



Rockland St Mary with Hellington
Meeting of Rockland St Mary with Hellington Parish Council
held on Wednesday 13th May 2020
This meeting was conducted by the Zoom facility

Meeting ID: 753 1853 2783
Password: 2Kvdtg

Present: Cllrs Kate Bevington (Chair) ,Catherine McCormick, Nikki Green, Paul Francis, Mike Hayward and Ernie Green.

Monica Armstrong attended as Clerk and one member of the public logged in.

17.969 Election of Chair:-

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on the 4th April 2020. Regulation 6(c) removed the requirement for a parish council to hold an annual meeting in May 2020. These regulations gave authority for current appointments to continue if the person concerned was prepared to do so. Councillor Bevington, having indicated her willingness to continue, will therefore remain in office until the next Annual Parish Council meeting.

AGREED AND NOTED

17.970. Apologies for absence:- There were no apologies for absence.
NOTED.

17.971 Election of Vice Chair

As stated above there was no legal requirement for Parish Councils to hold an annual meeting. Councillor Hayward, having indicated his willingness to continue as Vice-Chair, will remain in office until the next Annual Parish Meeting.

AGREED AND NOTED

17.972 Declarations of interest: - There were no declarations of interest.
NOTED.

17.973 Minutes:- Minutes of the meeting held on the 8th April 2020 , copies of which had been circulated to all Councillors, were agreed and will be signed as a correct record by the Chair.
AGREED AND NOTED.

17.774 Matters arising:-

17.974.1 Distribution of newsletter - The parish council newsletter was posted on to the website and notice boards. Hard copies were available at the Village Store.
NOTED

17.974.2 Verge at The Street (opposite the post office) – The Clerk had contacted Gary Overland of Norfolk County Council Highways Department as there was discrepancy between his initial email last year and his most recent one regarding the work to be undertaken on the verge at The Street. He had initially indicated a small section of kerbing would be put in place to protect the verge in front of the path. However, in his recent reply he now stated:

“Unfortunately, when my Inspector programmed the work originally, he did not fully appreciate that it would not be practicable to install a short section of kerbing in isolation. While we are only carrying out safety inspections at present under the current social distancing restrictions, if you can leave this issue with me, I will take another look when I am next in the area, and advise you on what we can do. Although it was a while since I looked at this issue, from memory I think that the main issue was the level of the garden path, but I need to take another look before I can give you a definitive answer.”

Councillors will await a response from Mr. Overland.

NOTED

17.974.3 Welcome pack – Councillor E Green had completed the update and the Clerk had uploaded the amended welcome pack onto the website.

NOTED

17.974.4 20 mph signs – The Clerk reported that she had contacted both Gary Overland of Norfolk County Council and District Councillor Barry Stone. Their replies had confirmed that the Parish Partnership Scheme (PPS) would be operating again this year with details being forwarded to parish councils in June.

Mr. Overland had confirmed that grants for wig-wag (part time 20mph) signs would be included in the PPS and that he would support the Parish Council's bid for these to be installed on School Lane. ***It was agreed Councillor E Green would contact Westotec for up to date costings for the 20mph signs in readiness for the Clerk to submit a claim under the Parish Partnership scheme when it was released.***

AGREED AND NOTED

17.974.5 Hellington sign – Councillor Francis had contacted Signs Express and an order had been placed for the sign costing £299.83 inc vat. This would leave the sum outstanding in respect of Community Infrastructure Levy of £285.00 to be spent, if possible, before October 2020. When the current restrictions were lifted it was agreed the Clerk would place an order for the salt bin at Hellington Hill and for the cost of this to come from the outstanding CIL money.

AGREED AND NOTED

17.974.6 Defibrillator Order – Councillor Hayward had placed an order for new defibrillator pads. In addition, the battery at New Inn Hill was indicating low and Councillor Hayward had placed an order for two new batteries at a cost of £230.00 each.

NOTED

17.974.7 Coronavirus update – The Clerk reported that over 100 prescriptions had been collected by volunteers since the temporary closure of Rockland St Mary surgery. She wished to place on record her thanks to all those people who had come forward to volunteer.

NOTED

17.975 Parish Clerk Vacancy:- Notice of the vacancy had been posted on the website and notice boards and the Norfolk Association of Local Councils website. Councillor N Green enquired as to whether there would be an overlap with the new Clerk. As the present Clerk had given good advance notice of her retirement it was noted that an induction would happen. A suggestion was also put forward to hold the July Parish meeting later in the month to enable the newly appointed Clerk to attend the meeting.

Councillors McCormick and Hayward, together with the Chair, agreed to be on the interviewing and recruitment panel.

AGREED AND NOTED

At this juncture County Councillor Barry Stone and District Councillor Vic Thomson joined the meeting.

County Councillor Barry Stone reported on the following matters:-

1. The ongoing work on the A146 because of work being undertaken by Anglian Water to repair a leak.
2. In view of the current situation new parish boundaries will not be introduced until 2025.
3. The member's highways budget would be available again this year. The total sum to be allocated amounts to £6,000.
4. Update on the COVID 19 situation and the implementations Norfolk County Council had introduced.

A full copy of his report is available on the website www.rocklandstmarywithhellington-pc.gov.uk

District Councillor Vic Thomson informed the meeting of the following issues:-

1. How South Norfolk is dealing with the COVID 19 crisis
2. The Help Hub continues to be extremely busy and although the average number of calls has reduced from 500 to 400 the issues are becoming increasingly more complex.
3. Details of grants available to businesses.
4. Scam alerts

A full copy of his report is available on the website www.rocklandstmarywithhellington-pc.gov.uk

17.976 Planning matters:-

17.976.1 New applications – No new applications had been received.

NOTED

17.976.2 Decisions – No decisions had been received.

NOTED

17.977 Financial matters:-

17.977.1 9.1 End of Year Accounts – The internal audit had been completed by Adepta. Due to the receipt of CIL money, the Parish Council's income exceeded £25,000 which meant the accounts would have to be externally audited by PFK Littlejohn. The Clerk will place on the June Agenda two agenda items: To approve the 2019-20 Annual Governance Statement and then to approve the 2019-20 Statement of Accounts in the AGAR.

NOTED

17.977.2 Orders for payment – There were six orders for payment: Signs Express £299.83; Clerk's salary and expenses £336.56; Staithe Car Park Rental from 1st October 2019 to 30th September 2020 £1,100; Village Caretaker £166.50; Gold Star Fencing (Councillor Hayward) £72.10 and Adepta £180.00.

On the proposal of Councillor N Green, seconded by Councillor Francis, these payments were approved.

AGREED AND NOTED

17.977.3 Balance at Bank - The current balance of accounts was £40,211.10. less unrepresented cheques totalling £2,512.32, less payments above. This includes the first tranche of the precept amounting to £5,250.00 together with CIL money.

NOTED

17.977.4 Insurance renewal – The Clerk had sent to Councillors three quotes from Came and Company, Zurich and BHIB Council Insurance. Councillors N Green and E Green had looked through the various documents in detail and raised some queries. ***Councillor E Green agreed to contact BHIB seeking clarification on the Parish assets and costings. He would report back to the Clerk as soon as possible as the insurance renewal date was the 1st June 2020. Agreement would be approved by Councillors via email.***

AGREED AND NOTED

17.978 Re-positioning of dog bin – A resident had contacted the Clerk regarding the re-siting of the dog bin outside his property on The Street. Correspondence regarding this had been forwarded to Councillors. Councillors agreed the dog bin could be moved and as the

bin is frequently used it was agreed that it should be located near to its current position but moved slightly to the shrub area. ***The Clerk will ask the Village Caretaker to undertake this work.***

AGREED AND NOTED

17.979 Siting of SAM2 monitor pole on The Street – The resident who had contacted the parish council over the siting of the SAM2 monitor pole had logged into the meeting. Two issues were raised by him:

1) The SAM2 monitor was causing an obstruction. The Chair quoted from the literature from Norfolk County Council where it stated: *“We will not place the sign where it will cause an obstruction or be an inappropriate distraction. The specific sites will be agreed between the community and an officer of Norfolk County Council Road Safety Team.”*

She added that the Parish Council cannot place a pole and monitor wherever it wishes and specific sites have to be assessed and approved by an Officer representing Norfolk County Council. Councillor Hayward had met on site with the representative of Westotec when the various positions were assessed.

The parishioner was adamant that it was causing an obstruction and impaired his vision as he drove out of the accessway. Councillors had visited the site individually and did not see that there was a problem.

2) Ownership of land fronting his property. The resident informed the meeting that Mr. Stuart French of Norfolk County Council had informed him that he did not require planning permission to establish a new driveway as there was already a dropped kerb. Discussion took place as to whether Mr French had assumed that the land belonged to the resident. Councillor N Green had undertaken a search of the parcel of land which revealed it was not registered to anyone including the resident. The Parish Council had maintained this parcel of land over a long period of time.

It was evident from the issues raised that the matter could not be resolved at this meeting. It was therefore agreed that the resident would provide the Clerk with as much information and documentation between himself and the Highways Department as he possibly could regarding the creation of his proposed driveway. The Clerk would contact Mr. French to establish Norfolk County Council's views.

AGREED AND NOTED

17.980 Data Protection Policy and Terms of Reference:-

The Clerk had provided Councillors with a copy of the Data Protection Policy and the Terms of Reference. Debate took place on whether a Data Protection Committee was needed as one had not met since the introduction of the General Data Protection Regulation.

Councillor E Green suggested that, with the impending change of a Clerk, it was important there should be a committee to assist a newly appointed Clerk who may not be familiar with all the regulations. He pointed out that there had been a fundamental change in complying with the Regulation with the introduction of gov.uk emails for all Councillors and Clerk. It was agreed the Chair and Councillors Hayward and E Green would be members of the committee.

AGREED AND NOTED

17.981 Rockland Broad Lease:-

Councillor Bevington had produced for Councillors a background paper on Rockland Broad and how a lease of the Broad came into existence. As Councillors had only just received this document it was agreed to place this matter on the June Agenda. ***In the meantime, the Clerk will contact companies who have expertise in valuing the lease of shooting rights to ascertain their likely costs.***

AGREED AND NOTED

17.982. Correspondence : -

17.980.1 Feedback from previous correspondence –

There was no feedback from previous correspondence.

17.982.2 Correspondence circulated prior to the meeting –

Document	Circulated via email
Emails re. flyer for residents on Coronavirus	Various dates
Email from resident re. coronavirus and Clerk's response	14.03.2020
Email from "Liquid Eleven"	20.03.2020
Email re PP award	22.03.2020
Broads Briefing	22.03.2020
Norwich Western Link Local Access Consultation	22.3.2020
Newsletter from South Norfolk Engagement Officer	22.3.2020
Coronavirus (Covid-19) Town/Parish Council briefing	25.3.2020
The Covid-19 Community Response Fund	25.3.2020
Email re arrangements for response to Covid-19 across the towns and parishes of Broadland	27.3.2020

NHS : Coronavirus Message from the Clinical Commissioning Group	30.03.2020
Covid 19 and General Data Protection	03.04.2020
Broads Briefing	03.04.2020
Email from Gary Overland Highways Engineer NCC	03.04.2020
Black Horse Dyke Risk Assessment	05.04.2020
Parish Council Risk Assessment	05.04.2020

17.983 Reports from Councillors on their areas of responsibility: -

17.983.1 Black Horse Dyke Car Park - Councillor Hayward said the additional fencing had been delivered and he and the Village Caretaker would be installing this in the near future.

17.983.2 Footpath report - Councillor Bevington reported on the protruding low branches of trees on New Inn Hill forcing pedestrians to walk on the road. She will make enquiries as to ownership of the field where the trees grow and report back to the Clerk.

The Clerk said that she had been informed that a tree had been blown down on the Reserve which had been removed. Branches obstructing the path at Star Lane had been disposed of.

NOTED

17.983.3 Green Lane Playing Field – Councillor N Green said no further progress had been made owing to the lockdown but she would be approaching EPS shortly to see whether their suppliers were now operating again.

There being no further business the Chair declared the meeting closed.

The meeting closed at 9.45 p.m.

Next planned meeting – Wednesday 10th June 2020

Monica Armstrong
Parish Clerk

Signed as a correct record on the

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