

# ROLLESBY PARISH COUNCIL MEETING

to be held on Monday 24<sup>th</sup> April at, Village Hall, Rollesby  
to follow Annual Parish Meeting.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

*Sarah Hunt*

Sarah Hunt  
Parish Clerk

17<sup>th</sup> April 2023

## 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. Minutes.

To receive and agree minutes from Full Council Meeting held on Monday 20<sup>th</sup> March 2023.

### 4. Public Forum

To receive comments from members of the public on matters on the agenda.

### 5. To receive any reports:

- 5.1 County Councillor A Grant.
- 5.2 District Councillors A Grant and L Mogford.
- 5.3 Police.

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

To receive updates from previous meetings. No decisions may take place during this item.

## 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. 06/23/1247/TRE – Holly Farm, Low Rd, Rollesby, Great Yarmouth. Proposed works to Holly trees (TPO 1, 2017); T1 – Reduce crown by approx. 2m (20-25%); T2 – Reduce canopy by approx. 2m; T3 – Reduce crown by approx. 1.5-2m (15%).

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

7.2.1 BA/2023/0080/TPOA – The Retreat, Main Road, Rollesby. T1: Oak – Clean out the crown of all deadwood, crossing and suppressed branches. Reduce dead branch tips back to live growth points. T2: Oak – Clean out the crown of all deadwood, crossing and suppressed branches. T3: Oak – Clean out the crown of all deadwood, Crossing and suppressed branches. T4: Oak – Reduce lower lateral limb to the northeast with old hazard beam crack by 4m to natural growth points. Reduce overall canopy tips by 2m to natural growth points to leave a crown spread of N-7m, S-9m, E-8m, W-6.5m and a tree height of 23m. Clean out the remaining crown of all deadwood, crossing and suppressed branches. NO OBJECTION.

## 8. Administrative Matters

8.1 To note the letting of allotment 17B to Mr Shaun Day. No deposit taken as tenant is clearing allotment.

## 9. Finance and Governance

9.1 To approve payments detailed plus any late payments received before the meeting.

Sarah Hunt– Charles Arnold Baker	£68.87		£68.87*
Sarah Hunt – Flagpole and flags	£407.84	£81.57	£489.41*
NALC Website Hosting	£ 70.00		£ 70.00
£105/annum if membership not renewed)			
NALC membership renewal	£244.33		£244.33
Salary costs	tbc		tbc

\*Previously paid for reporting purposes only.

9.2 To receive and agree material costs for unpaid work team.

9.3 To note receipt from GYBC of £7,950.00. 50% of precept and concurrent functions grant.

9.4 To consider membership of CAN (Community Action Norfolk) - £20/bronze, £50/silver, £150/gold.

9.5 To note that the Parish Fund money will be repaid to the Parish Council on 1<sup>st</sup> August 2023 prior to being invested in the name of the Charity. Notice has been given to the 120 day account with Hampshire Bank Balance at 25<sup>th</sup> October 2022 £89,723.34.

## 10. Correspondence

Email	NALC	DLUHC Infrastructure Levy consultation response.	For response.
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Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

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

**11. Village Matters.**

- 11.1 To receive any response from Caister Veterinary Practice and consider any actions with regard to Litter Bin installation including location.
- 11.2 To receive an update on the condition of the wooden commemorative bench and agree any action.
- 11.3 To receive an update following a meeting to consider a community woodland.
- 11.4 To receive report on Norfolk County Council EV Charging Point scheme.
- 11.5 To receive notice from Broads Angling Services Group that they are rescinding the agreement to lease the fishing platforms at Rollesby Broad and decide any necessary action.
- 11.6 S106. To discuss suitable projects and receive quotations. Cllrs Day/Thirtle.

**12. Highways.**

- 12.1 To receive notification from Norfolk County Councillor that the Road Safety Community Fund 2023/24 bid was successful for Project PLB079 A149 Main Road Rollesby – Speed Limit extension and gateway.
- 12.2 To receive quotation from Highways for 2 No. ‘pedestrians in the road’ signs for Court Road utilizing existing Highways furniture - £205.00.
- 12.3 To receive response from Highways regarding lowering of the speed limit on Court Road and Back Lane.
- 12.4 To note that the Ormesby sign directing traffic through Court Road is being assessed by Highways –to swivel this to align with ‘Somerton’ and ‘Martham’ and direct traffic to the A149.

**13. Matters for next Agenda and information.**

Date of next meeting: Monday 22<sup>nd</sup> May – Annual Parish Council Meeting.  
Insurance renewal quotations.

# MINUTES OF THE ROLLESBY PARISH COUNCIL MEETING

held on Monday 20<sup>th</sup> March at 7.00pm, Village Hall, Rollesby

Present: Cllrs J Coote, S Day, R Rudrum B Sturrock, C Tacon, H Thirtle

Clerk: Mrs S Hunt

District Councillor L Mogford and 19 members of the public were present.

## 1. Apologies.

Apologies were received from Cllr S Ridout – health reasons.

## 2. Declarations of Interest.

None.

## 3. Minutes.

The minutes from Full Council Meeting held on Monday 20<sup>th</sup> February 2023 were AGREED as a true and correct record and signed by the Chair.

Additional updates given at this point are recorded under item 6.

## 4. Public Forum

4.1 Council was requested to omit point 3.e when adopting standing orders at item 9.5.

4.2 The Council received paperwork following research by a resident regarding the installation of dog bins in the Parish.

4.3 The speed limit on Court Road was discussed, along with difficulties for pedestrians.

## 5. To receive any reports:

5.1 County Councillor A Grant sent apologies.

5.2 District Councillor A Grant sent apologies.

District Councillor L Mogford reported on the recent issues at Hemsby given the High Tides and erosion.

That the new bridge for Great Yarmouth has been delivered from Belgium in two sections.

That the airfield adjacent the dog racing track in Great Yarmouth is to be developed to add drone delivery provision for the Oil Rigs.

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

To receive updates from previous meetings. No decisions may take place during this item.

6.1 Meeting with the unpaid work team. Cllr S Day and H Thirtle had attended the footpath site and the work is scheduled for May. Material prices to next meeting. Any additional work to be advised to S Day.

6.2 It was noted the Bowls Club have now cut the hedging.

## 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. BA/2023/0080/TPOA – The Retreat, Main Road, Rollesby. T1 Oak – Clean out the crown of all deadwood, crossing and suppressed branches. Reduce dead branch tips back to live growth points. T2: Oak – Clean out the crown of all deadwood, crossing and suppressed branches. T3: Oak – Clean out the crown of all deadwood, crossing and suppressed branches. T4: Oak – Reduce lower lateral limb to the northeast with old hazard beam crack by 4m to natural growth points. Reduce overall canopy tips by 2m to natural growth points to

leave a crown spread of N-7m, S-9m, E-8m, W-6.5m and a tree height of 23m. Clean out the remaining crown of all deadwood, crossing and suppressed branches. No comment or objection.

7.1.2 06/22/0952/EU – King George V Rollesby Playing Field, Main Road, Rollesby, Great Yarmouth. Application for a Lawful Development certificate for an established use of playing field for car boot sales for 14 Saturdays per year between March and October. Noted.

7.1.3 06/23/0099/HH – Lodge Farm, Lawns Lane, Rollesby, Great Yarmouth. Proposed removal of rear lean-to and front porch. Erection of flat roof extension wrapping completely around existing house. No comment – Planning officer to ensure it is in keeping with the area.

7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority. None.

7.3 Application BA/2023/0062/FUL – Rollesby Bridge Car Park, Main Road, Ormesby St Michael, NR29 3LS. Alterations to existing viewing area to enable more inclusive and safe access. NOTED.

## 8 Administrative Matters

8.1 It was RESOLVED to agree the purchase of Charles Arnold Baker reference book edition 13 – Clerk to investigate purchase from World Books as being cheaper than SLCC. PROPOSED Cllr S Day, seconded Cllr B Sturrock.

## 9 Finance and Governance

9.1 It was RESOLVED to approve payments detailed:

Job done window cleaning	£40.00	£40.00
Sarah Hunt	£418.17	£418.17
HMRC	£98.00	£98.00
Norfolk Pension Fund	£153.02	£153.02
Quarterly bank charges UNITY bank	£18.00	£18.00
Expenses – S Hunt	£36.00	£36.00
S Hunt -Charles Arnold Banker Book		tbc next meeting.

PROPOSED Cllr S Day, seconded Cllr B Sturrock.

9.2 The Asset register was AGREED as presented – PROPOSED Cllr Day, seconded Cllr Sturrock. Wooden commemorative bench to be assessed for refurbishment. Cllr Day.

9.3 The Internal Control statement was AGREED as presented – PROPOSED Cllr Rudrum, seconded Cllr Sturrock..

9.4 The Financial Regulations were AGREED as presented. PROPOSED Cllr Day, seconded Cllr Rudrum.

9.5 The Standing Orders were AGREED as presented. PROPOSED Cllr Day, seconded Cllr Rudrum.

9.6 The General Reserves Policy was AGREED as presented. PROPOSED Cllr Rudrum, seconded Cllr Tacon.

9.7 The Financial Risk Assessment was AGREED as presented. PROPOSED Cllr Sturrock, seconded Cllr Tacon.

9.8 NOTED that the pension tri-annual valuation has taken place, figures for Rollesby are:

1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 23.5%

1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 23.0%

1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026 22.5%

CONFIRMED that notification of receipt has been signed and returned to Norfolk Pension Fund.

9.9 The meeting received an up to date bank reconciliation. Current cash at hand for the Council of £10,212.54.

## 10 Correspondence

Email	Resident	Request for speed restriction on Court Rd	For discussion.
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Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

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

It was noted that it is unusual to be able to obtain a reduction in a speed limit. Two roads were identified, Court Road and also Back Lane. Actions to be investigated:

Pedestrians in road signage.

Reduction in speed limit.

The removal of direction Ormesby signs directing traffic to use Court Road which is not suitable for through traffic. This has recently been re-instated.

Clerk to approach Highways in the first instance.

**May agenda. Clerk.**

#### **11 Village Matters.**

11.1 The meeting considered the installation of additional bins within the Parish. A parishioner furnished information to the clerk to be investigated regarding sponsorship/land permissions/insurance/costs to empty. Normal bins had previously been recommended rather than dog bins.

11.2 The meeting discussed commemorative activity for H M The King's Coronation and it was RESOLVED to erect a flagpole at the recreation ground to the maximum cost of £400.00. PROPOSED Cllr S Day, seconded Cllr R Rudrum. Additionally the WI are organizing a coronation tea for the Sunday in the Village Hall – Village event being organized, Charlie Tacon to advise clerk if any support is necessary from the Parish Council.

11.3 Dog Fouling – map to be provided and publicized showing bin locations – GYBC to be asked re; signage..

11.4

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

Speedwatch – the meeting was advised that additional volunteers are needed.

Letter received from Andy Grant updating Highways schemes approved utilizing funding available to County Councillor.

Church Grass cutting quotation – prices held at 2022 rates.

Road bump on Rollesby Bridge. Clerk to report.

Date of next meeting:

ANNUAL PARISH MEETING to be held on Monday 17<sup>th</sup> April at 6.30pm

Parish Council meeting to be held on Monday 17<sup>th</sup> April at 7pm.

The meeting closed at 8.13pm.

# Membership Services

## **We have three levels of membership:**

Bronze membership is £20 per year and keeps you up to date with the latest funds, news, and training through our newsletters and update emails. Members can include share their articles with us for promotion via our newsletters (where appropriate) and on our social media channels and website.

Membership also provides 30 minutes per month development Q&A support including but not limited to:

- Finding funding and proof-reading bids.
- Answering governance queries.
- Finding the right legal structure.

Silver membership is £50 per year and includes all of the benefits of bronze membership, plus access to a wide range of documents and support including but not limited to:

- Model policies and procedures.
- Village Hall Information Sheets covering a wide range of topics such as health and safety, accessibility, children and young people and much more.

Gold membership is £150 per year and includes all of the above plus access to a 24-hour legal helpline and cover for a variety of legal defence costs.



Installation of Electricity Car Charge Points: Presentation 4<sup>th</sup> April 2023.

This was for a scheme called 'Plug In Norfolk'.

Presented by Kurt Booth – EV Infrastructure Project Engineer, Peter Strange – Norfolk alc.

Norfolk County Council has received grant funding from central government and is looking to use this to add to the Vehicle Electricity Charge Points across Norfolk in conjunction with Parish Councils.

This is because they feel that Norfolk relies upon tourism, and for day trips and holidaymakers the dearth of local, publicly available points (see ZAPMAP) will have a huge knock on effect. There is also not the purchase of electric vehicles that is needed, and it is 'chicken and egg' as people are put off due to lack of charging points.

[Map of electric charging points for electric cars UK: Zap-Map](#)

This scheme is to install points (in 2's) on Community Centres/Village Halls etc where there is a car park which is open 24/7, and those using it to charge their cars do not need to use the facilities to utilise the charger.

Norfolk County Council will pay for all the install costs; maintenance; an allowance to cover the electricity used by the car drivers based on readings from the unit. It should be net of cost on these things.

The property owner would need to insure the points.

Norfolk County Council will use any income from charge points that are heavily used to balance those that are not used as much – there will be no income for the premises owner.

The approach has been to Parish Councils, however they are considering also dealing directly with charities that manage public venues. This should therefore be available to Parish Councils and charities managing Community Halls.

The scheme will prioritise installation where there is no other local provision (or nearby). It will be a 7 – 22KW charger. Some will be rapid charge dependent on local electricity provision.

A no obligation site visit can be requested for assessment purposes and this will be free of charge.

They are looking to start the process by the end of April with installation during 2023.



**via e-mail**  
Cllr Grant  
West Flegg

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011  
DX 135927 Norwich 13

Your Ref:

Date: 14 March 2023

Email:

rscf@norfolk.gov.uk

Dear Councillor Grant

### **Road Safety Community Fund 2023/24**

Thank you for your support in helping to identify road safety schemes for consideration as part of the new Road Safety Community Fund (RSCF). The fund has proved to be a success and we were oversubscribed with bids from across North Norfolk, Broadland & Great Yarmouth.

I am pleased to inform you that following scheme(s) have been assessed and approved for design and delivery in your division during the coming financial year (2023/24) and will be funded in full, or where indicated jointly funded. I trust these schemes will be well received by the communities within your division.

#### **Project PLB078 A1064 Main Road Fleggburgh – Signs and road marking improvements**

#### **Project PLB079 A149 Main Road Rollesby – Speed Limit Extension and Gateway**

Where a change to a Traffic Regulation Order is required (such as speed limit extensions) every effort will be made to deliver within this timescale. However, this will depend on the feedback received during the statutory consultation and legal processes.

Unfortunately, as we were over-subscribed, it has not been possible to accommodate all bids received due to a number of factors including in some cases scheme costs exceeding the £10,000 limit, or the requested schemes were not compliant with either the Council's policies or RSCF criteria.

Those schemes which did comply with policy but still could not be progressed (due to the number of applications) will be retained on a long list. Once the bids from the other geographical area have been received and prioritised, we will aim to deliver as many of these projects as possible with the remaining RSCF funding.

Should you need any further information in meantime, then please contact either the Better Parking Strategy Manager Ian Gregory on 01603 223851 or the Programme Engineer, John Cotton on 01603 819838 or alternatively you can email them at: [rscf@norfolk.gov.uk](mailto:rscf@norfolk.gov.uk)

Yours sincerely



Karl Rands  
Assistant Director - Highway Services

CC Cabinet Member for Highways Infrastructure and Transport - Councillor Graham Plant  
Highways Area Manager - Chris Alston  
Highways Engineer - Richard Pearson  
Asset, Programmes and Funding Manager - Kevin Townly