

## Rockland St Mary with Hellington Parish Council

Minutes of Parish Council Meeting held on Thursday 15<sup>th</sup> December 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>	Kate Bevington, Paul Francis, Joanne Norris, Janet Rogers, Nikki Stone, John Sayles
<b>County Councillor</b>	Kay Mason-Billig
<b>District Councillor</b>	Vic Thomson
<b>Also in attendance</b>	Charlotte Rust – Parish Clerk
<b>Members of the public (MOP)</b>	One

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

Apologies received from Cllr Jack Trutch and caretaker Steve Gildersleeve. Accepted.

**2. To approve minutes of Parish meeting of 9th November 2022.**

Approved subject to a correction under item 10.1 to read Cllr J Norris not Cllr J Rogers.

**3. To acknowledge Cllr K Bevington's last meeting as Chair and Councillor.**

Acknowledged and see agenda item 12.

**4. Reports from:**

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

Cllr V Thomson provided an overview of his recent report:

- SN collection bins app – Christmas holidays coming up which affects bin collection days. The app is automatically updated with this information.
- Bustimes.org – live tracking of buses in local area, providing times and routes. NCC will take over this scheme and will add QR codes to bus stop posts for public to scan and get this information.
- Warm spaces – grants still available and the local list of spaces is being collated.
- Food waste – Utilise food banks.
- Nutrient Neutrality – ongoing progression. 3 planning authorities and Anglian Water in mitigation, with local plans progressing.
- Cllr N Stone raised the issue of Broadband in Rockland St Mary. Cllr V Thomson confirmed that the voucher scheme had been paused due to Framingham Earl being added to the National Exchange. Cllr V Thomson has a meeting with County Broadland, who received funding from Aviva via their Community Fund, to discuss a possible resolution with the hope they will join him at Parish Council meetings over January 2023.
- Cllr V Thomson left the meeting at 19:57pm to attend another meeting.

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

Cllr K Mason-Billig provided an overview of her recent report:

- Avian Flu – be mindful on footpaths. Contact DEFRA if you find a deceased bird and NSPCA if you find a sick bird.
- Household hosts to Ukraine refugees may be eligible to claim £500 per month for guests staying with them who have been in the UK for over 12 months.
- County Devolution Scheme – a proposed trial of directly elected leaders from 2024 which would bring in £20 million over 30 years to Norfolk, for taking on the role and responsibilities. Waiting for the trial to be confirmed.
- Low Common flooding – Cllr K Bevington provided Cllr K Mason-Billig with the background to this ongoing item. Please see item 7.4 and 7.4.1.

**4.3 Parish Clerk.**

- Raised block drains issues with Highways for New Inn Hill and School Lane. Work to proceed by the end of 2022.
- Two new web pages created – Winter Assistance and Volunteer Driver Scheme. Posters for both given to Cllr J Rogers for Rockland St Mary's noticeboard and to Cllr P Francis for Hellington.
- Updated Home, Your Council, Councillors and Policies webpages. Clerk requested pictures of Cllr J Rogers, Cllr J Trutch and Cllr J Sayles along with a short paragraph from all Cllrs about themselves for the website.

- Email management – sent over to all Cllrs but no requests for copies.
- LCAS – brief overview on the award. Clerk to work on potentially obtaining Foundation Level. Clerk to provide updates accordingly.
- Updated versions of Health & Safety Policy, Data Protection Committee Terms of Reference, Code of Conduct on the website.
- Parish Council meeting 2023 – it was proposed to change the day of the Parish Council meetings to enable Cllr K Mason-Billig to attend more often. Clerk to enquire if the Parish Room is available on the first Wednesday of every month and to update all Cllrs.

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

- Stephen Gildersleeve (SG) checked safety of swing shackles and did maintenance on them.
- Current Headteacher of Rockland Primary School has resigned. A head of school has been appointed and will start in January 2023.

**4.5 Cllr K Bevington – Footpaths.**

Nothing to report.

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

Nothing to report.

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

- SG purchased a bag of cement to repair the damage to the speed camera post.
- Following further discussion whether to put warning plaques on the picnic benches at Green Lane Playing Field to deter people placing hot BBQs on tables which burn the plastic, it was agreed not to proceed with this.

**4.7.1 Cllr J Norris to provide an update on the Risk Assessment on Staithe Car Park.**

Cllr J Norris confirmed that the RA had been updated. There were a number of items that require attention and Cllr J Norris is to forward a complete list to the Clerk for her to action.

**4.7.2 Maintenance of Staithe Car Park; surfacing and vegetation management.**

See item 4.7.1.

**4.7.3 Cllr K Bevington to update on the damaged barriers at Staithe Car Park.**

See item 4.7.1.

**4.7.4 Confirm the amount of gravel required at Blackhorse Dyke Car Park.**

SG confirmed 1½ tonnes required.

**4.7.5 Cllr P Francis to provide an update on the village sign.**

Cllr P Francis will look at this before January's meeting.

**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.**

A member of public congratulated the Parish Council on their hard work this year.

**6. Road lines at the top of Run Lane and School Lane.**

Cllr J Rogers raised this on Highways on behalf of the resident and NCC are monitoring the situation. The Clerk is to provide the resident with an update.

**7. Updates:**

**7.1 Residual Grant money for projects.**

**7.1.1 To agree the split of the remaining Covid Grant amount of £690.80.**

- Clerk to contact The Barn requesting them to complete a Community Grant Fund application.
- Clerk is waiting to hear back regarding first aid courses, hopefully being held in February.

**7.2 Damage to grass verge near Broadfield.**

Resolved.

**7.3 Hedge on New Inn Hill.**

Resolved.

**7.4 Communication with Gary Overland re Low common flood alleviation.**

**7.4.1 To approve letter to the tenants of the land:**

Approved by the Parish Council with Cllr J Norris's suggestion that a pre-written letter of agreement for the tenants to sign along with a S.A.E is included. The Clerk will compose the agreement letter for the Parish Council to approve. A copy of these letters will also be sent to both land owners so that they are aware of the Parish Council's communications with their tenants.

**7.5 Blackhorse Dyke Pond Clearing.**

The Clerk is to complete the Aviva Community fund application to see what response is provided. Cllr P Francis mentioned he has a contact to potentially complete the dredging of the pond. He will send this on to the Clerk.

**7.6 Hellington Post Box.**

Operational. The Clerk is to thank the Parish Council's contact.

**7.7 Bird Scarers.**

A letter of acknowledgement and thanks was received from Mr J. Heathcote.

**7.8 Hellington Triangle Bench.**

Installed by Cllr P Francis and Stephen Gildersleeve. Photos to be forwarded for the Parish Council website. Cllr P Francis requested another fixing set, Clerk to order.

**7.9 First Aid Courses.**

See item 7.1.1.

**8. To approve Shared Training Cost Agreement with Claxton Parish Council.**

Approved and signed by the Chair.

**8.1 Policies for review:**

**8.1.1 Retention of Documents.**

Reviewed with no changes.

**8.1.2 Retention Policy.**

Reviewed with no changes.

**8.2 Update on S/O review with Cllr Rogers.**

No comments. Approved by all Cllrs.

**8.3 Emergency Plan - Appoint Emergency Co-ordinator and Deputy Emergency Co-ordinator**

None appointed yet. Item moved to January's meeting.

**8.3.1 To approve Emergency Plan**

Approved and signed by the Chair.

**8.4 To approve Defibrillator Checking Policy**

Approved.

**9. Planning:**

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

None.

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

**9.2.1 2022/1669 – Single Story rear extension. Approved with Conditions.**

Acknowledged.

**10. Finance:**

**10.1 To review Budget/Precept figures 2023/24.**

The Clerk is to resend out the Budget for review. Also, to include additional items including maintenance and dredging of pond.

**10.2 To approve Internal Auditor.**

Clerk is waiting for quotes and will inform the Parish Council once she has them. Cllr J Rogers to forward on a contact for Clerk to follow up.

**10.3 To note the bank balance.**

General - £14,779.92, RSM CIL - £4,014.65, Hellington CIL - £145.71

**10.3.1 Acknowledge all three Parish Councils bank account have been reconciled as of 8<sup>th</sup> December 2022.**

Acknowledged.

**10.3.2 Confirm new signatories.**

Cllr J Rogers and Cllr J Sayles to be made as authorised signatories. The Clerk is to arrange the paperwork.

**10.4 To note any receipts.**

DATE	INCOME	TOTAL
01/12/22	Salvation Army – Oct 22	£21.13

**10.5 To note any grants.**

None.

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

For Approval:	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL
Earth Anchors	16/11/22	Hellington Bench	BACS	£633.60
Adepta	16/11/22	Payroll until 5 <sup>th</sup> April 22	BACS	£60.00
Charlotte Rust	16/11/22	Clerk Salary and Working from home	BACS	£395.88
Charlotte Rust	16/11/22	Back dated pay from September (£1 pay rise = £28 x 3 mths)	BACS	£84.00
Charlotte Rust	16/11/22	Clerk expenses	BACS	£8.36
Steve Gildersleeve	16/11/22	November Invoice	BACS	£351.75
	08/12/22	To correct a chq debited from RSM General instead of RSM CIL	Transfer	£192.12

**10.6.1 See Decembers Payment Schedule.**

See items 10.4 and 10.6.

**10.6.2 To approve Clerk's payment for back dated salary.**

Approved. See item 10.6.

**10.6.3 To approve standing order, reflecting Clerk's salary increase.**

Approved and letter signed by Cllr K Bevington and Cllr J Norris.

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

- Confirm precept.
- Appoint Chair and Vice-Chair.
- Appoint Emergency Co-ordinator and Deputy Emergency Co-ordinator.

**12. Parishioners final word.**

A member of Public thanked Cllr K Bevington for her term as Cllr and Chair. Cllr P Francis presented Cllr K Bevington with a bouquet of flowers and thanked her on behalf of the Parish Council for her hard work.

**13. To confirm next meeting on Wednesday 4<sup>th</sup> January at 7.30pm at The Parish Room, Rockland St Mary.**

In order for Cllr Kay Mason-Billig to be able to attend meetings, it was suggested and agreed that the Parish Council move its meetings to the first Wednesday of every month. Clerk has confirmed that the Parish Room is available on these Wednesdays.

The meeting closed at 21:08pm.