounts.
2. The ability to take cheque payments when the bank is closing and post office no longer taking cheques.
3. Suggest all payments should be made in advance and also by bank transfer were ever possible.
4. Arrangements to be considered to enable non-bank transfers to be credited.
5. **Clerk recommendation separate account for allotments is recommended and were ever possible payments by bank transfer only.**

AGENDA item H:

Play equipment to authorise the repairs as recommended by the ROSPRA report quoted cost £1,000.

- i. Page 2 Replace cradle seats £225.00 each

Primary Items

Maintenance Finding

Description

Corrosion in cradle seat top frame could lead to sudden failure of the seat.

Tasks

Investigate and replace as necessary.

Risk level:

 **Medium**

Risk score:

 **12**

Finding Photos



- ii. Page 11, 3 no rotten timbers £ 675.00

Throughout the unit.

Finding Photos



Maintenance Finding

Description
Timber is decayed.
Tasks
Replace affected parts.
Note
Support posts x 3 on chain bridge.

Risk level:
Medium
Risk score:
10

Finding Photos



iii. Page 12 Bridge timber £ 55.00

Finding Photos



Maintenance Finding

Description
Timber is decayed.
Tasks
Replace affected parts.
Note
Roof slats rotting. Replace.

Risk level:
Low
Risk score:
7

Finding Photos



iv. Replace roof timber £45.00
Total cost £1,000

