

**Rockland St Mary with Hellington Parish Council**

**Minutes of Parish Council Meeting held on Wednesday 4<sup>th</sup> January 2023 at 7.30pm in The Parish Room, Rockland St Mary**

**(Subject to amendment until signed by the Chair at the next meeting)**

<b>Parish Councillors present</b>	Joanne Norris, Jack Trutch, Janet Rogers, Nikki Stone, John Sayles, Paul Francis
<b>County Councillor</b>	None
<b>District Councillor</b>	Vic Thomson – apologies sent for absence
<b>Also in attendance</b>	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
<b>Members of the public (MOP)</b>	Two

**1. To receive and approve apologies for absence.**

None.

**2. To approve minutes of Parish meeting of 4th January 2023.**

Approved.

**3. To consider the co-option of a new councillor to fill a vacancy.**

Juliette Harking was co-opted unanimously as a Councillor.

**4. Reports from:**

**4.1 District Councillor, Cllr Vic Thomson.**

None.

**4.2 County Councillor, Cllr Kay Mason-Billig.**

None.

**4.3 Parish Clerk.**

The clerk provided an overview of their report covering:

- Email management.
- McAfee uninstalled on Clerk laptop.
- Reported Marsh Gate rotting post and finger post on School Lane to Highways.
- Confirmed letters relating to Low Common flooding. Clerk to contact landowner to offer a meeting with Cllr P Francis and Clerk.
- Chased Cllrs for pictures and bio for the website.
- Update on website review.
- Update on insurance query for cover for defibrillator.
- Microsoft 365 subscription – confirmed that the Parish Council has one and one annual fee to be paid. Researched into upgrading to the business subscription to allow all Cllrs and Clerk access to one drive with all Parish Council documents. Annual cost is a £15 increase on the current subscription. Clerk to look into whether we can upgrade mid-way through the subscription.
- Local Plan and Go for it Grant leaflets given to Cllr N Stone and Cllr P Francis to put up in Rockland St Mary and Hellington.
- Contacted Margaret Mack Room and the Parish Rooms informing them of the village hall grant available from SNDC.
- Spoke with HMRC regarding possibly using the BASIC PAYE tool app to use for the Parish Council's payroll. The decision was taken to continue with Adepta to produce payroll.
- The Parish Council agreed for the Clerk to attend Managing the Year-end Finances for New Clerks/RFOs. Clerk to book.

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

No updates for Rockland St Mary Primary School.

Steven Gildersleeve (SG) tidied up some rubbish on Green Lane Playing Field.

Cllr P Francis asked if any of these issues were raised with the Community Police Officer, SG confirmed they had not.

**4.5 Cllr J Trutch – Footpaths**

**4.5.1 Overgrown branches and hedges issue.**

Cllrs approved the letter subject to the update wording being removed. Cllr N Stone suggested as the property is rented a letter should also be sent to the landlord. Clerk to compose a letter for approval by Cllrs.

**4.6 Cllr J Norris – Environment and wildlife matters.**

Cllr J Norris informed there was flooding near the fields by the A146 and Hellington Corner and the matter has now been resolved.

**4.6.1 Wherryman's Way meetings.**

Clerk to let Cllrs know when a meeting is coming up and one Cllr will attend.

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

SG confirmed all defibrillators are ok.

Cllr J Norris asked if the items resulting from the Risk Assessment on Staithe Car Park had been passed to the Caretaker. Clerk that they had and SG provided an update on the works.

SG confirmed 3 tonne of MOT type 1 gravel would be needed for Staithe Car Park. The total cost of £186.00 and this was approved by the Parish Council. SG suggested that Staithe Car Park to be closed for 2 days whilst the laying of gravel is completed. Cllr P Francis offered his assistance. Cllr N Stone will provide signs when dates are confirmed. Blackhorse Dyke Car Park gravel to be put on hold until the Parish Council know the outcome of the pond clearing.

**4.7.1 Blackhorse Dyke Pond Clearing.**

Cllr P Francis has a contact with Norfolk Reserves and has a site meeting with them next week to discuss what is required.

Cllr P Francis asked Clerk if records go back 10/12 years as there was a plan to rejuvenate the pond. Clerk to investigate the plan and update the Parish Council.

**4.7.2 Blackhorse Dyke Car Park parking concern letter.**

Clerk confirming the legality of parking overnight and rewording the last sentence. Clerk to send the revised letter to Cllrs for approval.

**5. 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.

**6. To review and confirm Parish Council meeting dates for 2023.**

Cllr N Stone moved to change the Parish Meetings being held on the first Wednesday of every month bar August when the Parish Council do not meet. Proposed Cllr N Stone and Seconded Cllr J Norris.

**7. To discuss Wayside Giveaways.**

**7.1 To discuss no fly-tipping/littering signs within the village.**

Cllrs took the decision no signs were needed.

**8. Updates:**

**8.1 Residual Grant money for projects.**

**8.1.1 To provide an update on First Aid courses.**

No update.

**8.1.2 To approve the grant application for the Warm Room.**

Cllrs approved a payment of £500.

**9. Policies for review:**

**9.1 Grant Awarding Policy.**

Clerk to see if a more up to date version is available.

**9.2 Community Grant Application.**

Comments for an amount and use of funds to be added. Clerk to amend.

**9.3 Financial Regulations.**

Clerk to see if a more up to date version is available.

**10. Planning:**

**10.1 To receive any new planning applications and make comment.**

**10.1.1 2023/0019 – Change of use from outbuilding to annexe.**

None.

**10.1.2 2023/0046 - Single storey front en-suite and rear kitchen extensions to main bungalow. Single storey side extension & canopy to the double garage.**

None.

**10.2 To receive the results and updates on any outstanding applications.**

None.

**11. Finance:**

**11.1 To note the bank balance.**

RSM General - £13,352.80

RSM CIL - £3,457.22

Hellington CIL - £0.00

**11.2 To note any receipts.**

DATE	INCOME	TOTAL
10/01/23	NCC Recycling Credit	£52.77
25/01/23	Salvation Army – Dec 22	£28.20

**11.3 To note any grants.**

None.

**11.4 To approve any payments of invoices and other expenses received since last meeting.**

For Approval:	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT
M Rogers	01/02/23	Gravel for Car parks	CHQ	£186.00	NIL

S Gildersleeve	01/02/23	January Invoice	BACS	£330.75	NIL
C Rust	01/02/23	Clerk January expenses	BACS	£5.16	NIL
Norfolk ALC	01/02/23	J Rogers Cllr Training	BACS	£72.00	£12.00
<b>To note payments made outside meetings:</b>					
C Rust	30/01/23	Salary and WFH allowance	SO	£395.88	

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

VCHAPS – Cllr J Trutch declared a conflict of interest on this item. Clerk to obtain a copy of the report sent to the SNC Planning portal previously and to recirculate to all Cllrs.

**13. Parishioners final word.**

Cllr P Francis noted that the hedge planted by Blackhorse Dyke Pond has not been trimmed. Steven Gildersleeve to look at whether this is something he can do or whether the Parish Council needs to outsource.

**14. To confirm next meeting on Wednesday 1st March 2023 at 7.30pm at The Parish Room, Rockland St Mary.**

Confirmed.

The meeting closed at 20:51pm.