



Rockland St Mary with Hellington Parish Council

Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 14th March 2018

Public Participation Session

The Chair, Councillor Bevington, asked whether there was any public participation at this stage on matters not covered by the Agenda. She said that she would open public discussion on items 17.642 and 17.644.

A parishioner raised concerns regarding pot holes in roads that had occurred due to the recent bad weather. The Clerk asked residents to contact her with details which she would report to the Highways Department. Councillor Hayward said that the pot hole at the Spinney had already been reported.

District Councillor's Report:-

District Councillor Thomson mentioned the following matters:-

1. The grant of £250 available to organisations who are arranging any activity as part of the World War 1 commemorations.
2. An outline of the work undertaken by Highways during the severe weather conditions. Gritter drivers had travelled over 46,000 miles and used over 7,000 tonnes of sand and salt. The Highways teams were supplemented by up to 80 of the 90 farmers who are under contract with Norfolk County Council. In addition, extra plant and equipment was brought in, including excavators from the existing Norfolk supply chain. Grit bins would all be refilled shortly. District Councillor Thomson agreed to send the Clerk a gritting route map for the information of Councillors.
3. A large number of responses had been received in relation to the Greater Norwich Local Plan and the "call for sites".

The Village Caretaker asked District Councillor Thomson about the charges being introduced when taking items to the local recycle and waste tip and why no charge was being made for metal. District Councillor Thomson said that this was probably because prices for recycling had dropped dramatically but not for metal and he would obtain further information. The Council is concerned that the introduction of charges may result in more fly tipping with the Parish Council having to pay for the items to be removed.

Councillor Bevington queried the progress that had been made with the County Council and the major mobile suppliers in relation to better signal coverage and referred to recent media references to new mobile boosters on Church towers. District Councillor Thomson said that there were currently ten masts in South Norfolk and it was hoped to increase this to twenty. Permission for the erection of a mast at Loddon had recently been refused. A mast can only be installed in a "line of sight" without the hinderance of any trees. In future there would be no more delegated decisions by officers and all decisions would be made by cabinet members. He felt that it was important that the major mobile companies worked with the Council to try to resolve the matter.

Councillor Wretham enquired as to whether there were any developments relating to the litter collection on some of the major roads e.g. A146. District Councillor Thomson said that

he had passed this matter on to a Council official to see whether a date had been scheduled for a litter pick and will chase the matter up.

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, Stephanie Ross-Wagenknecht, Mike Hayward and Jim Wretham.

Monica Armstrong attended as Clerk and there were twelve members of the public present for part of the meeting and six members for the whole meeting.

17.638 Apologies for absence:- Apologies for absence were received from County Councillor Barry Stone and Councillor Ernie Green (holiday).

NOTED

17.639 Declarations of interest:-

Councillor Howlett declared an interest in item 7 on the Agenda - Church car park.

AGREED AND NOTED

17.640 Minutes:-

Minutes of the meeting held on the 12th February 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record after three minor clerical amendments were made.

APPROVED AND NOTED

17.641 Matters arising:-

17.641.1 CIL payment Hellington – The Reserve committee had not yet met and it was anticipated that the next meeting would take place in May.

NOTED

17.641.2 Welcome Pack – Councillor Ross-Wagenknecht handed to Councillors a sample of the draft welcome pack. She asked Councillors to give some thought as to the ordering of the index and how this should be written. ***It was agreed that Councillor Ross-Wagenknecht would send the document to Councillors for their views on the contents page, whether any information was missing and whether commercial businesses should be included together with any other ideas they might have.***

AGREED AND NOTED

17.641.3 Training in the use of defibrillators – Councillor Howlett said she had not organised any further training. The previous training had taken place for individuals and not as a first responder group. Councillor Wretham expressed the opinion that the first aid training that had taken place which had included the use of the defibrillators had given people the confidence to use one if the occasion occurred. Councillor Howlett reminded Councillor Wretham that the training had cost £25.00 per person. Councillor Howlett said that the WI had recently paid for the replacement defibrillator pads. Councillor Bevington asked Councillor Howlett to express the Parish Council's thanks to the WI for funding this. ***It was agreed that Councillor Howlett would explore the possibility and cost of organising further defibrillator/ first aid training.***

AGREED AND NOTED

17.641.4 Car Park Signage – The proof for the sign had been received, approved by Councillors and Alan Tranter and ordered and collected by the Village Caretaker. ***This would be put in place by the Village Caretaker in the very near future.***

NOTED

17.641.5 Security Keys at Green Lane Playing Field – The security key and padlock on the gate at Green Lane Playing Field was now in place.

NOTED

17.641.6 Letter to Mr. Heathcote regarding vandalism to the permissive path – a letter had been sent to Mr. Heathcote regarding vandalism of the conservation monitoring and viewing seat and signs. A notice had been placed on the notice boards and website regarding this damage and informing people that further vandalism could result in the landowner restricting the use of, or closing, the permissive paths.

17.641.7 RSPB Bird Hide – Councillor Bevington felt it was not necessary for all Councillors to be present for the site visit with Tim Strudwick of the RSPB. Councillors Bevington and Howlett volunteered with Councillor Wretham being a reserve. Councillor Bevington refuted the suggestion that the bird hide was not used on a frequent basis. Councillor Bevington asked what her brief should be when replying to the RSPB's response regarding any funding. It was agreed that at this stage the Parish Council will not offer to fund repairs. ***The Clerk will contact Tim Strudwick enquiring as to dates for the site visit. Councillor Bevington will draft a notice to be displayed in the bird hide asking visitors to sign it to gather evidence of how frequently the bird hide is used. The draft would be circulated to Councillors for approval.***

AGREED AND NOTED

17.641.8 Bus shelter at The Oaks – The Clerk had had lengthy emails with the insurance company relating to the bus shelter at The Oaks submitting quotes for both wooden and aluminum shelters. She had received an email stating the works may proceed based on the estimate from Ace Shelters at £2,850 plus vat. ***It was agreed that Councillor Hayward would contact the firm regarding the base required and thereafter he would liaise with the Clerk in obtaining three quotes for this work to be undertaken prior to the installation of the shelter.*** **NOTED AND AGREED.**

17.642 Council's Response to the Greater Norwich Plan and the call for sites.

Councillor Bevington said that there had been a positive response to the Council's flyer which had been distributed to parishioners relating to the "call for sites".

She noted that an additional and useful flyer providing guidance to accessing the consultation website had unfortunately not been signed by anyone and had not come from the Parish Council as some residents had thought. District Councillor Thomson said that many comments had been made about the GNLP consultation website and it not being very user-friendly. These comments had been noted and improvements would be made to any future websites of this type.

Councillor Bevington read to the meeting the agreed response that the Parish Council would be submitting in relation to the Greater Norwich Plan – **(a copy of the response is attached to the minutes.)** This response had been written on the basis of the emails received from residents, with an overwhelmingly majority objecting to both of the sites put forward, and covering relevant factors that relate to the sites' assessment criteria. The response could be accessed on the website and will also be displayed on the notice boards.

Councillors unanimously thanked Councillor Bevington for the work she had undertaken in composing such a detailed response and this was reiterated by a member of the public present.

A parishioner provided an alternative opinion against the reluctance to build in Rockland St Mary. He said that there was an ageing population; many of the residents using the bus were non-payers and facilities such as the post office were vulnerable unless frequented by more people. He felt that other sites should be put forward to ensure the sustainability of facilities.

Another resident expressed his concern regarding the length of the process in identifying sites. District Councillor Thomson said that the process was more streamlined on this occasion and the process would be concluded by 2020. District Councillor Thomson further pointed out the Council had currently given permission for 38,000 homes leaving a requirement for an additional 7,200. The number of sites that had been put forward far exceeded the number of homes that needed to be built. Building had not yet commenced on some sites already approved in the previous local plan.

AGREED AND NOTED

17.643 Planning Matters: -

17.643.1 Current Applications.

There were no current applications.

NOTED

17.643.2 Decisions-

2017/2455 / 2017/2456 Listed Building 21 School Lane Rockland St Mary NR14 7EU

Alterations and extension.

Approved with conditions.

NOTED

17.644 Council's proposal in respect of Church car park

Councillor Bevington outlined the problems that existed with users of the church car park which appeared to be long standing and the subject of some acrimony with individuals attempting to "police" it themselves. She and the Clerk had met with The Reverend John Shaw to discuss the matter. In an attempt to find a solution to the problem, Councillor Bevington wished to explore the possibility of the Parish Council leasing the car park on a peppercorn rent and taking responsibility for repairs and management of the site. This could be on a short term lease and reviewed by both parties – the PCC and Parish Council. At the end of this period an assessment could be made as to whether the arrangement was workable or not. If it was not it could revert to the current status quo.

Councillor Wretham had spoken to a resident in Rectory Lane who had expressed concerns about the increased use of the car park which could result in vehicles being parked on the access road so blocking access to her property. Councillor Bevington asked District Councillor Thomson whether any funding would be available to repair the access road which is in poor condition. He said that any unadopted road tends to be a private right of way. He had checked the verges and they were not Highway's responsibility according to the Highways mapping. Therefore, he felt no funding would be available.

A parishioner estimated that a sum of around £15,000 to £20,000 would need to be spent to do a thorough job in bringing the road up to standard.

Councillor Bevington said that she did not envisage a vast sum of money being spent on the access road but for it to be maintained to an adequate standard. Councillor Hayward said that as the Parish Council currently maintains two car parks – the Staithe and Black Horse Dyke- the Council should not take on the responsibility of another. He added that there might be health and safety implications and it might be the responsibility of the Parish Council to ensure that the access road to the car park was maintained to avoid any claims being made against the Parish Council.

Councillor Bevington explained that she had proposed the idea of leasing the car park to see whether Councillors were broadly in agreement to the proposal. If they were, then the PCC would be contacted and if the PCC were interested in following up the idea then the points raised would be properly explored in more detail by interested parties.

Councillor Bevington stated that a vote would take place on the broad proposal and asked Councillors present to indicate if they agreed in principle to this. Councillors Hayward, Ross-Wagenknecht and Wretham voted against the proposal, Councillor Howlett abstained in view of her interest and Councillor Bevington voted for. Councillor Green had sent an email read out by the Clerk stating he did not wish the Parish Council to be involved in any financial commitment, but this could not be considered as a Councillor has to be present to vote under the Local Government Act 1972 Schedule 12 para 39 (1).

The proposal was therefore defeated and Councillor Bevington said the matter will not be pursued further by the Parish Council.

17.645 Clerk's contract and job description

This matter was deferred to the end of the meeting.

17.646 Finance matters:-

17.646.1 Approve budget for 2018/19 - The Clerk had circulated to all Councillors a draft budget for 2018.19. She explained that various revisions would have to be made during the financial year because sums of money from different sources will be received during the year but it was very difficult to anticipate when these would be received. On the proposition of Councillor Ross-Wagenknecht seconded by Councillor Wretham the budget was approved.

NOTED AND APPROVED.

17.646.2 Orders for payment - There were five orders for payment:- Village caretaker £99.00; Clerk salary and expenses £254.99; CGM Landscapes £143.16; Norfolk Parish Training and Support £28.00; replacement cheque PSL Web £28.00.

APPROVED AND NOTED

17.646.3 Balance at bank - £7,460.14 less payments above

NOTED

17.646.4 Subscriptions to organisations 2017/18 – The Clerk wished to recommend to Councillors that they subscribe to the Norfolk Parish Training & Support, the Norfolk Association of Local Councils and the Norfolk Association of Local Councils as she felt each had their own strengths. On the proposition of Councillor Hayward seconded by Councillor Ross-Wagenknecht these were approved. In addition, as part of the Clerk's professional development the Council subscribes to the Society of Local Council Clerks.

NOTED AND APPROVED

17.646.5 CIL money in relation to Bee Orchid Way - The first instalment of £8,155.96 would be received in the 2018/19 financial year and the balance of £24,347.88 was likely to be received in the financial year 2019/20. In addition, the sum of £20,896 would be received by the Council to be spent by the Parish, in agreement with the play and amenity officer, towards recreational/play equipment within the village of Rockland St Mary. The Clerk had not received any notification of when this money would be received.

NOTED

17.647. General Data Protection Regulation:- It was agreed to defer this matter until the next meeting to enable Councillor Ross-Wagenknecht to report back on the meeting she was attending on the 15th March 2018.

NOTED

17.648 Correspondence:-

17.648.1 Feedback from previous correspondence:-

The Clerk reported that she had replied to the resident who had expressed concern about the overgrown hedge from Lower Road towards Claxton. The Clerk had asked the Highways Department to look into the matter but they had informed her that an initial approach should be made to the landowner. The Clerk had asked Councillor Hayward if he could establish who owned the land.

AGREED AND NOTED

17.648. 2 Correspondence to be circulated:-

The following documents would be circulated to Councillors:-

1. Email from a resident regarding re-siting of the dog waste bin Surlingham Corner
2. Email from resident regarding additional grit bin on Rookery Hill
3. Monthly newsletter from Norfolk Constabulary
4. Email regarding Community SOS
5. Clerks and Councils Direct magazine
6. South Norfolk Public meeting
7. Email re. churchyard
8. Email from Village Caretaker regarding charging for the disposal of waste from 1st April 2018

NOTED

It was agreed that, in future, the Clerk would scan any documents, and these would be sent electronically to Councillors with a request that if an answer was necessary this would be done within a prescribed timescale.

17.649 Reports from Councillors on their areas of responsibility: -

17.649.1 Black Horse Dyke Car Park – Councillor Hayward said that there was nothing to report.

NOTED

17.649.2 Footpath report:- Councillor Bevington said that the Village Caretaker had removed the leaves from Star Piece.

NOTED

17.649.3 Rockland St Mary Primary School – In the absence of Councillor Green no report was available.

NOTED

17.649.4 Margaret Mack Room – Councillor Howlett reported that the scheduled meeting had been cancelled owing to the adverse weather conditions.

NOTED

17.649.5 Green Lane Playing Field – A parishioner had approached Councillor Wretham regarding holding a fete at the playing field and asked whether the Council's own insurance would cover this. The Clerk said that the organisation would need to take out their own insurance

NOTED

17.649.6 Community Speedwatch – The Clerk and Councillor Green would be attending the Community Speedwatch AGM on the 28th March 2018. The Clerk confirmed that the Council's bid for match funding for a SAM2 camera had been successful. She would approach Westlotec at the AGM to arrange a visit by the company to train Councillors and the Village Caretaker on the workings of the camera and the requirements for its use.

AGREED AND NOTED

17.650 Arrangements for Annual Parish Meeting 9th April 2018 – The Clerk had circulated to Councillors a draft Agenda together with the minutes from last year's meeting. These were approved. ***The Clerk will contact organisations within the village inviting them to attend and/or provide a report.***

17.651 Clerk's contract and job description

At this juncture the Clerk left the meeting in order for Councillors to discuss her job description and pay scale. The Chair had recently reviewed the nature and quantity of the Clerk's current workload In the light of the increasing volume , complexity and range of work required of the Clerk, including her new responsibilities as Data Processor under the new Data Protection legislation. The Chair recommended:-

- In accordance with official guidelines for employing clerks, the Clerk should be placed on a spinal column point (SCP 27) which is the new rate of pay for 2017/18 (pro rata)
- With effect from April 1st 2018, the Clerk's hours should be increased from 23 to 26 hours per month
- The recommendation was agreed unanimously by Councillors Daphne Howlett, Stephanie Ross-Wagenknecht, Mike Hayward and Jim Wretham .

The meeting closed at 9.55 p.m..

Dates of next meeting: - Annual Parish Meeting 9th April 2018
Parish Council Meeting 16th April 2018.

Monica Armstrong
Parish Clerk

Signed as a correct record on 16th April 2018

..... Chair