



Rockland St Mary with Hellington Parish Council

**Meeting of Rockland St Mary with Hellington Parish
Council held on Wednesday 13th February 2019**

Public Participation Session:-

No public participation took place at this stage in the meeting.

County Councillor's Report:-

County Councillor Barry Stone had tendered his apologies but no report had been sent.

District Councillor's Report:-

District Councillor Vic Thomson reported on the following matters:-

- a) **Bramrocks** – District Councillor Thomson congratulated Bramrocks on a very successful pantomime which he had attended.
- b) **Bus routes and gritting** – Discussion took place on the response District Councillor Thomson had received relating to bus routes and gritting. There is no legal requirement for Highways to grit all bus routes. The Parish Council can make a request for a route to be considered for gritting. See **17.769.10** below.
- c) **Untreated waste into Rockland Staithe**
District Councillor Thomson had spoken with the Broads Authority, Environment Agency and Chair of the Poor's Trust about the incidents. The Environment Agency had visited the development site at Bee Orchid Way and found that the drains from the second phase had not been connected into the existing pipes and therefore the attenuation pond as an integral part of the Suds scheme was not discharging. The attenuation basin had been pumped out, but the proper precautions had not been taken. The developers have permission to empty again but must report to Environment Agency prior to doing the pumping.
District Councillor Thomson had also asked the enforcement officer to contact the contractors regarding the amount of mud on Bee Orchid Way and this was cleaned. This may have also contributed to the problem because the 'letter box' gullies are connected to the outfall. He had also asked the Environment Agency to have a look at the ditches by the outflow, particularly the stretch of ditch just upstream of the outflow, but had not received any response to date.
- d) **Glover Review of Broads Authority** – The consultation period had closed and the outcome was awaited.
- e) **Shared Services** - The principle of two Councils and one officer had been ratified by both councils. The next stage is appointing the senior staff and the process has been agreed and is taking place. Planning has partially gone through this process with senior posts allocated and the Director still to be appointed.
- f) **Social prescribing** – a service from South Norfolk Council. Social prescribing is a non-medical solution to social, emotional or practical issues that may be causing health problems or making them worse. It's a way to access extra services and support, through a GP, nurse or health care professional, to improve your health and wellbeing. If you are a health care professional and would like to know more please telephone 01508 533642 or 01508 533945 or complete the [online enquiry form](#).

MINUTES

Present: Cllrs Kate Bevington (Chair), Daphne Howlett, Mike Hayward, Steph Ross-Wagenknecht and Jim Wretham.

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

17.766. Apologies for absence: - Apologies for absence were received from County Councillor Barry Stone and Councillors Jane Paterson and Ernie Green.

AGREED AND NOTED

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

NOTED

17.768 Minutes:-

Minutes of the meeting held on the 9th January 2019, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

AGREED AND NOTED.

17.769 Matters arising:-

17.769.1 Path at Wherryman's Way – The Clerk had circulated to Councillors an email District Councillor Barry Stone had received from the Norfolk Trails Team which bore no relevance to the issues raised. The Clerk read out to the meeting the follow-up email she had sent to District Councillor Stone. This explained the outstanding issue with reference to the part of Wherryman's Way from opposite New Inn Hill Public House to the bird hide.

17.769.2 Notice Board at The Staithe - The Chair wished to raise two points regarding the notice board at the Staithe.

1) Prior to the Chair of the Poor's Trust obtaining quotes for the renewal of the notice board she wished to clarify that Councillors were in agreement in principle to contributing towards some of the cost. On the proposal of Councillor Hayward seconded by Councillor Howlett this was agreed.

2) ***It was further agreed that the Village Caretaker would dismantle the top of the board.***

AGREED AND NOTED

17.769.3 Replacement bench on Surlingham Corner - The Clerk confirmed the concrete pad would be put in place on the 23rd February 2019. ***The Clerk will then arrange delivery of the bench.***

NOTED

17.769.4 Refuse bins – The Clerk had received a reply from South Norfolk to the effect that they continue to leave the bins where they are at the present time and empty them fortnightly which will then be amended to a weekly collection after the Easter weekend. In the meantime, they will investigate the background to these bins – mainly who, if anyone, pays for them. No changes will be made without fully informing the Parish Council. In addition, the Council will monitor the contents as they feel it may not just be the boatowners using the bins for refuse but other people.

NOTED

17.769.5 Star Lane – The Clerk reported that there was no further progress at the moment – Norfolk Highways stated it would be approximately six weeks before they investigated the situation.

Councillor Wretham enquired as to whether anything further had been heard from the parishioner regarding the missing footpath signs and the Clerk said she had heard nothing else.

NOTED

17.769.6 Staithe Car Park additional sign – Councillor Hayward reported that the "owner's risk" sign was in place and a similar one had been placed at Black Horse Dyke Car Park.

NOTED.

17.769.7 School Travel Plan – The Clerk had received an email from the School informing her that the school travel plan was due to be discussed at the next Governing Board meeting which was due to take place this week and the School would be in touch as soon as there were any further developments to report.

17.769.8 Traffic related issues in Rockland - A meeting with Gary Overland of Norfolk Highways has been arranged for 21st February 2019 with Councillors Green, Hayward and Wretham. After discussion it was agreed that the following issues should be raised:-

Speed of traffic – evidence of excessive speeds is recorded from the SAM2 camera data from every location where it is sited. At a conservative estimate there are 1,000 cars a day going through the village, 25% of which exceed the 30mph speed with 80 mph being recorded on more than one occasion.

- Parking on pavements - particularly a problem for the elderly, partially sighted, those with mobility issues and people using pushchairs.
- Consideration given to signs both leaving and coming into the village from Claxton towards New Inn Hill warning of multiple concealed entrances (there are least 12).
- Repeater 30 mph sign being erected down New Inn Hill going towards Claxton on the driver's side.
- The school patrol sign being removed and replaced with a school sign.
- "Slow sign" erected as you drive down New Inn Hill towards Claxton or alternatively "slow down" being painted onto the road.
- Replace or clean faded 30 mph signs throughout the village.
- Duck sign to be removed.
- Advice on the erection of gateways.
- Advice on what other calming methods may be employed which have proved effective in villages of a similar size and characteristics.

The Clerk will email these issues to Gary Overland prior to the meeting.

Councillor Wretham raised the issue of buses and whether at certain times of the day, when there are fewer passengers, a smaller bus could be used. It was agreed at this stage it would not be appropriate to write to Our Bus until they had operated the service for a longer period of time and to revisit this question at a later stage.

AGREED AND NOTED

The issue of supermarket delivery vans obstructing pavements was also considered. It was agreed Councillors would take photographs of offending vehicles and send these to the Clerk to enable her to write to the appropriate supermarket.

AGREED AND NOTED.

17.769.9 Discharge of untreated waste water into Rockland Staithe – See District Councillor Thomson's report.

17.769.10 Gritting Surlingham Lane - ***Following District Councillor Thomson's report it was agreed the Clerk would write to Highways requesting the section of Surlingham Lane down to Bee Orchid Way should be considered for gritting.***

AGREED AND NOTED

17.769.11 Village Gateways – The Clerk had circulated to Councillors details of the various designs of gateways. It was agreed these should be discussed with Gary Overland on the 21st February 2019 but Councillors were in general agreement that serious consideration should be given to purchasing these under the Bee Orchid Way Community Infrastructure Levy money.

AGREED AND NOTED

17.769.12 Asset coding – Councillors Hayward and Green had undertaken the numbering of assets in the village which would be very useful particularly for insurance purposes.

Councillor Hayward will send to the Clerk an electronic copy.

NOTED

17.770 District and Parish Council Elections May 2019 – The Clerk handed to Councillors a timetable relating to the submission of nomination forms for the parish council elections to be held on the 2nd May 2019. In view of the fact that an election may be held if there were more than seven candidates putting their names forward (one for Hellington and six for Rockland St Mary) it was decided to hold the Annual Council Meeting on the 15th May 2019. This would be within the required period of fourteen days after the election. The Clerk will inform parishioners of the forthcoming elections on the notice boards, website and post office. In addition, there will be statutory notices to display.

AGREED AND NOTED

17.771 Arrangements for the Annual Parish Meeting – The Clerk had circulated to Councillors a draft agenda for the Annual Parish Meeting to be held on the 3rd April 2019 and this was agreed. ***The Clerk will send details of the meeting to all the relevant organisations to enable them to prepare a report.***
AGREED AND NOTED

17.772 Planning matters:-

17.772.1 Current applications:-

2019/0057 Harwen House 22 Surlingham Lane Rockland St Mary NR14 7HH Proposal: Demolition of existing conservatory and out-building. Erection of side & rear single storey extension and new garage/cart store.

Councillors have no comments to make regarding this application.

2019/0227 91 The Street Rockland St Mary NR14 7JA Proposal: First floor extension.

Councillors have no comments to make regarding this application

2019/0188 6 Broadfields Way Rockland St Mary NR14 7HJ Proposal: Proposed side and rear extensions

Councillors have no comments to make regarding this application.

17.772.2 Decisions

2018/2576 Annexe Saxtons Barn 8 Surlingham Lane Rockland St Mary Norfolk
Removal of condition 3 of permission 2015/0770 - to lease annexe independently from main dwelling.

Refusal

NOTED

17.773 Delegation of Clerk

There are occasions when it is necessary for the Clerk to make a response to a planning application to South Norfolk Planning Department or the Broads Authority prior to the next Parish Council meeting. Councillors therefore agreed the following arrangements should be put in place:-

“Where it had not been possible to obtain any necessary extension from the District Council to allow a planning application to be considered at the next Council Meeting, the Clerk would, having consulted with Councillors, make the necessary response or convene an extraordinary meeting of the Council.”

AGREED AND NOTED

17.774 Financial matters:-

17.774.1 Payments - There were three orders for payment: Lambs Signs £43.20; Village Caretaker £194.98; Clerk's Salary and expenses £338.97.

AGREED AND NOTED

17.774.2 Outstanding invoices – There were two outstanding invoices with CGM Landscapes – one in relation to the spraying of the headstones and reseeding amounting to £67.98 including VAT and a second for the cutting of the hedge at Black Horse Dyke Car Park. The Clerk was communicating with the company as the work undertaken had been unsatisfactory in both cases. Councillors agreed not to action these payments at the present time until the issues were resolved.

AGREED

17.774.3 Current balance of accounts – Balance at bank £12,588.22 less payments above.

17.774.4 Budget 2019.20 – Discussion took place regarding the budget for the forthcoming year. After discussion the budget was agreed on the proposition of Councillor Bevington seconded by Councillor Hayward.

AGREED AND NOTED

17.774.5 Purchase of additional gravel for Black Horse Dyke Car Park- It was agreed to purchase two tons of gravel at a cost of £112.00. **Councillor Hayward will make the necessary arrangements to purchase the gravel.**

AGREED

17.774.6 Display board Posters – It was agreed the Clerk should purchase two additional notices for the Notice Boards from Roberts and Son at a cost of £10.00 each.

AGREED AND NOTED

The Village Caretaker asked if two additional perspex covers could be purchased and this was agreed. **The Clerk to arrange.**

AGREED AND NOTED**17.775 Questionnaire in respect of Community Emergency Plan**

Councillor Hayward had circulated to Councillors a proposed questionnaire and assistance form in connection with the Community Emergency Plan. Councillors agreed the document in principle with some amendments being made. **Councillor Bevington will make the necessary revisions.**

AGREED AND NOTED

17.776 Code of conduct – The Clerk had circulated to Councillors a copy of the Code of Conduct. She said it was always useful to revisit such documents and for Councillors to adhere to the policy. **The document was agreed.**

AGREED**17.777 Consider correspondence****17.777.1 Feedback on previous correspondence:-**

Litter Pick – Some Councillors had expressed a willingness to take part in the South Norfolk Litter Pick. However, after discussion and in view of the fact no one was willing to take on the co-ordinator's role it was agreed not to take this matter any further.

Operation London Bridge – Councillors agreed that in the event of a close member of the Royal Family dying the Parish Rooms should be opened from 10 a.m. to 6pm. to sign a book of condolences. **The Clerk will purchase a loose leaf book for this purpose.**

Resident reaching 100 years of age – Councillors signed the birthday card on behalf of the Council which will be present to the resident with a bouquet of flowers by Councillor Hayward on the 16th March 2019. **Councillor Hayward will arrange to purchase the bouquet.**

AGREED AND NOTED**17.777.2 Correspondence circulated to Councillors prior to the meeting.**

Document	Circulated via email
2019/0057 Harwen House 22 Surlingham Lane Rockland St Mary NR14 7HH Proposal: Demolition of existing conservatory and out-building. Erection of side & rear single storey extension and new garage/cart store. Councillors KB, DH,JW, JP, EG,MH, responded no comments or views	10.01.2019
#36 of the South Help Hub bi-weekly bulletin.	10.01.2019
Recycling Guide	10.01.2019
Email from County Councillor Barry Stone re.Wherrymans Way and additional email from Clerk	Various dates
Norfolk Accident Rescue Service regarding donation	13.01.2019
Email Parish Council/Community Matters	13.01.2019
Norfolk Constabulary January newsletter	13.01.2019
Email from Clerk re. damaged grit bin	14.01.2019
Email to Councillors re. disclaimer signs. Responses received from Councillors	16.01.2019
South Norfolk Big Litter Pick. Responses received from Councillors JW, DH expressing an interest in taking part	16.01.2019
Email from parishioner regarding path covered in moss.	18.01.2019

Responses received from Councillors JW, KB to go ahead with the work.	
#37 of the South Help Hub bi-weekly bulletin.	21.01.2019
Norfolk County Council: Go-ahead given for roundabout to replace A140 Hempnall crossroads	21.01.2019
Invitation: Local Government Forum	21.01.2019
Norfolk ALC Bulletin	21.01.2019
District & Parish Elections 2019 Link	21.01.2019
Email from Councillor Hayward re. questionnaire for Community Emergency Plan (AN AGENDA ITEM)	23.01.2019
Email expressing thanks to Councillors	24.01.2019
Broads briefing	25.01..2019
2019/0188 6 Broadfields Way Rockland St Mary NR14 7HJ Proposal: Proposed side and rear extensions	28.01.2019
Local Plan for the Broads examination: Consultation on proposed changes to the Plan	31.01.2019
Broads Local Plan – Consultation on proposed changes to the plan	04.02.2019
Norfolk NEWS: Campaign launched today aims to SCRAP fly-tipping in Norfolk	04.02.2019
South Norfolk Help Hub Bulletin #38	04.02.2019
Notice of next Broads Parish Forum - Weds 20 March	04.02.2019
2019/0227 91 The Street Rockland St Mary NR14 7JA Proposal: First floor extension.	05.02.2019
Email “Operation London Bridge”	06.02.2019
Email regarding meeting with Gary Overland	Various dates

In addition the Clerk had received an email from a resident relating to the flooding at Lowe Road. **It was agreed the Clerk would report this matter to the Highways Department.**
AGREED AND NOTED

Newsletter

The Chair had drafted the Spring Newsletter which was handed to all Councillors. **It was agreed that any suggestions Councillors wished to make should be received by the Chair no later than mid-day 18th February 2019.**

AGREED AND NOTED

17.778 Reports from Councillors on their areas of responsibility: -

17.778.1 Black Horse Dyke – Councillor Hayward had nothing further to add other than to say positive comments had been received on the improvements to Black Horse Dyke so far.

NOTED

17.778.2 Footpath report – Councillor Bevington had nothing to comment upon.

NOTED

17.778.3 Green Lane Playing Field – Councillor Wretham had nothing to report.

17.778.4 Community Speedwatch – In Councillor Green’s absence the Clerk reported that the Community Camera Enforcement Officer was out in Rockland St Mary on the 19th January at The Wherry site and recorded 13 people exceeding the speed.

Any other business:-

Defibrillators -Councillor Hayward said that, with the assistance of Councillor Green, there would be a short period of time when the defibrillators would be out of action. An appropriate notice would be displayed informing the public of this fact.

NOTED

Items for next agenda –

Grounds 2019 – confirmation of the Village Caretaker undertaking this role
Staithe Car Pak installation of honesty box

AGREED

The meeting closed at 9.55 p.m.

Next meeting Wednesday 13th March 2019.

Monica Armstrong
Parish Clerk

Signed as a correct record on 13th March 2019

..... Chair