



# Rockland St Mary with Hellington Parish Council

## Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday 12<sup>th</sup> September 2018

### **Public Participation Session:-**

The Chair, Councillor Bevington, welcomed all those present and said she would defer public participation until items 7 and 8 on the Agenda as she felt it appropriate to share those items with the public at that stage in the proceedings.

### **County Councillor's Report:-**

The Chair welcomed County Councillor Barry Stone to the meeting after his absence through illness.

In summary County Councillor Stone dealt with the following matters-

- **Adult Social Care**
- **Hospital admission reduction initiative**
- **Loddon Roundabout**
- **Environment Development and Transport**
- **Member Highways Budget**

A full copy of District Councillor's report can be accessed via the website  
[www.rocklandstmary.org.uk](http://www.rocklandstmary.org.uk)

The Clerk raised with County Councillor Stone the replacement of the 30 mph signs as you enter Rockland St Mary from Claxton. She had been informed by Highways that the work should have been completed by the 31<sup>st</sup> August 2018 but this had not happened. Councillor Green asked Councillor Stone if he could give this matter priority.

### **District Councillor's Report:-**

District Councillor Vic Thomson did not attend the meeting or provide a report.

## **MINUTES**

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

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

**17.703 Apologies for absence:** - An apology for absence was received from Councillor Hayward (on holiday)

**AGREED AND NOTED**

**17.704 Declarations of interest:-** Councillor Bevington expressed an interest in item 10 on the Agenda.

**NOTED**

### **17.705 Minutes:-**

Minutes of the meeting held on the 11th July 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

**APPROVED AND NOTED.**

#### **17.706 Matters arising:-**

**17.707.1 Welcome Pack-** The Clerk had circulated to all Councillors prior to the meeting a final version of the welcome pack. With some minor amendments this was agreed by Councillors. ***The Clerk will arrange for this to be published on the parish website and for hardcopies to be made available.***

**17.707.2 CIL Payment Hellington –** Councillors Paterson and Ross-Wagenknecht reported to the meeting that a local craftsman was sourcing the availability of wood to carve a suitable bench. The Clerk reminded Councillors that the sum had to be spent within five years of the financial year in which it was received (October 2020 financial year 2020/21) otherwise the sum would have to be repaid to South Norfolk. It was hoped that the work could be undertaken, completed and payment made within the next nine months.

**17.707.3 Hedge at Rockland St Mary Staithe Car Park –** It was reported that the hedge had been cut back to enable better visibility for drivers leaving the car park. Councillor Hayward and the Village Caretaker will ascertain whether further trimming back is required. ***The Clerk, in liaison with the Village Caretaker, will investigate costings of a convex mirror to give greater visibility to drivers departing the car park.***

#### **AGREED AND NOTED**

**17.707.4 Play Equipment at Green Lane Playing Field –** Councillor Wretham gave an update on the plans to purchase play equipment at Green Lane Playing Field. He said that as funding amounting to £20,986.00 under the Section106 would not be available until the first property had been occupied on the Bee Orchid development, it would be premature to make a final decision at this stage. ***It was agreed Councillor Wretham would provide the Clerk with draft text to include in a letter to be sent to the three companies that had submitted quotations to undertake the work in order to apprise them of the current position.***

Councillor Wretham suggested that pictures of the plans and equipment, with supporting text, be placed on the website and notice boards to inform the public of the outcome of the Parish Council's consultation.

#### **AGREED AND NOTED**

Councillor Ross-Wagenknecht asked when discussion would take place regarding play equipment at Black Horse Dyke. Councillor Bevington said this would be discussed at a later date when the Community Infrastructure Levy payment was received by the Parish Council.

#### **NOTED**

**17.707.5 Parish Council Newsletter:-** Councillor Bevington had commenced the drafting of a newsletter to parishioners. Councillors agreed an occasional paper newsletter would be a good form of additional communication. ***Councillor Bevington will complete the draft for approval for the next meeting.***

**17.707.6 Defibrillators –** The Clerk informed the meeting she had identified a company which produces permanent postcode stickers to place on each of the defibrillators. She will come back with costings at the next meeting.

#### **17.708 Planning matters:-**

##### **17.708.1 Current applications:-**

2018/1793

The Old Granary Norwich Road Holverston Norfolk NR14 7PH

Proposal: Erection of shed

***The majority of Councillors had responded to indicate they had no views or comments to make on this application.***

#### **AGREED AND NOTED**

##### **17.708.2 Decisions:-**

**2018/1469** 105 The Street Rockland St Mary Norfolk NR14 7HQ

Proposal:

Two storey side extension

## **NOTED**

**17.708.3 Pending:- Planning Application 2017/1646** Variation of condition 2 of planning consent 2017/1646 - (Construction of 21 residential dwellings) - Amended design and access statement changing plot 15 from affordable to open market housing, and plot 12 to shared ownership.

## **NOTED**

### **17.709. Greater Norwich Local Plan – additional sites –**

#### **17.710 Community Led Plan –**

It was agreed that these two matters should be discussed jointly. Councillor Bevington explained that South Norfolk and Broadland District Councils had initiated a programme inviting parish councils to attend various workshops to enable them to develop their own community led plans. Councillor Bevington went on to explain the purpose of a plan which was to :-

- develop a shared vision for Rockland and Hellington
- identify and protect important local green spaces
- identify what type of homes are most needed, the scale of development and the most suitable sites

Councillor Bevington stated that it had become clear that it was not an option for parishes to simply say that no further development could take place in their villages. Having its own community led plan puts a parish council in a stronger position to shape any future development by identifying and setting out the local community's needs and shared vision. Devising a plan requires engagement with the local community to seek their views and it must be informed by evidence. If a plan is approved, developers must work within its framework. Without such a plan in place, objections /comments made regarding future development in the area carry less weight. General discussion took place with Councillors and those members of the public present. Some of those in attendance expressed positive opinions about devising a Community Led Plan. Councillor Bevington informed the meeting that it involves a lot of work and stated that a steering group would need to be formed. When available, more information will be published on the website, in the newsletter and on noticeboards. **The Clerk invited parishioners present to contact her if they would like to be part of a steering group.**

## **AGREED AND NOTED**

### **17.711 Financial matters:-**

**17.711.1 Payments -** There were eight orders for payment - J.P Scott £75.00; Village caretaker £153.39 (July); £193.80 (August); Clerk's salary and expenses (July) £338.30; Clerk's salary and expenses (August) £338.48; Councillor Wretham's travelling expenses £18.00; Westcotec (SAM2 unit) £4,293.60. On the proposal of Councillor Howlett seconded by Councillor Green these payments were approved.

## **AGREED AND NOTED**

**17.711.2 Current balance of accounts -** The Clerk had not yet received an up to date bank statement. However, taking into account the payments authorised under 17.711.1 above the current balance would be £2,800 .The Parish Council will receive the second tranche of the precept amounting to £4,693 in September.

## **NOTED**

**17.711.3 Current financial accounts –** The Clerk had circulated to all Councillors prior to the meeting a copy of the current financial accounts. Councillors had no comment to make.

## **NOTED**

**17.711.4 End of Year Accounts -** The Clerk reported that the external audit of the accounts for the year ending 31<sup>st</sup> March 2017 had taken place and the necessary certificate issued. "Notice of conclusion of audit and right to Inspect the Annual Return" in accordance with Section 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 had been displayed.

## **NOTED**

**17.711.5 Replacement bench Surlingham Corner -** The Clerk had submitted to Councillors details of the three quotes she had received. She had deferred this issue until

this meeting to have the approval of all Councillors before submission to the insurance company. ***Councillors agreed to the proposed course of action and the Clerk will arrange to submit the estimates to the insurance company.***

**AGREED AND NOTED**

**17.712 Car Park Lease** – The Clerk had circulated to all Councillors a copy of the proposed car park lease from the Poor's Trust Solicitors to enable them to check it before the meeting. All Councillors were satisfied with its contents. Councillor Bevington pointed out that it would be three years before the Trust would make any profit from the rent paid by the Council as it had incurred expenditure in having the land professionally valued, paying the costs involved in engaging a solicitor to update and check the lease and through carrying out a series of repairs and replacements to the barriers. Councillors discussed whether the parish council needed to engage its own solicitor to check the lease. This issue was taken to a vote and, by a majority of three to two Councillors agreed not to engage an independent solicitor. ***The Clerk will contact the Chair of the Poores Trust to ask him to arrange for a hard copy to be sent to the Clerk to enable this to be executed.***

**AGREED AND NOTED**

**It was further agreed that Councillor Hayward would undertake a risk assessment of the site and take photographs of its current condition before the lease was signed.**

**17.713 Retention Policy:-** Councillors had received the proposed final copy of the Retention Policy and this was approved.

**AGREED**

**17.714 Reports from Councillors on their areas of responsibility: -**

**17.714.1 Black Horse Dyke Car Park** - Councillor Hayward, in his absence, had reported to the Clerk his concern about the Salvation Army Clothes Bank and the risks it presented when it was full.

**NOTED**

**17.714.2 Footpath report** - Councillor Bevington thanked the Village Caretaker for putting in place so promptly the red and white safety chain at Journey's End. She reported a parishioner had queried whose responsibility it was regarding the broken/rotted post near the Bird Hide and the lack of passing places. ***It was agreed the Clerk would contact Norfolk County Council regarding the reinstatement of these passing spaces and mending or replacing the post.*** The publican at the New Inn and a parishioner had cut the overgrown greenery on the edge of the bank from the first gate to the bird hide. BAM Nuttall is responsible for cutting back the bank. In addition, the path from the short dyke to the Beauchamp Arms became unusable for much of the year because it was cut too late. ***It was agreed the Clerk should contact the company and request that this work is undertaken as soon as possible to make it safer for walkers to use the footpath.***

Councillor Bevington wished it to be recorded that the land owner had not undertaken a cut this season on the diverted public footpath to Lambs Court or the permissive path that runs parallel to The Street and leads to the marsh. The permissive path is impassable and consequently walkers are forced to walk on the edge of the field.

Councillor Howlett reiterated her comments from previous meetings regarding the narrowing of the footpath from Foxdale to the Staithe Car Park due to overgrown vegetation. ***The Clerk had reported this problem to the Highways but will take the matter up with the County and District Councillors.***

The problem of vehicles parking on the footpaths was also discussed. ***The Clerk will circulate to Councillors a copy of the "please do not park on footpaths" sign.***

Councillor Wretham had attended the South Norfolk public meeting and had been informed by the Police that no action would be taken by them in relation to parking issues as the police regard this as a local authority responsibility.

**AGREED AND NOTED.**

**17.714.3 Rockland St Mary Primary School** – Councillor Green said there was little to report as the academic year had only just commenced. He would be attending a Trust meeting on the 13<sup>th</sup> September 2018.

**NOTED**

**17.715.4 Green Lane Playing Field** – Councillor Howlett asked whether the two metal posts which are no longer used should be removed to avoid causing possible damage to vehicles. Councillor Wretham and the Village Caretaker will investigate.

**AGREED**

A rota of volunteers had opened and closed the gate during the summer holidays. Councillor Paterson said that a parishioner had expressed her willingness to unlock and lock the gate on occasion, when necessary.

**NOTED.**

**17.716.5 Speedwatch** – The Clerk reported that the SAM2 unit had now been installed. The unit can remain in the same position for four weeks but cannot return within eight weeks. The monitor only records speeds, time of day and date. In August, when the monitor was first installed, the data showed that 1 in every 4 vehicles driving past (25%) was exceeding the 30mph speed limit. Periodically, a summary of the data will be put on our website and the general noticeboard outside the shop

**17.717 Correspondence circulated to Councillors via email and to be considered at the Parish Council meeting on the 12<sup>th</sup> September 2018.**

Document	Circulated via email
South Norfolk public meeting Thursday 9 <sup>th</sup> August 2018 Harleston, IP20 9DD. ( <b><i>Councillor Wretham represented the Parish Council</i></b> )	17.07.2018
Temporary road closure Rockland St Mary new water connection	17.07.2018
Norfolk ALC Newsletter (to those Councillors wishing to receive it)	19.07.2018
General newsletter from Norfolk ALC	19.07.2018
Material from 'Choosing the right community-led plan' workshop	20.07.2018
Salvation Army Clothing Bank	23.07.2018
Highway Rangers email	26.07.2018
Reuse Event 13.08.2018	26.07.2018
Norfolk ALC Newsletter - 26th July 2018 (to those Councillors wishing to receive it.	26.07.2018
Rockland Churchyard	Various dates
Green Lane Playing opening	Various dates
Lease of Land New Inn Hill (Staithe Car Park)	27.07.2018
Green Lane Playing Field re. funding	28.07.2018
Installation of SAM2unit	28.07.2018
Norfolk ALC Newsletter - 31st July (to those Councillors wishing to receive it)	31.07.2018
July Broads briefing	31.07.2018
Lease of Land New Inn Hill (Staithe Car Park)	02.08.2018
Email from Ward Gethin re. Staithe Car Park	07.08.2018
Salvation Army Clothes Bank	07.08.2018
Broadland & South Norfolk CLP workshops – ( <b><i>Councillor Bevington and Mr. Ellis has been booked for the next session on the 20<sup>th</sup> September 2018</i></b> )	09.08.2018
Insurance amendment to include SAM2 unit	11.08.2018
2018/1793 The Old Granary Norwich Road Holverston Norfolk NR14 7PH Proposal: Erection of shed	11.08.2018
Norfolk ALC Newsletter - 8th August (to those Councillors wishing to receive it)	15.08.2018
Details of quotes received for Surlingham bench	18.08.2018
Completion of audit	19.08.2018

Norfolk ALC Newsletter - 21st August (to those Councillors wishing to receive it)	21.08.2018
Notice of Broads Parish Forum 19 Sept 2018	22.08.2018
Early Help Bulletin 17/08/2018	22.08.2018
Email 18.8.2018 re-sent to Councillors re. Surlingham bench	03.09.2018
Emails re. 30 mph sign	Various dates
Hedge on The Street	06.09.2018
Norfolk ALC Newsletter - 6th September (to those Councillors wishing to receive it)	06.09.2018
Email regarding availability of 1 bedroom flat	07.09.2018
A-Z booklet for Councillors	09.09.2018

### **Any other business**

Councillor Wretham raised the question of a commemorative tree and plaque being planted in recognition of the end of World War 1. ***It was agreed that the Clerk would contact District Councillor Thomson to see if he could assist with funding this project.***

Councillor Wretham said that some of the speed signs had been damaged during the recent hedge cutting. **The Clerk will take this matter up with the Norfolk Highways.**

### **Future Agenda items:-**

Interactive information board at the Staithe.

There being no further business the meeting closed at 9.55 p.m.

**Next meeting Wednesday 10<sup>th</sup> October 2018.**

Monica Armstrong  
Parish Clerk

Signed as a correct record on 10<sup>th</sup> October 2018

..... Chair