



Rockland St Mary with Hellington Parish Council

Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 13th June 2018

Public Participation Session:-

No public participation took place at this stage.

County Councillor's Report:-

No report had been received from County Councillor Barry Stone.

District Councillor's Report:-

District Councillor Thomson had prepared his report which the Clerk had circulated to Councillors prior to the meeting.

In summary his report mentioned the following matters:-

- a) £1,500 had been awarded to Bramrocks to replace stage lighting from the South Norfolk Council Community Fund.
- b) Rosie's Tea Rooms had been awarded the Business Community Champion of the Year.
- c) The Office of National Statistics had projected that South Norfolk would have one of the highest migrations up to 2026 but the majority will be internal UK migration. The expectation is 14,000 between now and 2026 but only 567 from outside the UK.
- d) Broadland and South Norfolk Community-Led Planning Programme are running a support programme for parish and town councils in both districts to help them become better placed to address the needs of the community through the planning system.
- e) South Norfolk on Show will take place on the 1st July 2018.
- f) The launch of the South Norfolk Community Pub of the Year will take place on the 1st July 2018. This year there will be four categories a) outstanding community focus b) best customer service c) most family friendly d) tastiest food and drink.
- g) The South Norfolk Council's Reorganisation of Community Governance Order 2018 has been submitted and the details may be viewed at <https://www.south-norfolk.gov.uk/residents/elections-and-registraton/community-governance-review-parish-boundary-review##open>

A full copy of District Councillor's Report can be viewed via the parish council website www.rocklandstmary.org.uk

Councillor Howlett asked District Councillor Thomson whether there had been any developments in relation to the two parcels of land put forward in connection with the call for sites. He said that Councils were dictated to by Government on how many houses would be required by 2036. The Council had currently given permission for 38,000 homes leaving a requirement for an additional 7,200 to be built between now and 2036. He explained again the process as minuted at the meeting on the 12th February 2018. District Councillor Thomson said that councils would be informed later this year of those sites that had met the initial processing criteria for further consultation to take place.

Councillor Bevington asked whether any further progress had been made regarding the notice posted at Lower Road concerning the erection of a BT mast. District Councillor

Thomson said he was looking into the matter but had no definite information as none of his colleagues or BT were aware of the notice. It was very possible that the notice had been displayed in the wrong village. As soon as he had any further information he would inform the Parish Council and the parishioner who raised the matter.

In connection with the Bee Orchid Way planning application 2017/1646 plot 15 from affordable to open market housing, and plot 12 to shared ownership, District Councillor Thomson said that this had been referred to the District Valuer to look at the viability process. He said that it was hoped in the future there would be more transparency around the viability procedure.

MINUTES

Present: Cllrs Kate Bevington (Chair), Daphne Howlett, Jane Paterson and Jim Wretham.

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

17.679 Apologies for absence: - Apologies for absence were received from Councillors Stephanie Ross-Wagenknecht, Mike Hayward and Ernie Green (holidays)

AGREED AND NOTED

17.680 Declarations of interest:- Councillor Bevington expressed an interest in item 8 on the Agenda.

NOTED

17.681 Minutes:-

Minutes of the meeting held on the 14th May 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

APPROVED AND NOTED

17.682 Matters arising:-

17.682.1 CIL Payment Hellington – Councillor Paterson said the Hellington and Rockland Community Reserve Committee would be meeting in July to make a decision. They would like to engage a local craftsman to build a suitable bench in keeping with the surroundings of the Reserve. The Clerk requested that a decision be made by September to enable the CIL money to be spent in this financial year.

NOTED

17.682.2 Welcome Pack – In the absence of Councillor Ross-Wagenknecht, this matter could not be taken forward. Councillor Wretham requested that a definitive copy be made available to Councillors ahead of the July meeting for final approval to be made at that meeting. ***Councillor Paterson will contact Councillor Ross-Wagenknecht to arrange this.***

AGREED AND NOTED

17.682.3 Bus Shelter at The Oaks – The Village Caretaker had undertaken laying the paving slabs on the base of the shelter which had prevented water accumulating in the shelter after a heavy rainfall. The Village Caretaker pointed out that the water hydrant sign needed to be replaced/reinstated near the shelter. ***The Clerk will contact Anglian Water to notify them of this.***

AGREED AND NOTED

17.682.4 Overhanging hedge at The Oaks – In the absence of Councillor Ross-Wagenknecht no report was available. It was agreed to place this matter on the agenda for the July meeting.

AGREED AND NOTED

17.682.5 Memory sticks for Councillors – The Clerk handed to those present memory sticks to store policies and risk assessments. It was agreed that at the end of the term of

office of any Councillor these should be returned to the Clerk and their individual password removed from the stick. It was further agreed that it would be the responsibility of Councillors to update their memory sticks as and when new documents were approved.

AGREED AND NOTED

17.682.6 Risk Assessments:- Councillor Hayward had forwarded these to Councillors. The Clerk is waiting for feedback from Councillors. This matter will be placed on the July meeting's Agenda.

NOTED

17.683 Planning matters:-

17.683.1 Current applications:-

No current applications received.

NOTED

17.683.2 Decisions:-

No decisions received

NOTED

17.683.3 Pending:- 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.

17.684 Street Lighting at Bee Orchid Way:- The Clerk informed Councillors that the email sent to them regarding street lighting at Bee Orchid Way was a procedure Norfolk County Council had to adopt where, if street lighting is not automatically installed, they must give the Parish Council the opportunity to decide whether the parish council wishes to pay for its installation and subsequent upkeep.; hence the agenda item. It was agreed that the Chair would sign off the statement indicating the Parish Council did not wish for street lighting to be installed on the above development.

17.685 Financial matters:-

17.685.1 Payments:- There were four orders for payment - Clerks salary and expenses £339.89; USB memory sticks; £67.72 Village caretaker £225.51. CGM Landscapes £213.91

AGREED AND NOTED

17.685.2 Current balance of accounts - Balance at bank £8,742.29 less payments above. The Clerk also informed the meeting the sum of £2,568.32 had been received in respect of the insurance claim for the bus shelter at The Oaks.

17.685.3 Purchase of SAM2 camera The Clerk had circulated to Councillors the amended invoice for the purchase of the SAM2 camera of £3,578.00 which included the purchasing of five additional brackets. The SAM2 camera had been ordered and should be supplied within four to six weeks.

17.686 Parish Council's car park lease with the Poors Trust:-

Sebastian Shelton, Chair of the Trustees, had sent to the Clerk the proposed "Heads of Terms", Surveyor's Valuation and an explanatory letter concerning the renewal of the lease to the Staithe Car Park. These documents had been forwarded to Councillors in advance of the meeting. This was the first time the proper procedure of commissioning a professional valuation had taken place and the valuer had looked at all aspects including analysis and comparison with other car park facilities around the Norfolk and Suffolk areas and adjusting for the location and circumstances at Rockland. The Surveyor placed a rental lease value of the car park facility at Rockland Staithe at £1,100 per annum. Councillor Wretham stated that it was an asset to the village and if the Council failed to provide such a facility there would be major problems with cars parking on the road. Councillor Bevington said one of the duties of a Parish Council can be to provide car parking facilities. If the Parish Council did not enter into an agreement with the Poor's Trust the options open to the Trust would be to either close it or for a professional company to operate it with charges being introduced.

On the proposition of Councillor Howlett seconded by Council Wretham it was agreed that the Parish Council should enter into a lease agreement with the Poor's Trust paying £1,100 per annum. ***The Clerk will contact the Poor's Trust to complete the arrangements.***
AGREED AND NOTED

17.687 Harassment and Bullying Policy:- The Clerk had circulated to Councillors an amended Harassment and Bullying Policy which was approved by Councillors
AGREED AND NOTED

17.688 Correspondence

17.688.1 Feedback from previous correspondence:- There had been no feedback from previous correspondence.

NOTED

17.688.2 Correspondence circulated to Councillors electronically prior to the meeting;

Document	Circulated via email
Email forwarding quotation and visual plan for Green Lane Playing Field	15.05.2018
Email and letter from CGM Landscapes	18.05.2018
Risk Assessments sent via Councillor Hayward to all fellow Councillors	18.05.2018
Email to Councillors regarding amended quotation for SAM2 camera	20.05.2018
Interim review of the Parliamentary polling districts and polling places within South Norfolk District	02.06.2018
Invitation to Broadland and South Norfolk Community-led Planning Programme.	02.06.2018
Email from resident regarding issues re.drainage; footpath signs etc.	02.06.2018
Email from resident regarding BT mast	02.06.2018
Email regarding USB (memory sticks)	02.06.2018
Email from Norfolk County Council re street lighting at Bee Orchid Way	04.06.2018

The Clerk had arranged for Councillor Bevington and one other to attend the first workshop on the Broadland and South Norfolk Community-led Planning Programme to take place on the 21st June 2018. Councillor Bevington will give feedback to the July meeting and there are future workshops which two Councillors or parishioners may wish to attend.

Regarding the email from the parishioner, the Clerk confirmed she had informed Highways of the grass growing by the edge of the road in The Street preventing water draining away. With regard to the wooden gates on the pathway to the bird hide, it would appear that the gates are sound but the posts needed repairing. Councillor Bevington suggested that as cattle can no longer access the path it was not necessary to have the gates.

The Clerk proposed that the Parish Council writes to the PCC regarding the cutting of the churchyard at Hellington to express their thanks. ***This was agreed and the Clerk will write a letter on behalf of the parish council.***
AGREED AND NOTED

17.689 Reports from Councillors on their areas of responsibility: -

17.689.1 Black Horse Dyke Car Park - The Clerk had informed the contractors on three occasions that the paper bank was full. It was hoped that this would be emptied very soon. The Village Caretaker reported that some suspicious activity had taken place around the clothes bank. It was agreed to add an article in the next edition of Eleven Says asking residents to be vigilant. Discussion also took place regarding the possibility of extending the car parking area. It was agreed to defer this matter until the next meeting.

NOTED

19.689.2 Footpath report - Councillor Bevington reported that the Village Caretaker had pruned back some of the overgrown hedge along New Inn Hill. Councillor Howlett raised the issue of the reduced width of the footpath from Green Lane to the entrance to Fox Dale due to grass growing on the pathway. The Clerk reported that she had informed the Highways Ranger of this issue and hoped the matter would be resolved shortly. Further discussion took place regarding the poor state of the path leading to the bird hide. ***The Clerk will write to Norfolk County Council on this issue and also ask the County Council to request Rockland Land Limited to trim back the overgrowth from their land to the footpath.***

AGREED AND NOTED

19.689.3 Rockland St Mary Primary School – No report had been provided by Councillor Green.

NOTED

19.689.4 Green Lane Playing Field – The Clerk had circulated to all Councillors the visual plan for Green Lane Playing Field supplied by Eastern Play Services. Councillor Wretham reported that he had contacted Gary Howard, the Play and Amenities Technical Advisor at South Norfolk to seek his views on metal equipment rather than wood. Gary had replied stating that metal would be a better option long term but, bearing in mind the budget the Parish Council had, his opinion would be to maximise this and opt for wooden equipment. Councillor Wretham had contacted Eastern Play Services (EPS) who had initially given the quote for the wooden equipment asking them to give a costing for equivalent metal play equipment. In addition, He had also asked HAGS and Sutcliffes seeking quotations for the supply of the same range of equipment as provided by EPS in both wood and metal. Councillor Wretham said that he expected to have all three quotations available ahead of the July meeting to enable the Parish Council to reach a decision. ***Councillor Wretham to provide an update at the next meeting..***

NOTED

19.689.4 Rockland Broad Management Committee – Councillor Bevington reported that at the last meeting discussion had taken place regarding the future of the bird hide following the site meeting. This matter could not be taken further until the RSPB's surveyor had inspected the hide and made an assessment. This would take place during the summer. The Rockland Wildfowlers had undertaken their annual "clear up" day. The Broads Authority had renewed their twenty-four hour moorings with the Poor's Trust. Furthermore, it was hoped to introduce the natural control method of the rust fungus to contain and help prevent the spreading of Himalayan Balsam.

NOTED

19.689.5 Community Speedwatch and SAM2 camera – Westlotec had undertaken a risk assessment with Councillor Hayward in attendance to identify the sites where the SAM2 camera could be sited; these must be approved by the Highways Department. The only site Councillors questioned was at New Inn Hill opposite the Duck sign both directions. This would be clarified with Councillor Hayward at the next meeting. It was agreed that in future the Clerk would place the speedwatch data received from Norfolk Constabulary on the general notice board.

AGREED AND NOTED

Public Participation -

- a) Councillor Wretham reported that he was meeting with a member of the Hellington and Community Reserve on 22 June to discuss transferring the Rockland St Mary 200 Club to the Reserve from the Townlands or Roydon's Trust.
- b) A parishioner asked about the workings of the SAM2 camera which Councillor Bevington explained.
- c) Mr. Saxton said it was very disappointing that more members of the public did not attend the Parish Council meetings. Discussion took place on how to encourage more parishioners to attend. Mr. Saxton offered to make refreshments before the next meeting in the hope that this would attract more residents. The Clerk will also place an article in the next edition of Eleven Says inviting more people to attend.

Agenda items for next meeting:-

- 1) Village Caretaker's hourly rate
- 2) To discuss the suggestion that Councillors provide a brief written report on their area(s) of responsibility if they know they will be unable to attend a meeting.

There being no further business the meeting closed at 9.15 a.m.

Date of next meeting:- Wednesday 11th July 2018

Monica Armstrong
Parish Clerk

Signed as a correct record on 11th July 2018

..... Chair