



**Meeting of Rockland St Mary with Hellington Parish Council  
held on Wednesday 14<sup>th</sup> April 2021  
This meeting was conducted using the Zoom online facility**

**Public Participation Session**

One parishioner was present throughout the meeting.

**HRH The Duke of Edinburgh**

The Chair called for a minute's silence following the death of HRH Prince Philip, Duke of Edinburgh, on Friday 9<sup>th</sup> April.

**County Councillor's Report**

County Councillor Barry Stone had sent his apologies for the meeting. He had submitted his Annual Report ahead of the Annual Parish Meeting, held in the previous week, which is available on the Parish Council website <http://www.rocklandstmarywithhellington-pc.gov.uk>

**District Councillor's Report**

District Councillor Thompson had not submitted a report and did not attend the meeting.

**MINUTES**

**Present:** Cllrs Kate Bevington (Chair), Catherine McCormick, Nikki Stone, Paul Francis, Mike Hayward, Ernie Green and Jo Norris. Vanessa Sewell attended as Clerk, one member of the public logged in throughout the whole meeting, and one joined towards the end of the meeting.

**18.095 Apologies for absence**

There were no apologies for absence.

**NOTED.**

**18.096 Declarations of interest**

There were no declarations of interest.

**NOTED.**

**18.097 Minutes**

Minutes of the meeting held on 10<sup>th</sup> March 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.**

**18.098 Matters Arising**

**18.098.1 Installation of bus shelter on The Street** – Councillors Hayward and Green had met with a contractor on-site to discuss the specifications of a concrete base and path. Ace Shelters, would recalculate the dimensions required so that the concrete base could be ordered. It would not be possible to have a waste bin attached to the shelter. Any bin would need to be stand-alone.  
***The Clerk would await the correct dimensions and liaise with the concrete base contractor.***

**AGREED AND NOTED.**

**18.098.2 Flooding on Low Common, Hellington** – Councillor Francis reported that Gary Overland from the Highways Department had carried out a site visit on 11<sup>th</sup> March. Mr Overland had suggested that a trench dug in the middle of Low Common might solve the main flooding issue, and he would carry out instructions for this work as soon as possible. However, the remaining problems with flooding would rely on local land owners and farmers maintaining the ditches on their land to ensure that the run-off channels, recently dug out by Highways, would work. ***Councillor Francis would contact the Clerk if the Highways work had not been carried out in the next two weeks.***

**AGREED AND NOTED.**

**18.098.3 Staithe car park: maintenance and security** – the Chair noted that minutes of the Rockland Broad Management Committee from November 2009 referred to responsibility of the maintenance of the car park belonging to the Broads Authority, as one of its broad-side car parks. ***The Clerk would contact the relevant person at the Broads Authority to request a contribution for work to the car park.*** Councillor Stone reported that two CCTV cameras were available; ***she would ask EPS for advice on a suitable pole on which a camera could be positioned. The Chair would request permission from the Poor's Trust to install them.***

**AGREED AND NOTED.**

**18.098.4 Rockland Wildfowlers Association Lease: proposed Heads of Terms** – the Clerk had forwarded to Councillors Savills' updated version of the draft Heads of Terms. Savills advised that the Parish Council they should instruct a solicitor to draw up a new lease document to support important legislative requirements and also to advise on the percentage of costs of this work that the RWA, as tenant, would be required to pay. It was noted that Allen, Cadge & Gilbert in Loddon were experienced in this type of work; therefore ***the Clerk would contact them and also two alternative solicitors to obtain quotes for the work.***

**AGREED AND NOTED.**

**18.098.5 Green Lane electricity wayleave payment and lease** – the Clerk had tried numerous times, without success, to contact UK Power Networks. ***She would now attempt to escalate the matter and also ask District Councillor Thomson for advice on the best way forward.***

**AGREED AND NOTED.**

**18.098.6 Additional contacts for Emergency Plan** – Councillor Hayward had identified a parishioner who was willing to be listed as a contact at The Oaks under the "Checking in on vulnerable people in the community" section. ***The Clerk would add these contact details to the Emergency Plan and send the updated version to Councillors and the District Councillor.***

**AGREED AND NOTED.**

**18.098.7 Memorial benches for Rockland Staithe** – Councillor Stone had researched the price of recycled wood-effect benches, which were preferable to wooden benches due to their sustainability. ***She would prepare a list of costs and forward this to Councillors and the Clerk.*** It was noted that adding a memorial plaque after taking delivery of the benches would be more cost-effective than obtaining them with a plaque already in place. The cost of taking away the old benches and concrete pads also needed to be taken into account. The Chair raised the issue of re-siting the benches. ***It was agreed that the Chair would meet with Councillor Stone and the Chair of the Poores Trust, to discuss this.*** The Clerk reported that she had been contacted by two parishioners who would each like to sponsor a memorial bench at the Staithe. Councillors were very pleased to hear this, and ***it was agreed that the Clerk would contact the parishioners to give them an idea of the prices for a memorial bench and plaque.***

**AGREED AND NOTED.**

**18.098.8 Fallen signage and damaged posts at Run Lane/Bramerton Lane** – the Clerk reported that the damaged reflector posts at the Run Lane/Bramerton Lane triangle had been reported to the Highways Department on 16<sup>th</sup> March; these had been inspected by Highways who reported that they could not find fault. The fallen "No Footpath" sign on Bramerton Lane, just past the triangle, had been reported for the third time on 16<sup>th</sup> March. Highways had responded that they were aware of the issue that that action had been identified to resolve the issue. They added that it was likely that the defect was identified as part of their routine scheduled inspections and had already been prioritised for repair.

**NOTED.**

## **18.099 Planning matters**

### **18.099.1 New applications**

- Application Number: 2021/0694  
Location: 2 Rookery Hill Rockland St Mary NR14 7EW  
Proposal: Demolition of existing single storey extension and replace with a two storey extension to the rear and side with single storey elements  
Application Type: Householder
- Application Number: 2021/0625  
Location: 3 School Lane Rockland St Mary Norfolk NR14 7ET  
Proposal: Repair wind damage to brick and flint boundary wall. Replace missing parts to previous height of 1400mm and increase depth to 200mm. Reposition gate moving 500mm from house to 2000mm. Replace damaged close-board fencing and trellising along entire road of property boundary  
Application Type: Householder
- Application Number: 2021/0645  
Location: Store, Hellington Hill, Hellington NR14 7BU  
Proposal: Notification for prior approval for a proposed change of use and associated building works of an agricultural building to a 1 no dwelling house (QA and QB)  
Application Type: PD Change from Barn to Dwelling

Councillor Francis noted that the site for a proposed dwelling in Hellington (2021/0645) could potentially be impacted by flooding as the land slopes down to the site and the entire field floods. A number of parishioners had expressed concern to Councillor Francis. One resident who currently rented parking space on the site was concerned as to the future of this arrangement. ***The clerk would submit these concerns in comments to the Planning Authority.***  
**NOTED.**

### **18.099.2 Decisions**

None received.

**NOTED.**

## **18.100 Financial matters**

**18.100.1 Orders for payment** – there were six orders for payment: Clerk's salary and expenses £358.66; Village Caretaker £211.50; Kate Bevington Zoom Pro monthly subscription for meetings £14.39; Eastern Play Services Ltd Green Lane car park refurbishment £3,096; Rockland St Mary Poor's Trust rental for Rockland Staithe car park £1,100; Lamb's Signs Green Lane playing field signage £189.60. On the proposal of Councillor Francis, seconded by Councillor Stone, these payments were approved.

**AGREED AND NOTED.**

**18.100.2 Current balance of accounts** – the Clerk reported that the current balance at the bank was £28,792.39 which includes an amount of £26,117.30 of designated CIL (Community Infrastructure levy) money. ***The Clerk would provide a breakdown of the balance for Parish accounts and CIL balance as soon as possible.*** Councillor McCormick proposed and the Chair seconded that the Clerk is paid a one-off payment at the agreed hourly rate for completing the accounts as this task would take her hours worked this month above the amount allocated, and it was important that the accounts were prepared.

**AGREED AND NOTED.**

## **18.101 Correspondence**

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

**NOTED.**

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

Police Community Update	09.03.21
Weekly list of planning applications and decisions for week ending 5 March 2021	09.03.21
Weekly Planning List : Validated Applications and Decisions 15 March 2021	16.03.21
Broads Authority adoption of The Peat Guide	24.03.21
Weekly list of planning applications and decisions for week ending 19 March 2021	24.03.21
1 million trees for Norfolk update (Norfolk County Council)	25.03.21
County Councillor's annual report	29.03.21
Planning Application 2021/0694	04.01.21
Planning Application 2021/0625	04.01.21
The Time Machine Tour 2022 - Keeper's Daughter	07.04.21
Covid-19 NCC briefing from Norfolk ALC Wellbeing	07.04.21
Reduce single-use campaign "SWAP2SAVE" from Norfolk ALC Wellbeing	07.04.21

Councillor McCormick referred to the email from Norfolk County Council regarding the “One Million Trees” initiative and requested that this be discussed in the Climate change reporting section.

**NOTED.**

**18.102 Review of Policies**

**18.102.1 Wildlife Policy** – Councillor McCormick offered to look at the policy and assist Councillor Norris if required.

**AGREED AND NOTED.**

**18.102.2 Code of Conduct** – the Clerk had circulated this document to Councillors prior to the meeting. There were no amendments and the document was approved by Councillors.

**AGREED AND NOTED.**

**18.102.3 Information Policy Commitment** - the Clerk had circulated this document to Councillors prior to the meeting. ***It was agreed that the Clerk would make the amendments as noted by the Chair and recirculate the document for approval.***

**AGREED AND NOTED.**

**18.102.4 Publication Scheme** – the Clerk had circulated this document to Councillors prior to the meeting. ***It was agreed that the Clerk would make the amendments as noted by the Chair and recirculate the document for approval.***

**AGREED AND NOTED.**

**18.103 Review of Risk Assessments**

**18.103.1 Black Horse Dyke area** – Councillor Hayward had prepared a risk assessment which had been circulated to Councillors. Councillors had no comments to make on the risk assessment.

**18.103.2 Data Protection** - Councillor Hayward had prepared a risk assessment which had been circulated to Councillors. Councillors had no comments to make on the risk assessment.

**NOTED.**

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

**18.104.1 Black Horse Dyke & Rockland Staithe car parks** – delivery of the clothes bank was still awaited. ***The Clerk would chase this up with the Salvation Army.***

**AGREED AND NOTED.**

**18.104.2 Footpath report** – it was noted that a number of unregulated signs had appeared on footpaths in Hellington and Claxton. The parishioner present at the meeting noted that the Ramblers might be able to assist in liaising with Norfolk County Council on this matter. ***Councillor Francis would ascertain whether the footpath in Hellington was permissive or public.***

**AGREED AND NOTED.**

**18.104.3 Rockland St Mary Primary School** – Councillor Green reported that a School Governors meeting had been held that evening, where it had been reported that the school had had a very good return of pupils following the lockdown.

**NOTED.**

**18.104.4 Green Lane playing field** – Councillor Stone reported that a number of items had been dumped in the land next to the playing field, including corrugated asbestos sheets, batteries, glass and exposed metal. Children had been seen accessing this area and playing in it, and also dragging items into the playing field. There was concern that these items could pose a health and safety risk and it was therefore agreed that ***the Clerk would contact the parishioner who owned the land to ask them to remove the items, and also contact South Norfolk Council.***

**AGREED AND NOTED.**

**18.104.5 Climate change** – following the communication from Norfolk County Council regarding the “One Million Trees” initiative, ***it was agreed that Councillor McCormick would write to the project lead and inform them of the Parish Council’s plans for tree planting in the parish.*** It was hoped that the Parish Council could enlist the support of the Primary School for the project, specifically the intention to plant a tree for every child in Rockland St Mary and Hellington. A formal application was to be made to Norfolk County Council at the end of May.

**AGREED AND NOTED.**

#### **18.105 Responsibility for ditch maintenance**

Following Gary Overland’s (Highways Department) recent site visit to Low Common in Hellington to look at ways to ease the flooding, the issue of land owner/farmer responsibility for ditch maintenance had been raised. (See 18.098.2) The Chair asked if Councillors were aware of any ditches within the parish that were in need of clearing out, in which case the Clerk would contact the land owner/farmer to request that they are cleared. The stretch of road on Bramerton Lane in-between Applebee and Bramerton was noted as becoming progressively more flooded over the years. ***The Clerk would contact the land owner to suggest that the ditches in this area are cleared in order to reduce the flooding on the road.*** Councillor Francis reported that the area in-between the new Hellington sign and the bridge also seemed to be suffering from lack of drainage in the ditch.

**AGREED AND NOTED.**

#### **18.106 Parish Council meeting (including Annual Meeting) 12<sup>th</sup> May**

An update to Coronavirus regulations would allow face-to-face Council meetings to take place on or after 17<sup>th</sup> May 2021; however, it was agreed that the meetings on 12<sup>th</sup> May and June 9<sup>th</sup> would continue to be held online as the parish room is too small to include parishioners and adhere to social distance rules. Face-to-face meetings would resume in July when all restrictions should have been lifted.

#### **Any other business**

Nigel Dunthorne of the Rockland Wildfowlers Association, who had joined earlier in the meeting, requested an update on the new lease. The Chair explained that this had been discussed earlier in the meeting and advised Mr Dunthorne that Savills would be in contact in due course. Councillor Francis reported that the derelict caravan at the end of Low Common was still in situ. It appeared to be an area where youths were congregating, and a fire had been lit there around 10 days prior. ***Councillor Francis would check if contact had been made with the landowner; if there had been no progress, he would inform the Clerk who would then contact the landowner.***

**AGREED AND NOTED.**

There being no further business, the meeting closed at 9.35 pm.

**Date of next planned meeting – Wednesday 12<sup>th</sup> May 2021**

Vanessa Sewell  
Parish Clerk

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

Date .....