

Rocklands Parish Council (RPC)  
Minutes of Parish Council Meeting held in Rocklands Village Hall  
7.00pm on Monday 2 September 2019

Present:	David Howie	Chair
	Shirley Colenutt	
	Sarah Eagleton	
	Tim Ford	
	Richard Harrison	
	Kim Austin	Clerk
	Sarah Suggitt	District Councillor
	Ed Connolly	County Councillor

Also present: 27 members of the public.

The meeting opened at 19:01

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

RESOLVED to accept apologies for absence from Cllr. Nickie Southgate who was on holiday.

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

There were no declarations of interest.

**3. To approve the minutes of the last council meeting on Monday 16 July 2019**

The minutes that had been circulated to all councillors prior to the meeting were duly signed by the Chair, Cllr. David Howie, with a note that the Parent and Toddler group report had been omitted. The Clerk would amend and distribute.

**4. To discuss any matters arising from the minutes (16 July 2019) not on the agenda.**

There were no matters arising from the minutes.

Cllr. Howie thanked both District and County Councillors for attending. Cllr. Ed Connolly (EC) was pleased to hear that RPC were forging a good relationship with John Cotton of Highways. EC explained he covers 65 parishes so will not be able to attend all meetings but will attend as many as possible. EC will keep in touch via 'Together for Norfolk' communications. Cllr. Sarah Suggitt (SS) confirmed Local Plan would be back early September to be discussed at the November Planning Committee meeting. When asked if there was any update on the 5-year housing supply, SS replied no, as waiting on Local Plan.

**5. To Co-opt a new Parish Councillor**

The vacant position had been advertised and two applications had been received from Sarah Martin and Jennie Bartlett. Both were present at the meeting. The Clerk gave a voting slip to each councillor. The Parish Councillors voted for their preferred applicant and the Clerk counted the votes. It was a unanimous decision with a majority vote of 5/0 for Sarah Martin. Sarah was congratulated and she took her position at the table. Sarah Martin signed the Declaration of Office with the Clerk as witness and was given the Disclosable Pecuniary Form to complete and return.

**6. Meeting dates for 2020/2021**

The suggested meeting dates (all Mondays, starting at 7pm) for the coming year had been circulated to all councillors and confirmed with Shena Scholes (except February 2020). The dates will be published on the website.

Monday 6 January 2020

Monday 17 February 2020 (Post meeting note: Now confirmed OK.)

Monday 6 April 2020 (Annual Assembly - Annual Parish Meeting followed by Parish Council Meeting)

Signed .....

Date .....

Monday 11 May 2020 (AGM - Annual Parish Council Meeting)

Monday 6 July 2020

Monday 7 September 2020

Monday 9 November 2020

Monday 11 January 2021

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

The meeting adjourned at 19:10. There were no comments from the public and the meeting re-opened at 19:11.

## **8. To receive reports**

### **8.1 Village Shop and Post Office (Dave Seaton DS)**

Natalie is back so the shop now has a full team in Natalie, Josh, Marian and Michelle. The shop is generally better stocked, having regular orders from Bookers and has an improved layout. The stock take/audit held at the weekend was passed with flying colours. The stock take was held on Sunday 1 September and should have been communicated better, so that customers were not inconvenienced. Cllr. Colenutt said that in previous years the shop had been open for papers, bread and milk as cash transactions. This was the first year the shop had closed. DS explained that the stock take cannot be done in an evening and the auditors have to come in and check before the shop can start trading again. The systems are different this year. DS agreed communication could have been better and they would do better next time, advertising the stock take earlier and notices outside the shop as well as in the window. DS apologised for any inconvenience. David Jones mentioned the hard work of all the shop staff and the shop committee. Everybody did appreciate the hard work involved in running the shop.

### **8.2 Village Hall (Sarah Good SG)**

a. **Village Hall.** Nothing to report but they do have a meeting mid-September.  
b. **Parent & Toddlers Group (Sharon).** The group had had a very successful summer program with the number of children attending increasing from 7 in July to 16 over the summer, and 21 on the Bank Holiday Monday. Sincere thanks to Cath and David Jones and Shena Scholes for their support over the summer. The day has been changed from a Monday to a Friday which has allowed Sharon to continue. Working parents felt that Monday was not the best day. The group is to be run as a viable group, and they will liaise closely with Rocklands School for 2-way learning. Need volunteers to help with signing in, subscriptions, making hot drinks, washing up, washing toys and working with groups of parents. Want to continue the good practice and hope to get good attendance on a Friday. The Summer was brilliant, and parents have asked if all school holidays could be covered. Just a reminder that parents don't have to sign up to all sessions, but can choose to do just some. Cath Jones thanked Sharon and John for their hard work, especially getting everything ready at 7.30 in the morning !

### **8.3 Rocklands Primary School (David Jones DJ)**

On behalf of the school, DJ said the work with the toddler group was a very welcome development. Rocklands School continues to go from strength to strength. Excellent SATS results. On top of this, the type of educational experience offered by a small rural school like Rocklands has been proven time and again to turn out confident, well-balanced pupils with a real sense of community. The school has traditionally been strongly supported by parents and the local community. The current Friends of Rocklands School are no exception, having worked wonders to turn the area behind and in front of class 3 into pleasant, natural areas for our pupils to enjoy. Rocklands is federated with Great Ellingham School. This enables them to share a Head and Deputy across both schools and enables classes to have the attention of a full time teachers with no administrative distractions. Federation also means that both schools are also served by the same governing body. In days when many schools are struggling to recruit governors, we have a governing body of 14 full governors and 3 associate governors. I know of

Signed .....

Date .....

no school with more governors. Despite all the financial constraints that schools have been, and still are, suffering, both schools remain financially stable. Any notions of smaller schools being less stable structurally, financially, or likely to be educationally weaker, simply do not hold water. Both Federation schools start the new academic year stronger than they have ever been. Both are assets to their communities and deserve to be recognised as such.

**8.4 Rocklands Playing Fields (SG)**

Nothing to report but they do have a meeting mid-September.

**8.5 St. Peter's Church (John Brown)**

Two beautiful churches open every day from 9-5pm. Has a visitors' book with signatures from Australia and America and all over the country but not from Rocklands. September 13-15 is harvest weekend. No service, no prayers, no hymns, instead, chats, hot and cold food, a raffle. Raise funds just to keep the church going.

**8.6 Rockland All Saints' Church (Cath Jones CJ)**

It's only two months since the last RPC meeting but we seem to have been very busy ! We are still waiting for the structural engineer to fix the 'telltales' on the tower, which will indicate the rate of movement and give an indication of how quickly the problem needs to be fixed. In the meantime, services continue as normal, but we cannot ring the bells, for safety reasons.

The Flower Festival proved to be a financial success again. Many thanks to all who supported. On August 18th, on a very busy weekend. Rocklands held an Open Gardens event, with several gardens, both large and small open to the public. Karen Rosebery oversaw publicity and did her job really well because we had visitors from all over the country, including the Isle of Skye and Kent, as well as Norfolk. As a result, St Peter's and All Saints churches were each able to bank £1 000 (helped in no small part by Chris Riddell drawing in many fans to have their portraits done) which was magnificent!! It was very hard work for all concerned but an enjoyable day ! Many thanks to those who opened gardens, manned gardens, served refreshments and washed up, or made cakes and savouries for sale. The tea room in this Village Hall raised in the region of £600 ... that's a lot of tea and cake !

Events coming up in the future weeks include the traditional Harvest festival service in the church this coming Sunday, 8th September at 10.30. Any produce you would like to donate, please drop off at the Scases .... it will all be sold off afterwards in aid of the Leprosy Mission, as usual.

The following Saturday, 14th, is the annual sponsored Church Cycle Ride when cyclists from all over will be visiting as many churches as possible. All Saints will be manned all day and if anybody would like to cycle and raise money for the church, forms are available from Cath Jones.

The Harvest Supper, eagerly anticipated by so many each year is on October 5th this year, here in the Village Hall. There is a full traditional Harvest meal with all homemade food for both the main course and dessert. Tickets are soon on sale, tickets from Cath Jones. The price of £10 includes all the food, tea and coffee + entertainment. No licence so please bring your own alcohol if you want to !

Last week, about 25 of us in the benefice (the 5 churches in Rocklands, Gt and Lt Ellingham and Shropham) attended a meeting at the benefice Office which was led by Robert Culyer from the Diocesan Office in Norwich, talking about money...always a problem in churches like those in Rocklands which have wonderful historic buildings but need lots of care and funds to keep them going. I am always uncomfortable that it often seems we are more pre-occupied with fundraising than we are with God's work! Robert gave many ideas for the way forward and getting our priorities sorted and these included legacies, gift aid and applying for grants as well as asking for regular standing orders from congregations.....plenty of food for thought! Cath finished by thanking everyone again for their support ... speaking for both churches, the help is much appreciated.

**8.7 White Hart Public House (Dave Thomas DT)**

There was no report from the White Hart. Cllr. Eagleton said thank you from the White Hart for everybody supporting Gina's Day and raising £3000 for various charities.

**8.8 To update on Chapel Green Meadow (Carolyn Emblem CE)**

The Meadow was cut by Joe Bacon on 26 August and the hay was gathered on Saturday 31 August after leaving it to dry and for seeds to drop. Maria from Beacon Farm was glad to take the hay for her horses. All in all, the easiest harvest that we have had! We checked the water level in the pond - the edges are bone dry and the middle is boggy. There is essentially no water in it at all, so we were unable to test it for contamination. The report from Helen from Norfolk Wildlife Trust, concerning the pond is attached to these notes. In short, the edges of the pond need about 2/3 of the tall growth removed each Autumn in rotation. The reed mace needs to be removed from the pond. To be discussed with the Parish Council. Chapel Green Meadow Committee feels that management of the pond is too much for them to take on without some support.

The meadow has been visited by children from Rocklands School and Chris reported that the children were really interested and very keen. In July, Chris gave a talk at the meadow, to members of the village shop who wanted the meadow included in their local walks. This too was a great success.

We have cleared the nettles from the garden belonging to Chapel Green Cottage.

At our meeting it was suggested that we have an 'Open Meadows' day in June/July next year, when the meadow is at its best. We will report on the progress of this idea. We would like to ask the Parish Council to proceed with the application to register the land as a Local Nature Reserve and for the sign concerning parking.

The Clerk will look at the website for registration. Cllr. Howie asked, if the area was registered as a nature reserve and there were not enough volunteers to maintain it as such, what would happen. The Clerk would make some enquiries.

Cllr. Howie said PC would sort sign if CE could come up with some words. Would be along the lines of, 'Please - no parking of commercial vehicles here - Thank you. By order of the Parish Council'.

**Report from Helen Baczkowska from Norfolk Wildlife Trust.**

Thanks to you all for meeting me at Chapel Green and for your interest in the wildlife there. Firstly, I would like to say how lovely your little meadow looks. Meadows are so important for bees, butterflies, small mammals and a host of other creatures and even small ones like this are wonderful for wildlife. The management of the meadow is really good and makes the site a little gem for wildlife. With the information boards to welcome me, this felt like a miniature nature reserve in the heart of the village. Secondly, we looked at the pond, which is also a great place for wildlife, although possibly in need of a little attention.

The edges of the pond might be untidy to look at, but they are a good source of late nectar and shelter for wildlife. Trying to return these to the same state as the meadow would be a lot of work and might do more harm than good, so I would recommend just cutting and if possible, removing the tall growth in the autumn. If possible, leave some uncut every year on rotation as winter shelter for over-wintering invertebrates. Hopefully this is a job that local volunteers can tackle, and I would recommend cutting with a brush cutter or petrol hedge trimmer. The pond itself is dominated by reedmace and it would be good to reduce the cover of this by at least two thirds. This would allow other plants a chance to flourish in the open water and might help stop the pond drying out so quickly. There are a number of ways to reduce the reedmace and I leave it up to you and your village to work out what is most achievable for you: you could remove with a digger, in which case you will need to find someone who can remove the plants and as much root as possible without damaging the profile of the pond, in case there is a clay liner. Alternatively, you could cut/pull and remove as much root as possible by hand. You will need to find a place to dispose of the cuttings/dredgings off site and I recommend

Signed .....

Date .....

carrying out the work August-November when the ground will be driest and in either case, it might be wise to follow up with a herbicide treatment next summer, to remove any re-growth. I can recommend a contractor to do this for you.

Regarding funds, you could speak with your county councillor about funds for community projects and also some local supermarkets will have a community fund.

#### **8.9 Rocklands Play Park (Kirsty Daynes KD)**

It was a year since the new play park had been installed and it had been well used. It was thought the money leftover could be used for shelters, but a recent safety check by ROSPA highlighted the need for new swings and trim trail. It was known they would need replacing but not just yet. There is ~£4000 left in play park funds. £6500 needed just for new swings. Therefore, £2500 short. Kirsty hoped that both the Parish Council and the Mann Trust would donate £1000 each. They would continue to fund raise for a new trim trail or something for the older children. Cllr. Howie thanked Kirsty for her enthusiasm. See item 9.2.

There was some discussion about cutting the Play Park grass, which was confirmed as falling within the remit of the Playing Fields (PF). It looked good recently, but this was due to volunteers. The PF has all the equipment. Cllr. Eagleton will speak to PF to see if the equipment can be borrowed. Kirsty had cut the hedge. Neil Thomas could cut grass. John would help where he could.

Rocklands needs a handyman that can be called upon to do odd jobs around the village. An advert had been placed in the Rocklander a while back but there was no interest.

#### **9.0 To report on financial matters**

##### **9.1 Annual donations to churches and other organisations**

The Clerk had circulated a summary of the donations made by the PC in previous years to all councillors prior to the meeting. It was decided to give the same amounts to the same churches and organisations as last year. The donations would total £480. The Clerk would prepare the cheques to be signed at the next meeting in November.

ROCKLANDS PARISH COUNCIL										
ANNUAL DONATIONS										
	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
ALL SAINTS PCC	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00
ST PETERS PCC	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00
ROCKLANDS PLAYING FIELDS	£160.00	£160.00	£160.00	£160.00	£160.00	£120.00	£120.00	£120.00	£120.00	£120.00
ROCKLANDS VILLAGE HALL	£80.00	£80.00	£80.00	£80.00	£80.00	£120.00	£120.00	£120.00	£120.00	£120.00
MID NORFOLK METHODIST CHURCH	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
	£480.00	£480.00	£480.00	£480.00	£480.00	£480.00	£480.00	£480.00	£480.00	£480.00

##### **9.2 Donation to Rocklands Play Park**

The Clerk had distributed a summary of Parish Council funds to all councillors prior to the meeting in order to determine how much the PC could afford to donate. It was decided that £1000 would be donated to the Play Park. Kirsty thanked the Parish Council.

##### **9.3 Financial position**

###### **Bank account balances as at Monday 2 September May 2019**

Barclays Community Account	£ 10303.78
Barclays Saver (Reserve) Account	£ 2334.77
<b>TOTAL as per bank</b>	<b>£ 12638.55</b>

###### **Summary**

Signed .....

Date .....

RPC Rocklands Parish Council	£ 8660.95
RNP Rocklands Neighbourhood Plan (RG)	£ 200.60
Rocklands Play Park (KR)	£ 3777.00
<b>TOTAL as per bank</b>	<b>£ 12638.55</b>

#### 9.4 Money in since last meeting (8 July 2019)

8/8/2019	Breckland Parish Partnership - Donation to SID	£ 1812.50
8/8/2019	Ed Connolly members fund - Donation to SID	£ 1000.00
2/9/2019	Barclays Saver Account Interest	£ 1.16
<b>TOTAL IN</b>		<b>£ 2813.66</b>

#### 9.5 Money out since last meeting (13 May 2019)

##### 9.5.1 Standing Orders/Direct Debits

16/7/2019	Eon -Electricity (DD)	£ 34.46
15/8/2019	Eon -Electricity (DD)	£ 35.62
1/8/2019	Clerk's wages (SO)	£ 273.87
1/9/2019	Clerk's wages (SO)	£ 273.87
<b>TOTAL OUT</b>		<b>£ 617.82</b>

##### 9.5.2 Cheques out (to sign)

CHQ 667	Breckland Council - uncontested election costs 2019	£ 75.00	ALREADY SIGNED
CHQ 668	K&M Lighting 2 months maint. (Aug/Sept 2019)	£ 27.56	
CHQ 669	Westcotec Ltd. - Speed Indicator Device (SID)	£ 4350.00	
CHQ 670	Clerk's reimbursements - post/stat 6 months	£ 27.96	
<b>TOTAL OUT</b>		<b>£ 4480.52</b>	

### 10. To consider planning applications

#### 10.1 Planning outcomes since last meeting

3PL/2018/1533/O CORCORAN/Land south of the street/1 dwellings, parking, turning/access (157) REFUSED  
This application went before the Planning Committee and was refused.

#### 10.2 Applications pending outcome

#### 10.3 New applications since last meeting

3PL/2019/0868/F Francis/Land adjacent Coach House/Dwelling and garage (170)

The Parish Council agreed they had no objection to this application but must mention the issues from concerned neighbours at the Rookery regards screening. It needs to be made clear that the greenery/hedging will be retained and maintained between the properties. The other issue is the closeness of the new dwelling to watercourses. Says no to watercourses in close proximity on the planning application but this is wrong as there is a watercourse. The PC will respond accordingly.

3PL/2019/0885/VAR Shadrack/Peel Farm/Amend condition 2 (171) WITHDRAWN

This application was withdrawn and resubmitted - See 3PL/2019/1058/VAR below. Cllr. Howie has spoken to Mrs Shadrack. They will not use shed 5 which is the one nearest the road and the dwellings. Instead it will be used as a store. Doesn't think it will make a difference to any smell or noise. New consultancy firm has been employed. They have increased the height of the chimney stacks and increased the number from 2 to 5, although the drawings still show 2 stacks. So, some discrepancies. PC cannot comment positively. Concerns that the alterations will not do the job. Concerns about the neighbours and their business.

3PL/2019/0971/F Woodroffe/Allison's Farm 82 The Street/New dwelling with one bed annex (172)

The applicants were present at the meeting. Some confusion as to whether there were one or two applications pending. This application 0971, is for a new build and refurb of the old property. The applicant insisted there were two applications on the planning website. The PC had only been notified of this one and only this one appeared on the website. Post meeting note: There are two applications,

Signed .....

Date .....

but the second application is yet to be validated and allocated to a case officer, so is not yet on the website. This other application is for extension of the old property.

RG explained that the PC were against the original application (that was refused) because a magnificent property would be demolished. The heritage report associated with this new application to refurb shows lots of features retained and integrated. Refurb is the better option. RH agreed with RG comments but said there should be conditions. It appeared the garage would bridge the culvert, so condition needs to ensure this is done properly. There was concern that the application would be approved for the new build, but the refurb would not happen. Need a condition linking the two aspects. Pleased that the house is being kept and not demolished and OK that the barn will disappear. The applicant confirmed that they would not build the new build themselves but would sell the plot with planning application. Not sure how this works having the refurb on the same application.

AND any other NEW applications since agenda was issued.

**3PL/201/0044/UC** Douglas/Magna Farm/Change of use Agri build to 1 dwelling (173)

This is the third application. This time to build one dwelling instead of two. The other applications have been refused. The PC never objected to the other applications and won't object to this one.

**3PL/2019/1058/VAR** Shadrack/Peels Farm/ Amend condition 2 (174)

See 3PL/2019/0885/VAR above.

#### **10.4 Planning enforcement issues**

No enforcement issues.

**10.5 Other: 3PL/2017/0878/F Major pig development at Stow Bedon**

Not to do with Rocklands but mentioned for information that another large pig unit was to be developed.

### **11. To update on First Time Sewerage System for Rocklands St. Peter**

Cllr. Howie had contacted the engineers but there was no update. Still waiting for final determination. Hoping to hear before the end of the year. Planned for the 5-year time slot from 2020-2025.

### **12. To update on the Defibrillator (TF)**

Now on active list with East of England ambulance service. They hold the number needed to open the box. Maintenance agreement for battery replacement etc, has been set up by East of England Co-operative Society, who supplied the unit. Bit worrying that there is no phone signal at the hall to phone in an emergency. TF confirmed the unit is portable once released from the cabinet. Village Hall should have a trained First Aider as too should the Shop and the pub etc. Cllr. Howie didn't think training for the councillors was a good idea as they would then be considered responsible for its use.

### **13. To update on the Rocklands Neighbourhood Plan (RNP) and Local Plan (LP)**

RNP has been on hold for a long time, pending final approval of LP. RPC had had a meeting with Jon Berry where they were able to raise questions. Asked about the 5% growth in housing stock (Rockland's allocation) and whether, once the 5% is reached, if it would be respected by Breckland Planning. They were assured it would be taken into account to establish limits on new housing.

### **14. To update on Flashing Speed sign (RH)**

Not actually a SAM2 unit, but SID. It is a polite unit that says 'Thank you' for not speeding. 4 people attended the Westcotec, Supplier training course for 2  $\frac{1}{2}$  hours in Dereham on 2 August. Covered maintenance and data processing etc. RH has the device and the batteries have been charged. Ready to install the brackets in a week or two. It was asked if we could put up the unit without it showing speeds to capture before and after data to see how much of a difference it makes to speeds. Just seeing the unit may slow people down. Tim and John will attend the next training course. RH still has the risk assessment to do as volunteers will be working with live traffic. It was agreed the new equipment would be added to the RPC asset register. Cllr. Ed Connolly was thanked for his kind contribution of £1000 towards the unit from his member's fund. Much appreciated.

Signed .....

Date .....

**15. To update on Highways**

Cllr. Howie had recently emailed John Cotton about a hole in the road at the junction between The Street and Green Lane. The hole is getting bigger and is now a danger. John Cotton replied by return saying it would be sorted. Thank you, John.

**16. To update on Flooding (RH)**

NCC Flood Risk Team (FRT)are waiting to do a full survey of The Street, Low Lane and surrounding areas showing all ditches/culverts/manholes/gardens etc. but a significant point of damage/blockage needs to be sorted first. An excavator will be required. The householder is in direct contact with FRT. RH has nearly finished the leaflet on riparian responsibilities. This will be approved by FRT and RPC before being given to residents. Note: It is an offence to fill in ditches or culverts without permission. RH would send a copy of the leaflet to Cllr. Ed Connolly. RH thanked Ed for his co-operation and help in this matter.

**17. To discuss any correspondence.**

There was no correspondence.

**18. AOB**

Cllr. Howie mentioned the possibility of an extra meeting to be held in October but couldn't elaborate. Everybody would be made aware if and when the date was confirmed.

**19. Date of next Meeting**

Monday 4 November 2019, 7pm, Rocklands Village Hall

**The meeting closed at 20.45**

Signed .....

Date .....