

# **MINUTES of a MEETING OF ROLLESBY PARISH COUNCIL**

held on Monday 8th January 2024 at The Pavilion, Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (chair), S Ridout, C Tacon.

Clerk: Mrs Sarah Hunt

18 members of the public were present.

- 1. Apologies and consideration of acceptance for absence.**  
Apologies were received from Cllr B Sturrock, alternative commitment.
- 2. Members' declarations of interest and requests for dispensations.**  
None.
- 3. Minutes.**  
The minutes from Full Council Meeting held on 20<sup>th</sup> November 2023 were AGREED as a true and correct record and signed by the Chair.
- 4. Public Forum**  
The Council was questioned on the donation to the Recreation Ground Charity. Cllr C Moore as charity trustee hoped that the accounts would be made available to any interested parties by the Charity body. An AGM for the Charity would be considered.
- 5. To receive any reports:**
  - 5.1 County Councillor A Grant. Apologies had been received prior to the meeting by the Clerk but were not available to the meeting.
  - 5.2 Apologies were received from District Councillors A Grant see above and L Mogford – health issues.
  - 5.3 Police – no report received.
- 6. Updates on matters not on the agenda.**  
To receive updates from previous meetings.
  - 6.1 Noticeboard on Village Hall external wall. Completed.
  - 6.2 Bus stop installation. This now requires traffic management at an additional cost incurring £604.41 additional cost. It is anticipated that this will be 50% funded by Norfolk County Council. It is currently scheduled for week 3 of March – the Clerk is working to bring this date forwards if possible.
  - 6.3 Lloyds Bank accounts closure – this closure forms have now been completed and will be sent imminently.
- 7. Planning.**
  - 7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.  
None.

- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.  
None.
- 7.3 The Planning Protocol was adopted as presented. PROPOSED Cllr S Day, seconded Cllr C Moore.

## **8. Administrative Matters**

- 8.1 It was RESOLVED that the Chair, Cllr S Moore, plus one other member of the Council be delegated authority to discuss the Bowls Club Lease with the Bowls committee to find a mutually agreeable way forward. The Clerk advised that a written agreement needed to be in place. A solicitor quote had been received for £1,300 to execute a lease.
- 8.2 Computer – The clerk is awaiting a report from Broadland Computers. It was RESOLVED to approve a spend of up to £600 as necessary. PROPOSED Cllr S Day, seconded Cllr S Ridout.
- 8.3 The Financial Regulations were AGREED and ADOPTED as presented. PROPOSED Cllr C Moore, seconded Cllr S Ridout.
- 8.4 The Internal Control document was AGREED and ADOPTED as presented. PROPOSED Cllr C Moore, seconded Cllr S Ridout.

## **9. Finance and Governance**

- 9.1 It was RESOLVED to approve payments as Annex A. PROPOSED Cllr C Moore, seconded Cllr S Ridout.
- 9.2 The up to date bank reconciliation was RECEIVED showing anticipated year end balances.
- 9.3 The grounds maintenance quotes were RECEIVED for the 2024 contract.  
Excite Solutions – declined to tender.  
Darren Boden – declined to tender.  
TTSR – declined to tender.  
Maple Tree Services – declined to tender.  
Garden Guardian available to meeting.  
Burghwood Landscapes available to meeting.  
CGM – chased prior to agenda issue.  
Eddies Gardening Services available to meeting.  
It was RESOLVED to appoint Garden Guardian at a price of £3,155.00.  
PROPOSED Cllr C Moore seconded Cllr C Tacon.
- 9.4 It was RESOLVED to appoint Burghwood Landscapes to cut Rollesby Church – quotation received of £145.00/cut – anticipated 10 cuts. PROPOSED Cllr C Moore, seconded Cllr S Day.
- 9.5 The projected Budget for 2024/25 was REVIEWED, updated and AGREED.  
Clerk to approach local developer for donation towards SAM2.
- 9.6 It was AGREED to set the precept at £32,799.00. PROPOSED Cllr C Moore, seconded Cllr S Day. This represented a 157.54% rise on 2023/24 – equating to £90.86 per Band D property, an increase per Band D property of £55.58/year or £4.68/month over 12 months.

## **10. Correspondence**

- 10.1 Centre81 – No donation to be made.

## **11. Village Matters.**

- 11.1 The beacon was inspected and it was agreed to remove the current commemorative metalwork.

**12. Matters for next meeting and information.**

Monday 19<sup>th</sup> February 2024

Monday 18<sup>th</sup> March 2024

The meeting closed at 8.16pm.

Annex A

Salaries & Office	December	£524.63		£524.63
Salaries & Office	January	£524.43		£524.43
Pension	December	£159.22		£159.22
Pension	January	£159.22		£159.22
HMRC	December	£20.20		£20.20
HMRC	January	£20.40		£20.40
Job Done window Cleaning	Bus shelter cleaning	£40.00		£40.00
Sarah Hunt	Refund one.com <i>website</i>	£91.87	£18.37	£110.24
	Top up - phone (21.12.23)	£10.00		£10.00
Wave water	pavilion jun - dec	£33.98		£33.98
Burghwood Landscapes	church yard cutting aug - nov	£580.00	£116.00	£696.00
Unity	Bank Charges sept - dec	£18.00		£18.00
	TOTAL	£2182.32	£134.37	£2316.69