

# Minutes of the ANNUAL ROLLESBY PARISH COUNCIL MEETING

held on Monday 17<sup>th</sup> May at 7.15pm at the Village Hall.

Present: Cllrs J Coote, S Day (chair), S Ridout, B Sturrock, H Thirtle, C Tacon.  
Clerk Sarah Hunt

**1. Election of Chair.**

Cllr S Day was PROPOSED Cllr Thirtle, seconded Cllr Sturrock and elected as Chair.  
Cllr Day signed a declaration of office.

**2. Election of Vice-Chair.**

Cllr H Thirtle was PROPOSED Cllr Sturrock, seconded Cllr Day and elected as Vice-Chair.

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

Cllr R Rudrum, unable to attend.

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

Cllrs S Ridout and H Thirtle items 8.6 and 8.7 – Trustees of the Village Hall.

**5. The minutes from Full Council Meeting held on Monday Wednesday 14<sup>th</sup> April 2021 were AGREED as a true and correct record and signed by the Chair.**

**6. To receive any questions or comments from members of the Public.**  
None present.

**5. To receive any reports:**

5.1 County Councillor A Grant was not present.

5.2 District Councillor A Grant as not present and District Councillor L Mogford had sent apologies.

5.3 Police. No report received.

**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 Planning Application – Playingfield. Submitted.

6.2 Noted that the Clerk attended the Parish Liaison Meeting with Great Yarmouth Borough Council.

**7. Planning**

7.1 S106 Agreements in Rollesby. A Grant has been unable to confirm amounts, any restrictions and timescales. Cllr Day to contact S Oxtoby.

**8. Finance and Governance**

8.1 End of year 2020/21.

8.1.1 It was RESOLVED to declare that Rollesby Parish Council is an exempt authority the Certificate of Exemption was signed.  
Neither the gross income or gross expenditure exceeds

£25,000 for the 2020/21 financial year. PROPOSED Cllr Day and seconded Cllr Sturrock.

- 8.1.2 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement. PROPOSED Cllr Day, seconded Cllr Sturrock.
- 8.1.3 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statements. PROPOSED Cllr Day, seconded Cllr Thirtle.
- 8.1.4 The Meeting RECEIVED Internal Auditors report. There were no recommendations.
- 8.1.5 The meeting RECEIVED the analysis of variances.
- 8.1.6 The meeting RECEIVED the bank reconciliation as at 31.3.2021.
- 8.1.7 NOTED that the notice of the period for the exercise of public rights 14<sup>th</sup> June to 23<sup>rd</sup> July 2021.
- 8.1.8 To confirm a VAT return of £2370.06 has been submitted.
- 8.2 The Asset Register was ADOPTED as submitted.
- 8.3 The Risk Assessment was ADOPTED as submitted.
- 8.4 The Effectiveness of Internal Control was reviewed and ADOPTED as submitted.
- 8.5 The Document Retention Policy was ADOPTED as submitted.
- 8.6 Payments were APPROVED as below.
- |                               |         |        |         |
|-------------------------------|---------|--------|---------|
| Viking Stationery             | £96.64  | £19.33 | £115.97 |
| Bus Services at CAS           | £692.98 |        | £692.98 |
| Rollesby Playingfield Charity | £120.00 |        | £120.00 |
| H M R C                       | £48.80  |        | £48.80  |
| S Hunt Salary/expenses        | £235.66 |        | £235.66 |
| Norfolk Pension Fund          | £74.89  |        | £74.89  |
| Village Hall Charity          | £600.00 |        | £600.00 |
- 8.7 It was AGREED that payment to Village Hall be made from Parish Council funds utilizing previously credited Parish Fund interest.

## 9. Highways.

- 9.1 Surface water drainage Badger Meadow/Low Road. Update. Ongoing – next meeting. Cllr Day to pass current communications to Cllr Sturrock for follow up.
- 9.2 To consider the erection of a bus shelter on the A149. Great Yarmouth bound by King Georges Avenue. Enquiry sent to PTG Network, no response to date. Possible funding opportunities 50/50 funding or Councillor contributions if permission given.
- 9.3 To confirm the next Ranger Inspection will take place w/c 31.5.2021. Any road issues to Clerk for reporting.

## 10. Neighbourhood Plan.

- 10.1 This remains out for consultation.

## 11. Playingfield.

To note that the Playingfield Charity will hold a separate Trustees meeting moving forwards as will the Rollesby Parish Fund.

**12. Correspondence.**

Broadland Futures	Email	Newsletter/Survey Results	Noted.
Local Govt Boundary changes	Email	New Recommendations	Noted.

**13. Fishing Platform Transfer Agreement.**

Confirmed that this agreement is now signed.

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

None.

**15. Date of next meeting –** Monday 7<sup>th</sup> June 2021 at 7pm, Village Hall. Noted this is three weeks' time.

The meeting closed at 8.20pm

Signed:

7<sup>th</sup> June 2021