

Rocklands Parish Council (RPC)
Minutes of Annual Parish Council Meeting (AGM)
7.00pm on Monday 11 May 2026

Present:	Philip Leslie	Chair
	Amanda-Jayne Buckland	Vice Chair
	Phil Dingle	
	Martyn Edwardson-White	
	Tim Ford	
	Bryan Swaddling	
	Kim Austin	Clerk

Also present: 7 members of the public.

The meeting was opened at 19:29

Signing of Declarations of Acceptance of Office must take place before the agenda proper starts for all councillors.

1. To elect Chairperson 2026 - 2027

Cllr. Philip Leslie agreed to stand again as Chair. Cllr. Buckland proposed and Cllr. Ford seconded the proposal. There was a show of hands and unanimous agreement to the proposal. Cllr, Philip Leslie was duly elected as chair. The Declaration of Acceptance of Office was signed by Cllr. Leslie and countersigned by the Clerk. Cllr. Leslie took the Chair.

2. To elect Vice Chairperson 2026 - 2027

Cllr. Amanda Buckland agreed to stand again as Vice Chair. Cllr. Edwardson-White proposed and Cllr. Ford seconded the proposal. There was a show of hands and unanimous agreement to the proposal. Cllr. Buckland was duly elected as Vice Chair. The Declaration of Acceptance of Office was signed by Cllr. Buckland and countersigned by the Clerk.

3. Declaration of Pecuniary Interests (DPIs),

DPIs can now be completed online. All councillors need to complete a DPI form within 28 days of this meeting BUT ONLY if their details/interests have changed.

4. To consider accepting apologies for absence

Apologies received from Cllr. Anne Jones who had other commitments.

5. To record declarations of interest from members in any items on the agenda

There were no declarations of interest.

6. To approve the minutes of the last Parish Council Meeting held on Monday 2 March 2026

The minutes had been circulated to all councillors prior to the meeting. Cllr. Ford proposed they be accepted, Cllr. Buckland seconded the proposal and councillors unanimously voted with a show of hands to accept the minutes. The minutes were duly signed by the Chair, Cllr. Philip Leslie.

7. To discuss any matters arising from the minutes (2 March 2026) not on the agenda.

There were no matters arising.

8. To adjourn the meeting for public participation, an opportunity for members of the public to raise any queries and concerns

The meeting was adjourned at 7:33. There were no comments from members of the public present and the meeting reconvened.

Signed

Date

9. To update on Breckland Community Land transfer to Parish Council

The Clerk confirmed that Rocklands Parish Council wishes to take on the parcels of land offered by Breckland Council as part of their Community Land Transfer scheme. Breckland Council had provided PC with a Transfer Pack and Heads of Terms for the land at Wayland Road and Rectory Road.

Three quotes were obtained from local solicitors.

Spire	Carl Heywood	£950 plus vat per title (So, x2) £1900 plus vat.
Rogers and Norton	Katie Noble/Ryan Bigland	£2500-2750 plus vat and disbursements.
WGA	Brandon Adaway	£3864-4186 plus VAT and disbursements.

The quotes were much higher than expected. Breckland suggested between £1250 to £2000 maximum.

Post meeting note: The Clerk has instructed Spire to act on the PC's behalf,

10. To receive Parish Councillor reports

10.1 SID Report (Cllr. Tim Ford)

Cllr. Ford had circulated his report to all councillors prior to the meeting.

Measurements are from two locations.

Location: Vehicles from Great Ellingham Direction (Main Road)

Period	03-03-2026 to 07-04-2026	
Total vehicles detected	51,574	
Average per day	1,511	
Average per week	10,577	
Peak time AM	08.00 - 09.00	
Peak time PM	16.00 - 17.00	
Total vehicles under 40mph	40,029 - 77.61%	
Total vehicles over 40mph	11,572 - 22.44% of which	
	3,733 - 7.2% over 45mph and would be open to enforcement.	
Max Speed	75mph	04-03-2026 Time 18.05

Location: Vehicles from Caston Direction (Main Road)

Period	07-04-2026 to 08-05-2026	
Total vehicles detected	35,288	
Average per day	1,134	
Average per week	7,938	
Peak time AM	08.00 - 09.00	
Peak time PM	15.00 - 16.00	
Total vehicles under 40mph	32,976 - 93.45%	
Total vehicles over 40mph	2,312 - 6.55% of which	
	406 - 1.1% over 45mph and would be open to enforcement.	
Max Speed	60mph	08-04-2026 Time 20.15

The data above shows that we still have ongoing issues with very high speeds on the B1077 from Great Ellingham and from Caston with speeds up to 75mph.

The above data will be sent to our local beat constable Dion Phillips who will then pass on to the speed enforcement team. I was unable to attend the last SNAP meeting where speeding is always discussed although I will be attending the next one which will be held at Kenninghall Village Hall on 15 July.

These meetings are open to all residents for anyone that wishes to attend.

My thanks to Cllr Swaddling for his assistance in moving the sign.

Rockland United Football Club - External referee changing unit. (TC)

An email had been received regarding the referee changing unit at the Playing Fields. This had been circulated to all councillors prior to the meeting (including photographs of where the unit could be sited). Cllr. Leslie asked that this be discussed at this point in the meeting as Tomo Clark (chair and secretary of the adult Football Club) was present and should not have to wait until correspondence at Item 14. Tomo gave a bit of background.

Signed

Date

There are 5 adult teams that have been going from strength to strength every year. We have grown with the introduction of two ladies' sides also. We are a very popular, approachable and admired club. Since starting at Rockland, it has always been my aim and personal goal to get our club back into Anglian Combination League (ACL) which we haven't been in since 2003 ! I applied in 2018 but we failed on this occasion as we finished in 4th place which wasn't enough to be accepted at that time.

Since 2023, we had a drastic and worthwhile rebuild of our men's Saturday sides with the introduction of duo Dan 'Vinnie' Edmonds and Phil Mercer taking the management positions for our 1st team, and they have changed the atmosphere, culture and belief. We finished second place last season gaining promotion back to division 1 in the central and South Norfolk League and reaching multiple semi-finals and a cup final last May. We are currently positioned top of the division 1 league table and we are 8 points clear with only a handful of games remaining which is an incredible achievement that we haven't accomplished since early 2000s.

Only the top 2 of the division are considered to enter the ACL, so we are in a commanding and strong position. There is, however, a mandatory FA requirement for a referees' changing room on site and an extra shower head needed in each changing room, needed to gain promotion to the ACL. I am told by previous players we used to have this before the small rebuild of the clubhouse to improve our kitchen/storage, when the changing facility was removed.

We are proposing the **installation of an 8 x 5ft, 10 x 5ft unit** (which is the minimum unit size of this kind), to be placed by the side of the clubhouse building. Thank you to Amanda for her help in deciding the best suited position, taking into consideration connection of the unit to existing stench pipe for toilet/showers as well as mains drain access and electricity. Access for wheelchair users is being considered and will make sure paths are kept wide enough. May need to dig into the bank and shore up to keep the necessary path width. The intended unit cost is between £5k to £6k. Note: there will be no cost to the Parish Council.

If we are to be accepted into the Anglian Combination League (with the requirements in place i.e. referee changing room), this will greatly impact our usage of our playing field especially in terms of bar usage. We are required to open our facilities and bar from half time onwards every match-day through until late afternoon/early evening with the likes of providing hot food post-match - this brings in dozens more players, match officials, partners, supporters, local residents and more into our clubhouse, bringing in much needed extra income.

Tomo and the Football Club were congratulated on their position in the leagues.

After discussion, Cllr. Buckland proposed and Cllr. Edwardson-White seconded the proposal to **SUPPORT** the installation of the referees' changing unit. It was noted that Cllr. Swaddling opposed the installation, due only to the look of the unit. The motion was carried.

Presentation Day and Evening at Rocklands Playing Field. (TC)

A presentation evening was planned for 24/5. There would be music that would stop by 10pm. Parking on this occasion would be on at the playing field and organised by Marshalls. Back up parking at the village hall#: would not now be required. Cllr. Buckland would let James Alger know. Residents have all been informed by a mail drop.

Post meeting note: The presentation day and evening was a huge success and a brilliant joint effort between youth and adults collectively. Everything went smoothly from car parking to bar duties and over £2300 was raised from the bar. A roaring success and everyone from parents to kids, to adults and volunteers had the best day and night, especially with the amazing weather ! Tomo thanked the Parish Council for allowing the event and for the use of the field for car parking.

11. To report on financial matters

11.1 Approval of accounts 2025/2026 (AGAR Form 2, PKF Littlejohn, External auditors.)

The end of the financial year was 31 March 2026. The Clerk had prepared the end of year accounts and completed the annual return (AGAR) for the external auditor (PKF Littlejohn). The AGAR (Form 2) had been circulated to the chair prior to the meeting.

Signed

Date

11.1.1 Certificate of Exemption from limited assurance review (p3) (<£25,000 gross income)
 The Clerk explained that because both gross income and expenditure were less than £25,000, Rocklands Parish Council was eligible to apply for an exemption certificate for the year 2025/2026 meaning a limited assurance review would not normally be carried out. However, this year Rocklands has been selected for a review to be carried out by the external auditors, as part of a randomly selected 5% of councils.

The Certificate of Exemption was approved by the councillors and signed by the chair Cllr. Leslie and the Clerk. The Clerk would send the completed/signed form (p3) to PKF Littlejohn the external auditors.

11.1.2 Internal auditor's report (p4)

Michaela Canham had carried out the internal audit of the accounts for Rocklands again this year and confirmed all accounts are in order (p4). Michaela's invoice for £35 had been paid by Direct Payment.

11.1.3 To approve Annual Governance Statement 2025/2026 AGAR Form 2. (p5)

The 10 governance statements were agreed and the Chair ticked the YES boxes for all statements except statement 9 which was ticked as N/A. The Form (p5) was signed by the chair Cllr. Leslie and the Clerk.

11.1.4 To approve Accounting Statements 2025/20265 AGAR Form 2. (p6)

Any variances were explained. The councillors all agreed with the accounting statements (p6). The Form (p6) was signed by the chair Cllr. Leslie.

11.2 Finances

11.2.1 Financial position

Bank account balances on Monday 11 May 2026

Barclays Community Account	£	5831.25
Barclays Saver (Reserve) Account	£	10446.13
TOTAL as per bank	£	16277.36

Summary

RNP Rocklands Neighbourhood Plan/Village Survey	£	200.60
Community Fund (Summary below)	£	4839.64
RPC Rocklands Parish Council	£	11237.12
TOTAL as per bank	£	16277.36

ROCKLANDS COMMUNITY FUND ACCOUNT				
DATE	DETAIL	IN	OUT	BALANCE
	Balance			£534.95
	Donations collected - Coronation Celebrations	£100.50		£635.45
	Donation to Village Hall for D Day Celebrations		£635.45	£0.00
08/07/2024	Anonymous donation	£5,000.00		£5,000.00
01/09/2024	To Rockland Playing Field - machinery shortfall		£500.00	£4,500.00
01/11/2024	Surplus returned - D Day Celebrations	£289.64		£4,789.64
05/11/2024	Leftover from Neighbourhood Watch	£50.00		£4,839.64
	TOTALS	£5,440.14	£1,135.45	£4,839.64

ROCKLANDS EXTRA COSTS - NOT BUDGETED FOR (PL)				Year 2025-2026	
(To be considered at next precept setting)					
	Date	CHQ / DP	Detail	Cost £	
Play Park	10/06/2025	DP008	Rospa - Playpark annual safety inspection	129.60	(Sarah Good/AJB)
Play Park	13/07/2025	DP010	Annual insurance contribution	150.00	(PL/AJB)
Play Park	07/10/2025	DP013	Play Park signage	32.96	(AJB)
Play Park	09/10/2025	DP014	Play Park cable ties	12.67	(AJB)
Playing Fields	05/01/2026	DP019	Fire door - new - pavillion	800.00	(AJB)
			TOTAL	£1,125.23	

Signed

Date

11.2.2 Money in since last meeting (2 March 2026)

10/4/26	Breckland Council Precept 1/2	£	5000.00
		TOTAL IN	£ 5000.00

11.2.3 Money out since last meeting (2 March 2026)

11.2.3.1 Standing Orders/Direct Debits

23/3/26	nPower - Electricity - (DD) February 2026	£	87.11
23/4/26	nPower - Electricity - (DD) March 2026	£	86.37
3/3/26	Clerk's wages (SO) M11	£	354.25
3/4/26	Clerk's wages (SO) M12 (LAST ONE BY SO)	£	354.25
		TOTAL OUT	£ 881.98

11.2.3.2 Direct payments (DP- authorised)

12/3/26	DPO23 RLS Computer Services - new website	£	570.00
13/3/26	DPO24 K&M Lighting Services - (2 months) Feb/Mar 2026	£	35.28
13/3/26	DPO25 Norfolk Parish Training & Support - Annual subs	£	120.00
1/5/2026	DPO26 Kim Austin Clerks Wages M1	£	283.45
1/5/2026	HMRC Paye M1	£	70.80
1/5/2026	DPO27 Reimb. Cllr. Swaddling - Road signs	£	80.60
1/5/2026	DPO28 K&M Lighting Services - (2 months) Apr/May 2026	£	35.28
1/5/2026	DPO29 Info. Commissioner - Annual Registration Fee	£	52.00
1/5/2026	DPO30 Zurich Insurance Co. Ltd. Annual Insurance	£	264.00
9/5/2026	DPO31 Michaela Canham - Internal Audit	£	35.00
9/5/2026	DPO32 Cllr. Tim Ford - Defib paed. pads and carriage.	£	125.88
		TOTAL OUT	£ 1672.29

11.2.4 Annual insurance renewal

Parish Council insurance had been renewed with Zurich Insurance. Annual renewal premium was the same price as last year at £264.

11.2.5 Donations to village churches and organisations

Table below showing donations for the last 4 years had been circulated to all councillors prior to the meeting. Councillors discussed payment for 2026/2027 and it was agreed payments to the Playing Fields and the Village Hall should remain the same at £170, All Saints church and St. Peters Church would increase by £10 and the Methodist church would increase by £5 - totalling £715 for 2026/2027. Cllr. Leslie proposed and Cllr. Swaddling seconded the proposal. There was a show of hands and the proposal was agreed.

	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
ALL SAINTS PCC (Churchyard)	£85.00	£100.00	£120.00	£140.00	£150.00
ST PETERS PCC (Churchyard)	£85.00	£100.00	£120.00	£140.00	£150.00
ROCKLANDS PLAYING FIELDS (Playground)	£120.00	£130.00	£150.00	£170.00	£170.00
ROCKLANDS VILLAGE HALL (Maintenance)	£120.00	£130.00	£150.00	£170.00	£170.00
MID NORFOLK METHODIST CHURCH (Churchyard)	£70.00	£70.00	£70.00	£70.00	£75.00
	£480.00	£530.00	£610.00	£690.00	£715.00

Finance/Clerk's Notes:

Standing Order. Standing Order for Clerk's wages cancelled 21/4/2026. Paying instead by Direct Payment. Due to HMRC now not adjusting tax code to cover all pay.

Signatories. Clerk to change bank mandate to include Cllrs. Buckland and Swaddling as signatories and to remove Richard Harrison.

Play Park/Playing Fields. ROSPA inspection booked at discounted rate for June. Contact details changed to the Clerk. Thank you to Bryan Swaddling for doing the monthly Play Park safety checks.

Signed

Date

The Clerk had recently completed a Form from the Valuation Office Agency re the Pavillion at the Playing Fields. The Playing Fields were querying why they had been asked to pay business rates.

Fallen Trees at Wayland Road. Invoice received from Neil Thomas for emergency work on Willow trees at the pond - £1500 (Not budgeted for).

Chapel Green - Wildflower Meadow.

The Parish Council received a request from Sue Steel/Chapel Green Committee asking if PC would pay for sleepers/gravel to redefine the parking area and Karen Roseberry for artwork/new info poster. Sleepers costed at £336, gravel at £193, artwork at £150. (£679). The clerk shopped around for sleepers as thought the cost was high. Parish Council agreed they would pay up to a maximum of £120 for the sleepers (from Community Fund) as these were readily available on marketplace for £16-£18 each, delivered. Plus, two tonne gravel to be donated to the meadow. PC did not agree to paying KR for artwork. Sue Steel thanked PC for their offer but as yet PC has not heard back from SS.

Post meeting note: SS is liaising with Cllr. Dingle who will keep us informed. Cllr. Buckland said to note, not sure how long offer of free gravel would be available.

12. Review of governance documents

All documents had been circulated to councillors prior to the meeting for their comments.

12.1 To review the Constitution

Cllr. Ford proposed the document be adopted. Cllr. Buckland seconded the proposal. There was a show of hands and the document was APPROVED.

12.2 To review the Code of Conduct

Cllr. Edwardson-White proposed the document be adopted. Cllr. Ford seconded the proposal. There was a show of hands and the document was APPROVED.

12.3 To review Standing Orders.

Cllr. Ford identified a correction needed - point 5 - change he to they. Cllr. Ford proposed the document be adopted after the amendment was made. Cllr. Buckland seconded the proposal. There was a show of hands and the document was APPROVED.

12.4 To review Financial Regulations

Cllr. Ford identified a correction needed - point 9.6 - mentions accounting software that the PC doesn't use. Cllr. Edwardson-White proposed the document be adopted after the amendment was made. Cllr. Buckland seconded the proposal. There was a show of hands and the document was APPROVED.

12.5 To review Facilities Committee - Terms of Reference (with point 2.2 (election of committee members) deferred for up to 6 months.) NEW

The Village Hall and Playing Fields committees are long standing committees with no Terms of Reference or Financial regulations. These assets are Parish owned and need to be formalised to minimise risks. PC must have proper governance. Cllr. Leslie is aiming to combine the two committees, as a single point of contact. Makes it easier to apply for funding with the proper TOR and governance documents in place.

The objective of the committee - *The Facilities Committee is constituted to consider and make decisions on behalf of the Council on all matters pertaining to properties, recreation grounds, play areas, sports facilities, pavilions, public toilets, nature reserves, allotments and open spaces owned or operated by the Council.*

Point 2.2 Members of the committee will be elected by the Council at the Annual Meeting of the Council, ensuring that at least one member is a parish councillor.

Cllr. Ford proposed this document be accepted, Cllr. Edwardson-White seconded the proposal. There was a show of hands and the document was accepted with point 2.2 deferred for up to 6 months to allow a window to work with both groups to move forward.

All documents will be available on the Parish website.

Green Lane. There was much discussion about the status of Green Lane and its maintenance. Residents want to make sure Green Lane is maintained as a designated Public Bridleway. Hedges and ditches should be retained and maintained. Bridleways are not allowed to be resurfaced. Not meant to be used by motorised vehicles. The Parish should celebrate its bridleways and retain their historical nature. Green Lane is possibly, historically the road that ran from London to Norwich.

Cllr. Leslie said need to find out who has legal right to the Lane.

13. To consider planning applications

13.1 Planning outcomes since last meeting (Monday 2 March 2026)

PL/2025/1140/OMIN RIDER Land Off Thieves Lane, Rockland St Peter, NR17 1UG. Outline planning permission for 9no. self-build dwellings with all matters reserved except access. (322) **REFUSED** with a long list of reasons for refusal.

PL/2026/0337/PAH AC DEVELOPMENTS 9 Rectory Road. 9 (328) **PRIOR APPROVAL NOT REQUIRED**

13.2 Applications pending outcome

PL/2025/1875/DPO BECKETT Eden Meadows Riding Centre, Sandy Lane, NR17 1EN. DPO APPLICATION. Variation of Section 106 Agreement attached to 3PL/1990/1565/F - To remove land being retained from the tie land transferred to Woodland Lodge (327)

13.3 New applications since last meeting (Monday 2 March 2026) PL/2026/0511/FMIN PRIORY

GROUP Lombard House, Anchor Corner, NR17 1JY. Single storey extn. to detached curtilage. (329) There were **NO OBJECTIONS** to this application.

13.4 Appeal outcome

APP/F2605/W/25/337 (PL/2025/0173/FMIN) TUBBY Land North of Bell Road, Rocklands, NR171UQ. Proposed Chalet Bungalow. Deadline for comments 12/1/2026 (326)

APPEAL GRANTED. It was noted that Breckland had not informed the Inspector that Rocklands Parish had already exceeded their housing allocation and by what percentage. The Clerk was tasked with complaining to Breckland Planning.

14. To discuss any correspondence

No correspondence was received, not already discussed.

15. AOB - To receive items for the next agenda

Cllr. Ford highlighted the concerns of Kemp Meadow residents pertaining to flood management/rainwater attenuation tanks. The planning application PL/2024/1157/VAR was refused on the grounds that CJB Developments Ltd. had not provided the relevant information and therefore has never been signed off. Also, planning application 3PL/2024/0228/F for the proposed 8th residence is currently withdrawn. Residents are concerned because CJB Developments appears to be in the process of being dissolved and accounts are overdue. The residential management company, "Kemp Meadow Management Company Ltd", which is responsible for the road, meadow land and ditch / pump maintenance for the attenuation tank, was also dissolved earlier this year by compulsory strike off. As a consequence, the developer is removing himself of any responsibility for resolving outstanding issues on the site.

Part of the Kemp Meadow land (where the proposed 8th residence was to be built) has been transferred to the developer's daughter.

The residents want clarification that the residents will not be held responsible for any breaches of planning conditions committed by the developer.

Cllr. Ford said the residents are writing, collectively, to Breckland and will copy the Clerk into any correspondence.

16. Date of next Parish Council Meeting - Monday 6 July 2026. The Parish Council Meeting will be held at 7.00pm in Rocklands Village Hall. Everybody welcome.

The meeting closed at 20:45

Signed

Date