



# Rockland St Mary with Hellington Parish Council

Meeting of Rockland St Mary with Hellington Parish  
Council held on Wednesday 13<sup>th</sup> March 2019

## **Public Participation Session:-**

A parishioner enquired about the proposed building by Saffon House. (for reference **2017/0147 Saffron Housing Trust** Land adjoining 157 The Street Rockland St Mary Norfolk. Proposal: Erection of 1 No. 1 bedroom bungalow

**2017/0148 Saffron Housing Trust. Land to The Rear Of 147-157 The Street Rockland St Mary Norfolk.** Proposal: Erection of 2 No. 1 bedroom bungalows). The Clerk gave the resident the necessary information about the number of houses planned.

**NOTED**

**County Councillor's Report:-** County Councillor Barry Stone had tendered his apologies but had not provided a report.

**District Councillor's Report:-** District Councillor Thomson arrived during the course of the meeting.

## **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 five members of the public present

**17.779. Apologies for absence: -**  
**AGREED AND NOTED**

**17.780 Declarations of interest:-** There were no declarations of interest.  
**NOTED**

## **17.781 Minutes:-**

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

**AGREED AND NOTED.**

## **17.782 Matters arising:-**

**17.782.1 Path at Wherryman's Way –** The Clerk had received an email from County Councillor Barry Stone earlier in the day regarding Wherryman's Way which she had circulated to Councillors. As before, this did not relate to the issue in any way. ***The Chair had drafted a response for the Clerk to send to the Norfolk Trails Officer which the Clerk will act upon.*** Councillor Wretham suggested that if no reply was received a telephone call should be made to Andrew Hutchenson. ***The Clerk said she would make a diary note and take this course of action if no response was received.***

**AGREED AND NOTED**

**17.782.2 Notice Board at The Staithe –** The Chair of the Poor's Trust, Mr. Seb Shelton, had made enquiries from a printer regarding the costing of redoing the notice board with new photographs and wording. This had been estimated at £200.00 with a resin lacquered overlay. Mr. Shelton will explore other avenues to obtain an estimate for acrylic heated coating which would have a much longer life span. It was envisaged the Poor's Trust would contribute 50% to the cost with the remaining 50% being paid by the Parish Council. The Parish Council had already agreed this (**17.769.2 February meeting**). Councillor Bevington will report back to Councillors at the meeting in April.

**17.782.3 Replacement bench on Surlingham Lane –** This was now in situ. However, Councillor Hayward had reported to the Clerk damage to the concrete surface to the top side

structure. The Clerk had reported this to the manufacturers and she had been informed that the matter would be rectified by the company by the 31<sup>st</sup> March 2019.

**NOTED**

**17.782.4 Star Lane** - No further progress had been made concerning this matter.

**NOTED.**

**17.782.5 School Travel Plan** - The Clerk had received an email from the Executive Head at Rockland Primary School to inform her that the Local Governing Board had discussed the correspondence received from the Parish Council relating to traffic issues. The Governors had agreed that they would continue to remind parents about safe use of the Black Horse Dyke Car Park and about safe walking and crossing points via their monthly newsletters. The School does not have a school travel plan and there is no longer a requirement for schools to do so. However, the school will continue to provide all children with annual road safety sessions and bike-ability training for the oldest children. ***It was agreed the Clerk would forward a copy of this email to the parishioner who had raised this matter.***

**AGREED AND NOTED**

**17.782.6 Traffic related issues –**

Councillor Hayward gave a report to Councillors on the meeting he had attended with Gary Overland, Highways Engineer, from Norfolk County Council together with Councillors Green and Wretham. The following issues were raised:-

1. **Speeding of Traffic.** Graph evidence from the SAM2 was presented to Gary Overland illustrating the excessive speeds of cars driving through the village. However, Mr. Overland said this was a Police matter and suggested their response would be incident related.
2. **Parking on pavements.** Mr. Overland's response was this was a Police matter and not Highways.
3. **The request for concealed entrance warning signs both leaving and coming into the village from Claxton towards New Inn Hill.** Mr. Overland said these were not necessary in a 30mph zone.
4. **30 mph Repeater signs.** Mr. Overland would carry out location assessments and report back to Councillors.
5. **Faded signs / School Sign –** Mr. Overland would check these and report back.
6. **"Slow signs."** Mr. Overland said these would need to be incident related and also a that painting "slow" on roads was not considered an option due to cost of on-going maintenance costs (wear-related).
7. **Duck sign removal.** Mr. Overland felt the sign was not doing any harm and there were more benefits in keeping it than removing it. After some discussion on balance it was felt the sign should be retained.
8. **Gateways:** potential locations need to be assessed to see what is possible. Match funding could possibly be available through the Parish Partnership Scheme. Mr. Overland will respond after checking siting possibilities at either end of the village.
9. **Calming measures.** Mr. Overland said no funding was available for such procedures and it had been a long time since such measures had been installed.
10. **Renewal of Rockland village sign from Hellington.** Mr. Overland will check this.
11. **30 mph speed limit to The Oaks.** Councillors also asked Mr. Overland if consideration could be given to extending the 30 mph speed limit to The Oaks bearing in mind there was no footpath and the number of children from The Oaks who attended the village school. Again, he reiterated this was unlikely due to lack of funding but nevertheless would he look into the matter.

The Clerk had also received an email from Mr. Overland which she had circulated to Councillors. He had indicated he would give a detailed response to the points raised at the meeting he had had with Councillors Green, Hayward and Wretham as soon as possible. In the meantime, he confirmed over 300m<sup>2</sup> of footway patching between the main car park for the Staithe, heading back towards the village and a further 16m<sup>2</sup> at the entrance to the Black Dyke car park would be undertaken from the Highways 19/20 patching budget. This would be completed in May/June 2019.

**17.782.7 Gritting of Surlingham Lane** – Councillors Hayward, Green and Wretham had raised this matter with the Norfolk County Council Highways Engineer who had said that it was very unlikely this stretch of the road could be incorporated into the gritting programme as the County Council were considering reducing gritting as part of their need to reduce costs but he would investigate further. There is no legal requirement for gritting to take place on bus routes.

The Chair at this stage of the meeting welcomed District Councillor Vic Thomson to the meeting. Mr. Thomson said there was little to report from the last meeting but covered the following matters.

- 1) The process of appointing senior officers for South Norfolk and Breckland Councils was now taking place. At the staff awards held at the Forum, the Regulation and Planning Policy Committee had received an award.
- 2) As previously explained work was nearly completed on the Wherryman's Way section of the footpath from Trowse to the Ferry Inn. However, two issues were outstanding whereby it may be the whole of the work could not be completed. This would release funding for work to renovate the path from The Staithe to Rockland Bird Hide including reinstating the wheelchair passes.

Following the Rockland Broad Management Committee meeting the Chair raised with District Councillor Thomson two issues:-

1. The sunken boat at the Staithe. She asked if he could intervene with regard to the issue which had been outstanding for some time. The boat was taking up precious mooring space particularly with the high season soon commencing. The Chair gave the background to this matter. She asked for action to be taken by May. District Councillor Thomson said he would see what could be achieved.
2. Instruction for novice boat users. District Councillor Thomson had taken this matter back to the Broads Authority. There was no statutory requirement for boat owners to give hirers tuition. There were also insurance implications for hirers and boat owners if boat owners gave instructions but did not cover all aspects. The way forward would be to introduce a best practice guide.

The Chair then resumed the formal part of the meeting.

**17.782.8 Asset coding** – Councillor Green had investigated various labels that would be suitable for all different types of adhesives. He had printed off labels which would be fixed to parish equipment etc. with clear water proof tape.

**NOTED.**

**17.782.9 Newsletter** – The Chair had arranged for the printing of the newsletter and the Clerk had forwarded to Councillors a distribution list. It was agreed that the newsletter should be delivered to all residents by the end of Tuesday the 19<sup>th</sup> March 2019 to avoid the period of election purdah.

**AGREED AND NOTED**

**17.782.10 Questionnaire in respect of Community Emergency Plan** – The Chair had made the necessary amendments agreed at the previous meeting and the questionnaire would be distributed with the newsletter.

**AGREED AND NOTED**

**17.783 Engagement of Village Caretaker for grass cutting season 2019** – It had been agreed by Councillors that the grass cutting should be undertaken by the Village Caretaker, Steve Gildersleeve, for the season 2019. The Clerk had written to the Parochial Church Council on the 27<sup>th</sup> February 2019 (a copy of which had been sent to all Councillors) informing them of the terms on which the churchyard grassing cutting would take place. Furthermore, in view of the exceptional warm weather, grass cutting had commenced earlier than in other years.

**AGREED AND NOTED**

In addition, the Clerk reported that she and the Village Caretaker had met with Brian Millard from CGM Landscapes – the contractors employed last season. The issue of the hedge at BHDCP will be addressed in the very near future. They had also visited the churchyard and viewed some of the damage that had been caused by the spraying of weed killer. The Clerk had emailed CGM asking if they would consider writing off the account as this issue had been outstanding for several months and had not rectified to the satisfaction of the Parish Council.

**NOTED**

**17.784 Planning matters:-**

**17.784.1 Current applications:-**

There were no current applications.

**NOTED**

**17.784.2 Decisions:-**

**2019/0057** Harwen House 22 Surlingham Lane Rockland St Mary NR14 7HH Proposal: Demolition of existing conservatory and out-building. Erection of side & rear single storey extension and new garage/cart store. Approved with conditions.

**2018/2777** 2 The Oaks Rockland St Mary NR14 7HD

Proposal: Erection of single storey front extension and first floor side extension

Approved with conditions.

**2018/2543** The Old Hall 132 The Street Rockland St Mary NR14 7HL

Discharge of conditions 7, 10 & 12 of planning permission 2015/0111/F - (7) - foul water and sewage disposal, (10) - detailed scheme for car-park, (12) - water consumption rate.

**17.784.3 Bee Orchid Way – construction parking:**

A number of construction workers involved in the Bee Orchid Way development were parking on The Street (at Cooke's Terrace) causing difficulties for those residents living nearby. Photographs had been taken of some of those vehicles parking on the grass verge.

**It was agreed that the Clerk should write to John Youngs asking workmen to park at the Staithe Car Park until such time as the roads had been completed on the Bee Orchid Way development enabling them to park on site. The Clerk would also remind them of their duty of care.**

**AGREED AND NOTED**

Councillor Green also commented on the speed of some of the lorries that were travelling to the site and also "churning" up some of the verges.

**NOTED**

**17.785 Financial matters:-**

**17.785.1 Payments** - There were five orders for payment: Village Caretaker £121.50; Clerk's salary and expenses £337.11; Councillor Hayward reflector posts £5.97; Councillor Bevington printing of newsletter £28.80. The Council had previously authorised the sum of £112.00 to Carry All for gravel for Black Horse Dyke Car Park. On the proposal of Councillor Howlett seconded by Councillor Hayward these payments were approved.

**AGREED AND NOTED**

**17.785.2 Current balance of accounts** – Balance at bank £12,047.27 includes £8,115.96 CIL money – less payments above.

**NOTED**

**17.786.3 Change of signatory** – As Councillor Howlett would not be seeking re-election it was agreed that Councillor Hayward should become a signatory.

**AGREED**

**17.786 Information Policy Commitment Statement:-**

This document had previously been circulated by the Clerk to all Councillors. Councillor Wretham had suggested amendments to the Statement which the Clerk had incorporated. To sit alongside this document it would be necessary to draft a publication scheme for approval by Councillors. ***It was agreed that the Chair and Clerk would draft such a document and present this to Councillors at the meeting in April 2019.***

**AGREED**

**17.787 Review of General Data Protection Risk Assessment:-**

Councillor Hayward had reviewed the General Data Protection Risk Assessment and updated where necessary.

**NOTED****17.788 Installing honesty box at Staithe Car Park:-**

Discussion took place regarding installing an honesty box at the Staithe to recoup some of the money the Parish Council was paying to the Poor's Trust for the lease. This was agreed in principle and Councillors will investigate appropriate boxes. In addition, the Clerk, out of politeness, will contact the Chair of the Poor's Trust asking for confirmation that the Trust would have no objection to a box being installed.

**AGREED****17.789 Appointment of Poor's Trust Trustee-**

The Clerk had received an email from the Chair of the Poor's Trust confirming Michael Albury having served two four year terms as a Trustee, had decided not to continue from March 2019. Sebastian Shelton has agreed to stand as Trustee for a second term from March 2019 and has agreed to continue as Chair for a further year.

Simon Black who acted as Treasurer for 20 years has retired. Going forward day to day financial transactions will administered by Sebastian Shelton in accordance with motions carried at meetings of the Trustees, or, if urgent, by agreement of a majority of trustees via email and / or text. Anita Manganaro of 106, The Street, Rockland St Mary had agreed to stand as Trustee subject to the approval of the Parish Council. ***On the proposal of Councillor Paterson seconded by Councillor Green ratification of Anita Manganaro as trustee was agreed. The Clerk will write to the Chair of the Poor's Trust confirming this appointment.***

**AGREED****17.789 Consider correspondence****17.789.1 Feedback on previous correspondence:-**

**No Feedback had been received on previous correspondence.**

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

Document	Circulated via email
Glover Review	24.2.2019
Email Broads Parish Forum 20.3.2019	24.2.2019
Grass cutting season	27.2.2019
Email Developing & Using Your Plan	03.03.2019
South Norfolk Help Hub Bulletin #40	03.03.2019
Norfolk ALC Bulletin	03.03.2019
Purchase of Condolence Books - RESPONSE REQUIRED FROM EACH COUNCILLOR – response received from DH,KB,JW,EG,MH,JP	06.03.2019
Fwd: Broads Engage News - RESPONSE REQUIRED FROM EACH COUNCILLOR - response received from DH,KB,JW,EG,MH,JP	06.03.2019
Norwich Western Link - consultation analysis update - FOR INFORMATION ONLY NO RESPONSE NECESSAR	06.03.2019
Email from parishioner regarding path	06.03.2019
Newsletter from SAPIENTIA EDUCATION TRUST	09.03.2019

***Councillor agreed that the Clerk should write a letter to the landlord in relation to the flats opposite The Post Office asking if the issue of the uneven path leading to the flats could be addressed as this was causing problems to the residents who lived there.***

**AGREED**

**17.790 Reports from Councillors on their areas of responsibility: -**

**17.790.1 Black Horse Dyke** – Councillor Hayward asked if consideration could be given to purchasing some edging boards to complete the work.

**NOTED**

**17.790.2 Footpath report** – Councillor Bevington said she had noticed an increase in dog fouling at Hellington Reserve and suggested a suitably worded notice should be displayed reminding dog owners to clean up and take their dog mess away. **Councillor Paterson will take this suggestion to the committee of Hellington and Rockland Reserve.**

**NOTED**

**17.790.3 Green Lane Playing Field** – Councillor Wretham had nothing to report.

**17.790.4 Community Speedwatch** – Councillor Green stated that from the recent SAM2 data 4,555 vehicles had been recorded as going through the village with 1950 cars recorded at speeds between 30 m.p.h and 55 m.p.h. From the returns from the data undertaken with speedwatch 80% of the vehicles recorded exceeding the limit were registered from outside the village. Councillor Green said there were a core of six volunteers for speedwatch and more volunteers were urgently required.

**17.790.5 Rockland Broad Management Committee** – The Chair said it was quite unusual for a Parish to own a broad as was the case with Rockland. The recent meeting covered the following matters:-

1. The rust virus trails with a view to eliminating Himalayan Balsam. The Clerk had contacted the John Innes Centre enquiring as to any trials they were aware of and was awaiting a response.
2. The sunken boat -as discussed with District Councillor Thomson.
- 3 The bird hide – Tim Strudwick of the RSPB had informed the meeting of the remedial work to be undertaken at the bird hide to extend its life for a few years giving an opportunity for interested parties to explore different avenues of funding for a new one.
- 4.The Rockland Wildfowlers Association would be undertaking their annual clean up day on the 24<sup>th</sup> March 2019. In addition the RWA had confirmed the permanent electric fencing should be completed very soon.

**17.790.6 Defibrillators** – Councillor Hayward said that these now needed to be PAT tested. **The Clerk will investigate.** In addition, Councillor Hayward the expiry date of the pads should be diarised.

**NOTED**

**Any other business:-**

The Village Caretaker asked if he could purchase two bags of pea shingle to go round the Rockland sign. This was agreed by Councillors.

**AGREED**

The A frames had been damaged beyond repair during the very high winds recently. Various ideas were put forward as to their replacement and the Village Caretaker will investigate.

**AGREED**

The Clerk reminded Councillors to hand their memory sticks to her at the next meeting.

The Chair wished to take this opportunity to thank Councillors for their hard work and contributions to the Parish during the last four years.

*The meeting closed at 9.10 p.m.*

**Next meetings. Annual Parish Meeting Wednesday 3<sup>rd</sup> April 2019**

**Parish Council Meeting 10<sup>th</sup> April 2019**

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

Monica Armstrong  
Parish Clerk

Signed as a correct record on 10<sup>th</sup> April 2019.

..... Chair