



Rockland St Mary with Hellington Parish Council

Annual Meeting of Rockland St Mary with Hellington Parish Council held on Monday the 14th May 2018.

Present: Cllrs Kate Bevington, Daphne Howett, Jane Paterson, Stephanie Ross-Wagenknecht,, Mike Hayward and Jim Wretham

In Attendance : - Monica Armstrong (Clerk to the Council) and two parishioners.

17.663. Election of Chair for 2018-19:

Councillor Wretham, seconded by Councillor Ross-Wagenknecht nominated Councillor Bevington. Having indicated her willingness to stand as Chair, Councillor Bevington was unanimously elected.

RESOLVED

17.663.1 Councillor Bevington duly signed the Declaration of Acceptance of Office.

17.664 Apologies for absence:- Apologies for absence were received from County Councillor Barry Stone, District Councillor Vic Thomson

NOTED

17.665 Election of Vice Chair for 2018-19

Councillor Green the current Vice-Chair had been delayed in traffic and so the Chair deferred the election of Vice Chair until the end of the meeting.

The Chair adjourned the meeting at this stage to enable public participation and reports from District and County Councillors to take place.

Public Participation Session

There was no public participation this stage.

District Councillor's Report:-

In his absence, District Councillor Vic Thomson had asked the Clerk to inform the meeting that the Western Link Consultation period was now open.

County Councillor's Report:-

County Councillor Barry Stone had tendered his apologies and had not provided a report.

MINUTES

Present: Cllrs Kate Bevington (Chair), Daphne Howlett, Jane Paterson, Stephanie Ross-Wagenknecht, Mike Hayward and Jim Wretham.

Monica Armstrong attended as Clerk and there were two members of the public present.

17.666 Declarations of interest:- There were no declarations of interest.

NOTED

17.667 Minutes:-

Minutes of the meeting held on the 16th April 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

APPROVED AND NOTED

17.668 Forthcoming Village Fete :-

As a member of the public, Mr. Mason, who wished to discuss the Village Fete was present, it was agreed to bring forward this item on the agenda. Mr Mason said that the Fete would be held on Saturday 28th July 2018 in conjunction with Norfolk Day. Several events and activities are planned, and Mr. Mason welcomed any involvement from Councillors. The committee organising the fete had an outlay of expenses for insurance and toilet facilities. The Clerk informed Mr Mason that the event would not be covered by the Parish Council's insurance policy. The Clerk and Councillor Wretham provided details of two insurance companies that had been recommended which specifically deal with one-off events. The Clerk suggested to Mr Mason that an application for a community grant could be submitted to the Council in time for consideration at the council's June meeting.

NOTED

17.669 Matters arising:-

17.669.1 Welcome Pack – Councillor Ross-Wagenknecht thanked Councillor Wretham for his input in proof reading the welcome pack and making pertinent observations and comments together with those given by Councillor Bevington. It was agreed that no photographs would be included. Councillor Ross-Wagenknecht will submit a final version for approval with a deadline date for comments. Councillor Howlett suggested some hardcopies be made available at the Post Office. ***No response from Councillors about the final version will be taken as assent.***

AGREED AND NOTED.

17.669.2 Training for defibrillators – Councillor Howlett had contacted various organisations to arrange first aid training but without success. Should it be necessary to use a defibrillator, the facility itself talks the user through the process. It was therefore agreed not to pursue further any training. ***It was agreed that everyone should be encouraged to look at the link on the website.***

AGREED AND NOTED.

17.669.3 RSPB Bird Hide – The Chair reported that a productive site meeting had taken place at the Bird Hide with Tim Strudwick, another member of staff from the RSPB, Councillor Wretham, Peter Armitage of the South Yare Wildlife Group and Monica Armstrong, Parish Clerk. The Chair presented evidence to Mr. Strudwick refuting his suggestion that the bird hide was under-used (see previous minutes 17.655.4). Following much discussion, Mr Strudwick agreed it would be good to maintain and work towards replacing the bird hide. To take the matter forward it was agreed that Mr Strudwick would inform the Parish Council of the outcome of a structural engineer's findings – probably around August - and speak to the RSPB funding officer to explore avenues for obtaining grants. In turn, the Parish Council would work as partners with RSPB to explore obtaining further grants. Peter Armitage said the South Yare Wildlife Group would also be interested in working in partnership on this project with the RSPB. Councillor Wretham stated the importance of keeping the matter under review and the Clerk said it would be raised at the Rockland Broad Management Committee meeting on 23rd May and progress monitored.

AGREED AND NOTED

17.669.4 Risk Assessments – Councillor Hayward had undertaken risk assessments at Green Lane Playing Field and the Staithe which he handed to the Clerk. It was agreed that the Clerk would forward the assessments to all Councillors.

17.669.5 Harassment and Bullying Policy – The Clerk had circulated a model harassment and bullying policy. Councillor Ross-Wagenknecht said it was important that the Council had in place the documents referred to in that policy and if they were not then those references should be deleted. The Clerk will draft a policy for approval at the next meeting. A procedure also needed to be in place regarding the steps to be taken in the event of any grievance

either by an employee or a Councillor. It was agreed, following Councillor Howlett's suggestion, that each Councillor have a memory stick to store all policy and other relevant documents.. The Clerk said these sticks could be encrypted which would conform with the General Data Protection Regulation. ***It was agreed the Clerk would investigate obtaining memory sticks and speak to fellow Clerks.***

17.669.6 Purchase of dog bins – The Clerk reported that these had been purchased. ***It was agreed the Village Caretaker would meet with Councillor Hayward to decide on the positioning of the dog bins at Hellington.***

AGREED AND NOTED

17.669.7 The Oaks Bus Shelter - Councillor Ross-Wagenknecht reported that the installation of the bus shelter was far from perfect and expressed her disappointment. It was necessary to stand outside the shelter to see the arrival of any buses and, after heavy rain, water accumulated inside the shelter resulting in people standing in puddles. Councillor Ross-Wagenknecht showed Councillors photographs illustrating the points she raised. ***It was agreed Councillors Green and Hayward together with the Village Caretaker would look at the problem and assess how it could be rectified. It was further agreed that before any work commenced they would liaise with Councillor Ross-Wagenknecht to seek her views*** It was also agreed that she would purchase stickers to place on the panels to prevent further instances of birds flying into the glass.

AGREED AND NOTED

17.669.8 CIL Payment Hellington – A meeting of the Rockland and Hellington Reserve would take place in July at which a decision should be made to bring to the Parish Council on the type of bench the Reserve committee would like to purchase.

NOTED

17.670 Reports from Councillors on their areas of responsibility:-

17.670.1 Margaret Mack Room – Councillor Paterson said that the next Committee meeting would be held on the 7th June 2018.

17.670.2 Footpath – Councilor Bevington said that a willow tree had fallen on the path to the bird hide but had since been removed. This had also been reported to the Clerk.

17.670.3 Black Horse Dyke – Councillor Hayward had nothing to report.

17.670.4 Green Lane Playing Field – Councilor Wretham had received an email late on the afternoon of the 14th giving details and a quote for a range of equipment at Green Lane Playing Field from Eastern Play Services at a cost of just under £21,000. Unfortunately, this had not given Councillors an opportunity to look at the quote. ***It was agreed the Clerk would forward to Councillors the visual plan and quotation to see if this was the range of equipment Councillors thought appropriate.***

Councillors expressed the opinion that two additional quotes should be obtained. ***Councillor Wretham will contact the Parks and Amenities Manager at South Norfolk Council to seek his recommendation on the companies to approach.***

Councillors also discussed the issue of whether, to reduce the cost of expensive repairs, the equipment should be of metal origin. ***Councillor Wretham will also investigate this and obtain quotations.***

The Clerk had circulated to Councillors a copy of the Green Lane Playing Field Health and Safety report. ***It was agreed Councillors Hayward, Wretham and the Village Caretaker would meet in order to assess and remedy the defects as outlined in the report.***

AGREED AND NOTED

17.670.5 Rockland St Mary School – As Councillor Green was not present no report was available.

NOTED

17.671 To appoint representatives to Committees and areas of responsibility

2018/19:-

The following were appointed:-

Rockland Broad Mgt Cttee
Black Horse Dyke Car Park
Green Lane Playing Field
Footpath Warden
Tree Warden
Rockland St Mary School
Health and Safety together with
risk assessments

Councillor Bevington
Councillor Hayward
Councillor Wretham
Councillor Bevington
Mr. Michael Brett
Councillor Green
Councillor Hayward

It was agreed that no useful purpose was served in having Parish Council representation on the Margaret Mack Room Committee and therefore no one was appointed.

APPROVED AND NOTED

17.672 Speedwatch;-

The Clerk reported that two teams took part in the Speedwatch Impact Day earlier this month. The event was organised by the Police to highlight the importance of Speedwatch and the positive impact it can have on the safety of the community. Speedwatch data issued by the Police is available on the Parish Council website.

17.673 Planning matters:-

17.673.1 Current applications:-

Application 2018/0957 Removal/Variation of Condition

Location : The Broad 1 Lower Road Rockland St Mary Norfolk NR14 7HS

Proposal : Variation of Condition 2: approved plans, of BA/2016/0265/FUL - THIS

APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY

Ref: BA/2017/0476/COND

NOTED

Amendment to Planning Application 2017/1646 Variation of condition 2 of planning consent 2017/1646 - (Construction of 21 residential dwellings) - Amended design and access statement changing plot 15 from affordable to open market housing, and plot 12 to shared ownership. The Chair and Councillors had shared their views via email and agreed this response from the Parish Council:

- 1. This is the second reduction in the number of affordable homes since the application was first submitted. (It was originally 6, then changed to 5, and the revised application is now for 4).***
- 2. The developer should have built into the costings sufficient contingency funding to meet unexpected costs.***
- 3. There is clearly no incentive for developers to put aside suitable contingency funding as they always re-coup any additional costs by reducing the number of affordable homes. Social housing is therefore being used as a safety net for profit margins.***
- 4. It is disingenuous for the developer to say that they will meet any shortfall in extra costs; rather, it simply means their profit margin will be slightly smaller.***

It was also agreed Councillor Bevington would prepare a press release for the EDP and local radio station outlining the Parish Council's objections.

AGREED AND NOTED

17.673.2 Decisions: No decisions had been received.

NOTED

17.673.3 Pending Consideration-

Application 2018/0716

Chantry House, Run Lane, Rockland St Mary NR14 7EZ

Proposal: Alter kitchen fireplace from a brick arch and replace with an Oak Bessemer.

NOTED

17.674 Financial matters:-

17.674.1 Payments:- There were seven orders for payment David Bracey £96.00; Clerks salary and expenses £339.36; Glasdon £311.47; Came and Company £865.89; Adepta Limited £168.00; Village Caretaker £126.00. Ace Shelters £3,212.40.

On the proposal of Councillor Wretham seconded by Councillor Hayward these payments were approved.

AGREED AND NOTED

17.674.2 Insurance Renewal:- The Clerk had circulated to all Councillors prior to the meeting the necessary documentation in respect of the insurance renewal for the coming year in order for them to check its accuracy and cover. No comments were received and Councillors authorised the renewal of the policy and the payment of the premium of £865.89 (17.674.1 above)

APPROVED AND NOTED

17.674.3 End of Year Accounts

The Clerk had circulated to Councillors prior to the meeting the following documents:- Bank Reconciliation as at the 31st March 2018, accounts for the year ending 31.3.2018 and the breakdown of accounts. She reported that the End of Year Accounts had been internally audited. The Chair read through the Annual Governance Statement and Accounting Statements for 2018. The Parish Council had been selected at random to be one of the 5% of authorities for an intermediate review. The Clerk will submit the return to PKF Littlejohn and in due course display the "Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability return for the Exercise of Public Rights" between the period 4th June 2018 and the 13th July 2018. On the proposal of Councillor Wretham seconded by Councillor Paterson the accounts were agreed. The Chair signed the relevant sections (including the Accounting and Annual Governance statements) verified by the Clerk as Responsible Financial Officer. The return and relevant paper would be submitted to PKF Littlejohn in accordance with the agreed process, and be made available for public scrutiny..

17.674.4 Current Financial Statement - The Clerk reported that the balance at the bank was £11,463.27. This included the first tranche of the precept amounting to £4,806.50.

17.674.5 Purchase of SAM2 camera – The Clerk had circulated to Councillors the costings for the SAM2 camera. It was agreed to purchase two additional brackets. Total cost of purchase £3,431.00. ***The Clerk will contact Norfolk County Council to ascertain the procedure for ordering the camera and reclaiming the grant made towards the total.***

17.675 General Data Protection Regulation:- The Clerk had completed the Information Audit and sent to the relevant parties the Privacy/Promise Notice. This notice is sent to those individuals in respect of whom the Council holds information without which it could not perform its functions. Consent forms have also been sent. The Clerk said this would be an ongoing process. Following some proposed amendments by Councillor Bevington, the Data Committee Terms of Reference were agreed by Councillors. Appointed to the Committee were Councillors Ross-Wagenknecht and Wretham. The Chair of the Council is automatically appointed to the Committee.

17.676 Correspondence:-

17.676. 1 Feedback from previous correspondence:-

It was agreed that the Clerk would order two dog bins for Low Common Hellington and a replacement one for School Lane. The Clerk had replied to the two parishioners who raised this matter.

Councillors decided that an additional grit bin was not necessary at Rookery Hill as one was close by at Run Lane and Rookery Hill is on the Highways gritting route. The Clerk had informed the parishioner of this outcome.

NOTED

17.676. 2 Correspondence circulated to Councillors electronically prior to the meeting;-

Document	Circulated via email
Two emails from resident regarding bird hide	19.04.2018
Annual report from County Councillor Barry Stone	24.04.2018
Broads Briefing for April	24.04.2018
South Norfolk Public Meeting	25.04.2018
SAM2 camera costings	25.04.2018
Came and Company insurance renewal	27.04.2018
David Bracey Green Lane Playing Field Inspection Report	30.04.2018
Amendment to Planning Application 2017/1646 Variation of condition 2 of planning consent 2017/1646 - (Construction of 21 residential dwellings) - Amended design and access statement changing plot 15 from affordable to open market housing, and plot 12 to shared ownership.	09/05/20
Monthly Newsletter from Norfolk Constabulary	10/05/2018
Emails and correspondence with CGM Landscapes re Ground Maintenance	Ongoing – Councillors informed 10/5/2018
Correspondence with parishioners regarding a property's overhanging hedge onto the Bramerton Road at The Oaks	12.5.2018
Hard copy of Council and Clerks Direct available at the meeting	

Regarding the ground maintenance contract, Councillors agreed that the Clerk should draft a letter to be sent to CGM Landscapes giving formal notice of Councillors' dissatisfaction with their work and lack of professionalism. If this situation does not improve sufficiently, Councillors may seek termination of the contract through due process under Section 14.

AGREED AND NOTED

Councillor Ross-Wagenknecht will investigate the overgrown hedge and try to resolve the problem.

AGREED AND NOTED

17.677 Schedule of meetings 2018.19:-

Councillor Bevington explained she had difficulties with Monday meetings and asked if Councillors would be happy to change the meetings to the second Wednesday in the month. The Parish Room was available on this evening. The Councillors gave their approval to this and the Clerk will send a revised schedule of dates to Councillors.

AGREED AND NOTED

17.678 Election of Vice-Chair 2018-19 –

The current Vice-Chair Councillor Green had been unavoidably delayed and not attended the meeting. On the proposition of Councillor Wretham seconded by Councillor Howlett and, having indicated his willingness to stand, Councillor Hayward was appointed Vice-Chair.

AGREED AND NOTED

Public Participation

There was no public participation.

The meeting closed at 9.50 pm.

Dates of next meeting: - Wednesday June 13th 2018

Monica Armstrong

Parish Clerk

Signed as a correct record on the 13th June 2018

..... Chair