

MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 15th April 2024 at, Village Hall,
Rollesby at 7.15pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (Chair), C Tacon.

Clerk: Mrs S Hunt

17 Members of the public. P C Gary May.

1. Apologies and consideration of acceptance for absence.

Cllr S Ridout.

2. Members' declarations of interest and requests for dispensations.

None.

3. Minutes.

The minutes from Full Council Meeting held on 18th March 2024 were AGREED as a true and correct record and signed by the chair.

4. Public Forum

The Council received questions regarding the increase in the precept and historical accounts. A parishioner asked if the money held by the Parish Fund charity could be utilized.

5. To receive any reports:

5.1 County and District Councillor A Grant - Apologies.

5.2 District Councillor L Mogford - apologies.

5.3 Police. P C Gary May was in attendance and answered questions with regard to concerns over the speed of traffic within the Parish.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

6.1 Charge card on bank account. Forms submitted.

7. Planning.

7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.
7.1.1 06/23/0711/F – Caister Vets, Hall Farm, Martham Road, Rollesby. Conversion of the existing first floor space above the veterinary surgery to create a 3 bedroomed residential apartment for the sole use of vets employed by the veterinary practice. No objections.

7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.

7.2.1 None.

7.3 Great Yarmouth Borough Council Local Plan – to offer any feedback from

the Parish Council on the current consultation. Cllr S Day attended the consultation evening and reported that the process was still at a very early stage with very little factual information to comment upon as yet. The current core strategy expires in 2025. Cllr Day to attend next meeting.

- 7.4 Broads Authority – Consultation on The Local Plan for the Broads – Preferred Options and the Validation Checklist. Noted.

8. Administrative Matters

- 8.1 NOTED change of date for the advertised meeting April 2025 from Monday 21st April to Monday 14th 2025. Noted. This meeting may need to take place in the pavilion. Clerk to confirm in due course.
- 8.2 It was decided not to take out membership of Norfolk Parish Training & Support at a cost of £328.00.
- 8.3 It was RESOLVED to cancel NALC Website hosting – invoice received £105.00. PROPOSED Cllr C Moore, seconded Cllr S Day.
- 8.4 It was RESOLVED to renew Community Action Norfolk Membership at £20.00 for Bronze Membership. PROPOSED Cllr C Moore, seconded Cllr S Day.
- 8.4 Bowls Club Letter of agreement – awaiting response. Next meeting.
- 8.5 The Council has received leave to co-opt for the current vacancy.
Advertisement to website/facebook/noticeboard. Noted that the application form and policy are on the website.
- 8.6 NOTED that the new website is now live, thanks were expressed to Cllr C Moore. The address is: www.rollesbyparishcouncil.org
- 8.7 The Data Protection Policy was AGREED as presented.
- 8.8 The Health and Safety Policy was AGREED as presented.
- 8.9 The Filming and Recording Meetings Policy was AGREED as presented.
- 8.10 The Press and Media Policy was AGREED as presented.
- 8.11 The Training and Development Policy was AGREED as presented.

9. Finance and Governance

- 9.1 It was RESOLVED to approve payments detailed as Annex A. PROPOSED Cllr C Tacon, seconded Cllr S Day.

- 9.2 The end of year bank reconciliation as at 31.3.24 was RECEIVED:

Lloyds Account is closed.

Unity Account (5435)	£1,975.38
Unity Account (5391)	£7,068.83
Total on hand	£9,044.21

It was noted by the meeting that the following are the earmarked reserves:

Election Costs	£ 500.00
Legal Fund	£1,000.00
Bus Shelter	£6,264.00
Noticeboard	£ 50.00
Village Maintenance	£ 50.00
Village Sign	£ 75.00
Total:	£7,939.00

Resulting in a general reserve as at the end of the year of: **£1,105.21**

- 9.3 The end of year income and expenditure was RECEIVED and NOTED. The meeting recognized that the income and expenditure figures were

increased by the value of the Parish Fund money which transited the account during the year - value £90,308.38.

9.4 The Internal audit report was RECEIVED. It was noted that there would be a cost implication to changing to in house emails. To be considered as part of the budget process for 2025/26.

Page 3 of the AGAR Annual Internal Audit report was RECEIVED and NOTED. Section O 'Trust Funds' was ticked 'No' on the advise of the external auditor.

9.5 Section 1 Annual Governance Statement 2023/24 page 4 of the AGAR was RECEIVED and APPROVED. PROPOSED Cllr S Day, seconded Cllr C Moore. It was NOTED that section 9 was marked 'NO' in response to guidance from PKF Littlejohn as the Parish Fund charitable money value £90,308.38 transited the account during the year.

9.6 Section 2 Account Statements 2023/24 page 5 of the AGAR was RECEIVED and APPROVED. PROPOSED Cllr S Day, seconded Cllr J Long.

9.7 NOTED that the period for the notice of public rights and publication of unaudited Annual Governance and Accountability Return will be Monday 3rd June to Friday 12th July 2024.

9.8 The variances form 2023/24 was RECEIVED and NOTED.

10 Correspondence

10.1 Transport East Comms – notification of Survey. NOTED.

11. Village Matters.

11.1 To note that the bus shelter installation has had to be rescheduled to 3rd June 2024.

12. Matters for next meeting and information.

Monday 20th May 2024 – Annual Parish Council Meeting

Monday 17th June 2024 – Parish Council Meeting.

Monday 15th July 2024 – Parish Council Meeting.

August – no meeting.

Annex A - Payments for the April 2024 meeting of Rollesby Parish Council		nett	vat	total
Sarah Hunt	Salary + Homeworking April	£441.24		£441.24
HMRC	April	£103.60		£103.60
Norfolk Pension Fund	April	£156.47		£156.47
Hampshire Flag Company	D Day Flag	£61.79	£12.36	£74.15
Scribe	Accounts Software	£453.00	£90.60	£543.60
Community Action Norfolk	Bronze Membership	£20.00		£20.00
Sonya Blythe	Internal Auditor	£125.00		£125.00
CLr Catherine Moore	WIX Refund	£129.60		£129.60
	TOTAL	£1,490.70	£102.96	£1,593.66

The meeting closed at 8.13pm.