

Minutes of a MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 19th June 2023 at
The Village Hall, Rollesby
at 7pm.

Present: Cllrs S Day, C Moore, S Moore (chair- part), S Ridout (chair – part), B Sturrock, C Tacon.

Clerk: Sarah Hunt

22 members of the public were in attendance.

1. Election of Chairman.

Cllr S Ridout chaired this item.

Cllr S Moore was PROPOSED by Cllr C Moore, seconded Cllr C Tacon and elected to the chair.

Cllr S Ridout stood down as Vice-Chair.

2. Election of Vice-Chairman if necessary.

Cllr C Tacon was PROPOSED Cllr S Day, seconded Cllr B Sturrock and elected as Vice-Chair.

3. Apologies and consideration of acceptance for absence.

None.

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

None.

5. Minutes.

The minutes from Full Council Meeting held on 22nd May 2023 were AGREED as a true and correct record and signed by the Chairman.

6. Public Forum

The Council was asked to clarify that should 10 members of the electorate ask for it an election would be called following the resignation of H Thirtle. It was confirmed this is the procedure.

Community Woodland project – fundraising is going well, the bank account should be opened shortly.

Speedwatch – two additional volunteers have joined which should enable better flexibility.

7. To receive any reports:

7.1 County Councillor A Grant. Not present.

7.2 District Councillor L Mogford reported that all councillors are now attending mandatory training at Great Yarmouth Borough Council following the elections before undertaking committee responsibilities. Grasscutting is an issue throughout the Borough. It was confirmed that the Planning Committee is currently not sitting pending training, and all decisions are being made by

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officers.

8. Updates on matters not on the agenda.

- 8.1 Unpaid work team – Cllr Day reported that the material is shortly to be ordered. The first half of the path will be undertaken this year with the budget to be looked at next year with a view to completing the project.
- 8.2 Installation of EV Points. The pavilion has passed the first round and should be assessed shortly.
- 8.3. List of charities in the Parish. Ongoing.
- 8.4 Pedestrian in road signs – Court Road – on order with Highways.
- 8.5 Steps at the fishing platforms – Norfolk Wildlife Trust have completed one set and made the others safe.

9. Planning.

- 9.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.
None.
- 9.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
None.

10 Administrative Matters

- 10.1 Asset register. Bus shelter locations and flagpole to be added.
- 10.2 The complaints procedure was adopted unchanged.
- 10.3 The Standing Orders were adopted as circulated – the procurement sections had been upgraded from £25,000 to £30,000 following national changes. No other changes were necessary.
- 10.4 The refurbishment of inside of Village Notice Board on Village Hall wall is to be investigated. Cllr S Moore
- 10.5 The Co-option Policy was adopted with a change on page two from 'Local Authority' to 'Parish Council'.
- 10.6 The Co-option application form was adopted with an update the Parish Council name.
- 10.7 It was RESOLVED to bring the website in-house at a cost of around £90.00 for a one year charge plus domain charge. 10 year domain ownership to be obtained. Cllr C Moore to design and move existing website across. PROPOSED Cllr C Moore, seconded Cllr S Day.
- 10.8 It was AGREED that the village have a questionnaire on behalf of the Flegg Community Land Trust distributed. Cllr S Day to arrange.

11 Finance and Governance

The payments detailed as Annex A were AGREED. PROPOSED Cllr B Sturrock, seconded Cllr S Ridout.

- 11.1 It was RESOLVED to instruct Rebuild Cost Assessment for a desktop valuation of pavilion at a cost of £180.00.
- 11.2 NOTED that PKF Littlejohn (external auditor) have confirmed receipt of exempt status certification.
- 11.3 It was RESOLVED to order the bus shelter from MaceMain for supply

and installation. PROPOSED Cllr S Ridout, seconded Cllr B Sturrock.

11.4 To receive and review Budget as agreed for 2023/24. Next meeting.

11.5 Income and expenditure summary for 2022/23. RECEIVED.

11.6 The RFO reported that H Thirtle would be removed from Bank Accounts as a matter of course. Next meeting to agree new signatories.

12. Correspondence

12.1 Email – Flegg Land Trust – to be invited to next meeting.

13. Village Matters.

13.1 The Caister Veterinary Practice has kindly offered to install a dog bin on their premises at their expense, and to look after the emptying of the bin. They were thanked by Councilors present.

13.2 The meeting considered litter bin installation – number of and locations.

The meeting received a petition requesting bins at Low Road, the Top of Court Road, and near the Church. As this has not been budgeted for in 2023/24 the Clerk was asked to bring definitive prices to the next meeting for the bin, installation, and emptying. The meeting was reminded by Cllr C Moore that Hemsby Parish Council had second hand cast iron bins for sale.

13.3 Footpath opposite the school. Cllr S Day.

14. Highways.

14.1 No report was possible from Cllr S Day as Highways Ranger has not responded to telephone calls or emails.

15. Matters for next Agenda and information.

Date of next meeting: Monday July 17th 2023.

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

Parish Fund	Repayment.	£500.00		£500.00
Sarah Hunt	Reimburse top up 18.6.23	£10.00		£10.00
Staffing	June pension	£150.43		£150.43
bank charges	to end june	£18.00		£18.00
Sarah Hunt	June salary	£475.57		£475.57
Sarah Hunt	Office Allowance	£26.00		£26.00
Job Done window cleaning	Bush shelter cleaning	£40.00		£40.00
Viking	Stationery	£62.88	£12.58	£75.46
Wave Water	Allotment supply 5/12/22 - 4/6/23	£144.96		£144.96
paid revenue	May	£14.60		£14.60
revenue	June	£14.60		£14.60

The meeting closed at 8pm

Signed:

17th July 2023