

Rockland St Mary with Hellington Parish Council

**Minutes of Parish Council Meeting held on Wednesday 6th September at 7.30pm in The Parish Room,
Rockland St Mary**

(Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Janet Rogers (Vice-Chair), Joanne Norris, Paul Francis
Apologies for absence	Juliette Harkin, John Sayles
County Councillor	None
District Councillor	Vic Thomson – apologies sent for absence
Also in attendance	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
Members of the public (MOP)	One

23.49 Welcome from the Chair.

Given by Vice Chair Cllr J Rogers – ‘Before, we begin I need to record that resignations have been received from Councillors Stone and Trutch. Councillor Stone had been a councillor since May 2019 and was appointed Chair in January 2023 she was instrumental in the refurbishment of the play park. Councillor Trutch was co-opted to the Council in June 2022 and his knowledge of planning law was invaluable when the Council considered planning applications. On behalf of the council, I would like to thank both Councillors for their commitment to the Community and wish them well for the future.’

23.50 To appoint a Chair and Vice Chair (if appropriate).

This item is deferred until October’s meeting.

23.51 To receive signed Declaration of Acceptance of Office.

This item is deferred until October’s meeting.

23.52 To receive and approve apologies for absence.

Cllr J Harkin and Cllr J Sayles sent their apologies.

23.53 To approve minutes of Parish meeting of 5th July 2023.

Cllr J Norris proposed the approval, seconded by Cllr P Francis. Cllr J Rogers signed the minutes.

23.54 To receive any declarations of interest from Members & consider requests for dispensation.

Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Rockland St Mary with Hellington Parish Council Code of Conduct for Members and by the Localism Act 2011.

None.

23.55 Reports from:

23.55.01 District Councillor, Cllr Vic Thomson.

None.

23.55.02 County Councillor, Cllr Kay Mason-Billig.

None.

23.55.03 Parish Clerk.

The Clerk provided an overview of her report:

- Forwarded all relevant correspondence.
- Continue to liaise with Barclays to update Bank account set up.
- Continued to update the Parish Council website, however the current provider is to introduce a monthly fee. Norfolk ALC are offering either a basic service or a fully managed service to transfer over the website information. The Clerk requested that the Parish Council approved the fully managed service to enable her to continue focusing on Parish Council

tasks, Cllr P Francis proposed the fully managed service and Cllr J Norris seconded. All agreed.

- EVCP – The clerk asked the Cllrs if the Parish Council would like to continue their expression of interest further to the latest update from SNDC. Cllrs agreed to do so.
- Highways:
 - Hedge, New Inn Hill – works planned but after birds have finished nesting.
 - Potholes, Holloway Rd – works completed.
 - Road Sweep, School Lane – works programmed

The Caretaker mentioned there was a pothole missed on The Street. The Clerk is to contact Highways for them to follow up.

23.55.04 Green Lane Playing Field and Rockland St Mary Primary School.

None.

23.55.04.01 New Councillor responsibility.

This item is deferred until October's meeting.

23.55.05 Footpaths.

None.

23.55.05.01 New Councillor responsibility.

This item is deferred until October's meeting.

23.55.05.02 Eel Catcher and the Staithe.

Oak Tree opposite Eel Catcher – NCC have written to the landowner asking for the ivy to be cut back.

The Staithe – NCC confirmed that the clear up will be considered when the contract is renewed in 2024.

23.55.06 Cllr J Norris – Risk Assessments.

None.

23.55.07 Cllr J Harkin – Environmental and Wildlife matters.

None.

23.55.08 Cllr J Sayles and Steven Gildersleeve (SG), Caretaker – Blackhorse Dyke and Staithe Car Parks, defibrillators.

SG asked if it was possible to order a spare set of replacement pads for the defibrillator. Cllr J Norris proposed the order of a spare set of pads and this was seconded by Cllr P Francis. All agreed.

23.55.09 Cllr J Rogers – Bird Hide Committee.

To comply with smaller authority's regulations the Bird Hide Committee will be renamed Bird Hide Working Party. To date two meetings have been held. Councillor Francis has joined the group and was instrumental in organising an informal survey of bat activity in the hide. Funding opportunities are still being explored and a site meeting with stakeholders and potential funders is arranged for later in September. The Clerk is to update the Parish Council's Standing Orders, to bring them in line with NALC's model policy.

23.56 Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.

A member of the public enquired about the Cllr vacancies, which Cllr J Rogers explained the process. The Clerk took contact details in the event the Parish Council is to co-opt new Cllrs.

Wherryman's Way footpath is overgrown. Cllr J Norris will raise this at this month's Wherryman's Way Stakeholder meeting.

23.57 Matters arising from July's meeting:

23.57.01 Maintenance of public footpaths on farming land.

No response received to date; Cllr P Francis is to follow up.

23.57.02 Low Common flooding.

The Clerk read the response she received from the County Councillor who is speaking with her Highways Engineer and Legal team to see if the issue can be resolved.

23.57.03 SAM2/Speed watch.

The Clerk confirmed that Cllr J Harkin is interested in setting up and running this. The Clerk will assist Cllr J Harkin with this and will advertise for volunteers.

23.57.04 Dog bins.

The Clerk had liaised with SNDC to rectify and correct the number and location of the dog bins within the village. Cllr P Francis proposed that the Parish Council ask SNDC to empty the dog bin on Green Lane Playing Field, freeing up some of the Caretaker's time and this was seconded by Cllr J Norris. All agreed. The Clerk is to action this.

23.57.05 Parish Partnership 2024/25.

The Clerk updated the Cllrs with the updated queries raised at July's meeting. The decision was taken not to place a bid.

23.58 Correspondence:**23.58.01 Reflective posts.**

The posts were not received by Steve Gildersleeve. The Clerk is to follow up on this with Cllr V Thomson.

23.58.02 Confirmation of Ownership of Parish Land – Blackhorse Dyke, Green Lane Play Park, the Broad.

Please see Appendix 1.

23.59 Planning:**23.59.01 To receive any new planning applications and make comment.****2023/2608 – 54 The Street - Replacement roof and external render to porch.**

No comment.

23.59.02 To receive the results and updates on any outstanding applications.

2023/0768 – 134 The Street - Repointing of property to replace damaged Norfolk red bricks like-for-like and repair and replace the lime mortar: APPROVED WITH CONDITIONS

2023/1284 – 23 The Street - Subdivision of the site and the construction of a three-bedroom bungalow: REFUSED

23.60 Finance:**23.60.01 To receive statement of accounts.**

Given.

23.60.02 To note the bank balance.

Bank account - £15,719.08

RSM CIL - £3457.22

Hellington CIL - £0.00

The RSM CIL is to be renamed Bird Hide Funds. The Clerk is to action.

23.60.03 To note any receipts.

TO NOTE INCOME						
NCC	14.07.23	Paper recycling	BACS	£134.12	£0.00	
	27.07.23	Salvation Army	BACS	£21.00	£0.00	
HMRC	28.07.23	VAT claim April/June	BACS	£254.73	£0.00	
SNDC	11.08.23	Dog bin credit	BACS	£132.72	£0.00	

RWA	24.08.23	Broad Lease	BACS	£1,200.00	£0.00	
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23.60.04 To note any grants.

None.

23.60.05 To approve any payments of invoices and other expenses received since last meeting.

23.60.05.01 See Payment Schedule.

Cllr P Francis proposed for the following payments to be made and Cllr J Norris seconded this. All agreed.

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
S. Gildersleeve	07.09.23	July and August Invoice	BACS	£803.25	£0.00	
Parish Online	07.09.23	Digital Mapping	BACS	£67.20	£11.20	-
J. Rogers	07.09.23	Stationery	BACS	£11.48	£0.00	
Norfolk ALC	08.09.23	Cllr J Rogers Training	BACS	£42.00	£7.00	
Norfolk ALC	07.09.23	Payroll	BACS	£115.20	£19.20	
BWP Creative Ltd	07.09.23	Website and email hosting 23/24	BACS	£216.00	£36.00	
SNDC	07.09.23	Dog bins 23-24	BACS	£1,189.15	£198.19	
C Rust	07.09.23	Clerk Sept Expenses	BACS	£15.78	£0.00	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
Glasdon	30.08.23	Dog bin replacement	DEBIT CARD	£153.82	£25.64	
C Rust	28.09.23	Clerk Salary & WFH - Sept	SO	£395.88	£0.00	

Cllr J Norris proposed the above highlighted item was not required by the Parish Council and this was seconded by Cllr P Francis. All agreed.

23.61 To discuss items to add to the agenda for next Parish Council meeting.

Appoint a Chair/Vice-Chair.

Village Caretaker contract.

Renewal of lease for the UK power Substation.

Overview of policies.

Blackhorse Dyke pond clearance.

23.62 Parishioners final word.

None.

23.63 To confirm next meeting on Wednesday 4th October 2023 at 7.30pm at The Parish Room, Rockland St Mary.

Confirmed.

The meeting closed at 20:29pm.

Minute 23.58.02 – Appendix 1

Overview of Parish Council Assets

Black Horse Dike and Green Lane were originally pits for the extraction of sand and gravel to be used for highways.

Black Horse Dike – Is owned by SNDC – Leased for 99 years (1975-2074) to Rockland St Mary with Hellington Parish Council at a rental of 5p.p.a which is not collected.

Action recommended: - None

Green Lane – Previously owned by SNDC the land was originally Surveyors of Highways Land. Used for the repair of Highways and roads. SNDC created a Charity and transferred the land to the Rockland St Mary with Hellington Parish Trust with the Parish Council as Trustees. The Charity Commission Confirmed the Scheme is an excepted charity, which means it is not listed on the Charity Commissions website.

A Caution has been registered with the Land Registry.

There is also a Caution on behalf of leaseholders UK Power Networks (previously Eastern Electricity)

Action recommended: -

- 1) None: Using the information regarding the transfer of the land to the Charity it would seem to be a relatively simple matter to register the ownership with the Land Registry. The Trust document would be adequate evidence of ownership in the event of any challenge to ownership of the land.**
- 2) The lease on behalf of the Eastern Electricity now UK Power networks enabling access to the electricity substation on the site expired 08/02/22. This needs to be followed up negotiated and charges raised.**

Rockland Broad

The reason the Council laid claim to the Broad was to prevent illegal and indiscriminate shooting of wildfowl.

After consultation with parishioners and landowners, The Broad Management Committee was formed (1988). The Parish Council leased the shooting rights to Norwich & District Wildfowlers Association (NDWA) to manage shoots.

Under the Enclosure Act the Parish Council was awarded the dike from the Staithe to the Broad.

It has taken 35 years for the Land Registry to agree to register a Caution in the name of the Parish Council, but it is unlikely to approve full ownership. It has been confirmed that the Crown as far back as Henry II (1154-1189) has not granted ownership of the Broad to anyone.

The Broad is in the National Park. The waters of the Broad are both tidal and navigable thereby owned by the Crown and maintained by the Environment Agency, the Broads Authority and Natural England.

Action recommended: - None

Note: Hard copies of files to be retained in the Parish Rooms.

Electronic copies held on the Parish Council Lap top