



RUNTON PARISH COUNCIL

You are hereby summoned to attend a meeting of Runton Parish Council to be held at The Reading Rooms East Runton on Thursday 27th February at 7pm.

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. **District Councillor Fredericks Deputy Leader NNDC** the effect of devolution on NNDC. Assets
 - c. **District Councillor Report** (5 minutes).
 - d. **County Councillor Report** (5 minutes)
4. **To approve the Minutes of the Parish Council Meeting of 28th January 2025.**
5. **Clerk report matters to note and matters arising from previous minutes to include but not limited to:**
 - a. Leaking roof Reading Rooms.
 - b. Restorative Justice.
 - c. East Runton play equipment.
 - d. Telephone boxes.
 - e. Dog bins.
 - f. Restorative Justice.
 - g. Allotments bonfires.
 - h. Commons.
6. **Items to note:**
 - a. **Debrief: Christmas 24** (Cllr Davidson)
 - b. **Footpaths**
 - c. **Payments to Cllrs as Contractors, the importance of transparency.**
7. **for Discussion and or Resolution**
 - a. To ratify delegated decision taken by clerk and chair under Financial Regulations' 4.1 and 4.5 in respect of repair work to East Runton play equipment £1,000 and Health and Safety Action £391. Combined cost of repair work to play equipment £2,391. £1,000 expenditure approved at January's meeting.

- b. To ratify councils email decision (time having been of the essence) to replace existing East Runton bus stop outside the White Horse with brick, tiled and flint shelter. Quotes obtained by clerk for like for like replacement perspex and metal, open fronted, £4,000 for supply plus fitting. Timber and tiled £2,800 or pay £2,000 labour cost to builders carrying out work for the White Horse, all materials provided free of charge by the White Horse PH.

c. Planning:

1. Conversion of attached garage to provide habitable accommodation and replacement of roof on rear extensions Location: 48 Renwick Park West, West Runton, Cromer, Norfolk, NR27 9LX Dear Sir/Madam, We have received the above application, details of which may be viewed on our website <https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=>
2. Erection of battery box within fenced enclosure Location: Land On The North Side Of, Cromer Road, East Runton, NR27 9NJ Dear Sir/Madam, We have received the above application, details of which may be viewed on our website <https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SQ8EPOLNK3000>

- D. Restorative Justice, approval of terms of engagement.
- E. Co-option of new Councillor.
- F. Newsletter.
- H. Support membership to change supplier from NALC to NPTS.
- I. Adoption and use of phone box East Runton.
- J. Community Resilience Flood Plan
- K. Installation of Battery box (parking required).
- L. NNDC assets East & West Runton.
- M. Approval of skip and clearance works allotments.
- N. Letter of thanks to the White Horse for their contribution towards the community in respect of their assistance with the provision of the replacement bus shelter East Runton.
- O. Authorise clearance works to ponds East Runton.
- P. Approval of monthly payment sheet.
- Q. Confirmation of date and time of next meeting.
- R. Adoption of employment committee terms of reference.

8. 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).

9. Item for future Agendas

10. 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. Use of Village Hall .
- b. Village assets.

Councillor information Pack

3.d County Councillor Report (5 minutes)

Get hands-on with technology at your local library

DigiFest, an annual celebration of digital creativity in Norfolk libraries, returns in February. With free events for children and young people aged up to 16, DigiFest forms part of Norfolk County Council's digital inclusion strategy and aims to inspire the next generation of coders and creators.

Get hands-on with robots, learn coding skills, create animated short films and fabulous 3D designs - there is something to inspire everyone!

Activities run throughout February, with many falling in half-term week. Suitable for complete beginners and tech enthusiasts alike, all activities are free but most require pre-booking.

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IF YOU'RE HAVING A CLEAR OUT?

If you're having a clear out at home, don't forget the Reuse Shops at Norfolk's recycling centres are great places to donate your unwanted household items (or unwanted Christmas gifts).

You could pick up an amazing bargain too. Whether you want golf clubs, a mirror, furniture or toys, the Reuse Shops are packed full of unwanted treasures waiting for a new home, plus a proportion of the money from sales goes to charity – what's not to love!

Remember – there is no need to book to visit the reuse shops – but if you want to get rid of some waste at the recycling centre at the same time then you do need to book. It's free of charge and there are plenty of slots every day across all our sites. [Book online](#) on the Norfolk County Council [website](#)

Norfolk County Council begins path to new powers and funding through devolution from Government.

Norfolk Conservative County councillors have backed a bid to secure new powers and funding to benefit Norfolk.

The full county council discussed and then the cabinet agreed to apply to be part of the Government's priority programme for devolution.

The Government wants to extend devolution of powers and funding, plus local government reform, across England. It invited councils to express an interest in being part of the first phase, by January 10th.

Ministers want to see a devolution deal covering Norfolk and Suffolk, with an elected mayor.

They also want "two tier" areas like Norfolk - where responsibility for key services is split between county and district councils - to replace existing councils with unitary authorities.

If Norfolk joins the priority programme, proposals would be developed for a mayoral combined authority, covering Norfolk and Suffolk. This would include powers and funding for strategic planning, housing, transport and skills. Elections for a Norfolk and Suffolk mayor could then take place in May 2026.

Norfolk set to receive highest highways maintenance allocation in the region

Norfolk is set to receive more than £56 million for highways maintenance this year.

Funding for every local authority across England today can be used throughout 2025/6 on the roads are in most need of repair, and to deliver immediate fixes for communities across Norfolk.

This comes just a few weeks after Norfolk took the top spot for the second year in a row in the National Highways and Transport (NHT) survey on roads and transport. People from across the county gave Norfolk the highest (above average) score in satisfaction with the condition of the highways.

More than 5,300 potholes have been fixed across Norfolk since April this year and of those 99% were repaired by our contractors within the agreed response times. If you see a pothole - don't assume someone else has reported it. Let us know by completing our online

form: www.norfolk.gov.uk/potholes

Investment and enhancements lead to increased passenger satisfaction on Norfolk's buses

A recent independent survey through Transport Focus found that overall bus passenger satisfaction in Norfolk has increased by 6% with 87% of passengers satisfied with their journey. That puts Norfolk above the England average of 83%. Norfolk improved in all areas of satisfaction with the biggest improvements being in punctuality and value for money.

Transport Focus is an independent consumer organisation representing the interests of bus passengers across England outside of London. The surveys measure actual passenger experience and provide robust metrics for measuring bus service targets.

Meanwhile the number of people choosing to use the bus continues to grow with almost 7m passenger journeys for the second quarter of the year (May, June, July). That's a 12% increase compared to the same quarter last year.

The improvements are now set to continue with Norfolk County Council being awarded another £15.9m from Government last month to spend in 2025/26. The funding is a mix of capital and

revenue and the council is now working with the Enhanced Partnership and stakeholders to decide where the money should be spent.

Rollout of new fleet of fire and rescue vehicles to continue into 2025

Four additional tactical response vehicles have rolled into Norfolk as the latest additions as part of a multi-million pound investment by Norfolk County Council to modernise the fire and rescue fleet.

The four Toyota Hilux 4x4s enable firefighters to quickly attend isolated locations and deal with emergencies in spate weather conditions.

At a cost of £175,000, the new fully equipped TRV vehicles, complete with misting units, will be located at Reepham, Acle, Downham Market and North Walsham early in the New Year. They will join the fleet of TRVs already in service at Cromer, Sandringham, Wymondham, Diss and Gorleston, plus a Land Rover at Thetford.

The investment in TRVS is the latest move to provide specialist equipment for Norfolk and comes in addition to the recent £7 million investment of 22 new fire appliances for Norfolk, which replace an ageing fleet that had come of the end of its working life.

Hitting the road over the last 18 months, the new type B Angloco vehicles are now on fire stations at Carrow, Earlham, Sprowston, Dereham, Kings Lynn, Thetford, Great Yarmouth, Hethersett, Attleborough, Wymondham, Diss, Stalham, Aylsham, North Walsham, Holt, Cromer, Fakenham, Downham Market, Watton and Long Stratton. Two others are also in service assisting with training and duty cover. This month, the completion of the project means the final ones have now gone to their home stations.

New wildfire personal protective equipment was recently introduced to enable firefighters the right protection but in a more lightweight form when dealing with intense fires in the hot summer.

Further investment in fleet and equipment, to ensure crews have the best possible resources for all the types of emergencies they face, will be coming into service within the next two years. This includes plans for updated vans for the service's nine hydrant and area technicians, to enable them to have reliable vehicles which contain all they need when out on site.

4.MINUTES

As per attachment.

6.b Footpaths

A definitive map of all Runton Parish Footpaths can be found by going to the following web address:-

<http://maps.norfolk.gov.uk/highways>

If you zoom in to the area that you want you will see the footpaths with numbers. If you then click you will come across the 'definitive map' which also shows these paths on an old style OS map.

However, footpaths 27,28 and 29 are not on the 'definitive map' but 27 and 28 are on the interactive map where paths are shown in pink. These paths are on the Cromer/East Runton boundary. No idea about 29 so we need clarification.

I attach the list of which Councillor has responsibility for which paths. I have also today got an A5 print out for each Councillor that shows all the footpaths (except 27,28,29 and Mill Lane). I will bring these to the next meeting.

Carole

Footpaths – Parish Councillor Responsibilities

Footpath Number	Footpath description	Who responsible
1	Pig Lane	Chris/Teresa
2	Not needed	
3	Not needed	
4		Teresa
5		Teresa
6		Carole
7		Clare
8	WR to ER along bottom of Ingleborough Hill	Clare
9	Not on map	
10	Town Hill	Carole
11		Clare
12		Alex
13	Calves Well Lane	Bev
14		Alex
15	Top of Sandy Lane	Alex
16	Top of Sandy Lane	Alex
17		Barbara
18		Mark
19		Clare
20		Clare
21		Clare

22		Kevin
23		Kevin
24		Kevin
25	Not on map	
26	Water Lane	Bev/Teresa

Last
updated: 12th February 2025

6C. Councillor Procurement.

It is possible for a parish councillor who is (genuinely) a contractor to be awarded a contract by the parish **provided that the tender process is open and transparent**, that the parish councillor contractor is treated in the same way as other contractors bidding for the contract and that the parish councillor himself does not take part in any way in the awarding of the contract (**e.g. declaring an interest, leaving the room and not taking part in the debate etc.**).

7a To ratify delegated decision taken by clerk and chair under Financial Regulations' 4.1 and 4.5 in respect of repair work to East Runton play equipment £1,000 and Health and Safety Action £391. Combined cost of repair work to play equipment £2,391. £1,000 expenditure approved at January's meeting.

On 2025-02-10 13:06, Runton Parish Council wrote:

Dear All,

Please be aware, I met recently with Cllr Gurney and Mr Appleford (Play equipment contractor to assess the site formally and to confirm the works required to be done)

Cllr Gurney did mention at the last meeting that council should also look at the same time as the recommended works to the timber structures and the swings to carry out preventative works to the swings such as replacement of seats shackles and chains.

It was obvious upon inspection that these needed to be done, full costings as stated below the total cost of all works being £2,391.

I have delegated authority in conjunction with the chair to deal with £1,000 of the works. I would ask you to confirm your acceptance of incurring the further cost of £391 this will enable all works to be completed in the next 7 days.

Cllr Davidson has asked me to remind councillors that the council has consistently set aside monies for play equipment.

Philip Stone

Locum Clerk Runton

- 7b** To ratify councils email decision (time having been of the essence) to replace existing East Runton bus stop outside the White Horse with brick, tiled and flint shelter. Quotes obtained by clerk for like for like replacement perspex and metal, open fronted, £4,000 for supply plus fitting. Timber and tiled £2,800 or pay £2,000 labour cost to builders carrying out work for the White Horse, all materials provided free of charge by the White Horse PH.

Dear All,

I have been dealing with Cllr Gurney in respect of the potential replacement of the bus stop outside the White Hores at East Runton junction of High Street and Beach Road, following complaints from members of the public in respect of how inadequate it is.

Cllr Gurney when I last spoke to him confirmed he had spoken to the builders undertaking work at the White Horse and asked them for a price for the replacement of the bus shelter with something more appropriate that would protect against the wind and the rain, the current shelter being open metal and plastic. Late yesterday afternoon I received a visit from two builders who confirmed that they could produce a shelter based on the shelter at West Runton brick, with flint panels and pitched tiled roof for £2,000, the cost is so small as they already have sufficient materials left over from the work in front of Wills Plaice and the White Horse works which the council would not need to pay for.

As to the time scale if you wish for the works to be done I need to confirm to the builders by Friday of this week.

May I therefore please have your confirmation as to what you would like to do by 5pm this Thursday. I will then facilitate what ever you require.

As to permission, the council already has the authority to install, repair and replace bus shelters, but for clarity I have sort confirmation from highways as the shelter would be slightly larger and placed on the existing pavement. As to size it will mirror the width of the existing and have a depth of no more than 1.4 meters. Construction would be brick with flint panels and pent tiled roof as per West Runtons.

Philip Stone Locum Clerk
Runton Parish Council
East Runton
Norfolk
NR27 9PE

Existing replacement £4,000 plus fitting.

Hi Phillip,

As discussed, I would like to ensure that the bus shelter (proposed), the depth is no greater than 1.5m to ensure a 25m vision splay from 2.5m back of beach road.

I would also like to suggest that any downpipes are discharged to the east and into the fluted channel (in situ)

And please ensure to reinstate any damaged footway with HRA and golden gravel if necessary.

It would be great if the developers could provide a plan of the proposed.

Designed to be similar to West Runton (A149)

Regards

Chris

Chris Purvis MIHE MICE, Highway Engineer (North 1)



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7c 1. Planning: : 48 Renwick Park West, West Runton, Cromer, Norfolk, NR27 9LX

Proposed: Conversion of attached garage to provide habitable accommodation and replacement of roof on rear extensions

Conversion of attached garage to provide habitable accommodation and replacement of roof on rear extensions Location: 48 Renwick Park West, West Runton, Cromer, Norfolk, NR27 9LX Dear Sir/Madam, We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SQLBZNLN04T00>

7c 2. Planning: Erection of battery box within fenced enclosure Location: Land On The North Side Of, Cromer Road, East Runton, NR27 9NJ Dear Sir/Madam, We have received the above application, details of which may be viewed on our website <https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SQ8EPOLNK3000>

7d. Restorative Justice, approval of terms of engagement.



HM Prison &
Probation Service



Community Payback

Memorandum of Understanding (Lite) (“MoU”)

1. The Partners

Probation Service (“ Probation Service ”)	Norwich Probation Service operating on behalf of the Secretary of State for Justice of 102 Petty France, London, SW1H 9AJ
Host Partner Name, Registered Number and Address (“ Host Partner ”)	Runton Parish Council Felbrigg Road, East Runton, Norfolk, NR27 9PE

2. Background

2.1 The Probation Service and the Host Partner have agreed to work together on the placements detailed in one or more Work Placement Assessment and Provider Agreements (“**WPAPA(s)**”) in the form set out in Annex D (the “**Placement(s)**” or “**Project(s)**”).

2.2 The Placement(s):

- a) Will contribute to a greater public awareness and understanding of the Unpaid Work requirement;
- b) should be seen to be constructive and of benefit to the community and encourage a sense of pride in a job well done; and
- c) will promote the rehabilitative opportunities of the sentence through developing work ready skills, such as good timekeeping and working cooperatively with others.

2.2 The Parties shall undertake the Placement(s) to achieve the following key objectives:

- a) To work within East and West Runton to help improve local spaces for the community. Works will include the repainting of railings, benches, noticeboards and public toilets.

2.3 The Host Partner confirms that it has discussed the work as listed in the WPAPA(s) and understand that other tasks will have to be separately assessed before they can be undertaken.

The Host Partner will keep in touch with the Probation Service delivering Community Payback and will provide feedback to people on probation as agreed in the WPAPA(s).

3. Roles and Responsibilities

3.1 The Parties shall undertake the following roles and responsibilities to deliver the Project:

Activity	The Probation Service	The Host Partner
Select appropriate people on probation for the project based on information supplied by the Probation Service	Lead	Confirm
Supervise project work	Lead	Confirm
Allocate tasks to work groups	Lead	Assure
On site health and safety briefings	Lead	Assure
Refer to the Probation Service any rule infringement that may lead to compliance / enforcement action	Lead	Assure

3.2 For the purpose of the table above:

- a) Lead: The party that has principal responsibility for undertaking the particular task, and that will be authorised to determine how to undertake the task. The Lead must act in compliance with the Objectives and Principles at all times, and consult with the other party in advance if they are identified as having a role to Assure the relevant activity;
- b) Assure: The party that will defer to the Lead on a particular task but will have the opportunity to review and provide input to the Lead before they take a final decision on any activity. All assurance must be provided in a timely manner.
- c) Confirm: The party confirms they accept the decision that the Lead has made with no further information required.

4. Confidentiality and Compliance

Confidential Information

- 4.1 Each party agrees to not disclose, use or exploit any information that could reasonably be considered as the disclosing party's confidential information and shall not disclose any confidential information belonging to the other party without the other party's prior written consent, except to such extent as may be necessary for the performance of the party's obligations under this MoU or required by law.
- 4.2 The Host Partner consents to the Probation Service publicising the Project(s) in reports and other publicity material.

Health & Safety

- 4.3 The Host Partner shall comply with all health and safety laws in its provision of each Placement.
- 4.4 Without prejudice to Clause 4.3, the Host Partner is responsible for any equipment provided by the Host Partner for use by people on probation.
- 4.5 The Probation Service is responsible for any equipment provided by the Probation Service for use by people on probation.

Insurance

- 4.6 The Host Partner shall ensure that it has sufficient insurance in place to cover the liabilities that may arise under or in connection with this MoU and the Placement(s). Such insurance must include, where applicable, insurance covering people on probation travelling in Host Partner vehicles.

Project Operating Rules

- 4.7 The Probation Service and the Host Partner shall comply with the Project Operating Rules set out in Annex A at all times in delivering the Placement(s).

Data Protection

- 4.8 If the Parties are sharing Personal Data (as defined in Annex B), the Parties agree to comply with the requirements set out in Annex B to this MoU. **If no Personal Data is being shared then Annex B does not apply however Part 1 of Annex B must be completed.**

Requirements for waste collection and disposal from the Unpaid Work Project Site

- 4.9 The Host Partner will arrange collection and disposal of the waste collected at each Placement in accordance with Clause 4.10 below (unless otherwise agreed by the Probation Service).
- 4.10 Waste collected from Unpaid Work projects must be collected by someone with a Waste Carriers' Licence and deposited at a site with appropriate permits, in-line with applicable legislation and the Waste duty of care code of practice (as updated from time to time).

Other

- 4.11 Where the Host Partner is providing supervision of people on probation, the Host Partner shall follow and comply with all policies, procedures and training materials provided by the Probation Service.
- 4.12 Both parties will take into consideration diversity and inclusion for all staff (Host Partner and Probation) and people on probation.

5. Charges and Liabilities

- 5.1 Except as otherwise provided, the Parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU.
- 5.2 The Host Partner may make the voluntary contributions set out in Annex C to this MoU. For the avoidance of doubt, such contributions are not binding.
- 5.3 The Host Partner acknowledges that it will obtain the consent of the site and/or property owner of each site and/or property where work is to take place under a WPAPA. The Host Partner will be liable for any losses suffered by the site and/or property owner as a result of such work taking place. For the avoidance of doubt, the Host Partner acknowledges that the Probation Service shall have no liability to the site and/or property owner. The Host Partner shall indemnify the Probation Service from and against all losses suffered or incurred by the Probation Service arising out of or in connection with any claims by a site and/or property owner relating to the work listed above taking place under a Work Placement Assessment and Provider Agreement. **This Clause 5.3 only applies when the Host Partner is not the site and/or property owner.**
- 5.4 The Probation Service shall bear no responsibility for damage to the Host Partner's site and/or property, save where such damage occurs: (i) under the supervision of the Probation Service; and (ii) as a direct result of the negligence of the Probation Service.

6. Status

- 6.1 The Parties acknowledge and agree that this MoU is intended to be legally binding, and legal obligations and legal rights shall arise between the Parties from this MoU.
- 6.2 This MoU and any issues arising out of or connected to it shall be governed by the laws of England and Wales and the Parties agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with this MoU or its subject matter or formation.
- 6.3 Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties, constitute either Party as the agent of the other Party, nor

authorise either of the Parties to make or enter into any commitments for or on behalf of the other Party.

6.4 If there is any conflict between the terms of this MoU and the Annexes, the conflict shall be resolved in accordance with the following order of precedence:

- a) Annex B (Data Sharing);
- b) Clauses 1 to 5 (inclusive) of this MoU;
- c) the other Annexes to this MoU.

ANNEX A

Project Operating Rules

1. People on probation attending the Project will be selected by the Probation Service based on information supplied by the Probation Service risk and needs assessment (the unpaid work assessment). The Probation Service will manage such selection process in accordance with the stringent risk assessment processes. Management of any risks presented by people on probation or others will be the first priority in determining allocation of people on probation to the Project.
2. The Host Partner may make reasonable requests in relation to specific requirements for people on probation participating in Placements and may also request that people on probation with specified convictions as set out below in this Annex A (“**Excluded People on Probation**”) do not participate in Placements. The Probation Service will take such requests into consideration and will not select Excluded People on Probation for Placements.
3. The Project will be explained to the people on probation at the Induction to the UPW requirement conducted by the Probation Service at which a form agreeing consent to share information with the Host Partner will be signed where necessary. The Induction will include an explanation of people on probation’s rights (e.g. how to complain), as well as responsibilities. “**Induction**” means a formal meeting with the people on probation where the rules and responsibilities of UPW are explained and any official documents are explained and signed, including a consent form to share personal information. It does not include the onsite induction where, for example, the day’s work is explained.
4. The community payback working day is expected to be 7 hours including regular breaks.
5. Female people on probation have the right not to be a single woman in an all-male environment.
6. People on probation are expected to wear distinctive community payback tabards unless exempted by conditions set out in the Community Payback Operations Manual.
7. The Probation Service and where applicable the Host Partner will enforce strict standards of behaviour on the part of people on probation participating in the Project:
 - a) People on probation reporting for work on time – any people on probation reporting late will be sent away unless a reasonable and acceptable explanation can be given;
 - b) People on probation will be sent away and may be suspended from Community Payback if they display unreasonable or disruptive behaviour while attending the Project;
 - c) People on probation will be sent away and may be suspended from Community Payback if they attend the project under the influence of drink or drugs;
 - d) Smoking will not be permitted on the work site except in areas designated by the Host Partner and during official breaks;
 - e) People on probation should not leave the work site unless permission has been granted;
 - f) People on probation will not be permitted to use a mobile phone whilst under supervision unless permission is granted; and
 - g) People on probation will not be permitted to use or bring cameras and other electronic equipment on site.
8. The Host Partner will report any breach of the Project Operating Rules it becomes aware of to the

Probation Service by the end of the next Working Day.

Excluded People on Probation

The Probation Service will not select any person on probation to attend the Placement who have current or previous convictions for any of the following offences:

N/A

ANNEX B

Data Sharing

1 Definitions and interpretation

1.1 In this Annex B:

Business Day	means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business;
Communication	means any correspondence or communication (whether written or verbal) from a Supervisory Authority relating to the processing of any of the Shared Data;
Data Protection Laws	means (a) any law which relates to the processing, privacy and/or use of Personal Data, including the EU General Data Protection Regulation 2016/679 as incorporated into domestic law in the United Kingdom, the Data Protection Act 2018; the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended by SI 2011 no. 6), as each is amended in accordance with the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (as amended by SI 2020 no. 1586) and incorporated into UK law under the European Union (Withdrawal) Act 2018 (each, as amended, shall be referred to as the “ UK GDPR ”, the “ DPA 2018 ” and “ PECR ” accordingly) and (b) any code of practice or guidance published by a Supervisory Authority or other relevant regulator from time to time;

Data Subject Request	means a request made by a Data Subject to exercise any right(s) of Data Subjects under Chapter III of the UK GDPR in relation to any of the Shared Data or concerning the processing of such data;
Data Transfer	means transferring any Shared Data to, and/ or accessing any Shared Data from and/ or processing any Shared Data within, a country, territory or jurisdiction that is outside of the United Kingdom (“UK”);
Disclosing Party	means the Probation Service;
DSA	means this Annex B;
Permitted Purpose	means the purpose as set out in Part 1 of the Appendix;
Permitted Recipients	means the Receiving Party’s employees and contractors who need access to the Shared Data for the Permitted Purpose;
Personnel Personal Data	means Personal Data, including contact details, relating to Permitted Recipients;
Receiving Party	means the Host Partner;
Security Requirements	means the requirements regarding the security of Personal Data as set out in the Data Protection Laws including, in particular (but without limitation) to implement and maintain appropriate technical and organisational measures to: (a) ensure a level of security appropriate to the risk, taking into account the risks presented by the processing, including the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, and (b) protect the Shared Data against the risks of a Personal Data Breach;

Shared Data	means Personal Data received by the Receiving Party from or on behalf of the Disclosing Party, or otherwise made available by the Disclosing Party for the Permitted Purpose;
Supervisory Authority	means any regulator, authority or body responsible for administering Data Protection Laws; and
Third Party Request	means a written request from any third party for disclosure of Shared Data where compliance with such request is required or purported to be required by law or regulation.

- 1.2 The terms “**Controller**”, “**Data Subject**”, “**International Organisation**”, “**Personal Data**”, “**Personal Data Breach**”, “**Processor**” and “**processing**” (and “**process**”, “**processes**” and “**processed**” shall be construed accordingly) shall have the same meanings given to them in the Data Protection Laws.
- 1.3 This DSA shall commence upon the date on which both parties have signed the MoU and shall continue in effect until the date on which the Shared Data is no longer relevant or necessary in accordance with paragraph 4.1.2, unless otherwise subject to earlier termination in accordance with paragraph 11.

2 Status of this DSA and the parties

- 2.1 Personnel Personal Data: Without prejudice to paragraph 2.2, the parties each acknowledge and agree that each party shall process Personnel Personal Data (in their respective capacities as Controllers) under and in connection with this DSA for the purposes of administration, management, dispute resolution and compliance with this DSA.
- 2.2 Shared Data:
- 2.2.1 The parties may each process the Shared Data. The parties each acknowledge that the factual arrangement between them dictates the classification and role of each party in respect of the Data Protection Laws. Notwithstanding the foregoing, the parties anticipate that they shall each act as an independent Controller in respect of the processing of the Shared Data.
- 2.2.2 Notwithstanding paragraph 2.2.1, if the parties are deemed to jointly determine the purposes and means of processing any Shared Data, they shall make an arrangement as to their respective responsibilities for complying with their obligations under Data Protection Laws, in particular as regards their obligations set out in Part 2 of the Appendix to this DSA.

- 2.3 Compliance: Each party shall at all times comply with all Data Protection Laws in its performance of its obligations under this DSA.
- 2.4 Licences: Except as otherwise provided, this DSA does not transfer ownership of, or create any licences (implied or otherwise), in any intellectual property rights in any Personal Data.

3 Obligations of the Disclosing Party

The Disclosing Party shall ensure prior to sharing the Shared Data with the Receiving Party that privacy notices have been made available to each relevant Data Subject in accordance with its obligations under Data Protection Laws. The Disclosing Party shall promptly notify the Receiving Party if it becomes aware that a relevant Data Subject has requested that their Shared Data is no longer processed by either party for the Permitted Purpose.

4 Obligations of the Receiving Party

- 4.1 The Receiving Party shall, and shall ensure that each of the Permitted Recipients shall, ensure that at all times:
 - 4.1.1 it is not subject to any prohibition or restriction which would prevent or restrict it from processing the Shared Data as envisaged under this Agreement;
 - 4.1.2 it shall undertake all processing of the Shared Data always: (a) solely and to the extent necessary, and for as long as is necessary, for the Permitted Purpose, and (b) in all respects in accordance with this DSA and all Data Protection Laws;
 - 4.1.3 all fair processing notices have been given (and/or, as applicable, consents obtained) and are sufficient in scope to enable it to process the Shared Data as required in order to obtain the benefit of its rights and to fulfil its obligations under this DSA in accordance with the Data Protection Laws;
 - 4.1.4 that the processing of the Shared Data shall be limited to Permitted Recipients that: (a) need to process it for the Permitted Purpose in accordance with this DSA; (b) are reliable and adequately trained; and (c) are subject to (and comply with) binding written contractual undertakings to keep the Shared Data confidential;
 - 4.1.5 it shall hold the Shared Data confidentially and under at least the conditions of confidence as the Receiving Party holds its own confidential information and other Personal Data processed by it other than the Shared Data;
 - 4.1.6 that appropriate technical and organisational measures are in place sufficient to comply with at least the obligations imposed on them by the Security

Requirements, and at any time promptly on request provide the Disclosing Party with evidence of its compliance with such requirements;

4.1.7 not disclose the Shared Data received from the Disclosing Party to a third party (including a supplier or affiliate) in any circumstances without the Disclosing Party's prior written consent, save in relation to: (i) disclosures to Permitted Recipients; and (ii) Third Party Requests; and

4.1.8 it shall not by any act or omission cause the Disclosing Party (or any other person) to be in breach of any Data Protection Laws.

5 Permitted Recipients

5.1 The Receiving Party shall be primarily liable to the Disclosing Party for all acts, errors and omissions of each of the Permitted Recipients as if they were the acts, errors and omissions of the Receiving Party. Each obligation in this DSA on the Receiving Party to do, or refrain from doing, anything shall include an obligation on the Receiving Party to ensure all Permitted Recipients do, or refrain from doing, such thing.

5.2 The Receiving Party shall be permitted to engage and employ Permitted Recipients to carry out any processing of any Shared Data, provided always that each of the Permitted Recipients (other than the employees of a Permitted Recipient or of the Receiving Party) carrying out any processing of the Shared Data is subject to a binding written agreement on terms which comply in all respects with the requirements of all Data Protection Laws (including Article 28 of the UK GDPR), and are no less onerous than the terms set out in this DSA, except that the Permitted Recipient shall not itself be entitled to sub-contract any of its rights in relation to the processing of the Shared Data nor to transfer the Shared Data to any other third party.

6 International transfers

The Receiving Party shall not (and shall procure that any Permitted Recipient shall not) make a Data Transfer without the Disclosing Party's prior written consent.

7 Personal Data Breaches

7.1 The Receiving Party shall notify the Disclosing Party without undue delay (and in any event within 24 hours) upon it (or any of its Permitted Recipients) becoming aware of any actual, suspected or threatened Personal Data Breach in respect of any Shared Data ("**Data Loss Event**"), and within 24 hours or such other timescale to be agreed by the parties, shall:

7.1.1 comply with its obligations under the Data Protection Laws in relation to the handling of such Personal Data Breach, including (without limitation) seeking to recover the compromised data as soon as practicable and implement any measures necessary to restore the security of the compromised Shared Data;

7.1.2 promptly provide the Disclosing Party with a report containing details about the nature of the Data Loss Event and actions taken under paragraph 7.1.1 and provide the Disclosing Party with further information in phases, as details become available (and where possible the Receiving Party shall notify the Disclosing Party as soon as possible in advance of such action being taken, and in any event shall do so within one Business Day of such action); and

7.1.3 co-ordinate with the Disclosing Party the management of public relations and public statements relating to the incident, and shall make no public statement in relation to the incident without the prior written approval of the Disclosing Party.

7.2 The Receiving Party shall provide all such assistance, support and information as the Disclosing Party reasonably requires to comply with the Disclosing Party's obligations relating to Personal Data Breaches in relation to any Shared Data or otherwise connected with this DSA (including notifications to the Supervisory Authority and/or relevant Data Subjects) as imposed on the Disclosing Party by the Data Protection Laws.

8 Data Subject Requests and Communications

8.1 The Receiving Party shall notify the Disclosing Party promptly (and, in any event, within one Business Day) of receipt of any Communication, Third Party Request or Data Subject Request relating to any of the Shared Data, and shall consult in advance with the Disclosing Party and promptly comply with the Disclosing Party's reasonable instructions (if any).

8.2 Without prejudice to either party's obligations under paragraph 2.3, the Receiving Party shall be responsible for compliance with and responding to any Data Subject Request, Communication and/or Third Party Request where it first received such Data Subject Request, Communication and/or Third Party Request.

8.3 Each party shall promptly co-operate with and provide reasonable assistance, information and records to the other to assist each party with their respective compliance with Data Protection Laws and in relation to all Communications and Data Subject Requests.

8.4 The Disclosing Party's obligations under: (a) paragraph 7.1; and (b) paragraphs 8.1 and 8.2 to the extent relating to any Personal Data Breach; shall in each case be performed at the Receiving Party's expense, except to the extent that the circumstances giving rise to such obligation arose out of any breach by the Disclosing Party of its obligations under this Agreement.

9 Records, retention, ceasing processing and destruction

9.1 The Receiving Party shall maintain complete, accurate and up to date written records of all of its processing of the Shared Data and as necessary to demonstrate its compliance with this DSA, and shall promptly (and in any event within three Business Days) on request provide the Disclosing Party with copies of all such records.

9.2 The Receiving Party shall, and shall ensure that all Permitted Recipients shall, except to the extent required otherwise by applicable laws of the United Kingdom, upon the earlier of:

9.2.1 termination or expiry of the MoU; and/or

9.2.2 termination of this DSA in accordance with paragraph 11.2; and/or

9.2.3 the date on which the Shared Data is no longer relevant or necessary in accordance with paragraph 4.1.2, and/or

9.2.4 in relation to Shared Data relating to a specific individual or individuals, the date on which such individual or individuals are no longer participating in or connected with the Permitted Purpose,

cease processing all Shared Data received from the Disclosing Party (or in relation to Shared Data under paragraph 9.2.4, all Shared Data relating to that specific individual or individuals) and return and/or immediately confidentially, irrecoverably and securely destroy all such Shared Data (and all copies) in its possession or control (such that such Shared Data is no longer retrievable), as directed in writing by the Disclosing Party.

9.3 To the extent the Disclosing Party has requested the destruction of Shared Data in accordance with paragraph 9.2, the Receiving Party shall, and shall ensure that the Permitted Recipients shall, (following such destruction) sign a declaration to confirm that the Shared Data and all copies of the Shared Data have been destroyed and to the required standards.

10 Key Contacts and Amendments to this DSA

10.1 Key contacts: The parties acknowledge that the representative within their organisation with overall internal responsibility for ensuring the respective party's compliance with its obligations under this DSA is the Ministry of Justice's Data Protection Officer who can be contacted at dpo@justice.gov.uk (for the Disclosing Party) and the Parish Clerk at clerk@runton-pc.gov.uk (for the Receiving Party (Host Partner)).

10.2 Amendments: Upon a change in applicable laws in the United Kingdom, the parties acknowledge it may be necessary to and they will amend the terms of this DSA in so

far as is required to ensure the parties continued compliance with the Data Protection Laws and/or any other applicable laws in the United Kingdom.

11 Termination

- 11.1 This DSA shall terminate automatically in the event of termination of the MoU.
- 11.2 The Disclosing Party may terminate this DSA with immediate effect in the event of breach of its obligations by the Receiving Party.
- 11.3 In the event of termination of this DSA for any reason, the Receiving Party's obligations to cease processing and to destroy the Shared Data and provide a certificate of destruction in accordance with paragraph 9 shall continue without limitation.

THE APPENDIX TO ANNEX B

Part 1 – Types of Shared Data

The parties intend to share the following types of Personal Data under this Agreement:

Reference:	Shared Data
Subject matter of the Personal Data	No Personal Data to be shared
The nature and purpose of processing	No Personal Data to be shared
Type of Personal Data	No Personal Data to be shared
Categories of Data Subject	No Personal Data to be shared

Part 2 - Joint Controllership Arrangements

If the parties are deemed to jointly determine the purposes and means of processing any Shared Data, they shall make a transparent arrangement as to which of them shall be responsible for compliance with the following particular obligations:

- (a) Delivery of privacy notices (or equivalent transparency information) to the Data Subjects, including how those Data Subjects should contact the joint Controllers
- (b) Handling Data Subject rights requests
- (c) Handling Data Subject complaints
- (d) Conducting data protection impact assessments and creating other accountability documentation as required (e.g. records of processing activities)
- (e) Leading on handling Personal Data Breaches
- (f) Contracting with any Processors
- (g) Leading on liaison with the Supervisory Authority and other data protection regulators

ANNEX C
Contributions

1. Benefit in Kind (where relevant)

Please provide full details of how the Host Partner will contribute towards the cost of providing and managing the CP placement e.g. through the provision or storage of UPW vehicles, tools or equipment.

The Host Partner will be responsible for providing all consumables needed to complete any painting tasks, and any petrol / two stroke oil if required.

2. Financial Contribution (where relevant)

Please provide full details of how much the Host Partner will contribute towards the cost of providing and managing the CP placement.

N/A

Value of contribution:		Frequency/date:	
See Financial Contributions Guidance for invoicing process and cost codes			

ANNEX D

Work Placement Assessment and Provider Agreement (WPAPA)



HM Prison &
Probation Service



Community Payback
Work Placement Assessment and Provider Agreement

1. Placement Details

Organisation/Host Partner ("Host Partner")	Runton Parish Council
Placement Name	Runton Parish Council
Placement phone number	07519 163895
Placement address	Various areas within East and West Runton
Contact name	Philip Stone
Contact phone number	07519 163895
Contact email	clerk@runton-pc.gov.uk
Contact address	Felbrigg Road, East Runton, Norfolk, NR27 9PE

2. Placement Description

Brief description of project	To help improve local spaces within East and West Runton. Repainting/staining of railings, multiple benches, noticeboards, fences and the toilet blocks. Strimming / mowing of public spaces. Cutting back hedges / overgrown vegetation.
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		<i>Other works can be requested which will be subject to either the Supervisor or Placement Coordinator completing a dynamic risk assessment.</i>					
Placement / property address		Various					
Property owner name (if applicable)		Areas/property's owned by Runton Parish Council					
Does the Property have CCTV?						No	
Has the Host Partner obtained the property owner's consent for the work to take place at the property (if applicable)?					Yes		
Group Placement?		Yes		Individual Placement?			No
If group, what the maximum number of people on probation that can attend?				7 People on Probation – 1 supervisor 14 People on Probation – 2 supervisors			
Days available?	Mon ☒	Tues ☒	Wed ☒	Thurs ☒	Fri ☒	Sat ☒	Sun ☒
The relevant associated documents for this placement are listed below:							
General Risk Assessments, Safe Systems of Work, COSHH Data Sheets, Directions, Site Survey Photos, Public Liability Insurance							

3. Relevant Risk Information

Maximum level of Risk of Harm manageable at placement?

High

Are any cohorts of people on probation not able to attend this placement e.g. those convicted of sexual offences or domestic abuse perpetrators?

Site dependent - All requested works/sites will be risk assess and will determine which group is instructed. E.g., if a sex offender group is suitable.

Are vulnerable adults or children likely to be present at the placement?

Site dependent

Due to us working in multiple different areas of Norwich City there is the chance that children could be on site/passing by.		
Are there ready opportunities for offending present at the placement?	Yes	
If yes, provide details and action required to mitigate the risk: Theft, violence, anti-social behaviour, criminal damage. Closer supervision will be required at these times and if required the work area changed.		
Is the placement suitable for Identification as a CP project	Yes	
If no, provide details:		
Does the placement provide work of a suitably demanding nature?	Yes	
Has a health and safety risk assessment been completed?	Yes	
Are there First Aid arrangements on site sufficient to address any likely needs arising from the specific tasks being undertaken? These arrangements can range from a First Aid box on site and accessible, to the person on probation having access to a qualified First Aider. (See GRA 24)	Yes	
Are there any other factors to be taken into account when considering allocation of people on probation to the placement? No		

4. Employment and skills related opportunities					
Are there opportunities for any of the following at this placement?					
Employment related skills?	Yes		Vocational Skills?	Yes	
Skills for life?	Yes		Formal Certification?		No
Problem Solving Skills?	Yes		Guaranteed Interview?		No

Details of Skill and Employment Related Opportunities Provided by Placement:

This project provides skills learning about adherence to basic boundaries, following rules and regulations especially in regard to health and safety, time keeping and the structure of a day of work; communication skills, team working and good personal interaction with others. Individuals can also learn skills like gardening, woodwork, painting etc.

Through our ETE provision we offer the following mandatory courses: Health and Safety, Manual Handling and First Aid, along with lots of other courses for specific interests like Food Hygiene, Improving Employability, Introduction to Customer Service and Introduction to Digital Skills.

5. Host Partner contact with People on Probation

Please provide details of planned contact with work provider and / or Host Partners and frequency and nature of feedback to the people on probation:

The Host Partner will have the opportunity to engage with the work group whenever we are present on site.

6. Site details

Please provide details of access arrangements, including keys, alarms etc:

All requested works are in public spaces where no access arrangements are needed.

Are there toilet and hand washing facilities?	Yes	
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Provide details:

Public toilets are available in both East and West Runton.

Is there anywhere for smoking during breaks?	Yes	
--	-----	--

Provide details:

The designated smoking area will be by the van on site and will be monitored by the supervisor during smoke breaks. A butt bin will be provided.

7. Placement attributes		
Does the placement offer regular work opportunities?	Yes	
Provide details: There is a large amount of work which will provide us regular opportunities to send groups.		
Is the placement dependent upon weather or other factors?		No
Provide details: The project is workable in all weathers, subject to risk assessment by the supervisor on the day.		
Is the Host Partner supervising people on probation?		No
Provide full details of arrangements for Host Partner to provide supervision (if applicable):		
Accessibility - is the placement easily accessed using public transport?	N/A	
Provide details: We do not currently offer Direct to Site placements.		
Accessibility – are there any barriers to participation?		No
Provide details (including any reasonable adjustments required): Light duties can be discussed with the supervisor on site.		

8. Job Requirements		
Are any tools and equipment are needed for this placement?	Yes	
Provide details: Spades, Shovels, Mattocks, Forks, Saws, Secateurs, Shears, Loppers, Litter Pickers & Hoops, Rakes, Wheelbarrows – any gardening equipment required. Strimmer's, Lawn Mowers – fuel and two stroke oil will be provided by the Host Partner. Step ladders The Host Partner will also be required to provide any paint and painting materials.		

Will the required tools and equipment be supplied by the Community Payback Team?	Yes	
Provide details: Spades, Shovels, Mattocks, Forks, Saws, Secateurs, Shears, Loppers, Litter Pickers & Hoops, Rakes, Wheelbarrows – any gardening equipment required. Strimmer's, Lawn Mowers Step ladders		
Is any Personal Protective Equipment (PPE) required?	Yes	
Provide details: Safety Boots, Gloves, Ear Protection, Eye Protection, Strimmer Harness, Coveralls, Hi Vis		
Will the required PPE be supplied by the Community Payback Team?	Yes	
Provide details: Safety Boots, Gloves, Ear Protection, Eye Protection, Strimmer Harness, Coveralls, Hi Vis		

9. Placement provider agreement

I understand that as Host Partner I am responsible for ensuring that insurance cover is in place for the period that people on probation and Community Payback staff are engaged on the project.

On behalf of the Host Partner, I have discussed the work as listed above and understand that other tasks will have to be separately assessed before they can be undertaken. I will keep in touch with the Probation Service delivering Community Payback and provide feedback to people on probation as agreed in section 5 above.

I consent to my organisation's use of Community Payback being publicised in reports and other publicity material.

Yes

Signed Host Partner:

Date:

Job title/Position:

Signed on behalf of the Probation Service:

Date:

Job title/Position:

AGREED by the Parties through their duly authorised representatives:

Signed on behalf of the Host Partner:	Date:
Title/Position:	
Signed on behalf of the Probation Service operating on behalf of the Secretary of State for Justice of 102 Petty France, London, SW1H 9AJ:	Date:
Title/Position:	

Precept request £18,593

NPTS fee: £185.93

7J. Community Resilience Flood Plan

Would you like to improve your Emergency Plan or Flood Plan? Or get tips on how to develop one?

North Norfolk District Council is participating in the pilot of a Community Resilience Maturity Index (CRMI) diagnostic tool and we are inviting you to take part.

The CRMI tool is designed to support Parish and Town Councils and local community volunteer groups to be better prepared for emergency events. Please see the attached for more information.

The developer, GPC Skills Ltd, is looking for a range of different communities and groups; rural and urban, inland and coastal and at all stages of community resilience - including those that do not yet have an Emergency Plan or a Flood Plan.

As well as North Norfolk District Council, the Greater London Authority, Cleveland and Hampshire and the Isle of Wight Councils are taking part in the pilot.

Participation is FREE, as is ongoing use of the tool – we are just asking for your time.

We have already asked one Flood Warden group with a mature Flood Plan and one Town Council currently developing a Community Emergency Plan to have a look at the CRMI tool. Both agreed it would be useful for them, and both have agreed to participate in the pilot which is in three phases:

Phase 1

- You complete a short baseline survey (takes around 10 minutes)
- You get a diagnostic report back instantly showing strengths and weaknesses (see attached) plus an Action Plan for how to move up to the next level of preparedness

Phase 2

- (Hopefully!) You implement the Action Plan and develop or improve your plan/processes

Phase 3

- You complete a second diagnostic survey, so you can see how much you have improved and what you could do next
- The developers will check if you found the CRMI tool easy to use and helpful – or why you didn't
- You can continue to use the diagnostic tool after the pilot ends

There will be a short introductory meeting and then a washup session at the end of the pilot for all participants. Both meetings will be online.

Numbers of participants are limited (20 max) so we are asking for Expressions of Interest to participate in the pilot.

Please complete the attached form and return it to emergency.planning@north-norfolk.gov.uk by **5pm on Monday 24 February**. We will let you know if you provisionally have a place by 5pm on Weds 26 February.

The developers are aiming to start the pilot at the end of February.

This is a great opportunity to benefit from a professional diagnostic tool at no cost and to increase community resilience at the same time.

We look forward to hearing from you.

Alison and Jan

7 k. Installation of Battery box (parking required).

Good afternoon Barbara,

I am wondering if you have seen my below email? I think I might have forgotten to attach the image last time which is a little unhelpful, apologies. Please see below. If you can confirm if this is okay that would be great.

Kind regards,

Ashleigh



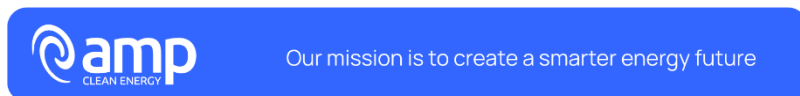
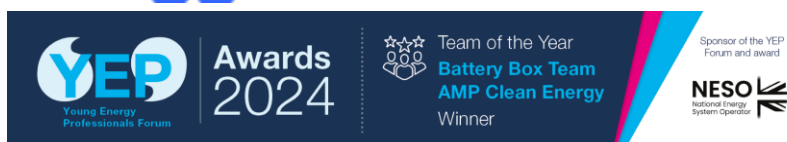
Ashleigh Boyce
Senior Development Manager

07786 982 276

020 7382 7800

ashleigh.boyce@ampcleanenergy.com

Follow us on  



AMP Clean Energy | Ashleigh Boyce | Senior Development Manager | 07786 982 276 | 020 7382 7800 | ashleigh.boyce@ampcleanenergy.com

From: Ashleigh Boyce <ashleigh.boyce@ampcleanenergy.com>

Sent: 03 February 2025 09:13

To: Runton Parish Council <clerk@runton-pc.gov.uk>

Subject: Re: Battery Box

Good morning Barbara,

I hope you are well. My delivery team have been in touch with plans for construction for this summer. They have asked if the highlighted area in green below could be used during construction

for laydown? This would be used for 2 weeks while the site is constructed and will be surrounded by herras fencing.

I will ask the team to ensure the other allotment plots are accessible for their owners.

Kind regards,

Ashleigh

p) FINANCIAL SHEET AND BALANCES:

PAYMENTS & RECEIPTS: February 2025

Current account £39,769.37

Balances as at 20.02.2025

Current account **£32,889.89**

£39,803.67

Savings account **£146,736.60**

PAYMENTS

Clear Business	DD. 19.02.25	£208.15
NPOWER	DD 17.02.25	£386.94
P. Stone Locum Clerk fee Dec & Jan (Cheque did not clear)	BANK TR	£3,704.40
Runtun PCC room rental	13.02.25	£105.00
Runtun PCC room rental (OVER PAYMENT)		£105.00
Roadware Ltd	13.02.25	£1,439.64
Broadland Computers	13.02.25	£500.00
Broadland Computers	13.02.25	£399.00
Clear Business	3.02.25	£157.18
Anglian Water	3.02.25	£34.30
TOTAL		£7,039.61
		£32,764.06

RECEIPTS

Plot 7 Mc Lean	£47.50
MC5B	£25.00
Coastal Pools	£53.33
TOTAL	£125.83

BALANCE 20.02.25 £32,889.89

PAYMENTS TO MAKE FEB 2025

1. BBT Construction LTD (play equipment repair replacement)	£2,300
2. Bus stop replacement Payee to be confirmed	£2,000
3. NPOWER (EST READING))	£386.94
4. J C Service Retting pond clearance	£672.50
5. J Miller Council Training (invoice awaited)	£
6. S Gurney (Petrol Allotments)	£7.91
7. S Gurney (Allotment clearance)	£260
8. Carl Bird Skip (14 th March 8 yard skip Allotments)	£325.50
9. NPTS Council support	£185.93
10. Clear Business (Water)	£157.18
11. P Stone Locum Fee Feb	£1,839.08

r)

RUNTON PARISH COUNCIL
EMPLOYMENT COMMITTEE
TERMS OF REFERENCE

1. Committee

The Employment Committee is constituted as a Standing Committee of Runton Parish Council.

2. Members

Four Parish Councillors.

The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

6. Meetings

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

7. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

8. Terms Of Reference

To review the Terms of Reference of the Employment Committee when necessary, the committee to make recommendations to Full Council.

9. Responsibilities

The Employment Committee has the delegated authority from the Council:

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To conduct annually an appraisal for each employees and to and to report recommendations to Council.
- To ensure the Council complies with all legislative requirements relating to the employment.
- To deal with any disciplinary or grievance matters in accordance with the Council's adopted procedures.
- To periodically review all employment policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy.
- To appoint and recruit Council employees.