

Rockland St Mary with Hellington Parish Council

**Minutes of Parish Council Meeting held on Wednesday 6th December 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	Chair Janet Rogers, , Vice-Chair Joanne Norris, Juliette Harkin, Anthony Wright, Jayme Forbes, John Sayles, Paul Francis
County Councillor	None
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
Members of the public (MOP)	One

23.97 Welcome from the Chair.

Cllr J Rogers welcomed all to the meeting.

23.98 To receive and approve apologies for absence.

None.

23.99 To receive any declarations of interest from Members & consider requests for dispensation.

None.

23.100 To approve minutes of Parish meeting of 1st November 2023.

Cllr J Norris proposed for Cllr J Rogers to sign the minutes, seconded by Cllr P Francis.

23.101 Matters arising from November's meeting.

- The Clerk will bring laminated Councillor information pages for the Parish Room and the Parish Council noticeboards in January.
- Cllr J Norris proposed to approve the purchase of a new SAM2 post for Lower Road, cost £195 for the post and £52 for the brackets, seconded by Cllr J Sayles.

23.102 Reports from:

23.102.01 District Councillor, Cllr Vic Thomson – Left the meeting at 20:01pm.

Cllr V Thomson provided an overview of his report, which can be viewed in full on the Parish Council website:

- Gritters have been out.
- Parishioners can use <https://one.network/> which gives up to date information regarding road closures and detours in the area.

23.102.02 Clerk Report.

The Clerk provided an overview of her report:

- Pothole on the street – works scheduled have been delayed.
- Cllr register of interest forms are on the website and transfer to Norfolk ALC has begun.
- Ordered sign for Staithe Car Park – when collected will pass it on to the Caretaker.
- Submitted paper recycling claim.
- Requested extension for planning application 2023/3616 as only received yesterday.
- Clean up and bloom grant. Cllr J Harkin proposed to submit the application, seconded by Cllr P Francis.
- Pride in Place grant. The Clerk is to forward information to the Parish Room. The Clerk is to investigate applying for a feasibility study for the Blackhorse Dyke Pond clearance and Cllr A Wright is provide details for funding for the Community Orchard.
- Warm Spaces grant – The Clerk forward on details to Rev Canon Nick Garrard.

- Forwarded all relevant correspondence.

23.102.03 Cllr P Francis – Footpaths.

None.

23.102.04 Cllr J Harkin – Environmental and Wildlife matters.

Cllr J Harkin and Cllr A Wright have been working on several funding applications for the Community Orchard. Neighbouring parish councils Rockland St Mary, Claxton and Surlingham are working together and supporting ideas for the Biodiversity Policy.

23.102.04.01 To approve creating a Community Orchard Working Group.

The Community Orchard Working Group will act as a stand-alone group, not linked to the Parish Council although Cllrs are members.

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

None.

23.102.05.01 Blackhorse Dyke Pond Clearance.

The Caretaker has put the new grit bin in and now needs filling up, as does the bin at the top of Run Lane. The Clerk is to confirm the locations of the grit bins, which are there for public use around the village on Facebook and the website. The locations are:

- Broadfields Way
- Bee Orchid Way (2 bins)
- School Lane
- Blackhorse Dyke Car Park
- Run Lane
- Hellington Hill

23.102.06 Cllr J Rogers – Bird Hide Working Group.

The bird hide working group had a very positive meeting with representatives of the RSPB and Broads Authority on 17 November 2023. It was agreed to explore the possibility of the Parish Council leasing RSPB land on the corner of the Short Dike for a new hide overlooking the broad. The hide would be a community asset. A draft lease, pre planning application to the Broads Authority, grant applications, quotations, suppliers, contact with the Environment Agency and removal of the old hide were discussed and are progressing.

23.102.07 Cllr J Forbes – SAM2.

Cllr J Forbes has been working on presenting the data ready to go on the Parish Council website. He will send data over for Cllrs to review before the Clerk posts the information to the website. The Clerk is to contact Claxton Parish Council to discuss the possibility of coordinating moving the SAM2.

23.103 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.

A parishioner said that speeding was an ongoing issue with Rockland St Mary and suggested the use of chicanes. The village caretaker met with the Highways Maintenance Engineer, County and Parish councillors to consider if more can be done to reduce speeding in the village. The village already has a SAMs machine and 'Wig Wag' signs. The only improvement possible is 'SLOW' on the road by each 'Wig wag' sign and the school could consider a school crossing patrol.

23.104 Review Play Area Inspection.

Following a review of the inspection, the caretaker will remove the Covid-19 sign. He will reseed the mentioned areas in the new year and clean the algae off the equipment.

23.105 Community engagement with the Parish Council.

The Parish Council would like to increase the engagement of the community, the following suggestions were made:

- Suggestion box
- Use of the 'A' board to inform parishioners of the Parish Council meeting.

Cllr J Forbes and Cllr J Sayles to discuss setting up a 'surgery' for parishioners to raise their concerns

23.106 To receive an update on the Reuse/Recycle event.

Thank you to Cllr J Harkin for organising this event, which was successful.

23.107 Planning:

23.107.01 2023/1467 - Tree on New Inn Hill replacement – Cllr J Forbes to lead.

The Clerk is to contact SNDC to seek clarification on the replanting timeframe.

23.107.02 2023/3095 - Variation of condition 2 of 2023/0587 - adjust the configuration of the bays on the extension elevations – SNDC APPROVED WITH CONDITIONS.

Noted.

23.108 Policies:

23.108.01 To approve the following policies:

23.108.01.01 Biodiversity Policy.

Cllr J Harkin is to utilise the existing Wildlife Policy to include within the policy and confirm actionable points.

23.108.01.02 Standing Orders.

Cllr J Norris proposed, subject to the amendments discussed, to approve the Standing Order policy, seconded by Cllr J Harkin.

23.109 Finance:

23.109.01 To approve Budget 2024/2025.

Cllr J Norris proposed to approve the budget for 2024/25, seconded by Cllr J Sayles.

23.109.02 To approve Precept for 2024/2025.

Cllr J Harkin proposed to approve the precept of £16,000 for 2024/25, seconded by Cllr J Sayles.

23.109.03 To receive a Statement of Account as of 6th December 2023.

Bank Balance - £18,340.51

Bird Hide - £3,457.22

Cllr J Rogers proposed to move £10,000 from the bank account to the reserves account, seconded by Cllr J Norris.

23.109.04 To note any receipts and approve payments as per the December Payment Schedule.

Cllr J Norris proposed to sign the payment schedule, seconded by Cllr P Francis.

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

Biodiversity.

Pride in Place application.

23.111 Parishioners final word.

The caretaker asked the Clerk to amend the contact email address for the defibrillators.

Cllr J Roger confirmed she had raised the dislodged finger post at no 23 with NCC.

The Clerk is to raise the rotten posts at Star Lane and Marsh Gate with NCC.

A parishioner supported the Parish Council in improving community engagement.

23.112 To confirm next meeting on Wednesday 3rd January 2024 at 7.30pm at The Parish Room, Rockland St Mary.

Confirmed.

The public part of the meeting closed at 21:30pm

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

23.113.01 To discuss a confidential item: Contractors agreement.

Minor amendments are being made to the agreement and will be finalised in time for the next meeting

23.113.02 To approve the Clerks Appraisal and Salary review.

Cllrs approved the Clerks appraisal and increase in salary.

The meeting closed at 22:00pm

DRAFT