

RUNTON PARISH COUNCIL

Minutes of Meeting held on Tuesday 20 January 2026, 7pm, Church Hall, West Runton

Present: Cllr C Davidson (Chair), Cllr S Gurney (Vice Chair), Cllr M Lerego, Cllr P Nichols, Cllr B Memish, Cllr R Annis, Cllr T Edwards, Cllr T Broome, Cllr A Debacker

Members of the Public: 0

Minutes Taken By L Harper (Clerk)

1. **Minutes of the Parish Council meeting held on 16 December 2025 were approved.** Proposed by Cllr S Gurney, Seconded by Cllr M Lerego

2. **Apologies for Absence**

Cllr C Hawkins, County Cllr E Vardy

3. **Declarations of Interest**

None

4. **Public Participation**

None

5. **County Council and District Council Reports**

District Cllr K Toye spoke to her report. The Local Plan has been finalised and copies are available to view on NNDC website.

The issue of Clifton Park land was raised as it was not in the original plan, but was now included as part of Cromer Town, potentially allowing for greater number of dwellings to be built. It was noted that the land had been added as there was pressure to secure more land.

Currently, no planning applications had been made on the land, but once an application had been made, Runton Parish Council would be able to comment. Public toilets in East and West Runton were discussed, with assurance being sought by the parish council that the facilities would continue to be serviced this year. Cllr K Toye agreed to check.

Kraft Lane outline planning was discussed. Cllr K Toye confirmed, that this planning from developers did not have a deadline date. Planning application from the developers had not been received so far.

Shelter on cliff, Beach Road was discussed and Cllr K Toye confirmed the building was insured by NNDC.

6. **Planning**

6.1 Planning Applications were noted

PF/25/2545 – 13 Links Way, West Runton. Awaiting Decision

PF/25/2452 – Roseacre Country House, West Runton. Awaiting Decision

RV/25/2334 – Green Gates, West Runton. Awaiting Decision

PF/25/2341 – Ambleside, West Runton. Refuse

PF/25/2253 – Leander, West Runton. Approve

PF/25/2414 – Harry’s Bar, East Runton. Awaiting Decision
 PF/25/0773 – The Field, East Runton. Awaiting Decision
 PO/25/2577 – Land West of Calves Well Barn, West Runton. Approve
 PF/25/1474 – Little Cote, East Runton. Approve
 PF/25/2692 – 28 Renwick Park West, West Runton. Deadline 12/01/2026
 NMA/25/2639 – 24 Renwick Park West, West Runton. Approve
 6.2 To receive any updates re; live planning applications to include NNDC
 Development Committee meeting
 6.3 To receive any other planning matters

7. Finance

7.1 List of payments for January 2026 were approved and financial statement accepted. Proposed by Cllr B Memish, Seconded by Cllr R Annis

Payments for approval

Nick Darling	Installation 10 posts ER Common	£	300.00
SLCC	Cilca Training for the Clerk	£	495.00
NPTraining	AGAR Assertion 10 for Clerk	£	43.20
L Harper	Clerk Salary	£	1,191.93
CB Arnold	Pond Clearance Spring/top common	£	1,033.46
TT Jones	Supply and fit floodlight	£	630.00
TT Jones	Street Light Maint. Jan/Feb/Mar	£	50.05
IDUNNO	Music WR Light Switch on	£	50.00
S Hutcheson	IT Support December 2025	£	166.25
L Harper	Expenses/Stationery	£	45.46
	Clear Business December 2025	£	229.70
	Bank Statement as at 13 January 2026		
	Community Account	£	56,011.57
	BP Account	£	148,667.69

7.2 Budget for 2026/2027 (previously circulated)

The capital reserve, which is mainly held in the Business Premium Account is for the acquisition, improvement and alteration of assets , and other one off projects. Projects for 2026/2027 include the final payment for the West Runton Speed Limit; Central Heating System for the Reading Room, possible car parking development costs and trod at West Runton Common.

The revenue expenditure held in the Community Account is for the day to day running of the parish council. This expenditure is used for Clerks salary, Commons cutting and strimming, Insurance, utilities, property maintenance, street lighting, dog bin collections, playing field, allotments and footpaths.

The budget for 2026/2027 was approved.

Proposed by Cllr M Lerego, Seconded by Cllr S Gurney

7.3 Precept for 2026/2027 (previously circulated)

The precept is the budget amount requested by Runton Parish Council to North Norfolk District Council to enable the parish to carry out the day to day running of the parish.

For 2026/2027 the precept request is £31.76 (based on the number of Band D properties in East and West Runton). This is an increase of £8.98 per annum, equating to 75p per month. This ensures that the Council can cover its annual running costs from its precept, and other income.

The precept for 2026/2027 was approved.

Proposed by Cllr M Lerego, Seconded by Cllr S Gurney. Recorded vote 8 Cllrs in favour, 2 Cllrs against.

It was agreed that communication with residents was important, Cllr C Davidson agreed to produce a “Frequently Asked Questions” paper to circulate to residents explaining the budget and precept process.

8. Highways, Transportation and Public Rights of Way

8.1 Traffic Orders previously circulated.

8.2 It was reported there had been fly tipping on the Greens.

9. Parish Matters – For Information

9.1 Asbestos Removal – the contractor has been contacted and will carry out the removal once the contents of the shed has been removed and a skip on site.

9.2 Lower Pond – volunteers have cleared out most of the overgrown vegetation. They will return on 27 January to complete the work.

9.3 Community Payback – it has been agreed that the team will be available every Sunday to carry out work in the villages. A maintenance book has been set up and any jobs to be carried out can be put in the book and will be passed on to the team for completion. Cllrs were asked to check their identified footpaths and

feedback if they needed any attention eg. Strimming, hedge cutting.

9.4 Buildings and Asset Review – Cllr Broome will start the review this week. East Runton assets have been identified, but West Runton is still to be carried out. The review will produce a five year plan for all assets. It is hoped the review will be completed by April 2026.

9.5 Village Hall – the current solicitors are proving difficult to contact. It was agreed alternative solicitors be contacted. Clerk to action.

9.6 Cilca Training – The Clerk has enrolled for the training which is due to begin in March 2026.

9.7 Energy Providers – work is being carried out to look at alternative providers. Proposed new providers will be presented to the next meeting in February.

9.8 Allotments Committee - Cllr R Annis updated the meeting. Items raised were

linked to updates required on the allotment agreement, requests for skips and communication both at separate allotment sites and possibly across the 4 sites.

Updates to agreement to be notified to plot holders with addendum attached to the May invoices. Next inspection date given as 19 March 2026, next Allotment Committee Meeting 2 April 2026, Church Hall, West Runton.

Parish Matters – For Decision

10.5 Car Parking in East Runton – it was agreed the date for public consultation on proposals be 24 February 2026, 6.00pm, prior to the Parish Council meeting in the Reading Room, East Runton.

Proposed by Cllr C Davidson, Seconded by Cllr S Gurney

Cllrs B Memish, Cllr T Edwards and Cllr K Jonas would work on the presentation with support from the Clerk.

10.6 Additional Support for the Clerk – The current Clerk is contracted to 15 hours per week. Given the workload and need to ensure time is given to source funding opportunities, it is considered additional support be agreed, for 5 hours per month. This support would not be directly employed by Runton Parish Council. Details of the work specification and rate of pay will be presented at the next council meeting in February. Additional support was agreed.

Proposed by Cllr C Davidson, Seconded by Cllr M Lerego.

11. Any Other Business (For information only)

Newsletter – The introduction of the newsletter was suggested. An initial flyer to be printed and delivered to every property in the parish to obtain email addresses in order to send e newsletters in future. It was also agreed that those residents requiring a hard copy could still have one.

West Runton Garage – NNDC have erected metal fencing along the public side of the garage to protect the public from the falling roof. The site is an eyesore for the village. Options to improve the appearance of the site could include a mural or security mesh.

12. Date of Next Meeting

Tuesday 24 February 2026, 7pm The Reading Room, East Runton