



Rockland St Mary with Hellington Parish Council

Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 11th July 2018

Public Participation Session:-

No public participation took place at this stage.

County Councillor's Report:-

No report had been received from County Councillor Barry Stone.

District Councillor's Report:-

District Councillor Thomson had tendered his apologies and provided a written report which the Clerk had circulated to Councillors prior to the meeting.

District Councillor Thomson mentioned the Council's Community Pub of the Year Awards, which are now in their tenth year.

There are four new categories for people to vote in:

1. Outstanding Community Focus,
2. Best Customer Service,
3. Most Family Friendly,
4. Tastiest Food and Drink.

Details of how to vote are included in District Thomson's report which is available on the website www.rocklandstmary.org.uk

District Councillor Thomson had also submitted slides in connection with the Broadland and South Norfolk Community Led Programme and a question and answer session paper relating to this.

MINUTES

Present: Cllrs Kate Bevington (Chair), Daphne Howlett, Jane Paterson, Stephanie Ross-Wagenknecht, Mike Hayward and Ernie Green

Monica Armstrong attended as Clerk and there were two members of the public present.

17.690 Apologies for absence: - Apologies for absence were received from District Councillor Vic Thomson and Councillor Wretham.

AGREED AND NOTED

17.691 Declarations of interest:- There were no declarations of interest.

NOTED

17.692 Minutes

Minutes of the meeting held on the 13th June 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

APPROVED AND NOTED.

17.693 Matters arising:-

17.693.1 CIL Payment Hellington – Councillor Paterson informed the meeting that the Chair of Hellington and Rockland Community Reserve was still exploring whether a bespoke bench could be made in keeping with the natural surroundings. It was hoped that a final decision could be made at the September meeting.

17.693.2 Welcome Pack- Councillor Ross-Wagenknecht had made some further amendments to the welcome pack. It was agreed that Councillors Bevington and Wretham would meet to formulate a final draft for approval.

17.693.3 Risk Assessments:-

17.693.3.1 Hellington public footpath and copse area – Councillor Bevington said that a site meeting had taken place last year with David Mills the NCC Public Rights of Way Officer. He had recommended not replacing the handrail as this would be expensive to install and the Parish Council could potentially be vulnerable to litigation if walkers leant on it causing damage to the rail and consequently injury to themselves. It was agreed that the Village Caretaker would investigate the cost of purchasing three black and yellow posts together with a rope to make it obvious that there was a drop to ground level. Councillors agreed to sign off this assessment.

AGREED AND NOTED

17.693.3.2 Black Horse Dyke Car Park - Councillor Bevington stated that similar car parks do not have any lighting and Black Horse Dyke was no different. Councillor Hayward said that this had been included in the risk assessment to illustrate it had been highlighted and discussed..

Councillors agreed to sign off this assessment.

AGREED

Discussion took place regarding the possibility of extending the car park and replacing the grass area with shingle. Views were expressed for and against having small play equipment on the grass area and the dangers of the proximity of the dyke. It was agreed to discuss this further at a later stage when CIL money becomes available.

AGREED AND NOTED

17.693.3.3 Rockland St Mary Staithe Car Park - It was agreed that Councillor Hayward and the Village Caretaker would meet on site to assess the practicalities of cutting back the hedge at the exit to the car park and having in place a convex mirror to assist exiting the car park.

Councillors approved this risk assessment.

AGREED AND NOTED

17.693.3.4 Data Protection – This was approved by Councillors.

17.693.4 Defibrillators – Councillor Hayward said that although the Clerk had again replaced the notice giving information on the location of the two defibrillators he felt it was important to have something more permanent. ***The Clerk had already made enquiries and will obtain costings for such notices.*** Councillor Hayward raised the importance of the defibrillators being tested on a regular basis and for it to be recorded as the Parish Council had taken ownership of them. ***Councillor Howlett said she would look through the paperwork she had been given when the defibrillators were initially purchased to try to obtain the name of the manufacturers.*** Councillor Hayward asked for the information to be added to the website as an external link once the name of the manufacturers of the defibrillators had been ascertained.

AGREED AND NOTED

17.693.5 Siting of SAM2 camera – Councillor Hayward confirmed the SAM2 camera would be positioned on the same side as the “duck sign”. Please refer to point 17.696.2 regarding payment of the SAM2 camera.

17.693.6 Overhanging hedge - Councillor Ross-Wagenknecht will check whether the overhanging hedge has been trimmed back adjacent to the main road. It was also agreed that the Clerk would write an article in the next edition of Eleven Says reminding parishioners to cut back any overhanging hedges now that the nesting season had finished. The Clerk will also write to Saffron House concerning another overhanging hedge.

17.693.7 Increasing public participation – After discussion it was agreed that a notice should be placed on the general notice board informing people that there were public participation sessions at the beginning and end of each meeting. Enquiries would also be made about the possibility of obtaining two A boards publicising meetings. The Clerk had placed an article in “Eleven Says” informing parishioners of the public participation sessions.

AGREED AND NOTED

The Clerk informed Councillors that further consultation would probably commence in October during which time the Parish Council and residents would be able to make

comments on the additional and revised sites. Currently there was no mechanism for recording comments. There had been no analysis of the sites newly submitted and therefore no assumption could be drawn as to the possible acceptance (or otherwise) of any sites. It was agreed that the Clerk would place on the public notice board details of the additional sites and these would be discussed further at the September meeting.

17.695 Community Led Plan – Councillor Bevington felt it was appropriate to discuss this agenda item at this stage in the context of planning.

Councillor Bevington had attended the first of a series of workshops concerning community led planning and explained what this meant. In essence it is a plan devised by a local parish arising from evidence-based information that identifies what local development should take place and the type of development this should be. Because it is based around a local vision it puts the parish in a stronger position to shape any growth because it addresses the community's needs. Councillor Bevington felt therefore that it would be beneficial for Rockland and Hellington to have a Community Led Plan. It was clear from the workshop that it is not enough to argue that there should be no further development in the village. Councillors agreed this should be investigated further and the following actions were agreed:-

1. ***An explanatory leaflet will be prepared for parishioners and asking if anyone would like to be involved towards the end of the summer in preparation for the September meeting.***
2. ***Directly approach those who are likely to wish to be involved (eg those who thought that some small development would be sensible/ideal.)***
3. ***Formulate a meeting of those interested with a view to obtaining parishioners' needs, ideas and vision for the future development of Rockland St Mary and Hellington.***

Councillor Bevington encouraged Councillors to peruse the slides sent by District Councillor Thomson giving further information.

Councillors Bevington and Howlett will attend the next workshop on the 19th July 2018 on "Choosing the right community led plan."

AGREED AND NOTED

17.696 Financial matters:-

17.696.1 Payments:- There were six orders for payment - renewal of domain name £13.50; Village caretaker £153.00; Clerks salary and expenses £337.72; Townlands or Roydons Trust £35.00; CGM Landscapes £175.13 ; CGM Landscapes £213.91. On the proposal of Councillor Howlett seconded by Councillor Paterson these payments were authorised.

AGREED AND NOTED

17.696.2 Current balance of accounts - Balance at bank £8,742.29 less payments above. The Clerk also informed the meeting the sum of £1,789.00 had been received from Norfolk County Council from the Local Partnership Fund to match fund the cost of the SAM2 camera. Councillors authorised the payment of the additional sum of £1789.00 if the invoice became payable before the September meeting.

AGREED AND NOTED

17.696.3 Application by the Rockland St Mary Charity Fun Day for reimbursement of insurance - Mr. Mason had completed the Community Grant Application in respect of the insurance for the Rockland Fun Day. Councillors agreed to reimburse Mr. Mason in the sum of £78.40

17.696.4 Village Caretaker's hourly rate – Mr. Gildersleeve had expressed the view that he did not wish for his hourly rate to be increased at the present time. Councillor Bevington said that this would be respected by the Council but that the matter would be discussed in a

year's time. She wished to thank Mr. Gildersleeve for his generosity in the time he gives to the parish often on a voluntary basis.

AGREED AND NOTED

17.697 To review Financial Regulations document: -

The Clerk had circulated a copy of the Financial Regulations statement to Councillors prior to the meeting. There were no comments and the policy was agreed.

AGREED AND NOTED

17.698 To discuss Retention Policy:-

The Clerk had circulated to all Councillors a draft of the Retention Policy she had drafted as the Parish Council currently did not have one. No observations were made and it was agreed that this would be adopted at the next meeting.

AGREED AND NOTED

17.699 To review Equality Policy;-

This policy had been sent to Councillors in advance of the meeting. Councillors agreed the policy in its entirety.

AGREED

17.700 To discuss the suggestion that Councillors provide a brief written report on their area(s) of responsibility:-

Councillor Bevington reminded Councillors that if they were unable to attend a meeting they should provide a brief report covering their area of responsibility to be read out or indicate they have nothing to report.

AGREED AND NOTED

17.701 Reports from Councillors on their areas of responsibility: -

17.701.1 Black Horse Dyke Car Park - Councillor Hayward had nothing to report save that the willow tree was looking good.

NOTED

17.701.2 Footpath report - Councillor Bevington reported that the footpath to the bird hide had become completely overgrown. ***It was agreed that the Clerk should write to RWA Land Limited asking them to cut back the overgrown branches on the land which belonged to them making the path more accessible. It was further agreed that the Clerk should write to Gary Overland at Norfolk County Council Highways Department concerning this matter.***

AGREED AND NOTED.

Councillor Bevington also said that there had been an incident when the cows had breached the electric fence.

NOTED

17.701.3 Rockland St Mary Primary School – Councillor Green reported that it was a year since both schools became an academy under Sapientia Education Trust. Good progress had been made and staffing for the next academic year would remain the same. Councillor Green had recently attended a cluster meeting focused on budgets. He explained the changes regarding Special Educational Needs and Disabilities (SEND) funding being reverted back to the school rather than through the cluster and consequently it is increasingly more difficult to fund the needs of SEND pupils.

NOTED

17.701.4 Green Lane Playing Field – In his absence Councillor Wretham had prepared a detailed report circulated to all Councillors giving an update on the progress made. Councillor Wretham confirmed he had approached two additional companies, HAGs and Sutcliffe, asking them to provide the same range of play equipment as Eastern Play Services to enable the Parish Council to compare like for like. Furthermore, he had asked the three companies to provide quotations for the supply of metal play equipment which would withstand weathering and vandalism. Eastern Play Services had confirmed that the same

costings would apply if the equipment was in metal rather than wood. However, the clamber stack was only available in wood and the multi play unit would be smaller.

The consensus of the meeting was to accept the quote from Eastern Play Services. A firm order could not be placed until the Parish Council were aware of when they would receive the necessary funding from South Norfolk. ***It was agreed that the Clerk should contact South Norfolk to ascertain this.***

AGREED AND NOTED.

17.701.5 Speedwatch – The Clerk was pleased to report that Andrea Gildersleeve was the newest recruit to the speedwatch team. Councillor Howlett raised the question of the missing 30 mph signs as you enter the village from Claxton. The Clerk informed the meeting she had already informed the Highways Department of this matter with help from Councillor Hayward who had provided relevant photographs. The Clerk's understanding was that new posts had been erected but the 30 mph signs had not been put back. The Clerk reminded Councillors that where anyone raised any issues with individual Councillors they should be encouraged to contact the Clerk. This also protects the Councillors as they may feel they are giving the correct information in good faith but may not be doing so and thereby misleading unintentionally.

NOTED

17.702 Correspondence circulated to Councillors via email and to be considered at the Parish Council meeting on the 11th July 2018

Document	Circulated via email
i) Summary of progress re.Green Lane Playing Field submitted by Councillor Wretham	09.07.2018
ii) Allens, Cadge and Gilbert re. Staithe Car Park lease	08.07.2018
iii)Broadland & South Norfolk CLP workshops - bookings for next sessions	08.07.2018
iv)Email from Councillor Hayward re. seat at the corner of Surlingham Lane	05.07.2018
v) South Norfolk Council Planning 2018/1469 105 The Street Rockland St Mary Norfolk NR14 7HQ Proposal: Two storey side extension	04.07.2018
vi)Additional potential sites Greater Norwich Local Plan	04.07.2018
vii)NALC Executive vacancies	30.6.2018
viii)Norfolk ALC Newsletter - 29th June 2018	30.6.2018
ix)Norfolk County Council: Just one week left to have your say in Norwich Western Link consultation	30.6.2018
x)Broadland & South Norfolk CLP workshops - bookings for next sessions	30.6.2018
xi)Better Broadband for Norfolk Project - New Communications Cabinet for Rockland St Mary (ref BBfN Surlingham 9)	30.06.2018
xii)Press Release - Norfolk - Your guide to care and support for adults 2018/19	30.06.2018
xiii) Broadlands Briefing - June 2018	16.06.2018

xiv) In addition, the Clerk read out an email she had received regarding the locked gate at Green Lane Playing Field.

Councillor Green asked why a vote had not been taken with regard to the renewal of the lease of the Staithe Car Park with the Poor's Trust as there was such a substantial increase in the rental. The Clerk said that no vote was necessary as it had been proposed and seconded by Councillors and passed unanimously. Councillor Bevington also referred to 17.686 minutes of the 13th June 2018.

The Clerk will respond to the correspondence as follows:-

ii) ***Allens, Cadge and Gilbert re. Staithe Car Park lease – the Parish Council will not be engaging a solicitor in the preparation of the lease.***

iii) Refer to 17.695.

iv) ***It was agreed that the Clerk would contact Jonathan Scott to see if he would be able to dig up the concrete and remove it from site. The Clerk would also investigate costings for a replacement bench.*** Councillor Green enquired about the amount the bench had been insured for as this would determine whether to make an insurance claim. ***The Clerk would arrange for the asset register to be sent to Councillors to enable them to see the sum the bench was insured for.***

v) Refer to 17.694.1.

viii) Those Councillors who wished to receive the NALC newsletter had informed the Clerk.

xiv) ***The Clerk would write to the person concerned, as with previous replies, pointing out that the gate was permanent and Councillors had taken the decision to install the gate as they had to protect their assets from further anti-social behaviour.***

Any other business:-

Rockland Broad Management Committee minutes – Councillor Howlett said that she was very concerned to read the RSPB could be selected to take part in the trial to introduce the natural control method of the rust fungus to eliminate the Himalayan balsam. She felt that this would have an adverse impact and destroy the surrounding natural habitat. Councillor Bevington said her understanding was that it only affected the balsam and not other plants.

NOTED

Future Agenda items:-

RSPB bird hide.

There being no further business the meeting closed at 9.50 p.m.

Next meeting Wednesday 12th September 2018

Monica Armstrong
Parish Clerk

Signed as a correct record on 12th September 2018

..... Chair