

MINUTES - MEETING OF ROLLESBY PARISH COUNCIL

Held on Monday 21st October 2024 at 7pm
at Rollesby Village Hall

1. ATTENDANCE

Cllrs Tacon, Day, Thain, and Handford were present.
Cllr Ridout had sent apologies.
Cllr Long had said she would join the meeting late.
20 members of the public and press were in attendance.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING(S) AND MATTERS ARISING

The minutes of the full Council meeting on September 16th were AGREED as an accurate record. There were no matters arising.

4. CO-OPTION OF NEW COUNCILLOR

Only one candidate had come forward for co-option. This was to fill the last remaining vacancy. It was AGREED that Stuart Tate should be co-opted to the Council. He signed and returned his Declaration of Acceptance of Office and joined the Council meeting.

5. PUBLIC FORUM

5.1 No report received.

5.2 No report received.

5.3 No report received.

5.4 A question was asked regarding training and whether this could/should be enforced. It was noted that, whilst recommended, training cannot be enforced.

6. PLANNING

6.1 The Council AGREED that they had NO OBJECTION to the application. However, it was noted that the northern boundary needs consideration by the planning team.

7. ADMINISTRATION

- 7.1 The Clerk's Report was NOTED. The Clerk raised points about needing the council and wider community to work together and cited issues elsewhere which had found their way to the press.
- 7.2 No questions were raised.
- 7.3 It was AGREED Councillor training is needed and that .. of NPTS's Induction for Councillors would be a good course to attend. The cost is £52 per attendee and is held over two evenings on Zoom. It was noted that some Councillors may have to defer training until the spring. Those interested are to let te Clerk know so that places can be booked.
- 7.4 It was AGREED that the War Memorial should be repointed. Cllr Tacon will ask for some guidance from a local builder.
It was also AGREED that the memorial should be cleaned. The Clerk will enquire and try to get a price.
It was AGREED that a wreath should be purchased, as previously, for Remembrance Sunday.
- 7.5 It was AGREED to contact Carl Nicholls about repairs to the bus stop. 4 ridge tiles need remedial work.
- 7.6 The idea of a Volunteers Register was well received and it was AGREED to proceed. Cllr Handford and the Clerk will use Facebook and noticeboards to get residents and local trades involved.
- 7.7 The King George Playing Field Trustee had requested that a tree survey is undertaken. The Council AGREED to get Target Trees to carry out the survey. A different contractor will be used if remedial work is required.
- 7.8 The Bowls Club lease has now been circulated and it was AGREED that this is acceptable. The Council will request proof of insurance each year.
- 7.9 It was AGREED that the Council should move to .gov emails and domain name. The Clerk will investigate.
- 7.10 (Cllr Long arrives) The Clerk shared a proposed timeline for recruitment which was AGREED. The next step is to agree a job advert and to get the advert posted.

8. FINANCE

- 8.1 The Schedule of Payments (below) was AGREED.
It was AGREED that the Cemetery grass invoice should be paid (£870). A point was raised about the need to qualify when cuts are done so that the Council does not pay for more cuts than have been completed.
- 8.2 The Clerk gave an overview of suggested changes to the Reserves Policy. These were AGREED.
- 8.3 The Clerk ran through a first draft budget. The proposal was that the precept would remain unaltered which, if housing numbers increase as expected, would result in a slight reduction for each household.
A copy of the first draft is below.

9. OTHER ITEMS FROM THE PUBLIC

- 9.1 The work done by Norfolk Wildlife Trust was noted and the Clerk agreed to send a letter of thanks.
The Community Speedwatch project was noted and the Clerk was asked to include some information on the website and to the Facebook page asking for volunteers.
An issue with an upcoming local firework display was raised but the Council noted that this was not an area where they have any remit.

10. ITEMS FOR THE NEXT MEETING

- 10.1 Second draft budget.

SIGNED -

DATE -

Schedule of payments

Date	Item	Value	Regular?	Minute Book
30-Sep-24	Unity Service Charge	-£18.00	REGULAR	
01-Oct-24	B/P to: HMRC	-£107.86	REGULAR	
01-Oct-24	B/P to: Ben Bethell - Pay	-£616.00	REGULAR	
01-Oct-24	B/P to: Ben Bethell - Laptop and IT equipment	-£538.97		2024002
10-Oct-24	B/P to: Ben Bethell - Mileage	-£37.80		2024002
10-Oct-24	B/P to: ED & SM Smith	-£40.00		2024002
16-Oct-24	Direct Debit (LLOYDS BANK PLC)	-£3.00	REGULAR	

To Note

GYBC BACS - Precept second half	£17,049.50
Interest - Unity Instant Access	£56.87

To Approve

Mileage - Ben Bethell	£18.45
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2024006

Initial - _____

Date - _____

First Draft Budget - 2025/2026

	Budget 24/25	Budget 25/26	
Parish Clerk Wage	£6,728.00	£8,736.00	8 hours at £21
NI	£220.00	£0.00	Below threshold
Pension	£2,000.00	£2,010.00	23% as required.
PAY AND RATIONS	£8,948.00	£10,746.00	
Audit	£545.00	£580.00	Nominal increase.
Donations	£0.00	£0.00	As before.
Election Costs	£500.00	£0.00	Fingers crossed!
Insurance	£850.00	£1,000.00	Nominal increase.
Legal	£250.00	£0.00	Not aware of any need this year.
Bank Charges	£72.00	£78.00	Slight increase.
Membership and Subs	£350.00	£350.00	As before.
Office Costs	£450.00	£150.00	Reduced following recent purchases
Scribe software	£500.00	£500.00	As before.
Room Hire	£0.00	£0.00	Is this credible?
Website	£200.00	£200.00	As before.
Allotments	£250.00	£250.00	As before.
Bus Shelter	£200.00	£1,000.00	Repairs necessary.
Burial Grounds	£1,450.00	£1,500.00	Nominal increase.
Stationery	£300.00	£150.00	Reduce stamps. Emails to be favoured.
Footpaths/verges	£900.00	£900.00	As before.
Open Space	£2,705.00	£3,200.00	Suggest we increase grass cutting to provide better facilities.
King George V	£4,800.00	£1,500.00	Reduction in line with discussions about the future.
Training	£250.00	£400.00	Training recognised as needed.
Travel/Mileage	£100.00	£230.00	Increased to account for trustee meetings, site meetings, etc.
Local Projects	£0.00	£700.00	e.g. Community woodland
Special Projects	£4,553.00	£2,000.00	Catch-all pot for something community focussed.
Miscellaneous	£1,200.00	£0.00	Not sure why we had Miscellaneous.
To Reserves	£7,000.00	£6,000.00	Reduced to avoid overshoot
Reserves for Parish Fund		£3,000.00	Likely three years before this is repaid.
EXPENSES	£36,373.00	£34,434.00	
Allotments	£330.00	£330.00	Increase as planned. (not done this year)
Bowls rent	£5.00	£5.00	As before.
Concurrent functions	£1,300.00	£1,300.00	As before.
Highways	£1,939.00	£0.00	This was for the SAM2 sign. Not repeated.
INCOME	£3,574.00	£1,635.00	
PRECEPT	£32,799.00	£32,799.00	