

MINUTES - MEETING OF ROLLESBY PARISH COUNCIL

Held on Monday 18th November 2024 at 7pm
at Rollesby Village Hall

1. ATTENDANCE

Cllrs Tacon, Day, Ridout, Thain, Long, Handford and Tate were present.

Clerk – Ben Bethell

16 members of the public and press were in attendance along with Cllr Andy Grant.

2. DECLARATIONS OF INTEREST

Cllr Ridout – anything Village Hall related.

Cllr Day – Allotments.

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

The minutes of the full Council meeting on October 21st were AGREED as an accurate record. There were no matters arising.

4. PUBLIC FORUM

4.1 Cllr Grant noted that the second Highways verge cut should be done soon. The speed limit reduction to 30mph through the village (between the crossroad and the bridge) is imminent. The bridge works are in the Highways program with the plan being to raise the road on either side to lessen the 'hump'.

The booking system for refuse centres is now live with Wednesday closures being considered for next year. This has led to concerns of fly-tipping.

The County budget will see additional funding for Adult Care and Special Educational Needs. The Vauxhall roundabout and A149 improvement schemes have been shelved.

The District Council is planning a £5 increase in household tax (collected via council tax).

The Local Plan has been formally adopted but it was noted that no surprises are expected for Rollesby.

Cllr Grant noted that he will be standing down as County Councillor next year.

The Community Land Trust had 18 responses from Rollesby and had identified housing need. Concerns were raised by the public that some affordable homes were being re-let.

4.2 No report received from Cllr Mogford.

4.3 No report received from the Police.

4.4 It was noted that there is some issue with overgrowth along the footpaths. Cllr Day will look at this before the next meeting.

5. ADMINISTRATION

- 5.1 The Clerk's Report was NOTED. The Clerk noted the Scribe (accounting) system and the need to understand how much it can help the Council. The issues surrounding the previous meeting (non-council related issues being brought to the meeting) were noted as unacceptable and it was asked that any questions about appropriate content be brought to the Clerk in the first instance. Understanding of the Parish Fund is ongoing.
- 5.2 A question about Cllr access to Scribe was raised. The Clerk will find out. There was a question about the purchase of the SAM2 (flashing road speed) sign – Clerk to progress.
- 5.3 Three Councillors are attending training in late November and early December. It is expected that all Councillors will attend in due course.
- 5.4 Cllr Tacon noted that he had contacted a local builder with an assessment of repairs needed to the war memorial. The Clerk had asked a local stonemason who had been recommended to give a price for cleaning.
- 5.5 It was noted that Carl Nicholls is happy to quote for the bus shelter works.
- 5.6 An example job advert had been circulated to Councillors and it was AGREED to follow that format. The advert will be placed on local Clerk pages and as a poster around the village.
- 5.7 The King George Playing Field Trustee reported that they had met on October 1st 2024. The bank account and finances had been discussed with it being noted that the building is not well used and loses money each year. The Pavilion and playing field both remain available for hire with the field accessible to the public whenever there is nothing booked. Options are being explored but one suggestion is that a sub-committee is formed to help bring the pavilion back to better use. Cllr Ridout had agreed to help form the sub-committee and asked for those interested to contact her.
- 5.8 It was AGREED that the previously agreed (but not implemented) change to allotment charges would be used with effect from the next renewal. This means an increase to £1.50 per rod, all plots to be 'half' size, and with all new allotment holders expected to pay a refundable deposit of £50 to ensure that allotments are returned in a good state.

6. FINANCE

- 6.1 The Schedule of Payments (below) was AGREED.
It was also AGREED that the invoice for PKF Littlejohn (external auditor) should be paid.
- 6.2 The Clerk gave an overview of second draft budget (below). Some amendments were needed owing to the National Insurance changes noted in the recent Government budget. The Special Projects budget had been reduced accordingly.

7. OTHER ITEMS FROM THE PUBLIC

- 7.1 It was noted that it can be difficult to hear Councillors speaking and it was agreed to move the tables and chairs at the next meeting.
It was noted that the placement of the SAM2 sign would need consideration and there must be someone to move the sign and download the data. Cllr Tate offered to assist.

8. ITEMS FOR THE NEXT MEETING

- 8.1 Final budget and ongoing use of projector.

SIGNED -

DATE -

Schedule of payments

Date	Item	Value	Regular?	Minute Book
16-Oct-24	Direct Debit (LLOYDS BANK PLC)	£3.00	REGULAR	
29-Oct-24	B/P to: G L Tooke - Allotments	£5.00		2024005
29-Oct-24	B/P to: Ben Bethell - Mileage	£18.45	REGULAR	
29-Oct-24	B/P to: HMRC	£165.80	REGULAR	
31-Oct-24	B/P to: Ben Bethell	£640.00	REGULAR	
31-Oct-24	Service Charge - Unity	£5.40	REGULAR	
18-Nov-24	Direct Debit (LLOYDS BANK PLC)	£3.00	REGULAR	

To Note

Allotment Rents	£140.00
Sarah Hunt - back pay	Redacted

To Approve

Burghwood Landscapes - Churchyard Grass to July	£870.00
Burghwood Landscapes - Churchyard Grass from July	£696.00
B Bethell - Mileage	£19.80
NPTS Training - Not yet invoiced	£156.00

2024006

Initial - _____

Date - _____

SECOND DRAFT BUDGET - 2025/2026

	2024/2025	2025/2026 v1	2025/2026 v2	
Parish Clerk Wage	£6,728.00	£8,736.00	£8,736.00	8 hours at £21
NI	£220.00	£0.00	£560.00	Changed owing to recent Budget
Pension	£2,000.00	£2,010.00	£2,010.00	23% as required
PAY AND RATINGS	£8,948.00	£10,746.00	£11,306.00	
Audit	£545.00	£580.00	£580.00	Nominal increase
Donations	£0.00	£0.00	£0.00	As before
Election Costs	£500.00	£0.00	£0.00	Fingers crossed
Insurance	£850.00	£1,000.00	£1,000.00	Nominal increase
Legal	£250.00	£0.00	£0.00	Not aware of any this year
Bank Charges	£72.00	£78.00	£78.00	Slight increase
Membership and Subs	£350.00	£350.00	£350.00	As before
Office Costs	£450.00	£150.00	£150.00	Reduced following recent purchases
Scribe Software	£500.00	£500.00	£500.00	Scribe software
Room Hire	£0.00	£0.00	£140.00	TBC
Website	£200.00	£200.00	£200.00	As before
Allotments	£250.00	£250.00	£250.00	As before
Bus Shelter	£200.00	£1,000.00	£1,000.00	Repairs necessary
Burial Grounds	£1,450.00	£1,500.00	£1,500.00	Nominal increase
Stationery	£300.00	£150.00	£150.00	Reduce stamps. Email to be favoured
Footpaths/verges	£900.00	£900.00	£900.00	As before
Open Space	£2,705.00	£3,200.00	£3,200.00	Suggest we increase grass cutting to provide better facilities
King George V	£4,800.00	£1,500.00	£1,500.00	Reduction in line with discussions about the future
Training	£250.00	£400.00	£400.00	Training recognised as needed
Travel/Mileage	£100.00	£230.00	£230.00	Increased to account for trustee meetings, site meetings, etc.
Local Projects	£0.00	£700.00	£700.00	e.g Community woodland
Special Projects	£4,553.00	£2,000.00	£1,300.00	Catch-all pot for something community focussed.
Miscellaneous	£1,200.00	£0.00	£0.00	Not sure why we had miscellaneous
To Reserves	£7,000.00	£6,000.00	£6,000.00	Reduced to avoid overshoot
Reserves for Parish Fund	£0.00	£3,000.00	£3,000.00	TBC
EXPENSES	£36,373.00	£34,434.00	£34,434.00	
Allotments	£330.00	£330.00	£330.00	Increase as planned
Bowls rent	£5.00	£5.00	£5.00	As before
Concurrent functions	£1,300.00	£1,300.00	£1,300.00	As before
Highways	£1,939.00	£0.00	£0.00	This was for the SAM2 sign. Not repeated.
INCOME EX. PRECEPT	£3,574.00	£1,635.00	£1,635.00	