

Minutes of the ROLLESBY PARISH COUNCIL MEETING

held on Monday 18th July at 7.07pm, Village Hall, Rollesby

Present: Cllrs H Thirtle (Chair), J Coote, S Day, S Ridout, R Rudrum, B Sturrock

Clerk: Mrs K Martin-Smith

Seven members of the public were present

1. Apologies – none were received
2. Members’ declarations of interest and requests for dispensations.
None.
3. The minutes from Full Council Meeting held on Monday 6th June 2022 were AGREED as a true and correct record and signed by the Chairman.
4. **Public Forum**
Subjects raised included:
Various overgrown footpaths and discussions who is responsible for the upkeep
Access to Car Park at the Pavilion – Enquiries referred to King George’s Playing Field Rollesby 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 – not present
6. **Updates on matters not on the agenda.**
To receive updates from previous meetings. No decisions may take place during this item.
 - 6.1 Footpaths – owners have been contacted
 - 6.2 Bus Shelter – H&G have been updated regarding the responsibility of the upkeep
7. **Planning.**
 - 7.1 To consider planning applications received from Great Yarmouth Borough Council prior to the meeting.
 - 7.1.1 06/22/0471/CU - Mickrandella - The annexe at Cowtrott Lane Rollesby GREAT YARMOUTH NR29 5ED - Proposed change of use of annexe building from existing holiday let use (originally permitted by permission 06/05/0250/F) to a permanent unrestricted residential use – **WITHDRAWN - noted**
 - 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 06/22/0406/VCU - Jubilee Farmhouse Fleggburgh Road Rollesby NR29 5HH - Variation of condition 2 of pp. 06/17/0507/CU - from operating 5 vehicles to 8.- **APPROVED - noted**
 - 7.2.2 06/22/0133/HH - 3 Meadow View Low Road Rollesby NR29 5EY - Proposed single storey front extension 2.5m x 2.91m.- **APPROVED - noted**
 - 7.2.3 06/22/0227/TRE - Holly Farmhouse Holly Farm Low Road ROLLESBY NR29 5HE - Proposal to fell dead T1 Holly tree leaving stump at ground level. [TPO No.1 2017 - T3] - **P.permission not req - noted**
 - 7.2.4 06/22/0272/F - Becks Garage Martham Road Rollesby NR29 5DR - Proposed change of use from garage to veterinary surgery and associated works – **APPROVED - noted**
 - 7.2.5 06/22/0430/A - Becks Garage Martham Road ROLLESBY Norfolk NR29 5DR - Application for advertisement consent; amendment to existing - acrylic in green and yellow colouring, internally illuminated - **ADV. CONSENT - noted**

Rollesby Parish Council, 18 Hemsby Road, Martham, Great Yarmouth, NR29 4QG

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8. Finance and Governance

- 8.1 To approve payments detailed plus any late payments received before the meeting. All to be made electronically.

	Net	VAT	Gross
Cllr S Day Expenses – Flower pot materials	£84.19	£16.85	£101.04
Previous Clerk Gift	£30.00		£30.00
Overhead Railings and gate	£2,000		£2,000
Insurance (paid)	£732.69		£732.69
Inland Revenue May/June/July/August	£tbc		
Filing Cabinet Keys	£3.58	£0.72	£4.30
Broken Key Extraction	£4.33	£0.87	£5.20
Clerk – salary/homeworking June(paid)/July/Aug	£tbc		
Clerk – mobile phone top up	£10.00		
Norfolk Pension Fund May	£82.77		£82.77

Late bill from Mr Brock £45 for internal audit was added during the meeting.

It was resolved to pay the above amounts Proposed Cllr S Day Seconded Cllr R Rudrum

- 8.2 To receive the internal audit report and consider recommendations - noted
- 8.3 To resolve to declare that Rollesby Parish Council is an exempt authority and sign the certificate of Exemption as neither the gross income or gross expenditure exceed £25,000 for the 2021/22 financial year – unanimously agreed
- 8.4 To resolve to approve Section 1 of the AGAR, the Annual Governance Statement – unanimously agreed
- 8.5 To resolve to approve section 2 of the AGAR, the Accounting Statements – unanimously agreed
- 8.6 To receive the analysis of variances – unanimously agreed
- 8.7 To receive the bank reconciliations – unanimously agreed
- 8.8 Mandates for the banks – updated to give the clerk and the chair the authority to access the Unity account
- 8.9 Clerk pension & new log in – to move to next meeting
- 8.10 Clerk Courses – delegated to Cllr H Thirtle to approve of courses Proposed Cllr B Sturrock Seconded S Day
- 8.11 Cheque 001166 has been rejected as it was not signed – it was for £268.46 with the Payee being the COIF Charities Deposit Fund – moved to next meeting once cheque has been received back and reviewed

9. Policies and procedures

- 9.1 To review and adopt Asset Register – moved to next meeting
- 9.2 To review and adopt Risk Assessment signed by the Chairman.
- 9.3 To review and adopt Effectiveness of Internal Control signed by the Chairman.

10. Other Matters

- 10.1 Review of opportunities for additional bus shelter – Cllr S Ridout to review potential grant income – Proposed Cllr H Thirtle Seconded S Day
- 10.2 Flegg CLT questionnaire received – Cllr H Thirtle to review
- 10.3 Consider purchasing a Christmas tree and where to position it – Cllr S Day has offered to fund the purchase of a Christmas tree with roots, potential options of where to position

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- the tree are to be explored
- 10.4 Ensure the new clerk has keys to the notice board and the Pavilion/new clerk handover – spare keys to be passed the clerk
- 10.5 Permission to the clerk to update the address where necessary – unanimously agreed
- 10.6 Cleaning of bus shelters – Quote of £20 per glass shelter quarterly received (£160 total per annum) approved proposed Cllr S Day Seconded R Rudrum

11. Correspondence

- 11.1 Emails re wildlife hospital on Martham Road, Rollesby. A resident has contacted the planning department as they feel that they are in breach of planning due to not adhering to conditions prior to using the site - noted
- 11.2 Email regarding street lights on the main road that are no longer there and overgrown hedges outside Coronation Avenue – clerk to contact GYBC regarding the street lights, Cllr H Thirtle to contact owners of hedge
- 11.3 Letter from BC – They would like to replace hedge with a fence – agreed to contact the BC to suggest that they replace the hedge with a fence and a new hedge – unanimously agreed
- 11.4 The Pension Regulator – Three year re-enrolment and re-declaration – clerk to update proposed Cllr H Thirtle seconded S Day
- 11.5 A Message was received regarding Allotment 7 – the tenant says that they have been away and now will vacate the allotment - noted

10. Matters for next Agenda and information.

Date of next meeting Monday 19th September, 7pm Rollesby Village Hall
COIF Charities Deposit Fund cheque, to review and adopt Asset Register

The meeting closed at 8.16pm.