

Rocklands Parish Council (RPC)  
Minutes of Parish Council (AGM) Meeting held in Rocklands Village Hall  
7.00pm on Monday 14 May 2018

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

Also present: 20 members of the public.

The meeting started at 7:05. The Clerk took the Chair.

**1. To elect Chairperson 2018 - 2019**

David Howie agreed to stand again as Chair. Cllr. Southgate proposed and Cllr. Colenutt 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. Cllr. Howie took the Chair.

**2. To elect Vice Chairperson 2018 - 2019**

Nicola Southgate agreed to stand again as Vice Chair. Cllr. Jones proposed and Cllr. Witt seconded the proposal. Nicola Southgate was duly elected as vice-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. Ian Scholes who had an emergency optician appointment.

**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 9 April 2018**

The minutes that had been circulated prior to the meeting were duly signed by the Chair, Cllr. David Howie.

**6. To discuss any matters arising from the minutes (19 February 2018) not on the agenda.**

Kirsty gave an update on the new Play Park. They had received a lottery grant of £9,500. The first installation of the equipment would be in June.

**7. To co-opt a new Parish Councillor**

Richard Harrison had expressed an interest in writing to join the Parish Council. Cllr. Southgate proposed and Cllr. Colenutt seconded the proposal. Declaration of Acceptance of Office was signed by Richard Harrison and witnessed and signed by the Clerk. Cllr. Harrison was welcomed to the Council.

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

Meeting adjourned at 19.20pm and opened to the public. There were no comments from the public. The meeting re-opened at 19.21pm.

Signed .....

Date .....

**9. To report on finance.**

**9.1. NEW Annual return (AGAR) explained**

A copy of the Annual return and prepared accounts had been circulated to all councillors prior to this meeting. There is a new process this year 2018. New annual return (AGAR) has been completed by the Clerk/RFO. The Certificate of Exemption (Page 3) had previously been signed by the Clerk and the Chair and registered with the external auditor prior to the deadline of June 11 2018. Rocklands PC is exempt from a limited assurance review because their income and expenditure is less than £25,000. This means RPC still has to complete/approve the Annual Return as in previous years, but it does not have to be submitted to the new external auditor, PKF Littlejohn. The internal Audit Report (Page 4) had previously been completed and signed off by Michaela Canham, the internal auditor.

**9.2. Approval of accounts 2017 -2018 & Financial Regulations**

**9.2.1 To approve the Annual Governance Statement - AGA Part 2. Section 1 (Page 5)**

The Chair read out all the governance statements in turn. All were agreed and the Chair and the Clerk/RFO duly dated and signed Page 5 of the document.

**9.2.2 To consider and approve the Accounting Statements - AGAR Part 2. Section 2 (Page 6)**

The Clerk/RFO had previously dated and signed the Accounting Statements to confirm they were a true and accurate financial position of this Parish Council. All agreed with the Accounting Statements and the Chair duly dated and signed Page 6 of the document.

**9.3 Financial position**

**The bank account balances as at Monday 14 May 2018**

Barclays Community Account	£	21550.06
Barclays Saver (Reserve) Account	£	2327.81
<b>TOTAL as per bank</b>	<b>£</b>	<b>23877.87</b>

**Summary**

RPC Rocklands Parish Council	£	6772.27
RNP Rocklands Neighbourhood Plan	£	272.60
NEW Rocklands Play Park (Kirsty)	£	16833.00
<b>TOTAL as per bank</b>	<b>£</b>	<b>23877.87</b>

**9.4 Money in since last meeting (9 April 2018)**

12/4/2018	Pat Robinson Licence fee Chapel Green	£	1.00
27/4/2018	Grant - Sainsbury - for NEW Rocklands Play Park	£	700.00
4/5/2018	Grant - Big Lottery - for NEW Rocklands Play Park	£	9599.00
10/5/2018	Donation towards MP visit	£	5.00
	<b>TOTAL IN</b>	<b>£</b>	<b>10305.00</b>

**9.5 Cheques out (to sign)**

CHQ 623	K&M Lighting 1 month (May 2018)	£	13.86
CHQ 624	Rocklands Playing Field - MP visit - Hall/drinks	£	94.90
CHQ 625	M&S - MP visit - Buffet Food (Cllr. Southgate)	£	198.00
CHQ 626	Michaela Canham - Internal audit accounts 2018	£	30.00
CHQ 627	Came & Co. PC Insurance	£	285.60
CHQ 628	K. Austin - Clerk reimbursements	£	41.61
	<b>TOTAL OUT</b>	<b>£</b>	<b>663.97</b>

**General Data Protection Regulation (GDPR) update**

Rocklands as a Parish Council will need to join the ICO (Information Commissioner's Office) which will cost £35 this year, rising to £40 next year. Appointing a Data Protection Officer (DPO) may not now be compulsory. Waiting for amendment to regulation to be passed in Parliament. Some documents already on website. Some work still to be done.

Signed .....

Date .....

**VAT.**

The Clerk will do a vat return when the large playpark invoices(s) have been paid so that the vat, hopefully will come back in soon as possible after the vat payment has gone out.

**10. To consider planning applications**

**10.1 Planning outcomes since last meeting**

3PL/2018/0335/D Baker/Coach House Low Lane/Landscaping layout (141) **PERMISSION**

3PL/2018/0230/HOU Randall/Forestgate, A'boro Road/side and rear extn and porch (140) **PERMISSION**

**10.2 Applications pending outcome**

3PL/2017/0899/F Cotes/Green Lane & Mill Lane/7 New dwellings (122).

Cllr. Southgate recently had a long conversation with the case officer regards this application that Rocklands Parish Council and many residents object to. Another 40 page document regards flooding etc had been submitted by the applicant and was virtually incomprehensible. This is being studied by the flood risk department at Breckland Planning and it would appear they have so far been satisfied with the reports. This application will go to the planning committee in July. The Parish Council will be in attendance and will utilise the 3 minutes allocated to them for their comments. The case officer wasn't sure what the recommendations would be.

3PL/2018/0203/O Ridgeon/Thieves Lane/6 self/custom builds (139) Waiting for a decision.

**10.3 New applications since last meeting NONE**

**10.4 Planning enforcement issues**

Annison Mill Lane. Enforcement Notice issued 1/10/2017. Deadline 1/7/2018. The Chair asked Mr. Annison if he wished to comment. There were no comments.

**11 To update on the Rocklands Neighbourhood Plan (RNP) - Richard Golke (RG)**

RG said he was not at the last meeting. The Local Plan had been delayed again, until spring next year. Emphasised that Rocklands should complete RNP as soon as possible, but until the Local Plans are finalised, we can't actually finalise our own. In September 2018 there should be a document published showing the inspector's comments as to where he/they think the LP should be amended. Might be best to wait and see what they advise as RNP has to fit within the LP framework. Therefore, difficult to move forward at present. Can't submit RNP for inspection until LP finalised.

**Hastoe Housing Survey.** Parish Council had decided to move forward with the housing needs survey funded by Hastoe Housing Authority. Community Action Norfolk (CAN) were carrying out the survey on their behalf. A questionnaire will be delivered to every household in the parish. The questions in the paper have not come from RPC or RNP committee. There are 4 pages of questions and some are of a personal nature. All information provided is confidential. Looking to see if there is a housing need. Asking if young people need to move away from their village because affordable housing for them is not available. Once all the data has been collected and collated, they will make recommendations. The questionnaire is Freepost. The Chair asked if everybody could make the effort to complete/return them.

**Village Hall Committee.** RG attended a committee meeting. Need to look at future needs and future projects. RG will obtain lists from Village Hall, Shop and Playing Fields. Projects have to be named. RG confirmed there would be another RNP meeting in May/June.

**12 To update on Neighbourhood Watch**

John Brown sent his apologies. Not much to update except lots of telephone scams at the moment. Complaints about cars speeding and reports of speeding motorcycle(s) in Green Lane ?

**13 To update on Highways**

There are a number of potholes. The ones in the Parish have been reported. Some have been filled in between here and Hockham.

Signed .....

Date .....

**14 Flooding**

All problems with flooding have been reported, including Chapel Street.

**15 To discuss any correspondence.**

**First Time Sewerage Scheme.** Good news correspondence was received from Anglian Water (Claire Wootton) confirming their intention to provide a foul sewer to properties in Rocklands St, Peter. The next 5 year block of investment is 2020-2025. In 2020, Anglian Water will be better placed to confirm a more definitive start date for the work.

**Footpaths.** Janet Bangay had written to RPC regarding cutting of the footpaths to keep them passable in Thieves Lane area. Used to be cut by Bill Lister and then Mark Lister. Some discussion regards council responsibility.

Report of rubbish on the footpath in Chapel Street by ML. Query fly tipping ? Cllr. Howie will walk the footpath.

Cllr. Colenutt reported a missing footpath sign that needs replacing.

**16 AOB**

No items.

**17. Date of next Meeting**

Monday 9 July 2018, 7pm, Rocklands Village Hall - Parish Council Meeting

**The meeting closed at 7.50 pm.**

Signed .....

Date .....