

# ROLLESBY PARISH COUNCIL MEETING

to be held on Monday 15<sup>th</sup> February 2021 at 7pm

All Councillors are summoned to the above meeting, members of the public and press are invited.

This meeting is being held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public can join the meeting online via ZOOM using the following link address: <https://us02web.zoom.us/j/9852590055>  
Telephone: 0203 901 7895

Signed:

*Sarah Hunt*

Sarah Hunt  
Parish Clerk

9<sup>th</sup> February 2021

## AGENDA

1. Apologies and consideration of acceptance for absence.
2. Members' declarations of interest and requests for dispensations.  
If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.  
You have a Personal Interest in a matter to be discussed if it affects:
  - Your wellbeing or financial position
  - That of your family or close friends
  - That of a club or society in which you have a management role
 In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.
3. To receive and agree minutes from Full Council Meeting held on Monday 18<sup>th</sup> January 2021.
4. To receive any questions or comments from members of the Public.
5. **To receive any reports:**
  - 5.1 County Councillor H Thirtle.
  - 5.2 District Councillors A Grant and L Mogford.
  - 5.3 Police.
6. **Updates on matters not on the agenda.**  
To report on progress on items from previous meetings. No decisions or debate may take place during this item.
  - 6.1 Unity Banking.
  - 6.2 To confirm the precept/concurrent functions information sent.
7. **Planning**
  - 7.1 To consider planning applications received from Great Yarmouth Borough Council;
    - 7.1.1 06/20/0689/PAD – Lodge Farm Barns, Lawns Lane, Rollesby. Prior approval for conversion of agricultural barn into one five-bedroomed house. No objection sent.

Rollesby Parish Council, 58 Hercules Road, Norwich, NR6 5HH  
Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

- 7.1.2 06/21/0001/F – Tivoli, 4 Back Lane, Rollesby, NR29 5EA. Single storey rear extension (replacing existing extension); Convert and raise garage roof.
- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority;
  - 7.2.1 BA/2020/0004/TPO – The Retreat, Main Road, Rollesby, Norfolk. Confirmation of Tree Preservation Order.
- 7.3 S106 Agreements in Rollesby. To receive an update from Cllr H Thirtle and District Co. A Grant.

#### **8. Finance and Governance**

- 8.1 To receive and approve bank reconciliation.
- 8.2 To consider returning NCF Covid Grant – remaining balance £260.50. To note that uncashed cheques are for earlier payments.
- 8.3 To approve payments as circulated.
- 8.4 To consider a quotation from Burghwood Landscapes – Churchyard Grass Cutting for 2021 at a price of £125.00 per visit.
- 8.5 To consider renewing Community Action Norfolk membership: Bronze £20.00, Silver £50.00, Gold £150.00.
- 8.6 To consider a donation request from the Citizens Advice Bureau.

#### **9. Administrative Matters.**

- 9.1 Meetings:- The government has expressed that it currently has no plans to extend the remote meetings protocol beyond 7<sup>th</sup> May 2021. To consider any action.

#### **10. Highways**

- 10.1 Surface water drainage Badger Meadow/Low Road. Update. Cllr S Day.

#### **11. Neighbourhood Plan.**

- To receive an update including weight being awarded to Plan at current stage. Cllr S Day.

#### **12. Possible Projects within the Parish – planning for the future.**

- 12.1 To consider potential areas of land within the Parish. Cllr S Day.
- 12.2 To consider any other suggestions.

#### **13. Playingfield.**

- 13.1 Lease for car boot hire. Example from last year circulated to Councillors.
- 13.2 Court Area – costings and implications for surfacing. Cllr J Coote.
- 13.3 Planting of evergreen tree. Cllr J Coote.

#### **14. Matters for next Agenda and information.**

- 15. **Date of next meeting** – Monday 15<sup>th</sup> March 2021 at 7pm.

# Minutes of ROLLESBY PARISH COUNCIL MEETING

held on Monday 18<sup>th</sup> January 2020 at 7pm

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via ZOOM.

Present: Cllrs J Coote (part), S Day, S Ridout, R Rudrum, B Sturrock, C Tacon (part), H Thirtle (part).

One member of the public and District Councillor A Grant were present.

Clerk: Mrs S Hunt

**1. Apologies and consideration of acceptance for absence.**

None.

**2. Co-option.**

Mr Haydn Thirtle was co-opted to the Council PROPOSED Cllr S Day. Mr Thirtle signed a Declaration of Office form and joined the meeting.

Cllr J Coote joined the meeting.

**3. Members' declarations of interest and requests for dispensations.**

None.

**4. The minutes from Full Council Meeting held on Wednesday 16<sup>th</sup> December 2020 were AGREED and signed as a true and correct record.**

**5. To receive any questions or comments from members of the Public.**

The Council was asked to remind members of the public to keep to the Public Footpaths and walk with care when walking near crops. All paths in the parish are well signposted and trodden, they need to be 1 metre wide. Where they haven't been reinstated within the 14 days it is due to ground condition, currently machinery cannot access the field. Clerk to put notice on website.

**6. To receive any reports:**

6.1 County Councillor H Thirtle. The James Paget University hospital is currently 91% full with 160 COVID patients, there are 770 currently within Norfolk.

There is financial support alongside other support available for residents from both County and District Councils. The Clerk will be provided with details to enable any enquiries to be signposted.

6.2 District Councillor A Grant: The Borough Council has access to funding and foodbanks at present, and is able to arrange support for isolating individuals with food parcels. The Council is currently going through the budget setting process. There are as yet no S106 details for Rollesby available but this is being followed up. There are trees available from the Woodland Trust alongside other incentives to plant up local woodlands if any land can be obtained. The Public consultation for the Neighbourhood Plan should be able to go ahead postally, but the referendum cannot currently be held.

District Councillor L Mogford: Sent apologies. The Neighbourhood Plan has passed another

Rollesby Parish Council, 58 Hercules Road, Norwich, NR6 5HH

Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

stage at the Broads Authority meeting.

6.3 Police. Apologies received: Locally Police are undertaking more COVID enforcement. Beach car parks have been closed at Winterton and Horsey.

## 7. Updates on matters not on the agenda.

7.1 Unity Banking – application submitted.

7.2 Beech Hedge, Heath Road – no TPO present, this is in the Conservation Area. This concludes all of the TPO work being undertaken by P Malthouse.

7.3 NOTED the precept/concurrent functions form was returned. Further information has been requested and provided regarding Concurrent Functions spending.

7.4 Tree planting on Playingfield Land. Cllr Coote has been unable to source a Spruce type tree. Next meeting. Cllr Day to investigate possible land opportunities.

## 8. Planning

8.1 To consider planning applications received from Great Yarmouth Borough Council;

8.1.1 None.

8.2 To receive notification of any decisions by Great Yarmouth Borough Council;

8.2.1 06//20/0518/F – The Croft, Martham Road. Construction of two pairs of semi-detached three bedroomed two store houses, site works and landscaping. GRANTED.

8.2.2 06/20/0433/F – Land adjoining Folly Cottages, Court Rd. Erection of self-build detached dwelling and garage and all associated works. GRANTED

## 9. Finance and Governance

9.1 To receive and approve bank reconciliation.

Bank reconciliation for Rollesby Parish Council as at 30<sup>th</sup> December 2020

Current Account Balance:	7007.86
Deposit Account Balance (9 Sept)	2807.97
CCLA Account (COIF) (30 Sept)	3706.06
<b>TOTAL on hand</b>	<b>13521.89</b>
Less uncashed cheques:	
091	13.04
111	208.96
112	17.50
118	72.00
119	168.00
123	52.00
124	78.61
125	56.92
 Total after adjustment	 <b>12854.86</b>
 Fixed term Clay Allotment Money	 89000.00

9.2 To consider returning NCF Covid Grant – remaining balance £260.50. February Agenda.

9.3 The following payments were **APPROVED**:

001126	Rollesby PC	Opening balance of Unity Bank	500.00		<b>500.00</b>
001127	Vodafone	Top up	10.00		10.00

Rollesby Parish Council, 58 Hercules Road, Norwich, NR6 5HH

Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

	Zoom	Subscription	14.39		14.39
		S HUNT EXPENSES TOTAL	24.39		<b>24.39</b>
001128	Glenda Tooke	Allotment rental	50.00		<b>50.00</b>
001129	WAVE	Reissue 1121 – incorrect payee	46.00		<b>46.00</b>
001130	Salaries				
001131	Salaries				
001132	Salaries	January	294.06		294.06
001133	Broads Society	Membership	16.00		16.00
D/D	Information Commissioner	Membership	35.00		35.00

### **10. Correspondence**

- 10.1 Broads Local Access Forum – seeking volunteer members. Noted.
- 10.2 NPLaw – notification of TPO No. 21 – Tree land at 1 Barleyview Close. Noted.
- 10.3 Thorpe St Andrew Town Council – creation of a Broads Area network of Councils. Noted.

### **11. Administrative Matters.**

- 11.1 Cllr S Ridout is attending New Councillor training.

### **12. Highways**

- 12.1 Surface Water Drainage Badger Meadow/Low Road. No current update.
- 12.2 Footpath – reinstatement after ploughing, Footpath 3 and 10. Poor weather has meant this is yet to be undertaken.
- 12.3 To note that the Highways Ranger is due to visit w/c 8<sup>th</sup> February – please advise any issues to the Clerk for reporting.

### **13. Neighbourhood Plan.**

To receive an update. Cllr S Day reported that this was not taken into account with a recent planning application despite it having been submitted.

### **14. Playingfield.**

- 14.1 Lease for car boot hire. Example from last year circulated to Councillors. Next Meeting.
- 14.2 Court Area – costings and implications for surfacing. Cllr J Coote – next meeting.

### **15. Matters for next Agenda and information.**

Possible projects within the Parish – planning for the future.

- 16. **Date of next meeting** – Monday 15<sup>th</sup> February 2021 at 7pm.

The meeting closed at 20.18pm.

## Norfolk Citizens Advice – Norwich

The Forum, Millennium Plain, Norwich, NR2 1TF

*A local charity for the whole community*

To the Parish Clerk

9 February 2021

Dear Sir/Madam

I am writing to ask if you would consider supporting Norfolk Citizens Advice with a financial contribution. We have needed to adapt our service considerably over the last 12 months and have been able to provide our accredited advice to local people via phone, email and webchat as we rapidly scaled up our digital services. During August, some of our offices (where there was sufficient space for social distancing), re-opened to enable those who cannot access digital advice to meet with an advisor face to face once again. However, since the introduction of the latest lockdown we have had to revert to providing our support remotely and we can see that the need for this level of digital support will not drop over the coming months.

**Over the full year of 2020, of which the nine months since the end of March have been severely impacted by the pandemic, we have supported 17,828 local people with 60,178 issues.**

Over the last six months, we have seen a significant shift in the types of people who are wanting support, and the issues that they need help with. Our clients are now in the main people of working age – 75% are between the ages of 19 and 65, with a peak in need between the ages of 25 – 35. Almost a third of those contacting us need support with Universal Credit, with other common issues as employment and debt. It is also significant that by far the biggest need for help with all benefit queries is around making an initial claim.

**We have been able to make a significant difference to our clients during the pandemic - of the clients helped during 2020 we have enabled local people to gain over £3.6 million in income and helped to write off over £755,000 of debt.**

I would like to ask for your support whilst we continue to not only provide vital accredited advice but also consistently expand and adapt our work as circumstances evolve. If you would be able to support us we would be very grateful.

If you wish to receive a brief report on how many people we have supported within the Parish, please let us know.

With many thanks for your time and consideration.



Jon Cheyette, Chief Executive

Norfolk Citizens Advice 01603 273110 / 07715 653585

Email: [j.cheyette@ncab.org.uk](mailto:j.cheyette@ncab.org.uk)

**Adviceline:** 0800 144 88 48

**Admin:** 01603 273 120

**Business Email:** [public@ncab.org.uk](mailto:public@ncab.org.uk)



[@CAB\\_Norfolk](https://twitter.com/CAB_Norfolk)



[@NorfolkCAB](https://www.facebook.com/NorfolkCAB)



<https://www.ncab.org.uk/>

Norfolk CAB has a complaints handling procedure. To request a complaints leaflet please email [public@ncab.org.uk](mailto:public@ncab.org.uk).

*Norfolk Citizens Advice*

*A charitable company limited by guarantee and registered in England & Wales*

*R/O: The Forum, Millennium Plain, Norwich, Norfolk, NR2 1TF*

*Company Registration No. 3617412 Charity Registration No.1071297 OISC No. N201400325 VAT No: 688 8997 22*

*Authorised and regulated by the Financial Conduct Authority FRN: 617678*

# ROLLESBY PLAYING FIELD COMMITTEE

Mr. S. Day, 1 The Old Rectory, Fleggburgh Road,  
Rollesby, Great Yarmouth NR29 5AJ

*PAID*

Mr B Barron  
24 Olive Road  
Great Yarmouth  
NR31 0BH

15<sup>th</sup> September 2020

**INVOICE 2020-04**

**Car Boot rent on St George's Playing Field, Rollesby for the 2020 season  
Year 3 of 3 year agreement**

**£2,500.00**

**S. DAY**



**B. BARRON**

