

# MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 15<sup>th</sup> July 2024 at, Village Hall, Rollesby  
at 7pm.

Present; Cllrs S Day, J Long, C Tacon (chair), P Thain.

Clerk; Mrs Sarah Hunt

23 members of the public were present.

The meeting was opened by Cllr Tacon due to the resignation of the previous chair.

## 1. Election of Chair

Cllr C Tacon was PROPOSED by Cllr S Day, seconded by Cllr J Long and voted to the chair. Cllr Tacon signed a declaration of acceptance of office.

## 2. Vacant position.

2.1 The meeting received notification of poll to fill the vacant space on the 8<sup>th</sup> August 2024.

2.2 NOTED - the quotation for poll from GYBC. NOTED that Poll cards have not been ordered.

## 3. Election of Vice -Chair.

Cllr S Day was PROPOSED by Cllr C Tacon, seconded by Cllr J Long.

## 3 Apologies and consideration of acceptance for absence.

Apologies were RECEIVED and accepted from S Ridout – unavailable due to other commitments.

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

None.

## 5 Minutes.

The minutes from Full Council Meeting held on 20<sup>th</sup> May 2024 were AGREED as a true and correct record and signed by the Chair.

## 6 Public Forum – some items were raised during the meeting.

Matters included:

If the meetings are to be bi-monthly could more time be given for public speaking – it was noted this was at the chairman's discretion.

Some parishioners expressed their dissatisfaction at the current co-option process and requested an explanation of why Councillors voted as they did, concerns were raised as two members of the same family were on the Council currently.

Councillors were asked if they met to review the applications before the meeting where the co-option took place – confirmation was given that no meeting had taken place, Councillors voted on the night having seen the

application forms.

The Planning Protocol on the agenda, combined with bi-monthly meetings, does not alert members of the Parish to planning applications. The clerk was asked to post any received onto the website.

It was noted that the payments are recorded within the minutes, but not circulated with the public agenda.

A clarification was requested and given over the bus shelter funding.

The Council was asked how much it had paid for legal advice regarding the King George V Charity - £20.00.

Councillor Day was asked why he had not objected to the retrospective planning application at item 10.3.2 when he had objected to retrospective applications previously. Cllr Day gave his reasoning.

The Council was informed that the S106 money available expires in July. The public were informed this had been checked with Great Yarmouth Borough Council and that wasn't accurate. £8,800 had been earmarked for the MUGA on the playingfield, GYBC were retaining the balance for upkeep.

Council was asked if it had any plans in hand that would change how Council operated – The chairman said that Council was keen to discuss items raised within the public forum and address concerns.

**Springbourne Homes:** It was explained that a request had been received to make space during the meeting for a developer to address the Council and public and discuss potential plans for Rollesby Hall. No representative was present. A brief overview was given from the paperwork received by the Council. Concerns were expressed over Highways access and traffic, it was noted it may create local employment and income for local businesses.

## **8. To receive any reports:**

8.1 County Councillor A Grant reported that the 30mph extension has been published. There will be 1 more year of the Parish Partnership funding. Hall View Planning – village gateways are being provided under section 106 funding. The footpath is ongoing. Highways are liaising with the developer. Mr Sam Hubbard has been appointed head of planning at Great Yarmouth Borough Council through internal promotion. It is hoped that this will improve efficiency within the department. Cllr Grant was asked over the 50/50 funding for SAM2 signs for 2024/25, as funding has not yet been awarded. To be chased.

8.2 District Councillor L Mogford sent apologies.

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

No decisions may be taken under this item.

9.1 The Council Credit Card has now been received. It was AGREED that Cllr Shaun Day be administrator on the account in place of Mr Simon Moore.

9.2 Bowls Club lease agreement. No response received. Chairman to progress.

## **10. Planning.**

10.1 To consider planning applications received from Great Yarmouth Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

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- Borough Council/Broads Authority for consultation prior to the meeting.
- 10.1.1 06/24/0413/TRE – 34 Meadow Way, Rollesby. Proposed works to T1 group of Ash trees (No.3 2015) pollard to leave 3.m. No Comment. To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
- 10.2.1 None.
- 10.3 Responses sent as consultee between meetings – NOTED.
- 10.3.1 06/24/0374/VCO – Hall View, Martham Road, Rollesby, NR29 5DU. Proposed variation of Condition 11 of outline pp. 06/18/0315/O (Development of 13 No. dwellings) to remove the existing pre-occupation restriction and allow up to four dwellings to be occupied before the off-site highway works (including public rights of way works) as referred to in the condition are completed. Objection sent 30.5.24 It was NOTED this application had been APPROVED
- 10.3.2 06/24/0299/F – Highfield Farm, Heath Road, Rollesby, NR29 5HJ. Application for retrospective planning permission for the siting of a static caravan to be occupied as a single dwelling (Use Class C3) and erection of associated veranda decking. No Objection sent 30.5.24. NOTED.

## 11. Administrative Matters

- 11.1 It was RESOLVED to delegate to the chair in conjunction with the clerk any necessary payments between meetings. PROPOSED Cllr Day, seconded Cllr Long.
- 11.2 It was RESOLVED to approve ongoing access to the Parish Council website by the ex-councillor website designer to update and finalise. PROPOSED Cllr S Day, seconded Cllr J Long.
- 11.3 It was RESOLVED to adopt Planning Protocol. PROPOSED Cllr S Day, seconded Cllr P Thain.
- 11.4 I was RESOLVED to take out membership of Norfolk Parish Training and Support at £251.25. PROPOSED Cllr S Day, seconded Cllr J Long.
- 11.5 It was RESOLVED to instruct Sonya Blythe as internal auditor as 2024/25 for the sum of £125.00. PROPOSED Cllr C Tacon, seconded Cllr J Long.

## 12. Finance and Governance

- 12.1 It was RESOLVED to make the payments detailed as Annex A. PROPOSED Cllr C Tacon, seconded Cllr P Thain.
- 12.2 The Bank Reconciliation to 15<sup>th</sup> July was received:
- |               |            |
|---------------|------------|
| Unity Current | £5,580.95  |
| Unity Savings | £17,172.30 |
| Total         | £22,753.25 |
- 12.3 The budget as Scribe accounts was available to the meeting. The clerk needs to alter settings over projections as currently this is not in a helpful format.
- 12.4 The Earmarked Reserves were reviewed. It was NOTED that the budgeted £500 for elections has remained in the cost code due to the

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forthcoming election. Council remains approximately £1500 short in this budget code.

That £250 be transferred into the legal fund reserve.

That £250 be transferred into the Village Sign reserve.

That £6264.00 be transferred out of reserves to cover bus shelter invoice and remaining monies to be made available to general reserve to offset election and any other costs.

12.5 CONFIRMED that signatories on the Unity Bank Account are: Cllr S Day, Mr S Moore, Cllr S Ridout, Cllr C Tacon. It was AGREED to update mandate to remove S Moore and add Cllr J Long.

12.6 Updated variance form for 2024/25 was NOTED.

12.7 It was AGREED to instruct a tree survey on the King George V Playingfield. PROPOSED Cllr S Day, seconded Cllr Tacon. Additional quotations to be sought by Cllr S Day. Next meeting.

### 13 Correspondence.

13.1 The meeting RECEIVED the Highways 50/50 funding invitation for 2025/26. Councillors to consider any possible projects and communicate them to the Clerk for quotes to be obtained prior to budget setting. Next meeting.

13.2 Broads Authority consultation on body worn cameras. Councillors support the initiative as long as staff are comfortable with the body worn cameras being in use.

13.3 Norfolk Co Co. A149 Speed limit extension. Councillors indicated support for the scheme.

13.4 Broads Authority. Notification of confirmation of BA2024/0005/TPO. Broads End, Main Road, Rollesby. NOTED.

### 14 Village Maintenance.

14.1 Staithe – It is necessary to crown one tree and clear a path alongside the adjacent landowners fencing. Cllr S Day to obtain quotations. Next meeting.

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

Review of Asset Register and Maintenance Schedule

August – no meeting.

Monday 16<sup>th</sup> September 2024, 7pm Village Hall.

Monday 18<sup>th</sup> November 2024, 7pm Village Hall.

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business. The meeting was suspended whilst the room cleared.

### 15. Complaint.

The council RECEIVED notification of a complaint that had been made to the Council. The Clerk had responded in the first instance, and complainants had

requested that this be reviewed by Committee. It was AGREED that Cllr S  
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Ridout, C Tacon and S Day form the appeal committee. Clerk to call a meeting.

#### **16. Staffing**

The Council AGREED to delegate to the Chair, Vice-Chair and Clerk any appointment necessary and to agree terms of engagement.

If no locum available then Cllr S Day to be appointed Responsible Financial Officer. Cllr C Tacon to monitor emails and telephone. Post to go to Cllr S Day.

draft

Salaries		1025.99		1025.99
Job done window cleaning	bus shelter cleaning	£40.00		£40.00
WAVE water	Allotments	£50.89		£50.89
Broadland Computers	Avast Antivirus - Annual fee	£20.83	£4.17	£25.00
Sarah Hunt	Refund phone top up	£20.00		£20.00
Lloyds	card monthly fee July and Aug	£6.00		£6.00
Macemain	bus shelter installation	£8,388.41	£1,677.68	£10,066.09
Norfolk parish training and support	membership	£251.25		£251.25
		£9,803.37	£1,681.85	£11,485.22

The meeting closed at 8.40pm.

Signed:

Dated: