

ROLLESBY PARISH COUNCIL MEETING

to be held on Monday 18th July at 7.00pm, Village Hall, Rollesby

All Councillors are summoned to the above meeting, members of the public and press are invited.

Please attend wearing a mask, and do not remove this during the meeting. Do not move the chairs and sit where indicated.

Signed:

Kate Martin-Smith

Kate Martin-Smith
Parish Clerk

12th July 2022

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. To receive and agree minutes from Full Council Meeting held on Monday 6th June 2022.
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. No decisions may take place during this item.
 - 6.1 Footpaths – Country Farms have been contacted
 - 6.2 Horse and Groom – contacted regarding the bus shelter and hedge cutting
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holiday let use (originally permitted by permission 06/05/0250/F) to a permanent unrestricted residential use – **WITHDRAWN**

- 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**
- 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**
- 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
- 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**
- 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**

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
Mr S Day Expenses	£84.19	£16.85	£101.04
Clerk Gift	£33.30	£6.66	£39.96
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

- 8.2 To receive the internal audit report and consider recommendations.
- 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.
- 8.4 To resolve to approve Section 1 of the AGAR, the Annual Governance Statement.
- 8.5 To resolve to approve section 2 of the AGAR, the Accounting Statements.
- 8.6 To receive the analysis of variances.
- 8.7 To receive the bank reconciliations.
- 8.8 Mandates for the banks
- 8.9 Clerk pension & new log in
- 8.10 Clerk Courses
- 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

9. Policies and procedures

- 9.1 To review and adopt Asset Register.
- 9.2 To review and adopt Risk Assessment.

9.3 To review and adopt Effectiveness of Internal Control.

10. Other Matters

- 10.1 Review of opportunities for additional bus shelter. (Parish Partnership)
- 10.2 Flegg CLT questionnaire received
- 10.3 Consider purchasing a Christmas tree and where to position it
- 10.4 Ensure the new clerk has keys to the notice board and the Pavilion/new clerk handover.
- 10.5 Permission to the clerk to update the address where necessary.
- 10.6 Cleaning of bus shelters, quote

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.
- 11.2 Email regarding street lights on the main road that are no longer there and overgrown hedges outside no 2/2a Coronation Avenue.
- 11.3 Letter from the bowls club – They would like to replace hedge with a fence
- 11.4 The Pension Regulator – Three year re-enrolment and re-declaration
- 11.5 A Message was received regarding Allotment 7 – Mr Russell says that he has been away and now will vacate the allotment

12. Matters for next Agenda and information.

Date of next meeting Monday 19th September at 7pm