

MEETING OF ROLLESBY PARISH COUNCIL

To be held on Monday 20th November 2023 at, Village Hall, Rollesby at 7pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt
Parish Clerk
13th November 2023

AGENDA

1. Apologies and consideration of acceptance for absence.

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

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. Minutes.

To receive and agree minutes from Full Council Meeting held on 17th October 2023.

4. Public Forum

To receive comments from members of the public on matters on the agenda.

5. To receive any reports:

- 5.1 County Councillor A Grant.
- 5.2 District Councillors A Grant and L Mogford.
- 5.3 Police.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

- 6.1 Noticeboard on Village Hall external wall. Update. Cllr S Moore.

- 6.2 Bus stop installation. Update. Cllr S Ridout.
- 6.3 Lloyds Bank accounts closure – to be undertaken once Parish Fund money passed across.
- 6.4 Pavilion Insurance cover increased to £321,061.
- 6.5 Website update. Cllr C Moore.
- 6.6 Highways 50/50 Funding – SAM2. Submitted.
- 6.7 To note that all allotment holders have been informed of increase in 2024.

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 None at issue of agenda.
To delegate authority to clerk to respond to any applications received without sufficient time to respond prior to January meeting. Views of councillors to be sought, response to be included on January agenda. Extra-ordinary meeting to be called at the request of councillors if considered necessary.
- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 None at issue of agenda.

8. Administrative Matters

- 8.1 To consider and adopt a biodiversity policy as presented.
- 8.2 To consider who will review possible habitats for bat/bird boxes.
- 8.3 To note that the Clerk cannot locate an official lease for the Bowls Club.
To agree any action.

9. Finance and Governance

- 9.1 To approve payments detailed as Annex A plus any late payments received before the meeting. To note that the national salary agreement from 1.4.23 has now been reached and implemented on the salary payment within.
- 9.2 To receive up to date bank reconciliation.
- 9.3 To receive and review projected Budget for 2024/25 and agree precept and concurrent function figures.
- 9.4 To receive grounds maintenance tenders and consider 2024 contract.

10 Correspondence

- 10.1 To note letter from GYBC regarding Concurrent Functions payment.

11 Village Matters.

- 11.1 None.

12. Matters for next meeting and information.

Monday 15th January 2024
 Monday 19th February 2024
 Monday 18th March 2024

Minutes of a MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 16th October 2023 at, Village Hall, Rollesby at 7pm.

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

Clerk: Mrs S Hunt

11 Members of the public were in attendance.

1. Apologies and consideration of acceptance for absence.

Cllr B Sturrock – alternative commitment.

Cllr C Tacon – work.

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

None.

3. Minutes.

The minutes from Full Council Meeting held on 18th September 2023 were AGREED and signed as a true and correct record.

4. Public Forum

The meeting was addressed with regard to the extension of the 30mph limit – Cllr A Grant to chase.

The meeting was addressed concerning the Highways conditions of the Hall View development. Cllr A Grant to investigate.

The Woodland Project continues very successfully, with new gates and fence posts installed. The School is now involved.

There is a photobook reprint available with profits going to the Woodland.

5. To receive any reports:

5.1 County Councillor A Grant apologized for missing recent meetings. The County Council is looking to bridge a £46 million deficit and the Council tax is likely to rise by 4.99%. Great Yarmouth Borough Council is looking to bridge a £1 million deficit. The Planning Department is currently struggling with staffing issues.

5.2 District Councillor L Mogford sent apologies to the meeting.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

6.1 Noticeboard on Village Hall external wall. Ongoing. Cllr S Moore.

6.2 Bus stop installation is still scheduled for half term. Cllr S Ridout.

6.3 Lloyds Bank accounts closure – to be undertaken once Parish Fund money passed across.

6.4 Unity – Removal of Haydn Thirtle as signatory, addition of Cllr S Moore. Update. Completed.

6.5 Pavilion Insurance cover increase. See item 8.3.

Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Email: rollesbypc@outlook.com Telephone: 07340028540

- 6.6 Website update. Cllr C Moore is awaiting the opportunity to take photographs.
- 6.7 SAM2 userguides. These have been distributed to Councillors the Clerk is now to progress the 50/50 funding application. £3878 total cost - £1,939.00 parish commitment.

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 06/23/0710/HH – 5 Rectory Close, Rollesby, NR29 5HW. 1. Single storey front and rear extensions. 2. External alterations including glazing to rear gable and rendering and cladding of elevations. It was AGREED to support the application.
- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 None.
- 7.3 Tacons Farm Shop, The Grange, Fleggburgh Road. Licensing Application. The Council support the application.

8. Administrative Matters

- 8.1 It was AGREED to cancel the December meeting.
- 8.2 CONFIRMED that allotment invoices have been issued with a charge of £1.00/rod - £20 full allotment, £10 half allotment. To be increased to £1.50/rod for 2024. PROPOSED Cllr C Moore, seconded Cllr S Day.
- 8.3 It was AGREED to increase the pavilion insurance to meet the rebuild cost assessment for the main building only.

9. Finance and Governance

- 9.1 The payments detailed as Annex A where AGREED. PROPOSED
- 9.2 An up to date bank reconciliation was provided showing:

Lloyds Account (70789) 16.10.23	£88,402.68
Unity Account (5435) 13.10.23	£15,902.50
Uncashed cheque for £85,000.00.	
Balance available	£19,305.18
- 9.3 The meeting received and reviewed Budget to date for 2023/24. Figures as anticipated.
- 9.4 The initial draft budget for 2024/25 was circulated for consideration prior to next meeting. These figures, without increasing general or ear marked reserves include 1 x bin and 1 x SAM camera and give a precept figure of £17,427.00 – increasing from £12,700 for 2023/24.
- 9.5 NOTED that one additional cut at the recreation ground has been approved by the Clerk - £125.00.
- 9.6 It was AGREED not to cut the top of the hedge between the Recreation Ground School at the cost of £80.00.

10 Correspondence

- 10.1 Great Yarmouth Borough Council – review of polling places 2023. Noted.
- 10.2 Broads Authority – Noted that the Broads Authority have adopted the

Coastal Adaptation Supplementary Planning Document – available on their website.

10.3 Slow ways – national footpath network. Noted.

11 Village Matters.

11.1 The offer from OddBods for the free of charge cleaning of the War Memorial was gratefully accepted by Councillors. Clerk to seek confirmation of insurance for such work and also a method statement.

11.2 Grounds maintenance requirements for inclusion on specification for 2023/24 were AGREED as:

14 cuts on recreation field, including strimming of all areas of pavilion/play equipment/edges of fencing.

Hedges all around recreation field including top.

14 cuts at Rollesby Broad.

Weed killer 3 times a year on footpath School – Court Road plus off shoot path. Footpath between Back Lane and Main Road. Footpath (gravelled) behind bus stop.

12. Matters for next Agenda and information.

To consider and adopt a biodiversity policy.

13. Next Meeting:

Monday November 20th 2023

Monday 15th January 2024

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

Glenda Tooke	Allotment Rental	£50.00	£0.00	£50.00
Sarah Hunt	Salary + Homeworking October	£455.91		£455.91
HMRC	October	£3.20		£3.20
Norfolk Pension Fund	October	£150.43		£150.43
Sarah Hunt	refund postage	£13.80		£13.80
Sarah Hunt	refund telephone top up (24/9)	£10.00		£10.00
Information Commissioner	Renewal	£35.00		£35.00
	TOTAL			£718.34

Biodiversity

Background

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021 so public authorities must now consider what they can do to conserve and enhance biodiversity in England. This means a public authority must;

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives.

Biodiversity refers to the variety of life on earth¹. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains Rivers and the sea.

The Local Area

Rollesby Parish Council is a rural village, with a considerable number of natural areas, including hedges, ditches, farmland, and the Rollesby Broad.

Parish Council responsibilities

The Parish Council owns no land - it is the sole trustee of the King George V Charity which is responsible for the playing field.

The Parish Council is responsible for the grass cutting of an area of the staithe and undertakes footpath cutting, along with the cutting of playing field.

The Parish Council is also responsible for the provision and updating of the Rollesby Parish Council Neighbourhood Development Plan.

What the Parish Council will do

- Consider the impact on biodiversity in the decisions made through the Parish Council, especially when commenting on planning applications.
- It will reduce the use of pesticides and herbicides used on Parish Council owned land
- It will review how it manages the land at the Broad, this may include but is not limited to;
 - Leaving standing and fallen dead wood as a habitat for invertebrates
 - Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
 - Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
- The Rollesby Parish NDP is being reviewed by 2029 and the working group will ensure that biodiversity is discussed and added to the plan as necessary.
- As Trustee for King George V Charity the Parish Council will

¹ As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

Rollsby Parish Council
58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
ADOPTED Monday 13th November 2023

- Ensure that there is a margin of uncut grass around the hedges to allow longer grasses to grow
- Allow fallen tree branches to remain, if safe, to allow invertebrates to habitat
- To preserve the trees and encourage biodiversity area under the trees will be wilded, either to grow as long grass and flowers..
- Hedge cutting takes place twice a year, and is very much a balancing act as the Parish Council hedges run alongside a footpath so require cutting. All hedges are cut outside of the bird nesting season.
- The Parish Council will look to purchase and install bird and bat boxes in the Parish Council owned trees.
- The Parish Council will look to promote biodiversity via the Parish Council website.

¹ As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

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

Sarah Hunt	Salary + Homeworking November	£685.07		£685.07
HMRC	November	£60.86		£60.86
Norfolk Pension Fund	November	£220.79		£220.79
Charlie Tacon	Wreath refund	tbc		tbc
Viking	Stationery/stamps	£76.67	£7.83	£84.50
Sarah Hunt	Refund flag keys	£25.30	£5.06	£30.36
GYBC	Election Costs	£1,192.24		£1,192.24
Glenda Tooke	Refund defibrillator batteries	£139.00		£139.00 anticipated cost - to be within £40.00
Charlie Tacon	Refund Wreath	£23.98		£23.98
CAS	Pavilion Insurance Increase	£16.50		£16.50
	TOTAL			£2,453.30

ROLLESBY Parish Council Bank Reconciliation

Financial year ending 31 March 2024

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2023

Lloyds Account 00207289	£	2,937.23			
Unity Account 20435435	£	7,443.27			
BROUGHT FORWARD 31/3/23	£	10,380.50			
 Add: Receipts	 £	 107,908.83			
Less Payments	£	99,642.49			
	£	18,646.84			
Less uncashed payments - parish fund ico	£	85,000.00			
		£35.00			
Cash Book total (A)			£	103,681.84	£ 18,646.84

Balance per bank statement as at 31.10.2023

Lloyds Account 002070789 (31.10.23)	£	88,402.68			
Unity Account 20435435 (31.10.23)	£	10,279.16			
Unity Account 20485391 (31.10.23)	£	5,000.00			
Total Bank Statement (B)			£	103,681.84	

Executive Director, Resources & S151 Officer

Town Hall

Hall Plain

Great Yarmouth

Norfolk, NR30 2QF

www.great-yarmouth.gov.uk

26 October 2023

Dear Parish Clerk

Concurrent Function Grants

You will be aware that the Council has continued to pay concurrent function grants to Parish Councils for the following services:

- Burial Grounds
- Beach Cleaning
- Parks and Open Spaces

This totals £133,600 annually and is a cost that falls to all taxpayers across the Borough.

As part of the budget process for the 2024/25 financial year the Council is reviewing all areas of spend.

As a Parish Council that receives a concurrent function, this is notification that the Council is minded to remove the concurrent function from 2024/25 for Beach Cleaning and Parks and Open Spaces. This decision will be subject to a report that will be taken to Members in due course, however due to the timescales for the setting of the parish precepts for 2024/25 the reason for this letter is to give you early notification of this to prepare and put mitigation in place should the decision be approved.

In the meantime, a date will be arranged for a meeting where you will have the opportunity to discuss the proposal with the Council Leader and Council officers of the impact.

Yours sincerely



Karen Sly
Executive Director, Resources & S151 Officer
karen.sly@great-yarmouth.gov.uk