

# MINUTES of THE ANNUAL MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 22<sup>nd</sup> May at, Village Hall, Rollesby  
at 7pm.

Present: Cllrs Shaun Day, Catherine Moore, Simon Moore, Sheila Ridout, Charlie Tacon, Haydn Thirtle (Chair)  
Clerk: Mrs S Hunt

Also in attendance: District Councillor Leslie Mogford  
23 Members of the public were present

## 1. Election of Chairman.

Cllr Haydn Thirtle was PROPOSED by Cllr Sheila Ridout, seconded Cllr Charlie Tacon and elected to the chair.

## 2. Election of Vice-Chairman.

Cllr Sheila Ridout was PROPOSED by Cllr Haydn Thirtle, seconded by Cllr Catherine Moore and elected as Vice-Chairman.

## 3. Apologies.

Cllr Bruce Sturrock – unavailable. Cllr Sturrock had previously signed his declaration of office form which was witnessed by the Proper Officer.

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

None.

## 5. Minutes.

The minutes from Full Council Meeting held on 24<sup>th</sup> April 2023 were AGREED and signed by the Chairman. PROPOSED Cllr S Day, seconded Cllr C Tacon

## 6. Public Forum

Councillors were asked to consider children when making plans.

Speedwatch continues to seek volunteers.

The meeting received an update on the Community Woodland project. The land is now available from October 2023. A bank account is being opened. No change of use is needed for the land. Funding is being collected/raised.

Sponsorship of posts is available. Future events: Jigsaw race including food; photographic exhibition donations are being passed across; quiz and chips night on June 3<sup>rd</sup>; fete and dog show is planned on the recreation field.

## 7. To receive any reports:

7.1 County Councillor A Grant not present.

7.2 Borough Councillor L Mogford reported on the recent election results at Great Yarmouth Borough Council with no party in overall control and two independent Councillors now holding the balancing votes. A new Mayor has been elected. The Council is moving from a committee system to having an executive making the decisions and members not on the executive holding the

executive to scrutiny.

7.3 Police.

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

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

8.1 Unpaid work team – due to attend site on the 9<sup>th</sup> June. Clerk to forward Public Liability Certificate to Cllr S Day. The team will be working on the footpath from Back Lane to the Main Road.

8.2 Installation of EV Points. Expression of interest sent. Noted.

## 9. Planning.

To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.

9.1.1 06/23/0306/CD – Lodge Farm Barns, Lawns Lane, Rollesby, Great Yarmouth. Proposed discharge of conditions 3 & 4 of pp. 06/20/0689/PAD – Prior Approval – Change of use agricultural building to dwelling house – Proposed site plan including access details. NOTED.

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

none.

## 10. Administrative Matters

10.1 Review of asset register – next meeting. NOTED.

10.2 Review of complaints procedure – next meeting. NOTED.

10.3 Review of GDPR and FOI policies – July meeting. NOTED.

10.4 Review of media policies – July meeting. NOTED.

10.5 Review of Employment policies – September meeting. NOTED.

10.6 The calendar of meetings for 2023/24 was AGREED as presented. PROPOSED Cllr S Ridout, seconded Cllr S Day.

10.7 Council made the following resolution to enable the council to adopt the general power of competence:

*The Parish Council hereby confirms it meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.*

PROPOSED Cllr C Moore, seconded Cllr S Ridout.

NOTED that the S137 allowance for 2023/24 is £9.93/elector. 792 on the electoral role as at 31.3.23.

## 11 Finance and Governance

11.2 The payments detailed as Annex A were AGREED. PROPOSED Cllr S Moore, seconded Cllr S Ridout.

11.3 The Insurance Policy schedules and renewal quotations were reviewed by Councillors.

It was RESOLVED that the current insurer Community Action Suffolk be awarded the renewal. Current price £702.40. This to be amended to increase fidelity insurance to £150,000 and also to include the Parish Fund charity. Clerk to obtain updated quotation and instruct policy renewal. PROPOSED Cllr C Moore, seconded Cllr C Tacon.

The Clerk was asked to obtain quotations for a desktop insurance valuation of the Pavilion to ensure cover was adequate. Next Meeting.

- 11.4 The meeting RECEIVED Internal Audit report for 2022/23 and agreed the actions. Clerk to provide quarterly budgetary review and regular bank reconciliations for Councillors.
- 11.5 The 2022/23 year end AGAR was RECEIVED and the following agreed;
- 11.5.1 It was RESOLVED to declare Rollesby Parish Council as an exempt authority for 2022/23 and sign the Certificate of Exemption as neither the gross income or gross expenditure exceeded £25,000.00. PROPOSED Cllr S Day, seconded Cllr S Moore.
- 11.5.2 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement. PROPOSED Cllr C Moore, seconded Cllr C Tacon.
- 11.5.3 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement. PROPOSED Cllr S Day, seconded Cllr S Moore.
- 11.6 The analysis of variances 2022-2023 were RECEIVED. Copy to be circulated to councillors.
- 11.7 The the bank reconciliation as at 31.3.2023 was RECEIVED showing a brought forward cash at hand balance of £10,280.50.
- 11.8 NOTED the publication of rights as 5<sup>th</sup> June to 14<sup>th</sup> July 2023.

## **12 Correspondence**

None.

## **13 Village Matters.**

- 13.1 NOTED that the Council remains in discussion with Caister Veterinary Practice regarding the sponsorship of a dog waste bin in the Parish. and consider any actions with regard to Litter Bin installation including location.  
The installation of litter bins and suggested locations to be on the next agenda.

## **14 Highways.**

- 14.1 Response from Norfolk County Council detailing the Road Safety Community Fund 2023/24 bid for Project PLB079 A149 Main Road Rollesby – attached at annex B.
- 14.2 NOTED that the Highways Rangers are due to visit the Parish w/c June. Any issues to be passed to Clerk for reporting. Cllr Day to meet with them when they attend.

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

Date of next meeting: Monday June 19<sup>th</sup> 2023.

Standing Orders.

Possible Litter Bin Installation.

Highways Report – S Day.

The meeting closed at 8.01pm.

Annex A - Payments for the May 2023 meeting of Rollesby Parish Council

Shaun Day	Reimburse flowers	£20.00	£20.00
Sarah Hunt	Reimburse top up	£10.00	£10.00
Staffing	May Costs	£626.00	£626.00
Sarah Hunt	Office Allowance	£26.00	£26.00
			<b>£682.00</b>

Annex B – Response re: Highways Road Safety Improvements:

12.1

Thank you for your email regarding the above scheme which forms part of 42 schemes to be completed in year 2 of the 'Road Safety Community Fund'.

As you will be aware a 'Pedestrian Crossing Assessment' was undertaken on A149 Main Road Rollesby in June last year following a request by the First School and Nursery, which was also supported by the Parish Council. Unfortunately the County Council does not have the funds available to implement the recommendations, however the speed limit element of the report (Option 3) is to be funded by the 'Road Safety Community Fund' following a successful bid by your Local Member Councillor Grant

*As a reminder Option 3 was a speed limit extension and gateway signage. The intention is to extend the 30mph speed limit approximately 300m southeast. Extending the speed limit will require a change to the existing 30mph 'Traffic Regulation Order' and this legal process which we have to follow to ensure that the speed limit can be enforced by the police can take between 9-12 months on average to complete. Depending on the costs of this element of work if funds allow we will also look to place village gateway signs (with village nameplate) at the beginning of the new extended speed limit.*

*I'm sorry but with 42 schemes to complete I'm unable to give you any idea at this stage as to when the scheme design will commence or when the work will take place. However you will be consulted as part of the design process.*