

## RUNTON PARISH COUNCIL

Minutes of Meeting held on Tuesday 24 February 2026, 7pm, Reading Room, East Runton, West Runton

Present: Cllr C Davidson (Chair), Cllr S Gurney (Vice Chair), Cllr M Lerego, Cllr P Nichols, Cllr R Annis, Cllr T Broome, Cllr A Debacker, Cllr C Rennison, Cllr K Jonas,

Members of the Public: 0

Minutes Taken By L Harper (Clerk)

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1. **Minutes of the Parish Council meeting held on 20 January 2026 were approved.** Proposed by Cllr S Gurney, Seconded by Cllr M Lerego  
It was duly noted Cllr C Rennison's apologies were not recorded for the meeting and not included in the minutes.
2. **Apologies for Absence**  
Cllr C Hawkin, Cllr B Memish, Cllr T Edwards, County Cllr E Vardy, District Cllr K Toye
3. **Declarations of Interest**  
None
4. **Public Participation**  
None
5. **County Council and District Council Reports**  
To be circulated when received
6. **Planning**
  - 6.1 Planning Applications were noted  
PF/25/2545 – 13 Links Way, West Runton. Approve  
PF/25/2452 – Roseacre Country House, West Runton. Approve  
RV/25/2334 – Green Gates, West Runton. Awaiting Decision  
PF/25/2414 – Harry's Bar, East Runton. Awaiting Decision  
PF/25/0773 – The Field, East Runton. Appeal Dismissed  
PF/25/2692 – 28 Renwick Park West, West Runton. Deadline 12/01/2026  
PF/25/0701 – Land South of Cromer Road, Thains Lane – Approve  
PF/26/0171 – 4 Sandy Lane, West Runton – Deadline 20/02/2026  
PF/26/0172 – 18 Top Common. East Runton – Deadline 23/02/2026  
PF/26/0244 – 16 Renwick Park East, West Runton – Deadline 06/03/2026  
PF/26/2428 - Kingswood, Cromer Road, West Runton – Deadline 06/03/2026
  - 6.2 To receive any updates re; live planning applications to include NNDC  
Development Committee meeting
  - 6.3 To receive any other planning matters
7. **Finance**

7.1 List of payments for February 2026 were approved and financial statement accepted. Proposed by Cllr C Davidson, Seconded by Cllr S Gurney

Payments for approval

|                         |                                         |            |
|-------------------------|-----------------------------------------|------------|
| 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 |

7.2 Clerk Enrolment in Norfolk Pension Fund, retrospectively from October 2025  
£1560.00

Proposed: Cllr T Broome, Seconded by Cllr C Rennison unanimously agreed.

7.3 Any other Financial matters

Cllr C Davidson had produced a “Frequently Asked Questions” paper to circulate to residents explaining the budget and precept process. Agreed by general consent

**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 Tree Survey – Quote received £750. Unanimous consent to accept quote.

9.2 Footpaths – Confirmed Cllrs know what footpaths they are responsible for, and will feedback to the Clerk any work that needs to be carried out. Church Lane, East Runton (Old Runton Hall to The Links Golf Course) footpaths cleared by unknown contractors. Clerk to confirm who carried out the work.

9.3 Car Parking in East Runton – Meeting took place outlining the possible options. Proposed full consultation to be confirmed, agenda item for March meeting

- 9.4 Buildings and Asset Review – Cllr Broome has started the review.  
East and West Runton assets have been identified. The review will produce a five year plan for all assets. It is hoped the review will be completed by April 2026.
- 9.5 One Million Trees – Request has been submitted, awaiting update.
- 9.6 Trod Specification – Full consultation to be carried out before options are considered. A questionnaire to every household including the landowner. General consent to proposal.
- 9.7 Reading Room Heating – Quotes received are difficult to compare, need a standard specification. Cllr M Lerego agreed to lead. Agenda item for March meeting.
- 9.8 Memorial Bench – relocation to play area agreed.
- 9.9 Governance, Finance and Data Protection training for Cllrs – Agreed training.

#### **Parish Matters – For Decision**

- 9.10 Village Hall – consider draft agreement.  
Discussion concerning the structure of the hall. Need for a structural survey.  
Appendix A, further consideration into the responsibilities of the “landlord” and “Tenant”.  
Financial impact to parish council finance strategy.  
Insurance – RPC to include village hall on insurance policy.  
All Cllrs support the work undertaken by the Village Hall Committee and are committed to the need for an agreement.  
Cllr C Rennison agreed to lead. Proposed by Cllr C Davidson, Seconded by Cllr C Rennison, agreed unanimously.
- 9.11 Energy Providers – agree to entering into contract with British Telecom for Reading Room phone, broadband, mobile, wifi. Proposed by Cllr S Gurney, Seconded by Cllr C Davidson.
- 9.12 Crab and Lobster Festival – Request for sponsoring a surf board agreed.  
Proposed by Cllr C Davidson, Seconded by Cllr T Broome.
- 9.13 IT Policy – approved Proposed by Cllr K Jonas, Seconded by Cllr S Gurney
- 9.14 Accessibility Statement – approved Proposed by Cllr K Jonas, Seconded by Cllr S Gurney.
- 9.15 Retention and Disposal Policy – approved Proposed by Cllr K Jonas,  
Seconded by Cllr S Gurney
- 9.16 Newsletter – Approve draft Flyer, and printing. Proposed Cllr C Davidson,  
Seconded by Cllr R Annis

**10. Any Other Business (For information only)**

- Willow Tree, Spring Pond, West Runton – Contractor has been contacted, is considering using existing parking bays for specialist vehicles.
- Drains on Green Lanes and Water Lane need to be cleared. Highways to be contacted.
- Community Payback – continue to carry out work in the villages. Special Thanks to Cllr C Hawkins who liaises with the team on a weekly basis.
- Retting Pond fence – remove illegal sign.
- War Memorial in West Runton – in poor condition, needs attention from stone mason, also lettering needs attention.
- Lower common potholes – need to consider materials and labour

**12. Date of Next Meeting**

Tuesday 24 March 2026, 7pm Church Hall, West Runton