

RUNTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 26 MAY 2026, 7PM CHURCH HALL, WEST RUNTON

PRESENT: Cllr C Davidson (Chair), Cllr P Nichols (Vice Chair), Cllr B Memish, Cllr A Debacker, Cllr C Rennison, Cllr T Broome, Cllr R Annis, Cllr M Lerego, Cllr K Jonas, Cllr T Edwards, District Cllr K Toye (for item 9 District Council report)

Members of the Public: 0

Minutes Taken By: L Harper (Clerk)

1. Election of Chairman

Proposed by Cllr T Broome and seconded by Cllr P Nichols and agreed to elect Cllr C Davidson as Chairman. Unanimously agreed. Cllr C Davidson signed the Declaration of acceptance of office.

2. Election of Vice Chair

Proposed by Cllr C Davidson and seconded by Cllr T Broome and agreed to elect Cllr P Nichols as Vice Chairman. Unanimously agreed. Cllr P Nichols signed the Declaration of acceptance of office.

3. Apologies for absence

Cllr C Hawkins

4. Declarations of Interest

Cllr R Annis declared tenancy for allotment at West Runton held by Mrs Annis (wife).

5. Minutes of parish council meeting held on 21 April 2026 approved.

Proposed Cllr C Davidson, Seconded by Cllr A Debacker, unanimously agreed.

6. Matters Arising from the Minutes

There were none

7. Public Participation

There were none

8. Co-option of member to the council

Approve to advertise for vacancy. Proposed Cllr C Davidson, Seconded by Cllr C Rennison

9. County Council and District Council

District Cllr K Toye reported to council.

West Runton Toilets – meeting scheduled for 28 May 2026 with Cllr Tim Adams. Cllr K Toye agreed to feedback following the meeting. **ACTION: Cllr K Toye**

Kingswood Centre – Cllr K Toye has asked for clarification on the change of use. Will feedback to the Clerk. **ACTION: Cllr K Toye**

Football Club – Cllr K Toye advised Cllr K Jonas to contact her when he submits his funding application, as there may be assistance from NNDC. **ACTION: Cllr K Jonas**

West Runton 20mph – Concern was expressed to Cllr K Toye regarding the location of the 20mph signs in the village. Also, the change of waiting times outside the local shops and businesses has been changed. Cllr K Toye will contact Highways Department and find out what has changed and feedback. **ACTION: Cllr K Toye**

10. Planning

Planning Applications and decisions have been previously circulated.

It was proposed that future agendas will not list the planning applications and decisions as these are circulated by the Clerk upon receipt from NNDC.

Cllrs would still be able to pass their comments to the Clerk to submit on the planning portal. Any planning applications that need discussion would be presented as an agenda item. Unanimously agreed.

11. Finance

Annual Governance Statement was read out and approved. Unanimously agreed.

Accounting Statements for 2025/2026 was read out and approved. Unanimously agreed.

List of payments was approved, Proposed Cllr C Davidson, Seconded Cllr P Nichols

26.05.2026	Scribe Subscriptions	£ 81.60
26.05.2026	Making IT Green(Ink)	£ 59.94
26.05.2026	B Darling (Cutting)	£ 220.00
26.05.2026	L Harper (Stationery)	£ 12.00
26.05.2026	L Harper (Clerk)	£1,227.51
26.05.2026	O Mardling	£ 54.00
26.05.2026	L Harper (Materials)	£ 20.43
26.05.2026	D Bleasby (Internal Audit))	£ 200.00
26.05.2026	Norfolk PTS (Training)	£ 324.00
26.05.2026	NNDC Dog Bins (WR)	£1,530.36
26.05.2026	NNDC Dog bins (ER)	£2,193.48
26.05.2026	Norfolk Pension Fund	£1,997.22 (2025)
26.05.2026	Norfolk Pension Fund	£ 311.34 (April 2026)
26.05.2026	Open Spaces Society	£ 45.00
26.05.2026	ID Asbestos (Wyndham)	£2,040.00
26.05.2026	Norfolk Pension Fund	£ 300.75 (May 2026)

12. Highways, Transport and Public Rights of Way

Traffic orders previously circulated

13. Allotments

Cllr R Annis updated the meeting on work being carried out on the allotment sites.

West Runton – As previously agreed, the pine tree has had the crown reduced, cleaned, and waste removed.

Wyndham Park – asbestos previously identified has been removed.

Moyes Close – asbestos shed still on site. Waiting for plot holder to empty shed so it can be removed.

Asbestos continues to be discovered across the sites. It was agreed to look at future dates to meet with the contractor to look at all allotment sites and agreed an action plan to remove it. As previously agreed, £15,000 will be set aside from the Capital account to fund the removal of asbestos.

It was agreed to wait until September, at the end of the growing season before agreeing a date with the contractor.

Suggestion of producing a map of the allotments to highlight the location of the asbestos was agreed.

Plot holders would need to be advised of the issue and action plan. A letter would need to be sent to all plot holders. It was agreed the Clerk would draft a letter for agreement by the Allotments Committee. **ACTION: Clerk**

14. Commons

Cllr C Davidson updated the meeting on work being carried out and future plans. A parishioner from West Runton has been co-opted onto the committee who is considerably knowledgeable on countryside management issues.

Current contractors were discussed at the committee meeting, and it was agreed to get quotes for commons cutting. Clerk to arrange. **ACTION: Clerk**

Once the quotes have been received, three year contracts could be offered to the contractors to ensure consistency and commitment for the work to be carried out. A Tree planting policy had been considered, but a full discussion would be required before a draft policy would be ready to be presented to full council for approval. It would include how the parish council will plan, approve, plant and manage trees on land it owns and manages and how it will respond to request for tree planting.

ACTION: Commons Cttee

Memorial bench policy was also discussed by the committee, and it was agreed a policy was required to ensure clarity of what would be considered, consistency to requests, ownership, costs and fees, maintenance, damage and replacement. Commons committee would draft a policy and present it to full council for approval.

ACTION: Commons Cttee

Management Plan – it was agreed that Cllr C Davidson and Debbie Daplyn, the coopted parishioner, would revisit the plan to see if it needed any amendments, updates. Any suggested changes would be presented to full council for approval.

ACTION: Cllr C Davidson, Debbie Daplyn

Tree Safety Survey – Phil Scott who carried out the survey will need to be contacted to look at trees on the allotments that were not included in the original survey. Cllr C Davidson agreed to contact Mr Scott. **ACTION: Cllr C Davidson**

Retting Pond – has crassula in the pond, which is an invasive plant which left unattended will cause considerable damage to the pond. A small working group will be formed, all volunteers welcome to help remove the crassula from the pond. A plan will be produced on how best to tackle it with work starting on in August, date

to be confirmed. The plan will be presented at full council meeting. **ACTION:**

Commons Cttee

Memorial Bench - correspondence has been received asking why the memorial bench by the pond at top common in East Runton has not been put back into place. It was agreed that this memorial bench which is dedicated to Ray Spinks be relocated to the play area on top common. The bench has been sanded and reoiled and should be put in place as a matter of urgency. A request has been received from a parishioner of East Runton for a bench in memory of her husband who was born and bred in the village. It was agreed that the parishioner could purchase a bench and it be placed on the original site of the bench by the pond.

Proposed Cllr C Davidson, Seconded by Cllr K Jonas.

Advice to be sought as to how best to place the benches eg. slabs, and to approach a contractor for a quote to carry out the work. **ACTION: Clerk**

15. Village Hall

A response from the solicitor has been circulated to Cllrs.

The solicitor stated that no agreement or lease is necessary as the Parish Council holds the land on trust for the committee of management (the 'Charity') i.e. the property is an asset of the Charity not the Parish Council, albeit the Parish Council, acting a Custodian Trustee, holds the legal title on behalf of the Charity. In short the beneficial interest in the property belongs to the Charity and the Charity are entitled to occupy it.

The advice was for the parish council to resubmit the land registry. It was proposed the solicitor be instructed to complete this on the parish council's behalf. Proposed; Cllr M Lerego, Seconded by Cllr C Davidson, unanimously agreed.

16. Parish Matters

16.1 West Runton Trod – The agreed questionnaire had been printed ready to be distributed to residents in West Runton. Volunteers would be needed to help deliver the questionnaires. Completed questionnaires can be emailed to the Clerk, handed in at collection boxes in the Corner House Tea room and the local shop. There will be an open day at the Church Hall on 22 June 2026 for residents to ask any questions and receive feedback on the outcome of the questionnaire.

16.2 Lower Common Pot Holes - Letters had been distributed to all properties on lower common advising that Mr Batt would provide any hardcore needed to repair the road, the parish council would utilise community payback for any labouring work, but the hire and cost of any equipment etc would be the responsibility of the residents. We have offered the use of the Reading Room if they wish to hold a meeting. We have given a deadline of 30 June 2026.

16.3 Speed Limit Review – there appears to be a number of errors in relation to the signs and painted road markings on entering and leaving the village. It was agreed to look at the original plan and cross check it with what has actually been put in place. Cllrs were asked if they could identify the differences between the plan and what is in place. Once carried out, Highways Department need to be contacted to request a site visit to look at the issues. **ACTION: Clerk and Councillors**

16.4 Playing Field – Cllr K Jonas is working with Runton Football Club in applying for a grant to fund upgrades that will allow the club to move up to the next league. As the upgrades will be on the pavilion, and it is currently unclear who owns the pavilion. This needs to be clarified by the end of June as the next season starts in August. It was proposed the solicitor used for the village hall be approached and given any documentation to assist in both clarifying ownership and drafting a simple agreement that could be signed by the parish council and playing field committee. Proposed Cllr Davidson, Seconded by Cllr M Lerego. **ACTION: Clerk** It was proposed that in principle, to assist with the grant funding, the parish council, should where appropriate agree match funding up to an agreed amount, to be confirmed. Proposed Cllr C Davidson, Seconded by Cllr T Edwards unanimously agreed.

16.5 Reading Room Gas Central Heating – The original contractor unfortunately, does not have the correct certificate to carry out installations on non-domestic buildings. It is proposed we approach the second contractor, Coastal Gas to carry out the work.

Cadent, gas energy supplier have been contacted with regard to supplying the Reading Room, and their quotation for the pipework and supply is £3,310.

Proposed Cllr C Davidson, Seconded by Cllr K Jonas

16.6 Car Parking East Runton – Contractor has been on site and given a quote. Date to be confirmed for the work to be carried out. Request for a pedestrian gate has been received and the contractor is aware. Once the fencing has been erected, residents will be informed of the additional car parking facility.

17. Confidential Staffing Matter – Closed Item

18. Membership of Committee/Groups

Cllr B Memish tendered her resignation as parish councillor.

COMMITTEE/GROUP	MEMBERS
ALLOTMENTS	1. Richard Annis 2. Teresa Edwards 3. Phil Nichols 4. Trevor Broome (Lugger only)
FINANCE	1. Carole Davidson 2. Phil Nichols 3. Mark Lerego
STAFFING	1. Carole Davidson 2. Clare Rennison 3. Phil Nichols 4. Teresa Edwards
COMMONS	1. Carole Davidson 2. Kevin Jonas 3. Phil Nichols 4. Clare Rennison
EVENTS WORKING GROUP	1. Alex Debacker 2. Teresa Edwards

	3. Richard Annis
SNAP	1. Kevin Jonas
WR TROD	1. Carole Davidson 2. Clare Rennison 3. Richard Annis

19. Any Other Business

Newsletter – currently on hold. Consider twice a year, Cllrs to make contributions.

Need to promote the work the parish council is undertaking.

War Memorial – needs attention in structure and lettering. Cllr T Broome to investigate who owns the memorial. **ACTION: Cllr T Broome**

20. Date of Next Meeting

Tuesday 23 June 2026, 7pm, The Reading Room, East Runton