

Rockland St Mary with Hellington Parish Council

**Minutes of Parish Council Meeting held on Wednesday 5th July 2023 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	Nikki Stone (Chair), Janet Rogers (Vice-Chair), Joanne Norris, Jack Trutch, John Sayles, Paul Francis
Apologies given	Juliette Harkin
County Councillor	None
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
Members of the public (MOP)	Two

23.34 To receive and approve apologies for absence.

Cllr J Harkin sent her apologies.

23.35 To approve minutes of Parish meeting of 7th June 2023.

Approved and signed by the Chair.

23.36 Reports from:

23.36.1 District Councillor, Cllr Vic Thomson. *Cllr V Thomson left the meeting at 19:59pm.*

Cllr V Thomson provided an overview of his report. A full version of this will be added to the website:

- Community Awards were held and Rockland St Mary with Hellington Parish Council's Caretaker, Steve Gildersleeve was nominated for all his efforts and hard work he does for the Parish. Sadly, he didn't win but it was lovely for Steve to be recognised.
- County Broadband are contacting parishioners regarding getting Fibre Broadband in their parishes. Rockland St Mary's contact is Harry Lowman, his email is harry.lowman@countybroadband.co.uk. Twenty percent of the parish needs to sign up for the whole village to receive fibre broadband. Full details will be published on the website.

23.36.2 County Councillor, Cllr Kay Mason-Billig.

None.

23.36.3 Parish Clerk

The Clerk provided her report:

- Forwarded relevant correspondence to Councillors.
- Continuing with updating the website.

23.36.4 Cllr N Stone – Green Lane Playing Field and Rockland St Mary Primary School.

- None for Green Lane.
- Rockland St Mary and Surlingham Schools will be offering wraparound care.
- Sunbeams will be increasing their hours to thirty hours per week.
- Steve Gildersleeve mentioned that Rockland St Mary entered a gardening competition at the Royal Norfolk Show and won silver, congratulations!

23.36.5 Cllr J Trutch – Footpaths.

The footpath near Eel Catcher is near impassable causing parishioners to walk on the roads, raising safety concerns. The Clerk is to contact the landowner requesting the overgrown section to be trimmed.

The Clerk received a phone call from a parishioner regarding the responsibility of the overgrown section by the Staithe. The Clerk is to clarify the exact location to confirm the responsibility.

23.36.6 Cllr J Norris – Risk Assessments.

None.

23.36.7 Cllr J Harkin – Environmental and wildlife matters.

None.

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

SG confirmed that the defibrillators are fine.

23.36.8.1 Blackhorse Dyke posts.

SG looked in the posts following June's meeting and he mentioned a couple could do with repairing, five Cllrs voting and one abstaining.

23.36.8.2 Blackhorse Dyke Pond.

Cllr P Francis suggested the overgrown section can be done by himself and SG. Cllr J Sayles offered his assistance along with Cllr J Norris. The works is to take place at the end of the season (approx. October). Cllr Jack Trutch proposed, Cllr J Sayles seconded. A vote was taken will all six Cllrs in agreement.

23.37 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.

None.

23.38 Motion to request the Parish Council holds a Public Meeting to ask if the Community wants to replace the bird hide.

Cllr N Stone, Chair asked Cllr J Rogers to propose her motion. Cllr J Rogers provided the following information:

The bird hide hasn't been used since it was closed due to COVID 19 over two years ago. The RSPB cannot replace/repair it due to lack of funding. The Community Ownership Fund (COF) has recently increased its grant amount to eighty percent of the total required and now include Parish Council's. There are two options available:

1. The Parish Council own the bird hide, through a lease arrangement with the RSPB, which would mean taking on all the responsibility.
2. The Parish Council raise the funds, repair/replace the bird hide and gift it to the RSPB who would take on all responsibility.

The public meeting would be to ascertain if the Community would like the bird hide replaced/repared and if so, see if there are any relevant expertise within the village to assist.

OUTCOME

- Cllr J Rogers proposed a Committee is created to investigate all aspects of the bird hide to report back to the Parish Council in the event a public meeting is held. Cllr J Rogers proposed, Cllr J Norris seconded. A vote was taken with four Cllrs voting in favour of a Committee being formed and two Cllrs abstaining. Members of the Committee are Cllr J Rogers, Cllr J Norris and Peter Armitage. Cllr J Harkin will confirm upon her return from annual leave. (Cllr J Harkin confirmed she will join the Bird hide Committee on 14.07.2023).
 - In line with the Parish Council's Standing Orders section 4.d.vii, the location of the meetings be The Parish Room and the quorum of the Committee be a minimum of three, Cllr J Rogers proposed, Cllr J Norris seconded. A vote was taken with four Cllrs voting in favour and two Cllrs abstaining.

- A Public Meeting to be held. Cllr J Rogers proposed, Cllr J Norris seconded. A vote was taken with four Cllrs voting in favour of the meeting being held and two Cllrs abstaining. The Public Meeting is deferred until the Committee have informed the Parish Council of their findings. Cllr P Francis proposed, Cllr J Norris seconded, a vote was taken with all six Cllrs voting in favour.

23.39 Matters arising from June's minutes:

23.39.1 Maintenance of public footpaths on farming land.

Cllr P Francis contacted Cllr K Mason-Billig requesting confirmation and is waiting for her response. The landowner has trimmed the pathway in question.

23.39.2 Flooding:

23.39.2.1 Low Common.

The Clerk suggested the Parish Council contact Cllr K Mason-Billig. The Clerk will compose this and send out to the Cllrs for review before sending.

23.39.2.2 School Lane.

The Clerk will submit the photos to Highways.

23.39.3 SAM2.

Steve Gildersleeve and Cllr J Sayles confirmed they move the SAM2 around the village however the data is not currently downloaded. The Clerk is to research into restarting the Speed Awareness group and report back to the Parish Council.

23.39.4 Finance queries.

The Clerk had answered the queries raised satisfactorily.

23.40 Correspondence:

23.40.1 Blackhorse Dyke Pond.

Please see item 23.36.8.2.

23.40.2 Chet Neighbourhood Plan Pre-Submission Regulation 14 Consultation.

No comments to be made.

23.40.3 Revised Shared Training Agreement.

The shared agreement is now between Claxton, Rockland St Mary with Hellington and Surlingham Parish Councils. For the Chair to sign, Cllr J Trutch proposed, Cllr J Sayles seconded. A vote was taken with all six Cllrs in agreement.

23.40.4 Dog bins.

It was confirmed that the Parish Council have not agreed an increase in collection. The Clerk is to contact SNDC to clarify the charge going forward, correct a location of a dog bin and order a replacement dog bin for Marsh Gate.

23.40.5 Armed Forces Covenant Pledge 2023.

All six Cllrs agreed not to sign the pledge.

23.40.6 Parish Partnership 2024/25.

The Clerk is to confirm if the following can be included in this grant:

- Flashing repeater sign 'children playing'
- Bike racks
- Electric Vehicle Charging Points – clarify the caveat.

23.40.7 Microsoft 365 subscription.

The Clerk provided details of the current subscription due for renewal and how the Parish Council would benefit from utilising the subscription. To renew Microsoft 365 subscription - A vote was taken and all six Cllrs were in agreement.

23.41 Policies:

23.41.1 For approval:**23.41.1.1 Financial Regulations.**

The Clerk is to amend section 6.9 to remove the amount mentioned as refer back to section 4.5.

23.41.2 For review:**23.41.2.1 Equality.****23.41.2.2 Wildlife.****23.41.2.3 Data Protection.****23.41.2.4 Data Protection (Committee Terms of Reference).****23.41.2.5 Health and Safety.****23.41.3 For discussion to implement:****23.41.3.1 Reserves Report.****23.41.3.2 Reserves.**

Items 23.41.2 and 23.41.3 are deferred until September's meeting due to time.

23.42 Planning:**23.42.1 To receive any new planning applications and make comment.**

None.

23.42.2 To receive the results and updates on any outstanding applications.**23.42.2.1 2023/1054 – Single storey rear extensions – APPROVED WITH CONDITIONS.**

Acknowledged.

23.43 Highways:**23.43.1 To receive a report on any highways issues outstanding.**

None.

23.44 Finance:**23.44.1 To receive Statement of Accounts.**

Given.

23.44.2 To note the bank balance.

General account - £15,282.47

RSM CIL - £3,457.22

23.44.3 To note any receipts.

TO NOTE INCOME						
	21.06.23	PCC Grass Cutting 22/23& 23/24	CHQ	£250.00	£0.00	
	26.06.23	Salvation Army	BACS	£24.94	£0.00	
	27.06.23	Cllr Training refund	BACS	£36.00	£0.00	

23.44.4 To note any grants.

None.

23.44.5 To approve any payments of invoices and other expenses received since last meeting.**23.44.5.1 See July's Payment Schedule.**

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
	06.07.23	Clerk June expenses	BACS	£13.88	£0.00	
	06.07.23	Caretaker June Invoice	BACS	£378.00	£0.00	
SUB-TOTAL				£378.00		
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
	28.07.23	Clerk Salary & WFH - July	S/O	£395.88	£0.00	

	29.08.23	Clerk Salary & WFH - August	S/O	£395.88	£0.00	
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Cllr J Rogers mentioned the remaining RSM CIL balance had been earmarked for the bird hide. The Clerk is to amend the reserves report for September's meeting and check the expiry date to use CIL funds.

Cllr J Rogers requested to attend training for 'Chairing effective meetings', all six Cllrs agreed for Cllr J Rogers to attend and approved the cost of £35 plus VAT.

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

- Policies deferred.
- Dog bins.
- Reflective posts
- Cllr J Norris asked about the gravel needed for the car parks. SG confirmed that he had levelled out Staithe car park. He recommended revisiting this next year.

23.46 Parishioners final word.

None.

23.47 To confirm next meeting on Wednesday 6th September at 7.30pm at The Parish Room, Rockland St Mary.

Confirmed.

23.48 Resolution excluding members of the public and press under the Public Bodies (Admission to Meetings) Act 1960.

23.48.1 To discuss a confidential item: Contractors agreement.

The members of public and Steve Gildersleeve left the meeting, leaving all six present Cllrs and the Clerk.

The public meeting closed at 21:19pm.

The Parish Council meeting closed at 21:41pm following discussion of item 23.48.