

Rocklands Parish Council (RPC)  
Minutes of Parish Council Meeting held in Rocklands Village Hall  
7.00pm on Monday 9th May 2016

Present:	David Howie	Chair
	Nicola Southgate	Vice-Chair
	Shirley Colenutt	
	Cath Jones	
	David Roberts	
	Ian Scholes	
	Kim Austin	Clerk
	William Smith	District Councillor

Also present: 38 members of the public.

The meeting opened at 7.03pm. The Clerk took the chair.

**1. To elect Chairperson 2016 - 2017**

David Howie agreed to stand again as Chair. Cllr. Southgate proposed and Cllr. Jones seconded the proposal. David Howie was duly elected as chair for another year. Declaration of Acceptance of Office was signed by Cllr. Howie and witnessed and signed by the Clerk.

**2. To elect Vice Chairperson 2016 - 2017**

Nicola Southgate agreed to stand again as Vice Chair. Cllr. Jones proposed and Cllr. Colenutt seconded the proposal. Nicola Southgate was duly elected as chair for another year. Declaration of Acceptance of Office was signed by Cllr. Southgate and witnessed and signed by the Clerk.

**3. To consider accepting apologies for absence**

RESOLVED to accept apologies from Cllr. David Witt who was on holiday.

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

There were no declarations of interest.

**5. To approve the minutes of the last council meeting on Monday 11<sup>th</sup> April 2016**

Head Mistress was changed to Head Teacher in two places and the councillors then RESOLVED to approve the minutes that had been circulated prior to the meeting as a true and accurate record of the meeting. The minutes were duly signed by the Chair, Cllr. David Howie.

**6. To discuss any matters arising from the minutes (11th April 2016) not on the agenda**

It was put forward and agreed by all at this point that the Clerk, Kim Austin would be an official spokesperson for Rocklands Parish Council, especially in planning matters with Breckland Council. David Jones was asked to give an update on Rocklands School and he confirmed that the Government had now backtracked on Academisation. There were no other matters arising.

**7. To adjourn the meeting for public participation**

Meeting adjourned at 19.11pm and opened to the public.

There were no comments from the public.

The meeting re-opened at 19.12pm.

Signed .....

Date .....

**8. To discuss the Queen's 90<sup>th</sup> Birthday celebrations – 11<sup>th</sup> June 2016**

There would be a quiz organised by Cllr. Colenutt to raise money for a Street Party. Michelle in the shop is dealing with the road closure for the Street Party. Hoping to have a maypole and decorate the houses. There would be a special Sunday service at St. Peter's Church in the morning before the Street Party.

**9. To report on Finance**

The Clerk delivered the financial report.

**9.1 Adoption of accounts 2015 – 2016 & Financial Regulations**

The Clerk had prepared the end of year accounts to the 31<sup>st</sup> March 2016 and circulated them prior to the meeting. Mazars External Audit return was also complete.

The Annual Accounts and the financial regulations as set out in the Annual Return document were read out by Cllr. Howie and agreed. The Annual Return was therefore approved and duly signed by the Chairman and the Responsible Finance Officer (Clerk). The Clerk asked if the council would agree for Michaela Canham to be internal auditor for the accounts again this year and the councillors agreed.

**9.2 Annual Return**

The Clerk explained that any variances this year, compared to last year's accounts were now due to NOT receiving money from Sport England on behalf of the Playing Fields/Cricket Club. The final payment had been made in the 2014/2015 accounts. 2015/2016 is a NORMAL year. Balance of monies carried forward was ~£1193 more than last year. The Clerk had explained this by: Saving £300 on Mazars external Audit fee, no solicitors and land registry fees this year etc.

The Clerk noted on the return that ~£1500 was earmarked for replacing streetlights. Hopefully the accounts are now back to normal !

**9.3 Financial position**

The bank account balances as at Monday 9<sup>th</sup> May 2016

Barclays Community Account	£	2528.34
Barclays Saver (Reserve) Account	£	3325.13
<b>TOTAL as per bank</b>	<b>£</b>	<b>5853.47</b>

**9.4 Money in since last meeting**

No money in since last meeting	£	0.00
<b>TOTAL IN</b>	<b>£</b>	<b>0.00</b>

**9.5 Cheques out (to sign)**

CHQ 564	Came & Company - Insurance	£	276.49
CHQ 565	Star Throwers (Charity) - Richard Smedley	£	31.76
<b>TOTAL OUT</b>	<b>£</b>	<b>308.25</b>	

**Insurance**

Currently insured with Came & Company. Renewal premium is £276.49. This is the final year of a 3 year Long Term Agreement (LTA) expiring on 31<sup>st</sup> May 2017. Came & Company have asked if we wish to enter into a further LTA expiring on 31<sup>st</sup> May 2019. Not sure we need to shop around as we have saved vast amounts of money on Insurance by changing to them 3 years ago and they seem to be a very good company. The councillors agreed we should stay with Came & Company. The Clerk may get a few quotes nearer the time.

Signed .....

Date .....

## **Pension**

Under the new workplace pension scheme, RPC do NOT have to offer the Clerk a pension as her pay is below the threshold. However there are some administrative duties. The RPC 'staging date' is 1<sup>st</sup> May 2017. This is when the law comes into effect and the employer duties start. Cllr. Howie will be the nominated contact as well as the Clerk. The Clerk will confirm this online and progress any future actions required.

## **VAT**

The Clerk has prepared a VAT return as one hasn't been submitted for a while. The amount to be claimed will be ~£400.

## **Richard Smedley's collection.**

Rocklands Parish Council agreed to put a donation in the collection. As it was a cash collection the Clerk put the £25 cash in herself and should be reimbursed by cheque at the next PC meeting. Richard's tree would be a Red Horse Chestnut and would be planted at the far side of the Playing Fields.

## **10. To consider planning applications**

### **10.1 Update on building behind White Hart (3PL/2015/0518/F)(64) Appeal**

An appeal had been made to the Planning Inspectorate (PI) by the applicant. The reasons for the appeal should be on the website. Cllr. Southgate had spoken to the PI and they confirmed they don't want all the same correspondence repeated but do want any new vital points raised or anything that had been overlooked. This is a written appeal, not a hearing. An inspector will do a site visit. Notice should be given ~3 weeks before the visit so that representatives from the village can attend. The Inspector will not give any indication of his findings.

Nick Moy's had agreed an extended date with the PI but this was not updated on the website ! At the last appeal in the village there had been a big crowd. 1 or 2 people were allowed to speak. PI will only speak to those that have a reasonable interest. Cliff Jordan and Paul Sellick had come along. It was asked if they could come along to this one too ? Cllr. Colenutt mentioned the White Hart being a community asset as it was thought that part of the pub would have to be demolished to make access for the development.

Concern was noted that the bridle path had been closed off and fencing was being erected. The land is amenity land and part of the Community asset.

### **10.2 Update on Chapel Street (3PL/2015/0384/F)(87) Latest revision**

District Cllr. Bill Smith confirmed that as at 31<sup>st</sup> May the recommendation from the office was that the latest revision would be refused. Highways and planning officers would go before the Planning Committee.

Cllr. Southgate went through all the planning applications, outcomes, pending and new.

### **10.3 Planning outcomes since last meeting**

3PL/2016/0180/VAR **Amy Gray**/Monarch/Variation of Condition (92) **PERMISSION**

3PL/2016/0287/HOU **McIlwhan**/Nerine, Bell Road/Extension & Alterations (94) **PERMISSION**

### **10.4 Applications pending outcome**

3AG/2014/0019/AG **Bidmead**/Tuppins Farm/ Extsn to exist agri build - (53) **PRIOR APP REQ ?**

3PL/2015/0518/F **Annison**/ Bungalows/White Hart (64) **Appealed**

3PL/2015/0384/F **Paske**/Chapel Street Rear of Fredena **11 Dwellings (Was 10) (62/75) (87)**

3PL/2016/0312/F **Barham**/Adjacent 2 The Street/House & Double garage (95)

Signed .....

Date .....

10.5 New applications since last meeting  
3PL/2016/0531/HOU Neale /72 The Street/Front/Rear single storey extns (96)  
Porch at the front will enhance the appearance. No extra concrete. All councillors to have a look at the plans submitted.

Mention was made of a bungalow in The Street where it looks as if extensive foundations are being laid as additional patio area. Cllr. Howie will have a look at the work

**11 To update on Village Shop and Post Office**

The shop has a new treasurer. A bike rack has been donated by Jane Dove and will be installed with her name on it.

**12. To update on Rocklands Neighbourhood Plan (RNP) Richard Golke (RG) Richard Harrison (RH)**

RG gave an update. Leaflets have been delivered to every address in the Parish including businesses and business premises. The leaflets ask for comments on what individuals would like in the village in the future in terms of facilities/developments/green spaces etc. So far there had been a disappointing response rate. At the RNP committee meeting last week a follow up with more targeted questions was discussed. RG asked, if people cared about developments such as the one suggested at Chapel Street that they forward their comments. Need to give parishioners a deadline for comments. May get more replies.

Once the neighbourhood plan is in place it will have a 20 year life span but it does need the views of the parishioners. Future publicity events would explain things in more detail.

Two more people asked to join the RNP committee. These were Daniel Sayer and Michael Laflin. Email addresses needed for both.

RH Expressed the importance of this plan as it would be the prime planning document for the future. More weight would be given to this plan once established above other plans and policies. Not just about houses and not about stopping all development but to plan where any new developments could ideally be situated. Cllr. Howie would arrange that spare leaflets/comments forms were available at the Shop. The process would require financing and so applications for grants to support this project would continue.

**13 To update on telephone boxes**

**Mount Pleasant.** NOW disconnected ! Can sell ! Phone Box would be advertised in the Rocklander asking for sealed bids. Cllr. Southgate would produce the advert and Cllr. Jones would collect the bids.

**Library Phone box.** Working party needed to paint and tidy up. Sue Bunnywell won't organise the working party but will come along to help. Confirmed, no base coat needed. Laura would order the 2.5 litres of red paint from Ridgeons and they would throw in some paint brushes free of charge !

**14 To update on Trees**

Karen Roseberry agreed to be the new Tree Warden. Thank you to Karen for volunteering.

**15 To update on Playing Fields**

Problem with rabbits and moles on the playing fields as well as bats in the pavilion !

**16 To update on Highways**

New 40mph sign now erected. Further discussion was had re planters/Flowers at the approach to the village. May be a good idea to have them at the same place as the 40mph road signs. Walnut Tree Nursery had agreed to look after.

Signed .....

Date .....

**Streetlights.**

Cllr Witt had organised for a sample LED streetlight to be installed outside Cllr. Howie's house. Harold Neale likes the LED light. Cllr. Roberts said it was a bit bright (White light). If it was agreed that this was the way forward then all street lights would be replaced with LED. Any profit from the sale of the Mount Pleasant phone box would be used towards this.

**17 To update on Flooding**

There were no reports of flooding.

**18 To discuss any correspondence**

Email received from NALC regards a Highways and Bridle Path training course which may be of interest to the councillors.

**19. AOB - To receive items for next agenda**

No items were received.

**20. Date of next Meeting**

Monday 4th July 2016, 7pm, Rockland's Village Hall

**The meeting closed at 8.30pm.**

Signed .....

Date .....