



**Meeting of Rockland St Mary with Hellington Parish Council  
held on Wednesday 10<sup>th</sup> March 2021  
This meeting was conducted using the Zoom online facility**

**Public Participation Session**

There was no public participation in the meeting.

**County Councillor's Report**

County Councillor Stone referred to his report which had been submitted to councillors prior to the meeting. He noted that the Parish Partnership scheme continued to provide match funding for bids from parish and town councils, and that he would support local parishes in this initiative. He mentioned funding for tree-planting initiatives; further clarification was needed from the District Councillor as to whether this was the same funding as that to which he had referred previously.

The Flooding Resilience Committee had had its first meeting, and one of the issues discussed was the provision of new facilities for water storage to alleviate the effects of drought. Currently, surplus water flows into ditches and drains and then into the sea; this initiative will seek to improve storage facilities for the excess water so that it is not lost.

County Councillor Stone spoke of the County Council elections which are taking place on 6<sup>th</sup> May. He reported that a new County Councillor would be replacing him in this constituency.

**District Councillor's Report**

District Councillor Thompson had not submitted a report and was unable to attend the meeting.

**Links for information:**

For a full copy of the County Councillor's report, visit the Parish Council website -  
<http://www.rocklandstmarywithhellington-pc.gov.uk>

**MINUTES**

**Present:** Cllrs Kate Bevington (Chair), Catherine McCormick, Nikki Stone, Paul Francis, Mike Hayward, Ernie Green and Jo Norris. Vanessa Sewell attended as Clerk.

**18.081 Apologies for absence**

There were no apologies for absence.

**NOTED.**

**18.082 Declarations of interest**

There were no declarations of interest.

**NOTED.**

**18.083 Minutes**

Minutes of the meeting held on 10<sup>th</sup> February 2021, copies of which had been circulated to Councillors, were agreed and would be signed as a correct record by the Chair.

**AGREED AND NOTED.**

#### **18.084 Matters Arising**

**18.084.1 Application for bus shelter on The Street** – a quote for the bus shelter had been received from Ace Shelters. This was excluding a concrete base which Ace Shelters were unable to provide. ***The Clerk would contact Jonathan Scott to obtain a quote for laying a concrete base and path to the bus shelter.*** Councillor Stone suggested that a bin attached to the side of the bus shelter would be a useful addition. ***The Clerk would request additional quotes from Ace Shelters for the addition of a bin and also for a single-sided shelter.***

**AGREED AND NOTED.**

**18.084.2 Flooding on Low Common, Hellington** – Councillor Francis reported that the flooding in the first section of Low Common (that which is closest to Hellington Hill) had now dried up but that the flooding further down Low Common was prolific and would not drain away. ***It was agreed that Councillor Francis would provide the Clerk with photographs of the affected area and a description of the problem, in order that she could forward this to the Highways Department and arrange a site visit.***

**AGREED AND NOTED.**

**18.084.3 Black Horse Dyke car park clothes bank** – the Clerk reported that a clothes bank had been ordered from the Salvation Army and that it would be installed in due course.

**NOTED.**

**18.084.4 Covid-19: distribution of community support information and contacts** – the Clerk had printed copies of the information leaflet and put them by the exit door in the Village Shop for parishioners to take as needed.

**NOTED.**

**18.084.5 Distribution of climate change action suggestions leaflet** – the Clerk had printed copies of the leaflet and put them by the exit door in the Village Shop for parishioners to take as needed.

**NOTED.**

**18.084.6 Staithe Car Park pothole repairs and closure** – in response to a number of requests from Rockland St. Mary parishioners the car park was re-opened on 26<sup>th</sup> February and a notice put on the Parish council website on 24<sup>th</sup> February. The notice also reminded visitors to Rockland that government lockdown restrictions regarding non-essential travel and staying local are still in force. It was agreed that repairs to the car park would be carried out as and when required. With regard to concerns raised by the village caretaker as to fly-tipping and human waste in the car park, the idea of installing a CCTV camera was discussed. ***It was agreed that Councillor Hayward and the village caretaker would visit the site to ascertain a suitable position for a camera.***

**AGREED AND NOTED.**

**18.084.7 Rockland Wildfowlers Association lease: proposed Heads of Terms** – the sub-group consisting of Councillors Bevington, Norris and Hayward had prepared the proposed Heads of Terms for the renewal of the lease. This had been sent to all councillors for comment and had been amended accordingly. ***It was agreed that the Clerk would submit the proposed Heads of Terms to Savills.***

**AGREED AND NOTED.**

**18.084.8 Wherryman's Way project: response from Trails Officer** – the Senior Trails Officer at Norfolk County Council had reported to the Clerk that new signage for the route was being purchased, to replace some of the older signage. New cycle route signage had also been approved, and installation would be carried out in due course. Some work had been carried out in the Rockland section of Wherryman's Way last year but this had been cut short by the effects of lockdown. It was hoped that this work would be revisited this year, depending on the delivery programme of planned works.

**NOTED.**

**18.084.9 Green Lane electricity wayleave payment and lease** – ***the Clerk would continue to liaise with UK Power Networks as to the location of the lease with Eastern Electricity and the provision of wayleave payments.***

**NOTED.**

## **18.085 Planning matters**

### **18.085.1 New applications**

- Application Number: 2021/0216  
App Type: Listed Building  
Location: Hellington Hall, Low Common, Hellington, NR14 7BU  
Proposal: Internal alterations to first floor bedroom to form bathroom and hallway
- Application Number: 2021/0326  
Application Type: Householder  
Location: 42 The Street, Rockland St Mary, NR14 7AH  
Proposal: single storey front extension
- Application Number: 2021/0420  
Application Type: Householder  
Location: 1 Surlingham Lane, Rockland St Mary, NR14 7HH  
Proposal: Erection of a timber framed open fronted cart lodge and garden store

**NOTED.**

### **18.085.2 Decisions**

- Application Number: 2021/0154  
App Type: Householder  
Location: Hern Rise, 26 Surlingham Lane, Rockland St Mary, NR14 7HH  
Proposal: Removal of existing rear dormer and construction of new dormers to the front and a roof extension at the rear.  
Decision: Approval with Conditions  
Delegated Date of decision: 2 March 2021

**NOTED.**

## **18.086 Financial matters**

**18.086.1 Orders for payment** – there were three orders for payment: Clerk's salary and expenses £378.81; Village Caretaker £153.73; Cllr Bevington Zoom Pro monthly subscription for Parish Council meetings £14.39. On the proposal of Councillor McCormick, seconded by Councillor Norris, these payments were approved.

**AGREED AND NOTED.**

**18.086.2 Current balance of accounts** – the Clerk reported that the current balance at the bank was £30,031.49 which includes an amount of £26,117.30 of designated CIL (Community Infrastructure levy) money.

**NOTED.**

**18.086.3 Overview of Community Infrastructure Levy accounts** – the Clerk had provided Councillors with details of the amount of CIL money spent to date, the amount committed for future spend and the projects to which this amount related, and the projected amount remaining once these projects had been fulfilled. There was a discussion around the amount set aside for Green Lane car park and playing field. An amount of £4,000 had been set aside for fencing around the playing field to deter rabbits, but since the playing field had been re-opened with new and improved facilities it had been better-used, resulting in the rabbits moving elsewhere. The Chair noted that rabbits tended to follow a seven-year cycle and that their disappearance could be due to a Myxomatosis outbreak last summer. It followed that the rabbits could return to the area. If it was felt that a fence was needed, an application to the Parish Partnership scheme might be a good idea, however it was felt that the amount ring-fenced for the fencing would be better spent on refurbishing the car park and enabling it to be fully accessible to parishioners. Councillor Stone had received quotes from four companies, the cheapest of which was for £2,580 from EPS, to refurbish the car park and install a Bund. Councillors unanimously supported the proposal to commission EPS to carry out the work as per their quote. ***Councillor Stone would therefore engage EPS to complete the work as soon as possible.***

**AGREED AND NOTED.**

## **18.087 Correspondence**

**18.087.1 Feedback from previous correspondence** – there was no feedback from previous correspondence.

**NOTED.**

**18.087.2 Correspondence circulated prior to the meeting – listed below.**

Report from County Councillor Barry Stone	08.02.21
Environmental presentation from County Councillor Barry Stone	10.02.21
Report from District Councillor Vic Thomson	10.02.21
Weekly list of planning applications (including 2021/0216 Hellington)	17.02.21
Norfolk Policy Community Update	19.02.21
Census 2021 Councillor Handbook	23.02.21
Planning application 2021/0326	02.03.21
Email from Norfolk County Council re Norwich Western Link project update	02.03.21
Norfolk Policy Community Update	02.03.21
Email from Norfolk Association of Local Councils re NCC Briefing Note and Annual Police & Fire Collaboration Report	02.03.21
Email from Norfolk ALC Wellbeing re Food Action Week	02.03.21
March report from County Councillor Barry Stone	02.03.21
Email from South Norfolk Council re Planning Enforcement Training	02.03.21
Email from Planning Campaigns Consultant, CPRE Norfolk re GNLP Regulation 19 consultation	02.03.21
Planning Application 2021/0420	04.03.21

The Chair referred to the email from CPRE regarding the GNLP Regulation 19 consultation and asked Councillors whether they wished to support CPRE Norfolk's campaign for currently allocated sites for housing in the Joint Core Strategy to be developed before any new sites in the GNLP are built out. Councillors were unanimously in favour of supporting this pledge and ***the Clerk would complete and return the pledge form.***  
**AGREED AND NOTED.**

**18.088 Review of Policies**

**18.088.1 Standing Orders** – the Clerk had circulated these to Councillors prior to the meeting. The Standing Orders had been reviewed and there were no amendments to be made.

**18.088.2 Child Protection policy** – the Clerk had circulated the policy to Councillors prior to the meeting. There were no amendments and the policy was approved by Councillors.

**18.088.3 Wildlife policy** - the Clerk had circulated a sample policy, provided by Councillor Norris, to Councillors prior to the meeting. This was a new policy which Councillors agreed would be beneficial to have in place. ***It was agreed that Councillors Bevington, McCormick and Norris would prepare a draft Wildlife policy to be presented at the next meeting.***

**18.088.4 Emergency Plan** – further to review at the last meeting the following additional amendments were to be made: inclusion of Councillor Norris as a First Aider; Bee Orchid Way to be added to the “Checking in on vulnerable people in the community section” under Councillor McCormick; ***Councillor Hayward would obtain contact details for a person willing to cover The Oaks; the Clerk would contact a parishioner with access to a 4x4 vehicle to ask if they were willing to be added to the emergency contacts.*** In addition, it was agreed that Councillors must notify the Chair if they are not available to fulfil their duties as named on the Emergency Plan (for example, if they are on holiday).

**AGREED AND NOTED.**

**18.089 Reports from Councillors on their areas of responsibility**

**18.089.1 Black Horse Dyke & Rockland Staithe car parks** – nothing to report.  
**NOTED.**

**18.089.2 Footpath report** – nothing to report.

**AGREED AND NOTED.**

**18.089.3 Rockland Broad Management Committee** – the Chair reported the following from the meeting held on 3<sup>rd</sup> March: Bird hide - following a health and safety inspection, the RSPB hoped that work could be carried out to make it safe to re-open after Easter when restrictions are lifted; Broads Authority – two new rangers would be covering the Lower Yare and Chet regions this season; Staithe slipway – the Poors Trust were in discussion with the Broads Authority regarding the possibility of leasing the slipway to them so that it changes its access status from private to

public. The requirement for Public Liability insurance would then sit with the Broads Authority. This followed the Broads Authority's decision to name the Staithe on its website as an access point to the Broad. The full minutes of the RBMC meeting can be found on the Parish Council website.

**NOTED.**

**18.089.4 Rockland St Mary Primary School** – Councillor Green reported that pupils had returned to the school on 8<sup>th</sup> March, in line with Government guidelines.

**NOTED.**

**18.089.5 Green Lane playing field** – covered under 18.086.3 above.

**NOTED.**

#### **18.090 Grounds maintenance for the coming season**

The Chair wished to place on record that the Parish Council is very grateful to the Village Caretaker for his continued hard work and dedication to the maintenance of the facilities in Rockland St Mary and Hellington. The Village Caretaker had requested to be paid an extra hour's work when cutting the grass, in order to cover fuel costs for the mower. This additional payment was unanimously supported.

**AGREED AND NOTED.**

#### **18.091 Local elections**

Elections for the County Council and Police and Crime Commissioner would take place on 6th May. The next Parish Council elections would take place in May 2023, so no action was required from Councillors at this time.

#### **18.092 Annual Parish Meeting 12<sup>th</sup> May**

The Parish Council would await instruction from the Government as to whether APM's could take place this year, and in what capacity. The Chair would compile a list of headings for Councillors to comment on, including that which could not be reported last year due to the cancellation of the APM because of Covid-19 restrictions.

**AGREED AND NOTED.**

#### **18.093 Memorial bench for Rockland Staithe**

One of the projects ear-marked for funding from the CIL money was to replace the worn-out memorial benches at the Staithe. The Parish Council had previously asked parishioners if they would like to sponsor a bench but no firm requests had been received. Another suggestion was a memorial bench in honour of those who have lost their lives to Covid-19. It was agreed that the Parish Council would purchase two benches and that parishioners would be invited to purchase a memorial plaque. ***The Chair would research some suitable benches.***

**AGREED AND NOTED.**

#### **18.094 Community Grant application for Rockland St Mary church**

An application under the Community Grant Fund for the supply and installation of a new notice board and two tourist signs at a cost of £351.15 had been received. Councillors gave the application due consideration but felt that it did not meet the objective of the Community Grants Policy, in that it did not "support appropriate activities and causes which are likely to benefit the Parish of Rockland St Mary with Hellington as a whole, or a significant number or group of persons residing within the Parish". It was felt that not enough members of the community would benefit from the new notice board and signage for the application to meet the criteria, and on that basis the application for funding was declined. It was suggested that the church may wish to consider making repairs to the current notice board as the Parish Council has recently done with signage at the Green Lane playing field. With regard to the tourist signs, it was suggested that the church may wish to contact the Highways Department at Norfolk County Council who might be able to assist with supplying the signs.

**AGREED AND NOTED.**

**Any other business**

The Clerk was asked to contact the Highways Department again to remind them that the “No Footpath” sign on Bramerton Lane near the junction with Run Lane was still on the ground, and to request that this is put up as soon as possible. The Clerk would also request that Highways see to the damaged reflector posts on the triangle at the same junction. The Chair had received an email from a parishioner with suggestions on village events in the summer, which she would forward to Councillors for comment.

There being no further business, the meeting closed at 9.55 pm.

**Date of next planned meeting – Wednesday 14<sup>th</sup> April 2021**

Vanessa Sewell  
Parish Clerk

Signed as a correct record by the Chair.....

Date .....