

MINUTES - MEETING OF ROLLESBY PARISH COUNCIL

Held on Monday 16th December 2024 at 7pm
at Rollesby Village Hall

1. ATTENDANCE

Cllrs Tacon, Day, Long, Handford and Tate were present. Cllr Ridout arrived after item 4.
Clerk – Ben Bethell
Apologies from Cllr Thain.
12 members of the public were in attendance.

2. DECLARATIONS OF INTEREST

Cllr Day – Allotments.

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

The minutes of the full Council meeting on November 18th were AGREED as an accurate record. There were no matters arising.

4. PUBLIC FORUM

- 4.1 No County Councillor report had been received.
- 4.2 No District Councillor reports had been received.
- 4.3 No report received from the Police.
- 4.4 A lack of response regarding planning enquiries to GYBC was noted. The Parish Council also has some concern. It was AGREED that the clerk would write to GYBC and ask for clarity/support.
A question about attendance by county councillor, district councillor, and the police was raised. The council noted that there are some challenges surrounding attendance but would like to receive more regular updates. Written reports would be a good option if time is limited.

5. ADMINISTRATION

- 5.1 The Clerk's Report was NOTED. The Clerk asked that any questions from the public about any matter are raised with him and/or a councillor directly and that a reasonable time (owing to working hours) is given for a response. Email was noted as the preferred method owing to there being a record for all.
It was noted that the public question session must be used appropriately else it will be removed from the agenda. There have been some good points raised (e.g. footpath problems) and some inappropriate points (e.g. councillor specific matters) in

previous meetings.

The ongoing use of the Scribe system is proving useful and Councillor access is being granted shortly.

- 5.2 A question about how Scribe is accessed (app or web, etc) was raised. The Clerk confirmed that the system is accessed via a web portal.
- 5.3 Councillors Ridout, Handford and Tate had attended training with NPTS and gave feedback to the meeting. The training had been well received and beneficial, both to new and existing councillors. It was noted that other councillors plan to attend future sessions. Those attending felt that the training had given confidence that the Council is conducting meetings correctly and had provided more detail about how various elements fit together. It was suggested that a review of Standing Orders may be appropriate at some point.
- 5.4 The Clerk gave a brief update about the vacancy. Applications close on December 23rd and it was AGREED that a Zoom meeting will be held to determine an appropriate scoring method for applications.
- 5.5 Owing to some ambiguity, the allotment rents were discussed again. It was AGREED that existing allotment holders will see an increase to £40 for a full (20 rod) plot or an increase to £20 for a half (10 rod) plot. New allotment holder can now only have a 10 rod plot for £20 and must pay the £50 deposit which is returnable if the plot is left in an acceptable state. Existing allotment holders are not expected to pay the deposit.
- 5.6 The suggestion of a crossing of Main Road (near the school) was AGREED in principle with Cllr Handford and the Clerk to progress. Whilst Highways has now agreed a 30mph limit and village gateways, the idea of a crossing had previously been dismissed. Fleggburgh was noted as a similar village which has recently had a crossing installed. Filby has reportedly now been approved for a crossing too. In order to provide evidence for a crossing a survey needs to be undertaken at the cost of around £5000. It is possible to use Parish Partnership grant funding for this and maybe also Ward Member funding. This issue will be progressed over the coming months.
- 5.7 It was AGREED that no response was required to the Broads Authority Design Code consultation.
- 5.8 The Broads Authority's call for sites was NOTED.
- 5.9 It was AGREED that the Council would review grass cutting arrangements as follows:
- Churchyard – To be cut in 2025 by Burghwood Landscapes, the current contractor at a cost of £1450 plus VAT for the season.
- Rollsby Broad grass – To go to tender, Clerk to organise. It was NOTED that a village group (voluntary) may be able to assist.
- Playing field – To go to tender, Clerk to organise.
- Footpaths – No formal arrangement to be set. The Council is hopeful that the Community Payback Team and the local community can help. Any additional work to be agreed ad-hoc.
- This item will be added to a future agenda for further discussion.

6. FINANCE

6.1 The Schedule of Payments (below) was AGREED.

In addition, it was AGREED to pay the following:

- Eugene Smith – Bus shelter cleaning - £40

- Garden Guardian – grass cutting - £3786

6.2 The Council reviewed the budget but no changes were made from the November meeting. It was AGREED unanimously to use the budget as previously published (and below). It was AGREED unanimously that the precept requested will be £32,799 and the concurrent functions grant request will be £1,300.

This precept is the same as last year but, owing to a tax base increase, will see the precept per household reduce slightly.

7. OTHER ITEMS FROM THE PUBLIC

7.1 A question about the precept being over £25,000 and the resulting audit charges was raised. The Clerk explained that, whilst this is correct, the charges bring additional checks and balances through the audit process. This is valuable to the parish.

Thanks were noted to residents for their help with decorations at the playing field (Jodi) and for watering the tree to keep it alive through the summer (Liz). There was a brief discussion about all those who give their time and how that could be recognised.

The projector was considered useful and Hoveton Community Council had suggested that they would sell it for £200. The unit is around three years old and had been bought for £480. This will be added to the agenda of January.

8. ITEMS FOR THE NEXT MEETING

8.1 Annual Parish Meeting ideas, projector purchase, grass cutting, recruitment, war memorial, and bus shelter.

SIGNED -

DATE -

Schedule of payments

Date	Item	Value	Regular?	Minute Book
20-Nov-24	ICO Renewal	£35.00	REGULAR	
30-Nov-24	Bank service charge	£6.00	REGULAR	
03-Dec-24	November wages - inc. backpay and pension for Sarah Hunt	£949.55	REGULAR	
04-Dec-24	B/P to: Ben Bethell - Mileage	£19.80		2024009
04-Dec-24	NPTS - Training (three councillors)	£156.00		2024009
04-Dec-24	B/P to: Burghwood Landscapes	£870.00		2024009
04-Dec-24	B/P to: Burghwood Landscapes	£696.00		2024009
16-Dec-24	Bank service charge	£3.00	REGULAR	

To Note

Allotment Rents £20.00

To Approve

Donation - St George's PCC - Wreath £19.99
B Bethell - Mileage £29.70

FINAL BUDGET - 2025/2026

Agreed December 16th 2024

	2024/2025	2025/2026	
Parish Clerk Wage	£6,728.00	£8,736.00	8 hours at £21
NI	£220.00	£560.00	Changed owing to recent Budget
Pension	£2,000.00	£2,010.00	23% as required
PAY AND RATINGS	£8,948.00	£11,306.00	
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 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	Scribe software
Room Hire	£0.00	£220.00	TBC
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. Email 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	£1,220.00	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	£0.00	£3,000.00	TBC
EXPENSES	£36,373.00	£34,434.00	
Allotments	£330.00	£330.00	Increase as planned
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 EX. PRECEPT	£3,574.00	£1,635.00	
PRECEPT	£32,799.00	£32,799.00	

2024015

Initial - _____

Date - _____