



Annual Council Meeting of Rockland St Mary with Hellington Parish Council held on Wednesday the 15th May 2019.

Present: Cllrs Kate Bevington, Catherine McCormack, Nikki Green, Stephanie Ross-Wagenknecht and Ernie Green.

In Attendance : - Monica Armstrong (Clerk to the Council) and three parishioners.

17.782. Election of Chair for 2019-20:

Councillor Ross-Wagenknecht seconded by Councillor McCormack nominated Councillor Bevington. Having indicated her willingness to stand as Chair, and there being no further nominations, Councillor Bevington was unanimously elected.

RESOLVED

17.782.1 Councillor Bevington duly signed the Declaration of Acceptance of Office.

NOTED

17.783 Apologies for absence:-

Apologies for absence were received from Councillor Hayward.

NOTED

17.784 Election of Vice Chair for 2019-120:-

Councillor Hayward had indicated his willingness to stand as Vice-Chair. On the proposition of Councillor Green seconded by Councillor Bevington and there being no further nominations, Councillor Hayward was unanimously elected.

Councillor Hayward will sign his Declaration of Acceptance of Office on his return from holiday and prior to the June Parish Council Meeting.

RESOLVED

MINUTES

Present: Councillors Kate Bevington, Catherine McCormack, Nikki Green, Stephanie Ross-Wagenknecht and Ernie Green.

Monica Armstrong attended as Clerk and there were three members of the public present.

The Chair welcomed County Councillor Barry Stone after his absence and she also welcomed Councillors Catherine McCormack and Nikki Green to their first meeting since being elected onto the Council.

17.785 Declarations of interest:- There were no declarations of interest.

NOTED

17.786 Minutes:-

Minutes of the meeting held on the 10th April 2019, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

APPROVED AND NOTED

17.787 Matters arising:-

17.787.1 Pathway at Wherryman's Way:- Councillors Bevington, Green and Hayward had met with Russell Wilson of the Norfolk Trails Team and he had outlined what he proposed to do to improve the path and wheelchair access along Rockland's section of Wherryman's Way, which was as follows:

- Restore and upgrade the passing places so that they meet current standards
- Restore the path and extend it beyond the bird hide to the corner of the Broad in order to give even more accessibility
- Remove the gates at both ends.
- Widen the path at the first gate to help accessibility in turning.
- Put up new signage at various places at the start and along the walk.

Mr. Wilson had asked for contact details of the Rockland Wildfowling Association and the Clerk had forwarded this information to him. Mr. Wilson had requested this as it would be necessary to have access to use the Association's land to enable the land to be used as a storage area for materials. In addition, the Association would be asked to confirm that, whilst the improvements were taking place, cattle would not be grazed near the path.

17.787.2 Notice Board at The Staithe:- The draft artwork had been prepared by the printers and had been proof read. This would now be submitted for printing. The Poor's Trust had recently held a meeting and it had been agreed they would contribute £150.00 towards the cost of the new board.

NOTED

17.787.3 Village related issues:- the Clerk had contacted Gary Overland, Highways Engineer, and a date of the 22nd May 2019 had been confirmed for Councillors Bevington, McCormack and Ross-Wagenknecht to meet up with Mr. Overland and the South Norfolk Council's designer to discuss the installation of the gateways.

NOTED

17.787.4 Asset coding:- Councillor Green said that, as Councillor Hayward was currently on holiday, this would be undertaken on his return.

NOTED

17.787.5 Footpath at The Street:- The Clerk said she had contacted Gary Overland and a colleague of his had carried out a reactive inspection of the footway. He had programmed some routine maintenance work to repair the verge and install a short section of kerbing to protect the verge in front of the path

NOTED

17.787.6 Responses to Emergency Plan questionnaire:- The Clerk reported that two parishioners had requested assistance and there had been ten volunteers. ***It was agreed that the Clerk should thank those residents who had offered their help and also contact the two parishioners who required assistance assuring them their needs had been recorded.***

AGREED AND NOTED

17.787.7 Honesty Box at The Staithe:- The Clerk had contacted Came and Company Insurance Company and had received the following response:-

- a) Whilst the policy covers loss of money it would be very difficult to quantify any loss unless the Council could somehow keep a record of any takings.
- b) To cover the box against loss or damage it would be necessary to provide details of the replacement cost including installation and the insurers would then be able to provide a quote.

However, following Councillors meeting with Russell Wilson, Trails Officer, he had suggested an alternative of an electronic system whereby donations could be made by means of a mobile phone. ***Councillor Green offered to look into the matter in more***

detail, contact Russell Wilson to obtain more information and report back to the meeting in June.

AGREED AND NOTED.

17.787.8 Sunken Boat:- The Clerk reported she had received an email from District Councillor Thomson informing her that Rockland was on the list to raise the sunken boat at The Staithe but was waiting on a particular workboat 'Shoveler' to become available which was currently at Dutch Tea Gardens. There is a sunken boat at Oulton Broad and two at Geldeston to be dealt with prior to the Rockland one.

NOTED

The Chair adjourned the meeting at this stage to enable public participation and reports from District and County Councillors to take place.

Public Participation Session

There was no public participation this stage.

County Councillor's Report:-

District Councillor Barry Stone commented on his previous year. He reported he was previously Chair of the Business and Property Committee but was now Chair of a Select Committee which was not so onerous. District Councillor Stone said 70% of the revenue budget is spent on Adult Social Care, Public Health and Prevention. He also reported that the issue of trying to reduce the speed limit to 50 mph at Hellington Corner was ongoing.

All other matters had been covered in his Annual Report.

District Councillor's Report:-

District Councillor Vic Thomson reiterated the situation regarding the sunken boat. Councillor McCormack asked who would be responsible for financing the removal of the boat. Mr. Thomson said that as this was a navigation issue the Broads Authority initially foots the bill but then looks to the boat owner for reimbursement.

District Councillor Thomson said there was little he could say as South Norfolk Councillors were entering another period of Purdah. However, he was able to comment on the call for sites and informed the meeting that the Section 19 period would commence in October 2019. This would grant a further consultation period on those sites that had been filtered through the system. He again reiterated that far more sites had been put forward than were necessary.

Councillors enquired as to when the Section 106 money for Green Lane would become available. The Clerk said that this would be when the first property was occupied. ***District Councillor Thomson said he would enquire as to when this was likely to be.***

NOTED

17.788 To consider the process for the co-option of Councillor for the vacancy for Hellington arising from the election process:-

A vacancy arose for one position as only six names had been elected. Paul Francis had expressed a willingness to stand. On the proposition of Councillor Ross-Wagenknecht and seconded by Councillor Nikki Green he was duly co-opted onto the Council. Mr. Francis signed the Declaration of Acceptance of Office form.

APPROVED

17.789 Reports from Councillors on their areas of responsibility:-

17.789.1 Footpath report:- Councillor Bevington reported that the grass on the bank had been cut from Wherryman's Way beyond the bird hide and the Norfolk Trails Officer had informed her that this would be undertaken again in September.

NOTED

17.789.2 Black Horse Dyke Car Park:- The Clerk had received an email from Councillor Hayward stating that the hornbeam and willow trees were looking healthy. Consideration would have to be given, in the future, to replacing the wire fence around the dyke.

Councillor Hayward had consulted the Village Caretaker regarding pricing for the edging boards and his labour. It was also felt that the car park would benefit from additional gravel being laid.

It was agreed, on the proposal of Councillor Green and seconded by Councillor Ross-Wagenknecht, that expenditure not exceeding £1,500 could be used on Black Horse Dyke Car Park to complete all the work. This sum would be covered by the Community Infrastructure Money (CIL).

AGREED

17.789.3 Green Lane Playing Field;- The Clerk had circulated to all Councillors a copy of the independent Health and Safety Report prepared by Mr. David Bracey. Outgoing Councillor, Mr. Jim Wretham, who had been responsible for Green Lane Playing Field, had made his observations on the report and suggested the following work be undertaken by the Village Caretaker:-

- a) putting the loose car/lorry tyre on the totem pole with the rest of the tyres
- b) clearing the nettles near the slide
- c) cutting off the protruding cable on the slope at the back of the cart track
- d) cleaning the algae from some of the wooden play equipment;
- e) removal of the surplus sign frame.

After discussion it was agreed the Village Caretaker would undertake the above work.

Councillor Nikki Green enquired about the equipment that had been agreed and whether the younger children's play apparatus could be grouped together and fenced off from the rest of the play area. ***The Clerk said she would forward to Councillor Nikki Green a copy of the plan approved by the Parish Council together with a list of the equipment and the quotes received from the three companies.***

The Clerk also informed the meeting that a parishioner had reported the existence of hogweed growing at Green Lane Playing Field and this had been removed by the Village Caretaker.

Speedwatch- Councillor Green said he had corresponded with the Norfolk Police Speedwatch Administrator regarding the placement of the speedwatch signs when sessions were taking place and had been informed that these had been allocated to be placed on the verges as identified in the risk assessment undertaken by them for health and safety reasons. Councillor Green was pursuing this issue particularly in light of the data coming through from the SAM2 camera indicating that when speedwatch sessions were not taking place excessive speeds were being recorded throughout the village.

NOTED

17.790 To appoint representatives to Committees and areas of responsibility 2019/20:-

The following were appointed:-

Rockland Broad Mgt Cttee
Black Horse Dyke Car Park
Green Lane Playing Field
Footpath Warden

Councillor Bevington
Councillor Hayward
Councillor Nikki Green
Councillor Bevington

Tree Warden
Health and Safety together with
risk assessments

Mr. Michael Brett
Councillor Hayward

APPROVED AND NOTED

17.791 Planning applications:-

17.791.1 Current applications:-

2019/1000 108 The Street Rockland St Mary Norfolk NR14 7HQ Proposal: Proposed single garage to replace timber shed.

Councillors had no views or comments to make about this application

AGREED AND NOTED

17.791.2 Decisions:- There were no current decisions.

17.792 Financial matters:-

17.792.1 End of Year Accounts to include signing Exemption Certificate:-

The Clerk had circulated to Councillors, prior to the meeting, documents relating to the end of year accounts 2018-19. She reported that the accounts had been internally audited. The Chair read through the Annual Governance Statement and Accounting Statements for 2019. The Chair signed the relevant sections (including the Accounting and Annual Governance statements) verified by the Clerk as Responsible Financial Officer. As the total income and expenditure for the financial year 2018-19 was below the limit of £25,000. the Chair signed the Certificate of Exemption on behalf of the Parish Council. This will be submitted to the external auditors PKF Littlejohn. The Clerk will prepare the "Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability return for the Exercise of Public Rights" and display on the website and the Parish Council notice boards. On the proposal of Councillor Ross-Wagenknecht seconded by Councillor McCormack the accounts were agreed.

AGREED AND APPROVED

17.792.2 Insurance Renewal:- The Clerk had contacted Came and Company asking for details of the insurance renewal but to date these had not been forthcoming. The Clerk will forward to Councillors all the relevant documents as soon as she receives them and asked Councillors to respond as a matter of urgency as the current insurance policy will expire on the 31st May 2019. The Clerk has previously forwarded to Councillors details of the response she had received from the insurance company relating to the discrepancy in the asset register figures and those supplied by the insurance company. Councillor Ernie Green queried the sums and said the assets should be recorded as £30,000. The Clerk said she had been informed by the insurers the renewed schedule would be on the basis of the current asset register.

17.792.3 Orders for payment:-

There were seven orders for payment – Clerk's salary and expenses £340.92; Village Caretaker £180.00; Facit Testing Ltd £108.00; Norfolk Association of Local Councils £180.00; David Bracey £96.00; Adepta £168.00; Poor's Trust Car Park Lease £1,100. On the proposal of Councillor Ross-Wagenknecht seconded by Councillor Bevington these payments were approved.

APPROVED

17.792.4 Current Financial Statement :-

Balance at bank £18,700.63 – less payments above. This includes the first tranche of the precept £5,908.89; insurance reimbursement in respect of the bench £692.00, VAT reimbursement of £1,978.87 and also CIL money £8,115.96.

NOTED

17.793 CIL money for Hellington:-

A Hellington resident had contacted the Clerk putting forward suggestions on how to spend the balance of the CIL money. It was agreed Councillor Francis would look into the costings of purchasing a Hellington sign to be erected on the grass triangle near Low Common.

AGREED AND NOTED

17.794 Registering of Council land

After discussion by Councillors it was agreed the Clerk should investigate whether the land owned by the Parish Council - Green Lane Playing Field, Black Horse Dyke Car Park and the triangular piece of land at Hellington was registered with the Land Registry.

AGREED AND NOTED

17.795 Councillors' email accounts for Council purposes:- Councillor Ernie Green had continued the process of investigating the possibility of creating email accounts using gov.uk for Councillors solely for Council purposes. He was awaiting further information from South Norfolk. When further details are to hand Councillor Green will circulate these to all Councillors.

17.796 Correspondence

17.796.1 There was no feedback from previous correspondence:-

17.796.2 Correspondence circulated

Document	Circulated via email
Letter to Rockland Wildfowlers Association regarding "clean up day"	12.04.2019
Norfolk Constabulary newsletter	12.04.2019
South Norfolk Help Hub Bulletin #43	12.04.2019
Insurance renewal	14.04.2019
Emails regarding path at 1 The Street RSM	Various dates
South Norfolk Help Hub Bulletin #44	26.04.2019
Green Lane Playing Field inspection report	30.04.2019
Emails regarding meeting with Gary Overland to discuss village gateways	Various dates
Broads Briefing April 2019	02.05.2019
Email attaching Acceptance form and pecuniary interest forms	07.05.2019
Email regarding sunken boat at The Staithe	07.05.2019
NALC newsletter	01.04.2019
Email from Wheatfen Forest School	9.05.2019
Email from Rockland Primary School	10.05.2019
South Norfolk Help Hub Bulletin #45	11.05.2019
Email from Rockland Wildfowlers Association re.clean up day	14.05.2019

The following correspondence was discussed in more detail:-

Rockland St Mary and Surlingham Schools – The Clerk had emailed to Councillors, prior to the meeting, the letter from the Chair of Governors relating to changing the status of the schools as follows:-

- Rockland St Mary Primary has Early Years and Key Stage One provision for children aged 2 to 7 (Pre-school to Year 2), with this incorporating the Sunbeams Pre-School currently located in Bramerton. See enclosed letter from Sunbeams.
- Surlingham Primary has Key Stage 2 provision for children aged 7 to 11 (Year 3 to Year 6).

Councillor Green gave the background to the decision of the Governing Body to formally consult on changing the age range of each school. Councillor Ross-Wagenknecht thought it would be appropriate for Councillors from Surlingham and Rockland St Mary with Hellington Parish Councils to meet to discuss this matter further. ***It was agreed the Clerk would contact Surlingham Parish Council to see if their Councillors were agreeable to this and suggest meeting prior to the next parish council meeting on the 13th June 2019.***

AGREED AND NOTED

Wheatfen Forest School – After discussion it was agreed that Councillor Nikki Green would contact Rose Hoare to discuss the matter further and to bring back to the next meeting the results of her talk before any commitment is made by the Council.

AGREED AND NOTED

Clean-up Day Wildfowlers Association – Following the letter sent to the Rockland Wildfowlers Association concerning the dumping of waste after their clean-up day the Clerk had circulated to Councillors the Association's response. ***It was agreed that the Clerk should reply to the Association thanking them for their previous efforts in undertaking the annual clean up of the Broad but stating that if they were unable to dispose of the rubbish themselves the Council would wish them not to undertake this task in the future.***

AGREED AND NOTED

Any other business

It was reported that the Hellington Hill road sign was missing and needed to be replaced.

The Clerk will report this to the relevant authority.

NOTED

Agenda items for next meeting

- a. It had previously been suggested that there should be "drop-in sessions" for the public to discuss matters with Councillors. The Clerk asked whether this could be an agenda item for the June meeting and this was agreed.
- b. Councillor Ross-Wagenknecht would like Councillors to discuss climate emergency and this will be placed on the June agenda.

Public participation

A member of the public asked when the work on filling the pot-holes, which had been demarcated, would be completed. The Clerk said that this was on the programme of works agreed with Gary Overland, Highways Engineer, Norfolk County Council. The Clerk will contact Mr. Overland to ascertain when this work was likely to be undertaken.

The meeting closed at 10.00 p.m.

Next meeting Wednesday 12th June 2019

Monica Armstrong
Parish Clerk

Signed as a correct record on 12th June 2019

..... Chair

