



Rockland St Mary with Hellington Parish Council

Meeting of Rockland St Mary with Hellington Parish Council held on Monday the 12th February 2018

District Councillor's Report:-

District Councillor Vic Thomson gave his report which covered the following matters:-

- 1) Grant up to the sum of £250 to organisations who are having events to commemorate the centenary of the end of World War 1.
- 2) Dementia Grants -up to £1,000 for those on benefits and £500 for those not.
- 3) Council's budget meeting to be held this month.

A full copy of District Councillor's report can be access via the website www.rocklandstmary.org.uk

Public Participation Session

The Chair, Councillor Bevington opened the public participation session at this stage welcoming those present. She encouraged members of the public to direct questions to District Councillor Thomson regarding the Greater Norwich Local Plan and the two sites which had been put forward for consideration for Rockland St Mary. She stated that a flyer regarding the two sites had been distributed to householders in Rockland St Mary and Hellington to raise awareness of the residents. She reminded those present that six months ago a map showing the call for sites had been displayed on the parish notice board, but the Parish Council wanted to ensure that all residents were informed - hence the flyer.

District Councillor Thomson informed the meeting that the call for sites consultation period had begun with various roadshows taking place including Poringland (26th February), Loddon (6th March) and the Forum in Norwich (7th March). 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. District Councillor Thomson said that the Council was not aware of the housing numbers required before the call for sites document was issued and the amount of sites put forward outweighed the number required. The previous local plan was approved in 2007 and would operate until 2025. The new local plan was now being initiated and South Norfolk together with Broadland and Norwich were complying with the "duty to co-operate" as with the previous plan.

He explained the process of submitting land to be put forward as part of the call for sites – as well as landowners, individuals can suggest land sites even if not owned by them. Although it is possible for additional sites to be submitted at this stage it was not likely they would be considered. The consultation period for those sites currently submitted had commenced and would end on March 15th with a report published at the end of the summer 2018. It is not sufficient to object to a site because "you just don't like it" ; it is important to look at the policy criteria when responding which considers transport, density, conservation and infrastructure. It was also important to assess what is proposed in neighbouring parishes and the impact it would have on the village you live in.

No decisions had been made on any of the land that had been put forward and the Planning Inspectorate would be assessing to see if the sites were "fit for purpose".

District Councillor Thomson encouraged people to go to one of the roadshows, to respond individually and also send their views to the Parish Council. If people did not have access to a computer or required a hard copy, they should let him know or the Parish Clerk.

Councillor Bevington reiterated that the sites on display were for consideration and that no decisions had yet been made. She emphasised the importance of individuals responding to the Parish Clerk so that a response to the consultation could then be sent by the Parish Council which reflected the majority view of the residents of Rockland St Mary and Hellington.

A resident enquired as to when Highways became involved. District Councillor Thomson said that it would not at this stage but if individuals felt this was an issue in relation to the two sites then this should be stated in their response..

Councillor Wretham enquired as to whether brown field sites would take priority in the Council 's decisions. District Councillor Thomson said that Norwich had several but these sites required a lot of work before building could commence and this can affect the viability costs.

Councillor Howlett said that one of the sites was outside "the village envelope" and next to a flood plain. District Councillor Thomson would send through to the Clerk the development boundary plan. If the site was outside this plan it was important to say this in any response.

District Councillor Thomson further stated that planning authorities are working with the NHS to provide additional medical resources but as doctors surgeries are private businesses Councils cannot dictate what medical facilities are required to meet the needs of the local population.

Councillor Bevington informed the meeting that to date the Clerk had received twelve emails from residents none of which was in favour of the larger site. She urged all residents to send their comments to the Clerk in order that the Parish Council could respond in a balanced way.

A parishioner asked why the new development at Bee Orchid Way had not been referred to the planning committee. District Councillor Thomson replied that as Bee Orchid was an allocated site and met all the policy criteria there were no planning grounds to refuse the application which is why it did not go to the Development Management (Planning Committee). An Appeals Inspector would overturn any refusal as it was part of the development plan in 2005 and this would result in significant costs to South Norfolk and ultimately taxpayers. The resident concerned said that no initial consultation had taken place when this site was first put forward and neighbouring residents in Bee Orchid Way had not been informed. Councillors and the District Councillor responded that this was not the case and residents had been informed. The parishioner stated that objections and observations made to South Norfolk had been completely ignored about this planning application. District Councillor Thomson challenged this and said that some amendments had been made to the plans. Councillor Bevington agreed and said the revised plan had taken into account some of the comments made by the Parish Council

The question of affordable housing was raised. District Councillor Thomson stated that there was no statutory policy regarding the number of such houses that had to be built on any site. However, over a two-year period South Norfolk had achieved 32% from a target of 33% and a £1m grant had been received to spend on affordable housing. Councillor Green encouraged people to lobby their local MP to support the development of such a policy.

A resident complimented the Clerk on the new parish website, how well it was kept up to date and that this was a positive way to keep parishioners informed. He felt it was important for parishioners to sign up for any alerts.

County Councillor's Report:-

County Councillor Barry Stone had tendered his apologies and had provided a report to Councillors. The main issues covered were:-

1. Castle Museum offering high quality learning family events
2. Norfolk Fire and Rescue Service Recruiting process
3. Children's Services in Norfolk no longer requiring intervention and the County Council's adoption service being outstanding.
4. The County Council's Budget Council would be meeting today (12th February)

A full copy of County Councillor's report can be access via the website

www.rocklandstmary.org.uk

MINUTES

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

Monica Armstrong attended as Clerk and there were twenty-three members of the public present for part of the meeting and four members for the whole meeting.

17.622. Apologies for absence:- An apology for absence was received from County Councillor Barry Stone.

NOTED

17.623 Declarations of interest:-

Councillors Paterson and Ross-Wagenknecht expressed an interested in 4.2 on the Agenda CIL payment to Hellington.

AGREED AND NOTED

17.624 Minutes:-

Minutes of the meeting held on the 8th January 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

APPROVED AND NOTED

17.625 Matters arising:-

17.625.1 Distribution of Wheelie bin stickers. Councillor Bevington encouraged those present who lived on The Street to take some of the wheelie bin stickers. It was agreed that individual residents in School Lane would be visited to hand them the "Twenty's Plenty" sticker. It was hoped that seeing the stickers on wheelie bins would encourage other residents to contact the Parish Council to obtain their own. ***The Clerk also suggested placing some in the Post Office which she will arrange. Cllr Green offered to distribute the School Lane stickers.***

AGREED AND NOTED

17.625.2 CIL payment Hellington – Councillor Paterson said that the Reserve had met and would like to purchase a bench in keeping with the surroundings. A meeting was due to take place in March when this matter would be discussed further. The Clerk reminded Councillors that the sum of £360 was available for this project.

NOTED

17.625.3 Welcome pack – Councillor Ross-Wagenknecht said that the welcome pack was now in its final stages and hoped to present a completed one at the next meeting.

NOTED

17.625.4 HGC Highways - District Councillor Barry Stone had contacted Gary Overland of the Highways Department. Mr. Overland had replied and stated that he had carried out a reactive inspection of Run Lane and Bullockshed Lane and stated, although he noted damage to the verges along both roads, it was no more than would be expected from similar minor rural roads. While he would accept that on rare occasions HGV's do use these roads in error,

guided by sat navs, he did not consider that this warranted erecting any “unsuitable for HGV” signs.

NOTED

Councillor Green raised with District Councillor Thomson the recent road closures at Kirby Bedon. District Councillor Thomson explained that if a traffic regulation order is imposed an individual must drive the diversion road for the diversion signs to be placed appropriately. Unfortunately, if there is an emergency road closure this cannot happen, which is when difficulties arise when placing the diversion signs. Councillor Green queried why the same procedures could not apply if documentation already existed for the location where the emergency road closure was taking place.

NOTED

17.625.5 Training for defibrillator - Councillor Howlett said that she had ordered some new pads at a cost of £30 plus vat and plus delivery. As the defibrillators were on the Council's assets it was agreed on the proposition of Councillor Green seconded by Councillor Hayward that the cost of these and any further maintenance should become the responsibility of the Council. They will be added to the parish council's asset register along with dates to renew batteries and pads. It was reported that the defibrillators were not currently working. It was therefore agreed that a “not working notice” should be placed on the defibrillators as soon as possible. ***The Clerk would arrange this. Cllr Howlett will arrange a training session for use of defibrillators.***

AGREED AND NOTED

17.626 Greater Norwich Local Plan – ***Following discussion under public participation it was agreed the Clerk would forward all emails received to Councillors and the Chair would draft a response that took note of comments from the residents of Rockland St Mary and Hellington.***

AGREED AND NOTED

17.627 Planning Matters: -

17.627.1 Current Applications.

2018/0311 7 The Street Rockland St Mary Norfolk NR14 7ES Proposal: Single storey rear extension to provide annex (revised application 2017/2320). Councillors had no further comments to make on this application.

NOTED

17.627.2 Decisions-

2017/1646 Proposed development at Bee Orchid Way for 21 dwellings at Bee Orchid Way: ***The Clerk strongly advised Councillors to look at the delegated report and accompanying conditions on the South Norfolk planning website relating to this development.***

AGREED AND NOTED

17.627.3 Pending-

2017/2455 / 2017/2456 Listed Building 21 School Lane Rockland St Mary NR14 7EU Alterations and extension.

NOTED

17.628 Finance matters:-

17.628.1 Orders for payment - There were six orders for payment: CGM Landscapes £143.16; CGM Landscapes £78.00; Village caretaker £164.68; Clerks salary and expenses £255.64, Signs Express £161.68 (see 17.6283 below), C Bevington printing £54.50.

APPROVED AND NOTED

17.628.2 Balance at bank - £8,365.00 less payments above.

NOTED

17.628.3 Car Park signage at the Post Office – It has been suggested that, as a token of goodwill, the Parish Council meet the cost of a new car park sign at the Post Office. The owners were very supportive of the Parish Council. Councillors agreed this was an excellent gesture. On the proposition of Councillor Hayward seconded by Councillor Paterson it was agreed that the Council should purchase such a sign. ***The Clerk will place an order with Signs Express and write to Alan and Karen Tranter accordingly.***

17.629 Information Policy Commitment Policy – The Clerk had circulated to all Councillors a copy of this policy. Councillor Wretham had suggested some amendments which the Clerk had incorporated in the document. On the proposal of Councillor Green, seconded by Councillor Howlett the Policy was agreed.

APPROVED

17.630. General Data Protection Regulation:- Prior to the meeting the Clerk had led some training for Councillors on the new General Data Protection Regulation which will come into force on 25th May 2018.

Actions already in place:-

- The Parish Council is already registered with the ICO (Information Commissioners Office)
- Job description of the Clerk amended to include role of Data Protection Officer (DPO)
- Clerk had already presented a brief report to Councillors to bring them up to date with the

Actions to take:-

- Put in place privacy notice (draft needs to be adopted)
- Obtain consent from individuals
- Continue to complete audit information on data held
- Include GDPR as a risk in the Parish Councils Risk Management Policy and identify ways of minimising that risk
- Establish a Data Protection Committee
- Councillors to erase from their it equipment any old email addresses no longer applicable.
- The Clerk to continue to give training to Councillors as new advice comes to light

The Clerk will attend a further training day on 15th March 2018.

On the proposition of Councillor Ross-Wagenknecht seconded by Councillor Green the wording of the privacy notice was agreed.

The General Data Regulation document was approved by Councillors on the proposition of Councillor Wretham seconded by Councillor Hayward and it was accepted that it may have to be amended in the light of any new guidelines received.

AGREED AND NOTED

17.631 Correspondence:-

17.631.1 Feedback from previous correspondence:-

There had been no feedback on previous correspondence.

17.631. 2 Correspondence to be circulated

1. Note of conversation between the Clerk and Mr. Heathcote (*it was agreed that the Clerk should write to Mr. Heathcote requesting details of the vandalism and stating that Councillors remain vigilant to such acts.*)
2. Broads Briefing email
3. Invitation to the Good Company Summit – 23rd February 2018
4. Email from Janet Overton on Chief Constable Summit
5. Email regarding Norwich Western Link Member Working Group
6. Letter from parishioner regarding overgrown hedge (to be forwarded to the Clerk of Claxton Parish Council).
7. Letter to Parish Council re. Kickstart – email sent to Councillor on the 9.2.2018 (The Clerk has also placed a flyer on both notice boards in the village)
8. Monthly newsletter from Norfolk Constabulary

9. Details regarding South Norfolk Community Awards
10. Email regarding Community Governance Review

NOTED

17.632 Church car park:-

Councillor Bevington and the Clerk had had an informal meeting with the Reverend John Shaw to discuss the problems arising from drivers parking at the church car park. The Reverend Shaw appreciated that issues and friction had occurred. He said that there were problems with the state of the access road as well as the car park. Cllr Bevington asked the Reverend Shaw his views of a possible proposal to the PCC by the Parish Council to lease the car park from the Church and taking over its responsibility. In addition to providing a facility this would alleviate many of the problems that currently existed. Councillor Bevington asked Councillors to give some thought to this matter and for further discussion to take place at the March meeting.

AGREED AND NOTED

17.633 Reports from Councillors on their areas of responsibility: -

17.633.1 Black Horse Dyke Car Park:- Councillor Hayward reported that the Village Caretaker had placed a cordon around the car park from the grass area.

NOTED

19.633.2 Footpath report:- Councillor Bevington had nothing to report. The Clerk had spoken to a parishioner regarding the accumulation of leaves at Star Lane. It had been agreed that the village caretaker would remove these at the end of the winter season. The parishioner had also raised her concerns regarding the horse chestnut tree at the village sign and whether this needed to be pruned. The Clerk had asked the Parish's Tree Warden to look at this and give his advice. ***The tree has since been pruned.***

AGREED AND NOTED

19.633.3 Rockland St Mary Primary School – Councillor Green reported that he had attended a Governors meeting and a Finance & Infrastructure meeting. The teachers appointed from September had settled in well.

NOTED

19.633.4 Margaret Mack Room – Councillor Howlett had nothing to report.

NOTED

19.633.5 Green Lane Playing Field – Further discussion took place regarding the locking mechanism on the gate. The Village Caretaker said that unfortunately when purchasing heavy duty locks only two keys were given. ***It was agreed that the Village Caretaker would send through the manufacturers details to Councillor Green in order that he could contact the company to see if further keys could be bought.***

AGREED AND NOTED

19.633.6 Community Speedwatch –

The Clerk said that it was pleasing to report that the number of drivers being recorded as exceeding the speed limit had dropped significantly. Councillor Wretham said that he felt drivers were making a special effort to comply with speed limits when they knew that a speed watch session was in operation but at other times many drivers played scant regard to the speed limits. The Clerk reported that she would hear in March whether the Parish Council had been successful in their bid for funding for a SAM2 camera.

NOTED

17.634 Replacement bus shelter at The Oaks:-

Councillor Green had obtained quotes from four companies for the replacement of the bus shelter. The Clerk had completed the necessary paperwork in connection with submitting a claim to the insurance company and had forwarded these quotes to them. However, she had heard from the Insurance Company today to say that they wished for a "like for like" replacement quote to be obtained. Wooden shelters were far more expensive but the Clerk will forward details of a company that supplies wooden shelters. Councillor Ross-Wagenknecht asked that the residents of The Oaks be consulted on the replacement of the

bus shelter and the type this should be. The only outstanding matter was the removal of the debris and the Clerk was in communication with South Norfolk regarding this matter.

AGREED AND NOTED

17.635 Emergency Plan:- The Clerk and Chair had met and drafted the Emergency Plan which had been circulated to all Councillors. Councillor Wretham had suggested some minor amendments which the Clerk had incorporated. On the proposition of Councillor Wretham seconded by Councillor Hayward this document was approved

AGREED AND NOTED

17.636 Ground maintenance contract for 2018

The Clerk had contacted four firms in relation to submitting a tender for grass cutting for the season 2018. Only two companies had submitted a quote – Norse and CGM Landscapes. The Clerk had circulated these documents to Councillors prior to the meeting. Councillor Green proposed, seconded by Councillor Wretham that the contract should be awarded to CGM Landscapes. Councillor Howlett asked Councillors to consider, as Easter was particularly early this year, whether the first cut could take place in March with the grass cuttings being removed. This was agreed.

AGREED AND NOTED

17.637 Revised date for next Parish Council Meeting:-

The next Parish Council meeting will take place on **WEDNESDAY 14TH MARCH 2018.**

AGREED AND NOTED

The Clerk thanked Councillor Hayward for undertaking the risk assessment on the Parish assets.

The meeting closed at 9.40 p.m.

Dates of next meeting: -

Monica Armstrong
Parish Clerk

Signed as a correct record on

..... Chair