



# Rockland St Mary with Hellington Parish Council

## Meeting of Rockland St Mary with Hellington Parish Council held on Monday 16<sup>th</sup> April 2018

### Public Participation Session

No public participation took place.

### District Councillor's Report:-

In his absence District Councillor Vic Thomson had prepared a report the essence of which was:-

- 1) Litter picks on major roads will shortly take place following the winter spell
- 2) Awards for local volunteers
- 3) Pick and Mix free sessions. Next session, "social media for groups," to be held at the Swan Inn Loddon on the 26<sup>th</sup> April
- 4) Grants of up to £250 to allow communities to mark the centenary of the end of the First World War.

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

### County Councillor's Report:-

County Councillor Barry Stone had not provided a report.

## MINUTES

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

Monica Armstrong attended as Clerk and there was one member of the public present.

**17.652 Apologies for absence:-** Apologies for absence were received from County Councillor Barry Stone, District Councillor Vic Thomson

**NOTED**

**17.653 Declarations of interest:-** There were no declarations of interest.

**NOTED**

### **17.654 Minutes:-**

Minutes of the meeting held on the 14<sup>th</sup> March 2018, copies of which had been circulated to all Councillors, were agreed and signed as a correct record by the Chair.

**APPROVED AND NOTED**

### **17.655 Matters arising:-**

**17.655.1 CIL payment Hellington** – Councillor Ross-Wagenknecht explained that no further meeting of the Rockland with Hellington Reserve had taken place but that the Chair of the organisation was looking into the cost of purchasing a suitable bench in keeping with the surroundings of the reserve.

**NOTED**

**17.655.2 Welcome Pack** – Councillor Ross-Wagenknecht had circulated to Councillors prior to the meeting a draft of the booklet. She wished for Councillors to act as a "critical friend"

and to give her any feedback. Councillor Bevington expressed the wish that Councillors' details be excluded as points of contact. She said that any Parish Council issues should be addressed to the Clerk in the first instance. Discussion took place regarding the printing of the booklet and Councillor Green suggested that it would be more cost effective for the booklet to be published on the website. The Clerk said information could be displayed on the notice boards about the welcome pack and a note placed through the doors of new residents directing them to the website.

**AGREED AND NOTED**

**17.655.3 Training in the use of defibrillators** – Councillor Wretham had handed information to Councillor Howlett regarding training provided by the Waveney District Training which undertakes training free of charge. Councillor Howlett said she was still awaiting a reply from the Ambulance Trust but would have firm information for the May meeting. ***It was agreed that the Clerk would place a notice on the defibrillators giving the postcode location.***

**AGREED AND NOTED**

**17.655.4 RSPB Bird Hide** – Councillors Bevington and Wretham, together with the Clerk and Mr. Armitage, would attend a site visit with Tim Strudwick of the RSPB on the 27<sup>th</sup> April 2018.

A recent snapshot survey of the usage of the bird hide for a period between Wednesday 28<sup>th</sup> March and Sunday 8<sup>th</sup> April 2018 showed 152 visitors. The returns illustrated the following:-

Frequency	Number of visitors
Between 1 and three times a year	40
4-6 times per year	14
Monthly	50
Weekly	18
More than one per week	11
Other times over monthly but less than weekly	19

In only **12 days** 152 different people signed the survey sheets. Of these, 79 visit *at least* once per month. There were not many 'one-offs'- most of these were visitors to the area on holiday. It would be reasonable to conclude that the bird hide is used frequently and is popular with a wide variety of people, including children and those who use mobility scooters or wheelchairs.

**NOTED**

**17.655.5 Bus Shelter at The Oaks-** Councillor Green had placed an order with Ace Shelter at a cost of £2677.00 plus vat. Once the shelter is in place the base can be assessed as to whether any additional work is required.

**NOTED**

**17.655.6 Commencement of works at Bee Orchid Way** – The Clerk reported that she had contacted FW Properties and Julian Wells had informed her that construction works would commence in June/July this year with practical completion by the end of 2019.

**NOTED**

**17.656 Planning Matters: -**

**17.656.1 Current Applications.**

Application 2018/0716

Chantry House, Run Lane, Rockland St Mary NR14 7EZ

Proposal: Alter kitchen fireplace from a brick arch and replace with an Oak Bessemer.

***Councillors had no views or comments regarding this application***

**AGREED AND NOTED**

#### **17.656.2 Decisions-**

BA/2017/0476/COND The Broad ,1 Lower Road Rockland St Mary variation of condition 2 approved plans of BA/2016/0265/FUL – Approved subject to conditions.

**NOTED**

**17.657 Council's leases :-** The Clerk had circulated to Councillors a copy of the lease with the Poor's Trust relating to the Staithe which is due for renewal in October 2018. Councillor Bevington stated that the current situation was that the Poors Trust is in the process of waiting to receive an independent valuation prior to negotiating a new lease with the Parish Council. Councillor Bevington stated the importance to both parties of having the new lease checked by a solicitor. The Clerk informed current Councillors that the Sporting Rights Lease with the Rockland Wildfowlers' Association was minuted as being agreed at a Parish Council meeting on the 14<sup>th</sup> February 2011 for ten years (£600 p.a. for the initial period of five years followed by a further period of five years with an increase of rent of £700. p.a.). She could not trace any sealed lease. It was agreed that this matter would be raised at the next Rockland Broad Management Committee meeting in May. Councillor Bevington said an independent professional valuation should be obtained for the shooting rights for Rockland Broad before any renewal takes place in 2021 together with legal advice. She asked that Lease Renewal be added to the Risk assessment register.

**AGREED AND NOTED**

#### **17.658 Council's risk assessments:-**

The Clerk had circulated to Councillors the existing Parish Council risk assessment. On the proposition of Councillor Bevington seconded by Councillor Paterson this was approved. Councillor Hayward felt that specific individual risk assessments should be in place for the following:-

Black Horse Dyke Car Park; Green Lane Playing Field; the Staithe Car Park and parish land at Low Common Hellington; General Data Protection Regulation.

Councillor Hayward had already undertaken risk assessments for General Data Protection Regulation and Black Horse Dyke Car Park and these were approved by Councillors.

***Councillor Hayward will prepare risk assessments for Green Lane Playing Field, the Staithe Car Park and land at Low Common Hellington.***

**AGREED AND NOTED**

#### **17.659 Finance matters:-**

**17.659.1 Orders for payment -** Eight orders for payment:- South Norfolk District Council (removal of bus shelter) £169.58; Norfolk Association of Local Councils £176.44; Village caretaker salary and expenses £135.00; Clerk's salary and expenses £274.54; Norfolk Parish Training and Support £95.00; Townlands and Roydon's Trust £21.00; Signs Express £72.16. Society of Local Council Clerks £84.00. On the proposition of Councillor Ross-Wagenknecht seconded by Councillor Howlett these payments were approved.

**NOTED AND APPROVED.**

**17.659.2 Current balance of accounts.** Current balance at bank £7,515.11 less the payments above. This was the sum carried forward.

**NOTED**

**17.659.3 Audit arrangements for the end of Year 2017.18** PKF Littlejohn has been appointed as external auditor for small local authorities. The Parish Council has been selected for an intermediate review. The Clerk would be submitting the accounts for internal auditing in the very near future.

**NOTED**

**17.660 General Data Protection Regulation:-** After discussion it was agreed it would be beneficial for Councillors to have individual email addresses only applicable to their work as a parish councilor. ***The Clerk will forward to Councillor Green details of the person hosting the domain name for Councillor Green to investigate this further.***

Councillor Ross-Wagenknecht also reported on the discussion at Norfolk Parish and Support meeting she had attended regarding the Council having a bullying and harassment policy.  
***The Clerk will look into this and report back at the next meeting.***

#### **17.661 Correspondence:-**

##### **17.661.1 Feedback from previous correspondence:-**

With regard to the Community SOS – Councillors suggestions were:-

- a) Could the team place on the wheelie bins the traffic reduction stickers?
- b) Litter pick Green Lane Playing Field, hedge and brambles trimming
- c) Clean out the gutters and the windows at the Parish Rooms

The Clerk had contacted the Police Engagement Officer asking if these tasks could be undertaken.

Unfortunately, the date in June was now not available and the Clerk is awaiting a new date.

**NOTED**

##### **17.661. 2 Correspondence circulated to Councillor electronically prior to the meeting.**

Correspondence circulated to Councillors via email prior to the meeting.

Document	Circulated via email
Norfolk Access Improvement Plan 2018-2028	18.03.2018
Land adjacent to South Acres Low Common Hellington Appeal	21.03.2018
Broads Briefing for March	22.03.2018
Email from Tim Strudwick RSPB re. bird hide	05.04.2018
Litter picking from County Councillor Barry Stone	05.04.2018
Email from parishioner regarding replacement dog bin School Lane	06.04.2018
Email from parishioner regarding permissive path	12.04.2018
Norfolk Constabulary Newsletter	12.04.2018
Email from parishioner regarding dog bin at Low Common Hellington	15.4.2018
Application 2018/0716 Location: Chantry House Run Lane Rockland St Mary NR14 7EZ Proposal: Alter kitchen fireplace from a brick arch and replace with an Oak Bessemer.	16.4.2018.

***It was agreed that the Clerk would order two dog bins for Low Common Hellington and a replacement one for School Lane.***

It was felt by Councillors that an additional grit bin was not necessary at Rookery Hill as one was in place at Run Lane. Furthermore, Rookery Hill is on the Highways gritting route.

#### **17.662 Reports from Councillors on their areas of responsibility: -**

**17.662.1 Black Horse Dyke Car Park** – The Clerk reported that the “deep water” sign was now ready for collection. Councillor Hayward said that he had nothing further to report.

**NOTED**

**17.662.2 Footpath report** - Councillor Bevington said that she had nothing to bring to the attention of Councillors.

**NOTED**

**17.662.3 Rockland St Mary Primary School** – Councillor Green reported that everything was progressing well at the school.

**NOTED**

**17.662.4 Margaret Mack Room** – The next meeting of the committee would be held on the 7<sup>th</sup> June 2018.

**NOTED**

**17.662.5 Green Lane Playing Field** – Councillor Wretham reported that he, together with Councillor Hayward and the Village Caretaker, had met Gavin Rushworth of Eastern Play Services. They had visited both the Bee Orchid site and Green Lane Playing Field and Councillor Wretham was awaiting some suggestions back from Mr. Rushworth. The general opinion was that there should be some low level equipment at the Bee Orchid site in view of the proximity of the surrounding houses. The consensus was that a range of equipment could be purchased for the sum of £20,896. However, the Parks and Amenities Manager at South Norfolk Council had stated that this sum must be spent exclusively on equipment at the Green Lane Playing Field. Councillor Wretham will seek clarification from him ahead of the next meeting. The Clerk said that her understanding was that the sum had been awarded under an S106 and so the payment had to be used for community and social infrastructure on capital projects and not ongoing running costs. The sum had to be spent by the Parish in agreement with the Play and Amenities Officer towards recreational/play equipment. Councillor Green expressed the opinion that other sites should be looked at. Councillor Wretham said that the Parish Council had elicited views via questionnaires that supported the development of play equipment at Green Lane as opposed to other sites in the village. He added that although many parishioners had views about the installation of play equipment in the village that interest did not extend to playing an active part in planning the installation such as in a working group. Councillor Wretham said that while he was more than happy to take the lead on the development of the facilities at Green Lane/Bee Orchid Way he did not wish to revisit options, such as siting the play equipment at Black Horse Dyke or the land at the back of the doctors surgery, that had previously been investigated and discounted. He was however more than happy for any other Councillor to undertake such investigations if they wished to do so. Councillor Bevington said the Council should defer the matter until Councillor Wretham received more definitive information on the S106 payment before proceeding further. She added that, if it was felt appropriate, some of the CIL money could be used to purchase low level toddler equipment for Black Horse Dyke. The question of the security gates at the playing field had been raised by two residents. Councillor Bevington said that the Parish Council had a duty to protect its assets and following repeated instances of anti-social behaviour it had been necessary to erect the gate in question.

**AGREED AND NOTED**

**17.662.6 Community Speedwatch** – The Clerk and Councillor Green had attended the Community Speedwatch AGM in March 2018. The Clerk confirmed that the Council's bid for match funding for a SAM2 camera had been successful. Prior to the Council meeting a representative from Westlotec had given Councillors a demonstration of the operation of the SAM2 camera and he would be forwarding to the Clerk the necessary costings.

**AGREED AND NOTED**

The meeting closed at 9.40 pm.

**Dates of next meeting: -**

Monica Armstrong

Parish Clerk

Signed as a correct record on the 14<sup>th</sup> May 2018.

..... Chair