

MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 19th February 2024 at,
Village Hall, Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (Chair), S Ridout, B Sturrock

Clerk: Mrs S Hunt

16 Members of the public were present.

1. Apologies and consideration of acceptance for absence.

Cllr C Tacon - unavailable.

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

None.

3. Minutes.

The minutes from Full Council Meeting held on 8th January 2024 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum

The meeting was addressed with concerns regarding pedestrian use of Back Lane.

Parishioners indicated a wish to discuss the King George V Charity – the chairman reminded the meeting that this was not a suitable venue as it was for Parish Council matters only. The Clerk confirmed that the Council was not paying any money across to the charity.

5. To receive any reports:

5.1 County Councillor A Grant – not present

5.2 District Councillors A Grant and L Mogford – not present

5.3 Police – no report received.

6. Updates on matters not on the agenda.

6.1 Bus stop installation. Cllr S Ridout reported that the installation had now slipped to the beginning of April in response to the necessary Streetworks Licence conditions. Clerk to check funding remains in place.

6.2 Lloyds Bank accounts closure – this has now been closed – funds transferred to Unity on 18th January 2024. Noted.

6.3 Website update. Cllr C Moore and Clerk to address. It was NOTED that the current NALC hosting expires on 31.3.24.

6.4 Computer issues – these appear to have resolved. NOTED.

6.5 Commemorative Beacon. Update. Cllr C Tacon. Next meeting.

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 06/23/0880/F – Hall Farm Business Park, Martham Road, NR29 5DR. Retrospective application for proposed retention and erection of 7 No. new buildings to be used as storage/workshop units and for office use. Not available on the website – clerk to chase and ask for extension for comments. It was delegated to the Clerk to compile any responses between meetings if this isn't possible.

7.1.2 BA/2024/0028/HOUSEH – Broads End, Main Road, Rollesby. Proposed new access and associated works. Clerk to be emailed with comments and delegated to respond.

7.1.3 06/24/0027TRE – Meadowsweet Barn, Court Road, Rollesby, NR29 5HQ. Works to tree protected by Tree Preservation Order TPO No. 9 2019 – T2 Oak: Fell to ground level and remove stump; Proposed replacement planting with a standard oak tree.

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

7.2.1 06/24/0005/CD – Hall View, Martham Road, Rollesby. Discharge of Condition 18 of pp 06/18/0315/O – Details of bird and bat boxes to be installed within the development. NOTED. Clerk to seek assurance these have been installed.

8. Administrative Matters

8.1 Bowls Club Lease. Cllr S Moore reported back following a meeting. It was RESOLVED that a letter of agreement be drawn up in house – lease to request risk assessment and insurance be provided along with detail of responsibilities. The Clerk recommended seeking legal advice.

8.2 It was RESOLVED to purchase a commemorative D Day flag at a cost of £60.00. An undated flag to be sought.

8.3 The Financial Risk Assessment was ADOPTED as presented. PROPOSED Cllr B Sturrock, seconded Cllr S Ridout.

8.4 The Internal Control Statement was ADOPTED as presented. PROPOSED Cllr S Day, seconded Cllr B Sturrock

8.5 NOTED that the Clerk has completed the registration for a portrait of King Charles. To be requested for the Village Hall if Trustees would like to display this.

9. Finance and Governance

9.1 It was RESOLVED to make the payments detailed as Annex A. One.com automatic renewal to be cancelled. PROPOSED Cllr Sturrock, seconded Cllr Day.

9.2 The meeting received an up to date bank reconciliation at 31.1.24 showing:

Lloyds Account – now closed	
Unity Account ending 5435	£5,510.22
Unity Account ending 5391	£5,028.63
Total	£10,538.85

9.3 It was RESOLVED to obtain a credit card (£50 application fee plus £3.00/month) with a monthly transaction ceiling of £500.00. PROPOSED Cllr C Moore, seconded Cllr S Day.

9.4 NOTED that the RFO does not consider a reserves policy necessary for 2023/24, the original policy still stands.

10 Correspondence

- 10.1 Email re; Back Lane traffic. Clerk to write to County Councillor A Grant and Highways.
- 10.2 Letter re; Monitoring Officer Complaint. NOTED.
- 10.3 Letter from Monitoring Officer re; Complaint. NOTED. The Clerk reported her conversation with the M.O – moving forwards the Clerk/Chair will note the Trusteeship of the King George V Charity when making any payments on Charity held property.
- 10.4 The meeting received a copy of the charity commission guidance for Parish Councillors as Sole Managing Trustees. NOTED.
- 10.5 Email – Norfolk Minerals and Waste Local Plan – Notification of Submission. Circulated by email. NOTED.

11 Village Matters.

- 11.1 None.

12. Matters for next meeting and information.

- Monday 18th March 2024
- Monday 15th April 2024 – Parish Council and Annual Parish Meeting.
- Monday 20th May 2024 – Annual Parish Council Meeting.

Annex A - Payments for the February 2024 meeting of Rollesby Parish Council					
Salaries	Incl homeworking - February	£708.25		£708.25	
Broadland Computers	Computer testing	£40.00	£8.00	£48.00	
Catherine Moore	refund steel expenses	£30.62	£6.12	£36.74	
Sarah Hunt	refund one.com website fee	£91.87	£18.37	£110.24	PAID
	TOTAL			£903.23	

The meeting closed at 7.55pm.