



## Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 7<sup>th</sup> July 2021 in the Parish Room, Rockland St Mary

### Public Participation Session

The village caretaker and seven parishioners attended the meeting.

### County Councillor's Report

County Councillor Kay Mason Billig had sent her apologies for the meeting. She had not submitted a report.

### District Councillor's Report

District Councillor Vic Thomson joined the meeting and spoke to his report which the Clerk had circulated to all Councillors. He first referred to the need to stay safe and follow Covid procedures, and noted that Covid infection rates were going up. He pointed out that Covid tests were very easy to obtain. He then referred to the South Norfolk Council Village Clusters consultation which ends at 5.00 pm on Monday 2<sup>nd</sup> August 2021 and mentioned South Norfolk Council's virtual exhibition which can be accessed online via the link below. District Councillor Thomson also mentioned the following matters which are detailed in his report:

- Rural Broadband Connectivity Scheme
- Bokashi bins for composting food waste
- Norfolk Broads Ranger Boat Patrol/Plastic Bag Free Day
- Toolkit for organising community events
- Refrain from putting water into brown bins
- South Norfolk Community Awards 2021 – nominations
- Census 2021

He further added that he had recently taken part in a marketing campaign to help out small local businesses and encourage visitors to South Norfolk. This involved videos of the riverside public houses from Bramerton to Rockland St Mary.

The Chair reported that a number of residents had expressed concern over the lack of diligence shown by the management company at The Orchards development. She explained that the management company were appointed by the developers of The Orchards and that residents have to pay a management charge. A number of issues had arisen: part of the slope of the attenuation lagoon for run-off had collapsed and was therefore dangerous; part of the weed screen was blocked with debris, and this was difficult for an operative to access; one resident had had to pay to free an overflow-water pipe. ***It was agreed that Councillor Norris would obtain photographs of these areas of concern and Councillor McCormick would obtain a contact address for the management company and they would send them to District Councillor Thomson, who would look into the matter.***

### Parishioners session: proposed sites for development

The Chair had so far received, via the Parish Clerk, 24 communications regarding the two 'preferred sites' in the village that had been put forward in the South Norfolk Council Village Clusters Housing Allocations Plan. She invited comments from the seven parishioners present as to their objection or approval of the two sites and questions were answered by parish councillors and the District Councillor. The following comments were made:



- What is the Parish Council's stance on the proposals?**

Each councillor has their own personal view but the response put forward by the Parish Council will be based on the views of parishioners that have been recorded. Communications received so far had not favoured one site over the other, or indeed both sites. The concerns raised by parishioners so far fell into distinct categories, these being inadequate infrastructure, problems associated with increased traffic and the damage to an area of natural beauty.
- What type of houses will be built?**

At this stage, the type of housing had not been determined. If planning permission is granted, ideas can then be put forward. South Norfolk Council wished to veer away from having large-scale developments and had built the consultation around small school catchment areas. There will be affordable housing – the amount of 25 properties was chosen in order to meet the criteria to achieve affordable housing – and people in the village will get first choice (District Councillor Thomson). (This comment faced strong objection from a parishioner, who stated that local people were supposed to have been offered first refusal on the Eel Catcher Close properties but that this had not happened.) District Councillor Thomson stated that there was no intention for the proposed sites to have 4/5 bedroom properties and that the affordable housing would be available to buy, let, or both, helping people to get onto the property ladder. This affordable housing cannot then be put onto the open market; it has to be protected by the housing association in perpetuity. District Councillor Thomson wished to point out that, at this stage, the proposal was not a planning application but planning in principle.
- The village school is only half-full; parishioners drive their children to out-of-area village schools. What is the point of building the consultation around school catchment areas when people moving to the village will just take their children elsewhere?**

It is hoped that the next Ofsted report will grade the village school as “Good”, which should encourage more parents to opt for the local school for their children's education.
- Has the effect of an increased high-school population on Framingham Earl High School been considered?**

This has been factored into the consultation.
- Who makes the final decision on these proposed development sites?**

Once all material reasons for objecting to the development sites have been received by South Norfolk Council, these will be considered by the Greater Norwich Development Scheme.
- Access to the proposed site near Eel Catcher Close is not sufficient. The access to Eel Catcher Close did not meet Government criteria and yet it was allowed to be built.**

The Chair agreed that the entrance to Eel Catcher Close was on a dangerous bend and confirmed that this issue would be included in the response from the Parish Council.
- Is it only landowners who can put forward sites for consideration?**

No, you don't have to own land to put it forward. Technically, you can put forward land without owning it.
- Does the District Councillor support the proposed sites for development?**

It is a careful balance and in his position, the District Councillor can only put forward the views of the residents.
- How will the doctor's surgery cope with an increase in residents?**

The Practice Manager of Heathgate Surgery had sent his apologies for this meeting but in a letter to the Clerk he said that an increase of 25 new homes in the village would not cause an issue with providing healthcare services to the residents of the new properties. One of the parishioners present pointed out that an increase in residents might be an opportunity to request that the doctor's surgery increases its current part-time opening hours to full-time.



- ***Lots of parishioners objected to the last development in the village and yet it was still passed. Why should they bother objecting this time?***

It is absolutely essential that the views of as many parishioners as possible are obtained and put forward in the Parish Council's response. This is the only way to show the strength of feeling against, or for, the proposed development in the village.

The Chair, on behalf of the Parish Council, expressed her sincere thanks to the parishioners who had attended the meeting and to those who had sent correspondence to the Parish Clerk regarding their views on the proposed development. She wished to encourage those who had not already done so to send their views to the Parish Council, even if it is just a few lines. It was important to spread the word, but the Chair pointed out that comments on social media could not be taken into consideration – these needed to be sent directly to the Parish Clerk by email, letter or via the Parish Council website contact section in order to contribute to the Parish Council's response to South Norfolk council.

#### **Links for information:**

Information on the village clusters and sites put forward for Rockland St Mary can be found on the South Norfolk Council website <https://south-norfolk.oc2.uk/>

Virtual exhibition <https://vchap.exhibition.app/>

For a full copy of the District Councillor's report and any sub-reports, visit the Parish Council website - <http://www.rocklandstmarywithhellington-pc.gov.uk>

### **MINUTES (DRAFT)**

**Present:** Cllrs Kate Bevington (Chair), Catherine McCormick, Nikki Stone, Paul Francis, Mike Hayward, Ernie Green and Jo Norris. Vanessa Sewell attended as Clerk, and the village caretaker and one parishioner were present throughout the meeting.

#### **18.133 Apologies for absence**

There were no apologies for absence.

**NOTED.**

#### **18.134 Declarations of interest**

There were no declarations of interest.

**NOTED.**

#### **18.135 Minutes**

Minutes of the meeting held on 9<sup>th</sup> June 2021, copies of which had been circulated to councillors, were agreed as a correct record and signed by the Chair. Minutes of the extraordinary meeting held on 23<sup>rd</sup> June 2021 to approve the end-of-year accounts, copies of which had been circulated to councillors, were amended at 18.132.2 to correctly record that Councillor Hayward (not Councillor McCormick) had seconded the proposal to approve the Statement of Accounts.

**AGREED AND NOTED.**

#### **18.136 Matters Arising**

**18.136.1 Installation of bus shelter on The Street** – Councillor Hayward reported that the concrete base was scheduled to be built on 17<sup>th</sup> July. Once this was in place, the Clerk would order the bus shelter.

**NOTED.**

**18.136.2 Staithe car park: security options** – Councillor Stone hoped to meet with EPS in the next two weeks.

**NOTED.**



**18.136.3 Rockland Wildfowlers Association Lease** – the revised Heads of Terms for the lease renewal had been discussed with representatives of the RWA at a meeting on 2<sup>nd</sup> July, attended by Councillors Bevington, Hayward, Green, Norris, and the Parish Clerk. The Chair outlined the RWA's suggested amendments to the Heads of Terms. With regard to the RWA's request that the break clause is removed, councillors declined and voted to keep the break clause. The RWA had further requested that the new rent payable remain at £1,200 per annum for years 1-7, but councillors declined and voted to keep to the proposed amount of £1,200 per annum for years 1, 2 and 3 increasing to £1,300 per annum at year 4. With regard to the payment of the Parish Council's legal costs for the lease renewal, the RWA had proposed to pay 50% (rather than the proposed 100%) of the Parish Council's reasonable legal costs, up to a maximum of £900. Councillors declined and voted to propose that the RWA pays 75% of the Parish Council's reasonable legal costs in the preparation of the lease, up to a maximum of £900. ***The Clerk would send the amended Heads of Terms to the Chair of the RWA.***

**AGREED AND NOTED.**

**18.136.4 Memorial benches for Rockland Staithe** – Councillor Stone reported that the benches had been installed and the Village Caretaker would add the plaques to the benches this week.

**NOTED.**

**18.136.5 Hazardous material on land adjacent to Green Lane playing field** – Councillor Green would put the Keep Out signs along the perimeter of the land this week; it was hoped that this would deter people from accessing the private property adjacent to the playing field.

**NOTED.**

**18.136.6 Ditch maintenance responsibility: Bramerton Lane between Applebee and**

**Bramerton** – Mr Andrews had responded to the Clerk that he would arrange for the ditch to be dug out from the field side in September/October 2021.

**NOTED.**

**18.136.7 Highways: flood remedial work at Low Common** – Councillor Francis reported that the proposed flood-relief work had not been carried out. (This was to have been completed by the end of June.) ***The Clerk would contact Gary Overland to request action as soon as possible.***

**AGREED AND NOTED.**

**18.136.8 Village cluster sites** – five drop-in sessions had been provided for parishioners to discuss their views with councillors. 24 written communications had been received from parishioners to date. The Chair had taken these into account in beginning a draft response to the proposed sites and forwarded it to councillors. She would add further information and, once complete, a final draft would be sent to councillors for comments and sign-off. Once the response had been signed off by councillors ***the Clerk would submit the response to South Norfolk Council.*** The final date for comments to be submitted to South Norfolk Council is Monday 2<sup>nd</sup> August at 5.00 pm.

**AGREED AND NOTED.**

### **18.137 Clerk vacancy**

There had been no applications received to date; the Chair would therefore contact NALC for advice and would also extend the deadline for applications. Should the vacancy remain unfilled by the end of August, a locum Clerk would be sought for September. After discussion, it was unanimously agreed that Councillor Green will be the Responsible Finance Officer until a new clerk is appointed and is competent and happy to take on the role. Councillor Green would oversee the Clerk email account during the overlap period from 31<sup>st</sup> July, when the current Clerk leaves. He would also receive and process the Village Caretaker's timesheets.

**AGREED AND NOTED.**

### **18.138 Planning matters**

#### **18.138.1 New applications**

Application Number: 2021/1424

Application Type: Householder PD Prior Notification

Parish: Rockland St Mary

Location: 1 Rookery Hill, Rockland St Mary, NR14 7EW

Proposal: Proposed single storey rear extension, extending 3.94m from the rear wall of the original dwelling house, with a maximum height of 3.86m and an eaves height of 2.46m.

**NOTED.**



### **18.136.2 Decisions**

None received.

**NOTED.**

### **18.139 Financial matters**

**18.139.1 Orders for payment** – there were ten orders for payment: Clerk's salary and expenses £344.86, HMRC Employer's liability £13.80, Village caretaker £234, Norfolk Parish Training & Support annual subscription 2021/22 £125.13, Norfolk Association of Local Councils annual subscription £180, Earth Anchors 2 x bench and fixing kit £1,138.80, Anne Barnes internal auditor £88, EPS removal and disposal of 2 existing benches at Rockland Staithe £348, Councillor N Stone graffiti cleaning solution and memorial plaques £123.30, Parish Room hire £90. On the proposal of Councillor McCormick, seconded by Councillor Francis, these payments were approved. It was agreed that the payments for hiring the Parish Room to conduct drop-in sessions would be allocated to the Community Foundation (Covid) Grant budget as these would not have taken place had parishioners been able to attend the usual Parish Council meeting in greater numbers.

**AGREED AND NOTED.**

**18.139.2 Current balance of accounts** – the Clerk reported that this had not yet been received from the bank.

**18.139.3 End-of-year accounts** - the Chair wished to place on record Councillors' thanks to Monica Armstrong, the previous Parish Clerk, for her time and valued assistance in preparing the end-of-year accounts.

**NOTED.**

### **18.140 Correspondence**

**18.140.1 Feedback from previous correspondence** – there was no feedback from previous correspondence.

**NOTED.**

**18.140.2 Correspondence circulated prior to the meeting** – listed below.

Report from County Councillor	07.06.21
Report from District Councillor	09.06.21
Draft minutes June PC meeting	16.06.21
Invitation to attend Poringland Safer Neighbourhood Team Priority Setting meeting on 28th June	16.06.21
Email re date change of Charity Stalls Event at Black Horse Dyke on 2nd August	17.06.21
Internal accounts audit paperwork	22.06.21
Draft minutes extraordinary meeting 23rd June	24.06.21
Email from South Yare Wildlife Group re parking at Green Lane on 1 <sup>st</sup> August	25.06.21
Email from Norfolk ALC Wellbeing re Armed Forces Covenant & Pledge	27.06.21
Norfolk County Councillor Newsletter from County Councillor Kay Mason Billig	27.06.21
Email from Norfolk ALC Wellbeing re The Queen's Platinum Jubilee Beacons	27.06.21
Email re overgrown paths - leading off The Street and from Margaret Mack Room	29.06.21
List of planning applications including 1 x Rockland St Mary	29.06.21
Invitation to attend Safer Norfolk Plan 2021-24 meeting on 7th July	06.07.21
Invitation to attend Town and Parish Council Forum on 20th July	06.07.21
Report from District Councillor	07.07.21

- Armed Forces Covenant & Pledge – the Clerk would confirm that the Parish Council supports this.
- The Clerk would contact the County Councillor to request that she attends Parish Council meetings to gain knowledge of the parish and its parishioners.
- Queens Platinum Jubilee Beacons – to be discussed at the September meeting; Councillor Norris to register the Parish Council's interest.
- Overgrown paths – it was agreed that the Village Caretaker would carry out additional work to control the growth.



- Overgrown paths – the Clerk would write to the Parish Clerk at Claxton to request that public footpaths are cut back by the landowner.
- Overgrown paths – the Clerk would write to the owner of a property on School Lane to request that their hedge is cut back as it is encroaching onto the footpath.
- The Clerk would write to South Yare Wildlife Group to decline their request for designated parking at the Green Lane playing field car park on 1<sup>st</sup> August. It was felt that the Staithe car park had sufficient parking spaces and that if parking is restricted for other users of the playing field this might cause drivers to park on Green Lane itself which will cause difficulty to residents.

**AGREED AND NOTED.**

#### **18.141 Review of Policies**

**Equality Policy, General Data Protection Policy, Terms of reference for Data Protection Committee and Retention Policy** had been circulated to councillors prior to the meeting. The policies were approved subject to minor amendments, which *the Clerk would action*. Councillor Green, referring to the Retention Policy, proposed that all documents are transferred to cloud storage once a new Parish Clerk is in post. However, caution was advised when considering this route, as there are potential security issues when putting documents into the hands of a third party.  
**AGREED AND NOTED.**

#### **18.142 Reports from Councillors on their areas of responsibility**

**18.142.1 Black Horse Dyke & Rockland Staithe car parks** – Councillor Hayward had nothing to report, other than the site would be ideal for an additional memorial bench.  
**NOTED.**

**18.142.2 Footpath report** – see notes in Correspondence above.  
**NOTED.**

**18.142.3 Rockland St Mary Primary School** – Councillor Stone reported that the new Head Teacher, Ben Wilson, would join the school in September 2021. She also reported that the Sunbeams Nursery would formally become part of the Sapientia Trust from September 2021.  
**NOTED.**

**18.142.4 Green Lane playing field** – nothing to report.  
**NOTED.**

**18.142.5 Climate recovery** – Councillor McCormick reported that information on the application process for the One Million Trees project was still awaited. She also suggested that the Parish Council might consider buying, from the climate change budget, some Bokashi bins for recycling food waste and distributing them to parishioners. However, Councillor Norris advised that the Bokashi bins also need the addition of a composting agent so might not be suitable for everyone.  
**NOTED.**

#### **Any other business**

There was no further business.  
**NOTED.**

#### **Parishioners' Final Word**

The parishioner present thanked councillors for their hard work and for being proactive and holding drop-in sessions for parishioners. He found the Rockland St Mary with Hellington Parish Council to be very professional and proactive.

There being no further business, the meeting closed at 9.50 pm.

**Date of next planned meeting – Wednesday 8<sup>th</sup> September 2021**

Vanessa Sewell  
Parish Clerk

Signed as a correct record by the Chair.....

Date .....