

# MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 20<sup>th</sup> May 2024 at, Village Hall,  
Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (chair), S Ridout, P  
Thain (part)

Clerk: Sarah Hunt

Eleven members of the public were present.

## 1. Election of Chair

Cllr Simon Moore was PROPOSED by Cllr S Day, seconded Cllr S Ridout, voted into office and signed the declaration of acceptance of office.

## 2. Election of vice-Chair

Cllr Charlie Tacon was PROPOSED by Cllr J Long, seconded Cllr S Ridout and voted into office.

## 3. Apologies and consideration of acceptance for absence.

Cllr C Tacon – work commitment.

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

None.

## 5. Co-Option.

Mr Paul Thain was PROPOSED Cllr S Day, seconded Cllr S Ridout and elected onto the Council. Cllr Thain signed a declaration of acceptance of office and joined the meeting.

## 6. Minutes.

The minutes from Full Council Meeting held on 15<sup>th</sup> April 2024 were AGREED and signed by the Chair.

## 7. Public Forum

The Council was asked to consider public speaking at the end of the meeting. The Chair is at liberty to invite members of the public to speak.

## 8. To receive any reports:

8.1 County and District Councillor A Grant reported that he is still awaiting information from Highways with regard to speeding legislation within the village. The speed reduction in the village is anticipated in around 12/14 weeks. The rural verge cuts have been undertaken. Please advise Mr Grant of any missed areas. There is funding available for a highways project for Rollesby of £8,200.00. The Local Plan is out for consultation from Great Yarmouth Borough Council. The adoption of this policy will not stop windfall sites, but should prevent local major development. The Parish Council should

have received a letter with regard to S106 money - Cllr Grant to chase.

8.2 District Councillor L Mogford – apologies received.

8.3 Police. Neighbourhood watch information provided on website.

## 9. Updates on matters not on the agenda.

No decisions may be taken under this item.

9.1 Charge card on bank account. Forms submitted.

9.2 Bowls Club lease agreement. No response received.

## 10. Planning.

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

10.1.1 . None.

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

10.2.1 . None.

## 11. Administrative Matters

11.1 It was AGREED to move to bi-monthly meetings. PROPOSED Cllr C Moore, seconded Cllr J Long.

11.2 It was AGREED to adopt Standing Orders as presented.

11.3 It was AGREED to adopt Financial Regulations as presented. NOTED that these will need updating as they remain unchanged.

11.4 It was AGREED to adopt the Councils Complaints policy.

11.5 The Model Publication Scheme was AGREED as presented.

11.6 The Document Retention Schedule was AGREED was presented.

11.7 To review the Risk Assessment Schedule. Next Meeting.

11.8 It was AGREED a scheme of delegation was not necessary as it was covered within the Financial Regulations sufficiently to enable the Council to meet bi-monthly.

11.9 NOTED that the Village Hall will be charging £20/meeting from April 2025.

## 12. Finance and Governance

12.1 It was RESOLVED to make the payments detailed as Annex A PROPOSED Cllr C Moore, seconded Cllr S Day.

12.2 The Bank Balances are:

Unity Current Account	£7,028.63
Unity Savings Account	£17,068.83
Total holdings	£24,097.46

12.3 Budget as Scribe accounts to be circulated to councillors when available.

12.4 Earmarked Reserves – to be reviewed next meeting.

12.5 To confirm that signatories on the Unity Bank Account are: Cllr S Day, Cllr S Moore, Cllr S Ridout, Cllr C Tacon.

12.6 Insurance Renewal: It was RESOLVED to renew with Community Action Suffolk/Ansvar at the sum of £876.79 (increased from original quotation

as Precept and Salary budget updated.) PROPOSED Cllr C Moore, seconded Cllr S Day.

- 12.7 NOTED that PKF Littlejohn acknowledged the receipt of the year end on 10<sup>TH</sup> May 2024.

### **13 Correspondence**

- 13.1 Email – Highways – Detail of Traffic Regulation Order. Supported.  
13.2 Introductory email – CAN Rural Housing enabler. No invitation to be extended to meeting.

### **14. Matters for next meeting and information.**

Monday 15<sup>th</sup> July 2024 – Parish Council Meeting.

Monday 16<sup>th</sup> September 2024

Annex A - Payments for the May 2024 meeting of Rollesby Parish Council			
	Staffing	May salary and homeworking	£701.31
	Sarah Hunt	Refund phone top up	£10.00
	Staffing	June salary and homeworking	£701.31
		TOTAL	£1,412.62

The meeting closed at 7.35pm

Signed:

Dated:

draft