

Rockland St Mary with Hellington Parish Council

**Minutes of Parish Council Meeting held on Wednesday 10th May 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	Joanne Norris, Jack Trutch, Janet Rogers, Nikki Stone, John Sayles, Paul Francis, Juliette Harkin
County Councillor	None
District Councillor	Vic Thomson – apologies sent for absence.
Also in attendance	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
Members of the public (MOP)	Five

23.07 To elect Chair and sign Declaration of Acceptance of Office.

All Cllrs agreed to elect Cllr N Stone and Declaration of Acceptance of Office signed.

23.08 To elect a Vice Chair and sign Declaration of Acceptance of Office.

All Cllrs agreed to elect Cllr J Rogers and Declaration of Acceptance of Office signed.

23.09 To receive and approve apologies for absence.

Cllr V Thomson sent his apologies.

23.10 To receive any declarations of interest from Members and consider requests for dispensations.

None.

23.11 To approve minutes of Parish meeting of 1st March 2023.

Approved and signed by the Chair.

23.12 Reports from:

23.12.1 District Councillor, Cllr Vic Thomson.

None.

23.12.2 County Councillor, Cllr Kay Mason-Billig.

None.

23.12.3 Parish Clerk.

The Clerk gave her report:

- Updated the Parish Council on Microsoft Business 365. To be postponed until July's meeting.
- VAT claim for 22/23 submitted.
- School Lane drains have been actioned. Steve Gildersleeve mentioned that the drains are still flooding. The Clerk is to chase this with Highways.
- Internal Audit for 22/23 has been undertaken and completed.

23.12.3.1 Review Cllr responsibilities.

Cllr J Harkin expressed an interest in Environmental and wildlife matters, all Cllrs agreed that Cllr J Harkin to assume responsibility for June's meeting. Cllr J Norris will continue to be responsible for the Parish Council's Risk Assessments.

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

None.

23.12.5 Cllr J Trutch – Footpaths.

Cllr J Trutch informed the Parish Council that the footpath at the end of Heathcote Farm is unpassable due to the Rapeseed. Also, the Parish Council were informed of overgrown hedges on The Street and School Lane. The Clerk is to send out correspondence requesting the footpaths are made passable.

23.12.6 Cllr J Norris – Environment and wildlife matters.

Cllr J Norris informed the Parish Council that Red Deer had been seen in Rockland St Mary.

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

Cllr J Sayles mentioned that BHD Car Park was used for the King's Coronation events, which were successful and enjoyed by the parishioners. Steve Gildersleeve confirmed that the defibrillator is in working order. It was suggested that putting a sign in the defibrillator case with the Parish Council's contact information, in the event of use. The Clerk is to action.

The Clerk informed the Parish Council that she is in the process of re-registering the defibrillator under the Parish Clerk details.

23.13 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 raised concerns over the number of potholes in Rockland St Mary, in particular the Rockland side of Claxton Corner and the road between Apple Bees and Grange Corner. Cllr N Stone will provide the Clerk with photos of the Claxton Corner potholes. The Clerk is to look in the road between Apple Bees and Grange Corner, to confirm it is on Rockland's boundary. Cllr J Sayles mentioned there were more on School Lane and he will send the Clerk photos. Upon receipt of the photos, the Clerk will then raise these issues with Highways.

The PCC informed the Parish Council that they have been successful in a DEFRA bid for the Churchyard trails. They are waiting for further information from the Broads Authority. Norfolk Wildlife Trust will be holding wildflower workshops on 27th May and require 12 volunteers. They have requested the PCC allow the grass to grow until then to capture as much biodiversity as possible in a survey they will be undertaking. Steve Gildersleeve raised concerns over this as there has been previous complaints when the Churchyard wasn't properly maintained. Steve Gildersleeve, The Revd Canon Dr Nick Garrard and Cllr J Harkin are to meet up to discuss keeping a particular patch grown for this survey request.

23.14 Audit/AGAR 2022-23:

23.14.1 To receive and consider the Internal Auditor's report for year ending 31 March 2022.

This was received and reviewed, it was noted that there were no matters to bring to the attention of the Parish Council.

23.14.2 To consider whether to exempt from an external audit and if so authorise the Clerk and Chair to sign.

It was noted that as the Parish Council's income and expenditure for the year was under £25,000, the Parish Council could exempt itself from External Audit. This was considered and agreed and the Clerk and Chair were authorised to sign the form.

23.14.3 To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and Chair to sign.

The Parish Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chair and Clerk to sign on their behalf.

23.14.4 To consider and approve the Accounting Statements and to authorise the Chair to sign.

The Parish Council considered and agreed the Accounting Statement and authorised the Chair to sign on their behalf.

23.15 Finance:

23.15.1 To appoint at least two new signatories.

The Clerk had a bank mandate prepared with all Cllr details. All Cllrs agreed to be added to the bank mandate. Cllrs took their part of the form to complete and will hand this to the Clerk at June's meeting for her to then action.

23.15.2 To discuss application for debit card on General Account.

Cllr J Rogers proposed a debit card be added to the General Account to allow for use for larger purchases i.e. chipper hire. All Cllrs approved this suggestion.

23.15.3 To note the bank balance.

General Account - £18,959.12

RSM CIL - £3457.22

Hellington CIL - £0.00

23.15.4 To note any receipts.

TO NOTE INCOME						
	25.04.23	Salvation Army - March	BACS	£36.49	£0.00	
	28.04.23	April Precept	BACS	£7,300.00	£0.00	
	03.05.23	22/23 VAT Claim refund	BACS	£2,335.14	£0.00	

23.15.5 To note any grants.

None.

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

23.15.6.1 See May's Payment Schedule.

PAYMENT SCHEDULE						
Payments/Income for approval at the Parish Council Meeting on Wednesday 10th May 2023						
FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Norfolk ALC	12.04.23	23/24 Subscription	BACS	£222.48	£0.00	
Aviva	14.04.23	PC Insurance	BACS	£680.05	£0.00	
Cllr P Francis	10.05.23	APM refreshments	BACS	£11.84	£0.00	
Cllr P Francis	10.05.23	Chipper Hire	BACS	£122.00	£20.34	
S. Gildersleeve	10.05.23	Caretaker April Invoice	BACS	£388.50	£0.00	
C Rust	10.05.23	May Expenses	BACS	£14.75	£0.00	
R Goreham	03.05.23	Internal Audit	BACS	£65.00	£0.00	
Poor's Trust	09.05.23	Staithe Car Park rental	BACS	£1,100.00	£0.00	
SUB-TOTAL				£2,604.62		
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
	30.05.23	Clerk salary & WFH - Mat	S/O	£395.88	£0.00	
SUB-TOTAL				£395.88		

23.16 Planning:

23.16.1 To receive any new planning applications and make comment.

23.16.1.1 2023/0973 – Single storey rear extension.

None.

23.16.1.2 2023/0768 – Repointing of property to replace damaged Norfolk red bricks like-for-like and repair the lime mortar.

None.

23.16.1.3 2023/1046 – New pitched roof to replace existing flat roof to side extension together with replacement external finishes to the front, side and rear.

None.

23.16.1.4 2023/1054 – Single storey extension.

None.

23.16.2 To receive the results and updates on any outstanding applications.

23.16.2.1 2023/0302 – Single storey extensions to include garden room and pool spa – Approved with conditions.

Noted.

23.16.2.2 2023/0046 – Single storey front and rear extensions to main bungalow. Single storey side extension & canopy to garage.

Noted.

23.17 Correspondence:

23.17.1 Email Management.

None requested to be forwarded.

23.17.2 Parking along The Street.

The Clerk informed the Parish Council that the approved correspondence had been sent.

23.17.3 Annual Waste Transfer note – Paper recycling.

The Clerk informed the Parish Council that this had been actioned.

23.17.4 To discuss the grass cutting of PCC.

Cllr J Rogers suggested that as the payment from the PCC comes from donations that the Parish Council do not invoice for this work or reduce the amount. Cllr N Stone raised concerns that should the Parish Council not invoice for this work that it would set a precedence for other organisations. This view was supported by Cllr P Francis. The payment requested does not cover the Caretaker's expensive and the Parish Council covers the rest. It was decided to continue invoicing the PCC. The Clerk is to issue invoices for 22/23 and 23/24.

23.17.5 To appoint a Parish Council representative to join the Margaret Mack management committee.

Cllr J Rogers volunteered to join the Margaret Mack management committee.

23.17.6 To discuss Community Champions Tribute.

Due to the deadline the Parish Council decided no further action.

23.17.7 To discuss No Mow May.

Cllr J Harkin informed the Parish Council that she had been approached by several parishioners requesting a No Mow May. After discussion, the Parish Council decided no further action was to be taken. Cllr J Harkin is to provide wording/information for the Clerk to add to the Parish Council website regarding wild patches and to research an area with the parish to create a wild patch.

23.18 Policies

23.18.1 Code of Conduct.

The Clerk is amend the wording to suit a Parish Council.

23.18.2 FOI and Publication Scheme.

All Cllrs approved subject to the discussed changes being made.

23.18.3 Community Grants.

Approved.

23.18.4 Bullying & Harassment.

The decision was taken not to revise this policy as this is covered in the Code of Conduct minuted in 23.18.1.

23.18.5 Child Protection.

The decision was taken not to revise this policy.

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

None.

23.20 Parishioners final word.

A parishioner enquired as to what wildflowers are. Cllr J Harkin will forward this information on to the Clerk to add to the website.

23.21 To confirm next meeting on Wednesday 7th June 2023 at 7.30pm at The Parish Room, Rockland St Mary.

Confirmed.

The meeting closed at 21:06pm