



# Rockland St Mary with Hellington Parish Council

## Minutes of the Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 11<sup>th</sup> May 2022

The Parish Clerk asked the participants if the meeting could be recorded to help with recording the minutes. All agreed and the meeting was recorded.

**Public Participation Session:** No public participation at this point.

**County and District Councillor's Reports:** Neither County Councillor Kay Mason Billig or District Councillor Vic Thomson were present and neither had sent reports.

**Present:** Cllrs Mike Hayward, Paul Francis, Joanne Norris, and Nikki Stone. Parish Clerk.

The village caretaker and five parishioners, four of whom are standing for election, attended the meeting.

1. **Election of Chair.** Cllr Hayward nominated Cllr Bevington to be Chair. Proposed by Cllr Stone, Seconded by Cllr Francis. Agreed by all.

2. **Election of Vice Chair.** Cllr Francis nominated Cllr Hayward for Vice Chair. Proposed by Cllr Stone, seconded by Cllr Norris. Agreed by all.

3. **Apologies for absence.** Cllr Kate Bevington.

4. **Declarations of interest:** No declarations of interest.

### NOTED

5. **Minutes:** Minutes of the meeting held on 9<sup>th</sup> March 2022, copies of which had been circulated to all Councillors, were agreed, and signed as a correct record by the Vice Chair.

### APPROVED AND NOTED.

6. **Matters arising from previous minutes:**

6.1 **Councillor vacancies applications.** Four applications had been received from prospective candidates. Each of the four candidates were present, all had previously submitted a brief written resume of why they would like to be considered for the Council (sent to all Councillors prior to meeting), all were asked if they wanted to add anything to their reasons for applying to join the parish Council.

No Councillors asked the candidates any questions. A discussion and vote would be held by Councillors at the end of the meeting. The Parish Clerk would then inform all candidates of the result.

6.2 **Low Common flooding issue** – follow up required with Gary from Highways.

**Clerk to action.**

6.3 **Journey's End.** The hedge has been cut and is now passable. Issue resolved.

6.4 **SAM2 post** at 23 The Street. NORSE had moved the post during recent groundworks and sited it in an inappropriate location. District Cllr Thomson has requested highways reposition the post.

**Clerk to follow up.**

The public footpath fingerpost, which was also removed from the same location, will be replaced in a couple of weeks by Norfolk County Council.

6.5 **RSPB Bird hide.** Cllr Norris reported that a group of parishioners had met and were in the process of putting together a plan of action and hoping to meet with Tim Strudwick again.

Cllr Hayward requested that the Parish Council be kept informed of progress.

6.6 **White wastepaper bank.** forms in process of being completed ready for submission.

6.7 **Rangers' Tasks.** No response had been received to the request from the Rangers' Tasks.

6.8 **Queen's Platinum Jubilee Grant.** The application submitted by Jayne Regan had been accepted and awarded £200 for an event to be held in the Parish room. The applicant had been informed of the award.

6.9 **Memorial benches.** The old bench at Black Horse Dyke has been replaced by two new ones. One of the new benches has been designated as the **Queen's Platinum Jubilee bench** and the other bench is to be a **parish memorial bench**.

The cost to replacement plaque for a memorial bench at the Staithe is £64.29 and a plaque for the Jubilee Bench is £59.58. The purchasing of the two plaques was proposed by Cllr Francis and seconded by Cllr Norris.

The ordering of the plaques to be done by Cllr Stone. Purchasing of this plaque was also agreed.

Discussion was had about the space and size of memorial plaques for the memorial bench. As several parishioners had already shown interest in having a plaque, it was agreed to allow for 10 memorial plaques with a central plaque stating the purpose of the memorial bench. The size and style with wording will be in the region of £44.84 depending on the wording and number of lines, details can be obtained from the parish clerk, orders, and payment to be placed via the parish clerk.

6.10 **Ditch maintenance responsibility.** The Parish Clerk has had a response from the landowner stating it is not his responsibility due to the flooding location.

6.11 **Post box at Hellington.** The attempted theft of the Post Box resulted in the Royal Mail taking ownership of the box. Royal Mail proposes to install a pillar box rather than the brick encased post box. The cost of reinstating the brick encased post box (over a £1000) this figure exceeds the budget we have available, also it cannot be claimed on insurance as it is not council property. Due to the excessive cost, Councillors agreed to permit Royal Mail to install a post mounted pillar box with no cost to the Parish.

**Clerk to action.**

**7. Planning matters**

7.1 **Current applications.** One planning application had been received. No comments from Councillors.

**7.2 Reports on decisions.** There were no outstanding reports on decisions.

## **8. Finance matters**

**8.1 Orders for payments.** First part of precept had been received, £6550.

The following orders for payment had been received:

**Payments from parish general account.** Room Hire £90.00, Caretaker duty April £319.20, Annual parish meeting refreshments £13.54, software yearly licence 2 years £120, SLCC yearly subscription £55.00, NALC yearly subscription £185.40, NPTS yearly subscription £131, SNDC annual cost dog bin emptying £714.24, NALC clerk training £30, Poor's Trust Staithe car park annual lease £1100,

**Payments from parish Rockland CIL account.** Earth Anchor's Ltd purchase 2 new benches £1249.20, EPS Ltd Removal and refit 2 benches £420, EPS Ltd Supply new equipment and carry improvements to bark area remove and refit goal posts in new position and supply new nets £5430.89.

Total account balance after all payments. £15091.12.

All orders for payment agreed by the Council. Proposed by Cllr Francis, seconded by Cllr Stone. Both Cllrs signed the payment order due list.

## **8.2 Current balance of end of year accounts**

The end of year accounts will be audited internally by an authorised Auditor.

VAT claim for 21-22 currently being processed HMRC.

**8.3 Insurance renewal.** The current policy ends on 31/5/22. The policy renewal document had been received and the renewal premium for 2023 is £658.45 a total of £17 more than last year. The additional cost seemed reasonable since a claim for damage to the bus shelter had been submitted and paid out. Proposed by Cllr Stone and seconded by Cllr Francis. All Councillors agreed for the Parish Clerk to proceed with payment.

**8.4 Review caretaker's hourly rate.** All Councillors agreed to raise the hourly rate of the caretaker to £10.50. Applicable from 01-05-2022.

**8.5 Eleven Says grant application.** An application for a grant from the Council had been received by the local newsletter Eleven Says to help with running costs. The paper is used by the Council on a regular basis, so many Councillors felt it was in parish interests to support them. It was agreed to award Eleven Says £150. A vote was held to agree the amount. Three Cllrs were for the proposal with one Cllr against (Cllr Francis). Vote carried.

## **9. Correspondence**

### **9.1 – Previous correspondence.**

Still waiting further detail of high-speed broadband.

Cast iron signpost at Surlingham Lane, awaiting information from Cllr Kay Mason Billig.

### **Clerk to follow up.**

Bus shelter replaced and insurance claim settled. Excess £150. Sold salvage for £200.

Green Lane – question whether it is all, or part adopted? No clear decision from NCC.

**Clerk to follow up.**

Natural England – Nutrients (nitrogen and phosphorus levels can't be raised into Broads and Wensum). Planning could be set back by up to two years, affects any property with overnight accommodation.

Awaiting more information. From SNDC.

**10. Policies**

10.1 **Wildlife policy** – Accepted.

10.2 **Equality policy** – Accepted.

10.3 **Retention policy** – Accepted.

**11. Reports from Councillors**

Allocation of areas of councillor responsibility to be deferred to next meeting.

11.1 **Blackhorse dyke car park.** The car park needs topping up with gravel.

**Cllr Hayward to obtain quotes.**

11.2 **Footpaths.** No report received from Cllr Bevington.

11.3 **Rockland St Mary Primary School. No update to give since last meeting.**

11.4 **Green Lane playing field.** New baby swing and other equipment installed. Bird spikes to be fitted to baby swing.

11.5 **Environment and wildlife.** Cllr Norris had nothing to report.

**12. Poor's Trust.**

Approval agreed by Councillors for the new Trustee.

New slipway fees and key located at the New Inn.

**13. Any other business**

13.1 New batteries for SAM2. £83 for replacements. Disposal or recycling of old batteries.

**Clerk to follow up regarding disposal and purchase.**

13.2 Anti-social behaviours (Green Lane Play area) parish clerk reported the incident to police.

13.3 Dog fouling becoming a problem again. Dog warden suggested.

**Clerk to follow up. With notice on website.**

Had been 13.4 Cllr Hayward suggested that the website needs reviewing and should be an agenda item for the next meeting.

13.5 Cllr Stone proposed that options for a slide could be costed, as a request had been made at the Parish meeting for a replacement structure.

#### **14. Parishioners Final Word**

A parishioner raised concern about transparency of election process for new Councillors. The Parish Clerk stated the process as laid down by SNDC had been followed. The discussion and vote by councillors was deemed to be a matter for councillors only to discuss

A parishioner also raised the question of whether the clerk was claiming due allowances, also the next meeting would have to be in June in order to meet the AGAR.requirements.

The clerk replied that he was aware of the allowances.

Date of the next meeting to be advised