

MEETING OF ROLLESBY PARISH COUNCIL

to be held on Monday 17th July 2023 at,
The Village Hall, Rollesby, 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
11th July 2023

AGENDA

1. Apologies and consideration of acceptance for absence.

2. Co-option.

To consider any applications for co-option to the Parish Council.

3. 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.

4. Minutes.

To receive and agree minutes from Full Council Meeting held on 19th June 2023.

5. Public Forum

- 5.1 County Councillor – A Grant
- 5.2 District Councillors A Grant and L Mogford.
- 5.3 To receive comments from members of the public on matters on the agenda.
- 5.4 Police.

6. Updates on matters not on the agenda.

To receive updates from previous meetings. No decisions may take place during this item.

- 6.1 Unpaid work team – update on scheduling and progress. Cllrs Day/Tacon.
- 6.2 Installation of EV Points. This item is being progressed by the Charity for investigation at the Pavilion.

6.3 .List of charities in the Parish. Ongoing.

6.4 Pedestrians in Road signs for erection in Court Road - Highways have these on order.

7. Planning.

7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting. .

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

8. Administrative Matters

8.1. Website move to in house. Update. Cllr C Moore.

8.1 . Noticeboard upgrade – Village Hall external Wall. Cllr S Moore.

9 Finance and Governance

9.1 To approve payments detailed as Annex A plus any late payments received before the meeting.

9.2 To consider quotation of £453.00 received from Scribe for accounts software.
Note: Councillors can have read only access to this program.

9.3 To receive and review budget for 2023/24.

9.4 To agree signatories for bank accounts/consider closing Lloyds Bank account.
Current signatories:

Unity Bank: Haydn Thirtle, Sheila Ridout, Shaun Day, Bruce Sturrock.

Lloyds Bank; Shaun Day, Charlie Tacon, D Beck, A Collins, S Hunt, R Rudrum.

9.5 To consider annual allotment rental charges from 1.10.23. Currently £20/plot.
Costs 2022/23; Rental income £220.00 Expenses £129.34.

10. Correspondence

10.1 Email – addressed to Chairman, ‘thoughts on Rollesby Parish Council’.

11. Village Matters.

11.1 Bus Shelter – update on installation, Cllr S Ridout - to note Method Statement for installation of bus shelter received.

11.2 The installation of additional bins – to receive email response from Great Yarmouth Borough Council regarding the emptying service.

12. Highways.

12.1 To receive a report from Cllr S Day following meeting with the Highways Ranger.

12.2 To note the Highways 50/50 partnership scheme invitation has been received for 2024/25. To consider any suitable projects.

13. Matters for next Agenda and information.

Date of next meeting: Monday September 18th 2023.

The meeting will close.

A presentation will be given on behalf of the Flegg Land Trust.

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

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

Email: rollesbypc@outlook.com Telephone: 07340028540

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

4th July 2023

The Chairman
Rollesby Parish Council
C/o Rollesby Parish Clerk
rollesbypc@outlook.com

The Chairperson

As witnessed at the last Parish Council Meeting, Parishioners are frustrated with Councils negativity and lack of open discussion and progress resolving matters raised from Parishioners attending monthly meetings.

Council attitude and the management of monthly council meetings over the years needs to change before Parishioners are forced seek advice from further afield on how to improve the situation.

I would like to ask our Chairperson to answer and respond in writing to the following:

Does the Parish Council have a "Mission Statement" which would & should indicate our Council's direction and aims.

Can I ask our Chairperson to arrange for our Councillors, if not already in place, to be allocated portfolios of responsibility for which they are to report on at each monthly Council meeting therefore creating another way of communicating with and keeping Parishioners informed.

An agenda item requesting additional dog waste bins is being hindered by a lack of funds which indicates that Council requires ways to raise monies for this and other future projects.

One successfully managed village asset is our Rollesby Village Hall. Many functions and events are held regularly throughout the year and supported by locals and organisations alike, whether this brings in much needed revenue to council is not known or detailed in Parish Council minutes or agenda's and appears to perhaps having been discussed in house and not itemised in the financial minutes available to Parishioners.

An indication of what is achievable when Parishioners get together for a common cause is the formation of the Rollesby Community Woodland Project. Still in its infancy but gathering momentum rapidly. In a very short amount of time the Project Committee have organised events and raised a significant amount of funds. This project will benefit residents and the children of Rollesby long into the future and will be recognised as an early pioneer in the establishment of Community Woodlands nationally and helping to contribute toward carbon emissions reduction worldwide. It should be noted that to date this project has been launched without input and apparent support from our Parish Council or individual Councillors.

The village has a major asset in the King George V Playing Field and Pavilion which villagers feel should be better utilized for all to use and to raise funds for future projects and improve Parish Council Funds.

There is evidence within Norfolk County of cooperation between Parish Councils and their communities to successfully manage King George V Playing Field assets for the benefit of all concerned. Our Parish Council for many years has inhibited the introduction of a Community Management Committee to work in conjunction with our Parish Council to better use the greatest asset our community has at it's disposal.

Can I ask Council through the Chair to state (In Writing) how the villagers can move towards the establishment of a King George V Playing Field Management Committee. Which could be made up of villagers & two Parish Councillors in the role of Parish Council Representatives. Over the years Parishioners have only received negative feed back from Councillors for such an undertaking therefore the community is asking "How we can make this happen" and for Council to show a willingness to work together with Parishioners to achieve this.

I have attended a number of local Parish Council Meetings and most struggle to get through all agenda Items within a 2 hour meeting, here at Rollesby our meetings are mostly all over within the first hour. An indication that not much is discussed in public.

I am writing this communication in the hope of improving the relationship between our Council and Rollesby village residents.

I am convinced that by working together more closely we can achieve better outcomes long term.

We look forward to open discussion and to receiving a positive written response to the matters raised.

11.2 – Bin emptying service, Great Yarmouth Borough Council response.

Dear Sarah

Further to my last email relevant officers have now met to discuss how as a Council we wish to move forward with litterbins in the Borough. We have been tasked with carrying out a wider review which will look at issues such as what bins are sited to facilitate emptying using a vehicle lift rather than manual handling and to ensure that capacity is sufficient to avoid repeat emptying. We will also be reviewing the advice which is given to Parish Councils where they wish to install their own bins.

Consequently as we are updating the guidance I will have to hold off being able to supply you with prices and further information. Once we have reviewed we will be producing an information sheet for Parishes with relevant info and pricing on. I envisage this going to take a few months so please bear with us and once the updated information is available I will get it over to you.

With thanks

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2023	Tel No.:	0344 800 8020
	Email:	ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

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We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			