

RUNTON PARISH COUNCIL

To all members of Runton Parish Council

You are hereby summoned to attend the Meeting of RUNTON PARISH COUNCIL which will be held on Tuesday 24 February 2026, at 7pm, Reading Room, East Runton

Mrs L Harper

Clerk to Runton Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

AGENDA

1. **To consider for approval the minutes of the Parish Council meeting held on 20 January 2026.** Also to consider matters arising from the minutes (for information only) not included on the agenda.
2. **To consider apologies for absence**
3. **To record declarations of interest from members in any item to be discussed and to consider requests for dispensations**
4. **To allow public participation limited to 10 minutes (3 minutes per person)**
5. **County Council and District Council**
 - 5.1 To receive any reports/updates from County Councillor and District Councillor
 - 5.2 To receive any other County Council and District Councillor matters for information only
- 6 **Planning**
 - 6.1 **To receive any planning applications and decisions**

PF/25/2545 – 13 Links Way, West Runton – External alterations to dwelling including addition of dormer window to match existing, repositioning of front door, render and timber effect cladding to front elevation, removal of conservatory to rear and erection of new rear sun room. – Approve

PF/25/2452 – Roseacre Country House, The Hurn, West Runton – Installation of 1.8m high security fencing – Approve

RV/25/2334 – Green Gates, Station Close, West Runton – To vary PF/24/1671 conditions – Awaiting Decision

PF/25/2414 – Harrys Bar, Beach Road, East Runton – Regularisation of internal conversion of first floor flat to form 3 no. staff apartments ancillary to Harrys Bar and The White Horse, and a small ancillary office – Awaiting Decision

PF/25/0773 – The Field, Mill Lane, East Runton – Change of use of land from grazing/storage to dog training exercise facility – Appeal Dismissed

PF/25/2692 – 28 Renwick Park West, West Runton – Dormer extension to rear of dwelling and two rooflights to the front to facilitate loft conversion (part retrospective) – Deadline 12/01/2026

PF/25/0701 – Land Suth of Cromer Road, Thains Lane, East Runton – Approve

PF/26/0172 – 4 Sandy Lane, West Runton – Erection of single storey detached annexe in rear garden – Deadline 20/02/2026

PF/26/0172 – 18 Top Common, East Runton – Two storey side extension and single storey rear extension to dwelling – Deadline 23/02/2026

PF/26/0244 – 16 Renwick Park East, West Runton – Conversion of attached garage and installation of pitched roof over to create ensuite/utility room – Deadline 06/03/2026

PF/26/2428 – Kingswood, Cromer Road, West Runton – Change of use from Class C2 (Residential institutions) to accommodation for a maximum of 30 live in guardians for security purposes (no use class) for a limited period of one year – Deadline 05/03/2026

6.2 To receive any updates re live planning applications to include NNDC Development Committee meeting.

6.3 To receive any other planning matters (for information only)

7. Finance

7.1 To consider list of payments for approval and financial statement (February 2026 attached)

7.2 Clerk enrolment in Norfolk Pension Fund – To agree enrolment
The Runton Parish Council decides, under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013, that Lisa Harper can join the LGPS. Retrospectively from October 2025, £1560.00

7.2 Any Other financial matters (for information only)

8. Highways, Transportation and Public Rights of Way

8.1 To receive any traffic orders (previously circulated)

8.2 To receive any other highways matters (for information only)

9. Parish Matters – For Information

9.1 Tree Survey - Initial site visit carried out. Awaiting date for survey to begin

9.2 Footpaths – request that all Cllrs check their allocated footpaths and report back on any work that needs to be carried out. Check all Cllrs have allocated footpaths.

9.3 Car Parking in East Runton – consultation arranged for 24 February 2026, feedback to follow and be presented at the next parish council meeting in March.

9.4 Buildings and Assets Review – to receive any update

9.5 One Million Trees – request submitted, awaiting confirmation

9.6 Trod Specification – draft specification produced (previously circulated)

9.7 Reading Room Heating – a number of quotes have been received, needing to clarify the details to ensure we are comparing like for like. Awaiting one final quote and an updated figure from a quote received in 2025

9.8 Memorial Bench by pond Top Common – bench removed for re-staining. Owner would like it to be relocated to play equipment area.

9.9 Governance, Finance and Data Protection training for Cllrs – to consider if required.

Parish Matters – For Decision

9.10 Village Hall – to consider and approve the draft agreement (previously circulated)

9.11 Energy Providers – to approve new provider as British Telecom for Reading Room

9.12 Additional support for Clerk – work to include assistance with inputting of financial information, production of invoices, monitor payments, preparation of invoices for payment. Maintenance of new finance package, once agreed. Five hours per month. To approve work specification and financial commitment.

9.13 Crab and Lobster Festival – to consider sponsoring a surfboard for the Art Trail. £40 for 4' board. To be decorated and displayed in the Reading Room.

9.14 IT Policy (previously circulated) – to consider and approve the policy.

9.15 Accessibility Statement (previously circulated) – to consider and approve.

9.16 Retention and Disposal Policy (previously circulated) – to consider and approve

9.17 Newsletter – to agree production and circulation date.

11. Any Other Business (for information only) and items for next agenda

12. Date of Next Meeting: Tuesday 24 March 2026, 7pm, Church Hall, West Runton

FINANCIAL MATTERS

Payments for approval at February meeting

Nick Darling	Repair sign on West Runton Common	£ 80.00
Nick Darling	Clear Ditch by Station Road West Runton	£ 280.00
Runton Parochial Church	Hire of Hall (Feb/April/Sept/Nov)	£ 105.00
Adam Jones	Annual Pond Maintenance East Runton	£ 250.00
Phil Pashley	Cut/Strim East Runton Commons (Oct 25)	£ 720.00
Lisa Harper	Clerk Salary	£ 1,245.30
Lisa Harper	Stationery	£ 21.90
John Service	Dredging works to ponds	£ 422.50
Carl Bird	Skip Hire Wyndham	£ 373.50

Direct Debit

Npower	Street Lighting	£ 152.55
Clear Business	January 2026	£ 487.33
Anglian Water	Oct 2025 – Jan 2026	£ 39.70

Bank Statement

As at 23 January 2026

Community Account	£ 57,086.00
Business Premium Account	£148,667.69

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Signed by Chair

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Signed by Clerk/RFO

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Date

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Date