



## Rockland St Mary with Hellington

### Parish Council

#### Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 10<sup>th</sup> April 2019

##### **Public Participation Session:-**

There was no public participation at this stage in the meeting.

##### **County Councillor's and District Councillor's Reports**

As the meeting fell during the period of Purdah no reports were due from County Councillor Barry Stone or District Councillor Vic Thomson.

### MINUTES

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

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

##### **17.791 Apologies for absence:-**

There were no apologies for absence.

**NOTED**

##### **17.792 Declarations of interest:-**

There were no declarations of interest.

**NOTED**

##### **17.793 Minutes:-**

Minutes of the meeting held on the 13<sup>th</sup> March 2019, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

**AGREED AND NOTED.**

##### **17.794 Matters arising:-**

**17.794.1 Path at Wherryman's Way –** A meeting with Russell Wilson Senior Trails Officer, Norfolk County Council, Councillors Bevington, Green and Hayward and the Clerk had been arranged for 11<sup>th</sup> April 2019. A report will be given at the meeting in May.

**NOTED**

**17.794.2 Notice board at The Staithe –** Councillor Howlett and her husband were currently looking through a large volume of photographs appropriate to be scanned for the Notice Board. The Chair suggested that a selection is collated with the help of the Chair of the Poor's Trust to be presented to Councillors for final agreement.

**AGREED AND NOTED**

**17.794.3 Replacement bench on Surlingham Corner-** The Clerk reported the concrete structure post to the bench had now been replaced and she had forwarded all invoices to the insurance company for reimbursement.

**NOTED**

**17.794.4 Star Lane -** The Clerk reported that she had received the following email from the Norfolk Trails Team "No action has been taken at this time but we will continue to monitor the problem - We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections."

***It was agreed to raise this matter with Russell Wilson of the Norfolk Trails Team when Councillors meet on site at Wherryman's Way to enquire when their cutting regime commences.***

**AGREED AND NOTED**

**17.794.5 Bee Orchid Way – construction parking** - Following the initial email and reply received from John Youngs, the Clerk had submitted more photographs of vehicles parked on the grass verges. In addition, a further email had been received which the Clerk had circulated to all Councillors, stating that the company had monitored the parking over the last two weeks. John Youngs confirmed that they had instructed their site staff to use the Staithe car park if they were not able to park on site. They had also noted traffic cones had been set out to prevent parking on the verge and had not witnessed any further parking on the verge with their own vehicles. They noted that visitors to some of the local residents parked during site open times including trades people carrying out work on properties nearby and they could not be held accountable for those individuals. ***Councillors agreed this had been a very positive response and it was agreed the Clerk should write to John Youngs thanking them for their co-operation in this matter.***

**AGREED AND NOTED**

**17.794.6 Village traffic related issues including gritting** – The Chair summarised the contents of an email from Gary Overland, Highways Engineer from Norfolk County Council, received by the Clerk just prior to the meeting relating to the site meeting held with Councillors Green, Hayward and Wretham:

- To replace the existing “Rockland” sign with a small gateway feature but as the verge at this location is not very wide, it would necessary to pipe a short section of the ditch and install an offset, and also create a short section of kerbing in preparation for the gateway. It would be practicable to install a new gateway as you enter the village from Bramerton by replacing the existing signage, building up the level of the verge and cutting back the hedge. A bid for funding via County Councillor Barry Stone through the Parish Partnership scheme could be possible.
- Replace the “patrol” sub plate with a “school” sub plate and also replace the old triangular school sign.
- Install “slow” markings heading downhill near the playground sign, and also on the approach from Claxton, but unfortunately the costs would have to be added to any bid the Council wished to make under the Parish Partnership Scheme.
- Arrangements have been made to replace the faded repeater signs through the village. Orders for the signs to be purchased will be passed to the Highway Ranger Manager later this month and should be in place by late June/early July.
- Retain the duck sign near the Staithe as another deterrent to encourage motorists to slow down.

Mr. Overland added that, in the absence of a Speed Related Injury Accident Record, Highways would not consider any form of traffic calming in the village. In general terms, the budget they have for this kind of work is minimal, and only the locations across the County where there is already a Speed Related Injury Accident Record are likely to receive consideration for some form of traffic calming. Mr. Overland said footpath patching work would be undertaken as part of the routine maintenance budget. The work will be ordered in the next few weeks for completion late May early June.

He felt the approach adopted by the Council at the present time by approaching drivers who were obstructing the footpath was sensible and said, although this is a police matter, it would not be given priority by them.

*It was agreed that the Clerk would contact Mr.Overland to arrange another site visit to meet with him and the Norfolk County Council's designer to discuss the installation of the gateways and what was practicable and affordable. Also, to mention to him whether consideration had been given to extending the gritting programme to the beginning of the Bee Orchid Way entrance and also extending the 30mph limit to The Oaks - both matters having been discussed with Mr. Overland at the site meeting.*

**AGREED AND NOTED**

**17.794.7 Asset coding** – This was in progress.

**NOTED**

**17.794.8 Footpath at The Street - (opposite the Post Office)** - The Clerk had circulated to all Councillors the reply she had received from the landlord regarding this matter. The Clerk had contacted Gary Overland – Highways Engineer Norfolk County Council and had received a response in which he stated that he was asking one of his colleagues to investigate the matter.

**NOTED**

**17.794.9 Removal of sunken boat at The Staithe** – The Chair had received an email from District Councillor Thomson informing her that the Broads Authority had endeavoured to retrieve the boat by pumping out water. The next step was for a rig to be employed to pull the boat out. The rig is currently at Hickling and would be moved to Rockland as soon as possible to deal with the matter.

**17.794.10 PAT testing of defibrillators** – Councillor Hayward informed the meeting that he had been present when the engineer had PAT tested the defibrillators. It had been noted that the defibrillator at New Inn Hill was very damp and had accumulated some condensation. Councillor Hayward had moved the control to slightly increase the heat in the defibrillator which should eliminate the dampness.

**NOTED**

**17.794.11 Responses to questionnaire** – The Clerk reported that she had received six completed responses thus far to the emergency questionnaire. She would collate the responses and report back to the next meeting

**NOTED**

**17.794.12 Information Policy Statement/Publication Scheme** - The Chair and Clerk had drafted a Publication Scheme which had been circulated to all Councillors. The Chair added that the Council's priorities for the year had been included which were all relevant to new or ongoing commitments and others could be added if appropriate. This document and the Information Policy Statement was agreed by Councillors.

**AGREED AND NOTED**

**17.795 CGM Landscapes contract :-**

The Clerk had circulated to all Councillors the trail of emails in which CGM Landscapes had asserted that the Council must give six months' notice to terminate any contract. The Clerk had informed the company that it was clear from the Council's invitation to tender document, which the company had accepted, that CGM would be engaged for a fixed period from the 1st March 2018 to the end of October 2018. The subsequent email of acceptance dated the 19<sup>th</sup> February 2018 explicitly referred to the season 2018 and therefore the duration of the notice period was built into the acceptance email from the outset. Consequently, any agreement to supply services would finish at the end of October 2018. The Clerk had subsequently received a final email from CGM Landscapes confirming that the sites at Rockland had been removed from the team's programme.

Councillor Green suggested that it should be a requirement in the future for there to be two signatories on any contract and a monitoring process in place to check that when any agreements are accepted, a contract for approval had been received.

**AGREED AND NOTED**

## **17.796 Planning matters:-**

### **17.796.1 Current applications:-**

There were no current applications.

**NOTED**

### **17.796.2 Decisions:-**

**2019/0188** 6 Broadfields Way Rockland St Mary proposed side and rear extensions.

Approved with conditions.

**NOTED**

**17.796.3 Call for Sites** – The Chair had checked the South Norfolk website regarding the call for sites and the next round of consultation would take place in September/October. She noted that Rockland St Mary had one of the highest number of responses received.

**NOTED**

## **17.797 Financial matters:-**

### **17.797.1 Payments** - There were eight orders for payment:-

CGM Landscapes cutting of Black Horse Dyke hedge £67.98; CGM Landscapes spraying around the bases of headstone and reseeding where necessary £80.34; Norfolk Parish Training and Support Partnership subscription for 19.20 £95.00; JP Scott concrete base and installation of bench £355.00; The Society of Local Councils £89.00; Clerks Salary and expenses £422.55 (this sum included condolence book, A1 posters and printing of APM papers) Village caretaker £198.00 Townlands or Roydons Trust £36.00. On the proposal of Councillor Howlett seconded by Councillor Green these payments were approved.

**AGREED AND NOTED**

**17.797.2 Current balance of accounts** – Balance at bank £11,429.49. The brought forward sum for 2019/20 would be £11,400.69 as there was an unrepresented cheque of £28.80 outstanding.

**NOTED**

**17.797.3 Audit arrangements 2018/19** - The Council could complete the Certificate of Exemption for the financial year 2018.19 as neither the gross income of £24,048.49 for the year or gross annual expenditure of £20,162.91 exceeded £25,000. The Clerk was currently completing the accounts for the year end. On the proposal of Councillor Ross-Wagenknecht, seconded by Councillor Paterson it was agreed to engage the services of Adepta Accounts to undertake the internal audit.

**17.797.4 Insurance renewal** – The Clerk reported she had contacted Came and Company regarding the insurance schedule. She had been informed that, for renewal purposes, their costings are based on the asset register supplied by the Parish Council. They could not supply the Council with their own schedule as one did not exist. Any discrepancy in any of the figures would be related to index linked replacement rather than the actual cost of any asset. Councillor Green expressed his concern that the figures the insurance company had supplied did not relate in any way to the figures on the asset register. The Clerk said that, having submitted the most recent asset register, there may be more comparison in the figures when the renewal notice is received. ***It was agreed the Clerk should contact the insurance company for clarification.***

**AGREED AND NOTED**

**17.798 Rockland Wildfowlers Association “clean up day”** – The Chair reported that the Association had undertaken their annual clean up day recently. However, tyres and other rubbish had been left by the bins. ***After discussion it was agreed that the Clerk should write to the Association thanking them for undertaking this work but asking that, if in future they wished to undertake any further clean up days, they should accept responsibility for disposing of all of the rubbish as simply dumping it could be deemed as fly tipping.***

**AGREED AND NOTED**

**17.799 Honesty box at Staithe Car Park** - The Chair had circulated to all Councillors details of a donation post following her suggestion of this being installed at the Staithe Car Park. She said that although the initial cost was expensive, she expected the Council would recoup the cost within two years. Discussion took place on the advantages and disadvantages of having such a donation box. Councillor Hayward felt further research was necessary to ascertain the insurance implications and also undertake a cost analysis. **It was agreed that the Clerk would contact the insurance company re. the financial value they would place on takings, the insurance cost of the box and the location - with a picture of the box.**

**AGREED AND NOTED**

#### **17.800 Consider correspondence**

**17.780.1 Feedback on previous correspondence:** - The Clerk said any feedback had been discussed on items on the Agenda.

**17.780.2 Correspondence circulated to Councillors prior to the meeting.**

Document	Circulated via email
Letter to email and scanned copy from landlord	Various dates
Exchange of emails with John Youngs re. obstructive car park from contractors working on Bee Orchid Way	Various dates
Exchange of emails with CGM Landscape	Various dates
Email re purdah	18.03.2019
Exchange of emails re. Wherryman's way	Various dates
Various emails regarding renewal of insurance	Various dates
Email from Chair regarding RWA clean up day and responses	Various dates
Asset register sent to all Councillors	26.03.2019
Email regarding Green Lane Playing Field inspection	26.03.2019
Arrangements for Annual Parish Meeting papers	27.03.2019
PAT testing arrangements	Various emails
NALC newsletter	01.04.2019

In addition, the Clerk had circulated an email from a resident regarding the width of the path at Rookery Hill and 1 The Street due to hedge/plants/soil encroachment. Councillors Hayward and Green had undertaken an assessment and considered the situation at Rookery Hill was due to the fact that a neighbour had had a driveway installed which gave the impression that the public footpath should be wider than it was. ***It was agreed that the Clerk should contact the owner of 1 The Street asking them to remove the soil and weed encroachment which would widen the path.***

**AGREED AND NOTED**

**17.781.1 Black Horse Dyke** – Councillor Hayward said he and the Village Caretaker were looking at costings for edging/gravel boards and stakes and will report back at the next meeting.

**NOTED**

**17.781.2 Footpath report** – The Chair said that any issues regarding footpaths had been discussed earlier in the meeting and she had nothing further to add.

**NOTED**

**17.781.3 Green Lane Playing Field** – Councillor Wretham said he had nothing to report. David Bracey would be undertaking the independent health and risk inspection at the end of April

**NOTED**

**17.781.4 Community Speedwatch** – Councillor Green informed the meeting that there was some uncertainty whether the annual meeting of County Speedwatchers would take place this year as there was currently no sponsorship. He reported that the latest data from the SAM2 monitor showed 29% of motorists drive through the village above 35 mph. Sessions of speedwatch do not match this as it would appear most drivers slow down as soon as they see the speedwatch signs. Councillor Green would be approaching the Norfolk Speedwatch Administrator to ask that consideration be given to the validity of placing these signs. There had been a recent article in the local press concerning data from SAM2 monitors and the lack of resources which prevented the Police from analysing and processing the data. Councillor Hayward said he had heard from Rockland St Mary School and would be visiting them to talk about speedwatch and the SAM2 monitor at some time in the future.

**NOTED**

**Any other business:-**

As this was the last meeting for three Councillors who had not sought re-election, Councillors Howlett, Paterson and Wretham, the Chair thanked them for their all their work and the contributions they had made whilst being on the Council.

**Public Participation**

A member of the public thanked the outgoing Council for all the hard work that had been undertaken on behalf of the villages and felt that this had been “one of the best years”.

Agenda items for the next meeting

1. To discuss the balance of the CIL money for Hellington
2. To investigate whether Green Lane Playing Field/Black Horse Dyke Car Park and the “triangle” parcel of land at Hellington are registered with the Land Registry.
3. To discuss Councillors having their own email accounts for Parish Council work.  
(Councillor Green to investigate)

*The meeting closed at 8.50 p.m.*

**Next meetings - Annual Council Meeting Wednesday 15<sup>th</sup> May 2019**

Monica Armstrong  
Parish Clerk

Signed as a correct record on 15<sup>th</sup> May 2019.

..... Chair