

# MINUTES - MEETING OF ROLLESBY PARISH COUNCIL

Held on Monday 16<sup>th</sup> September 2024 at 7pm  
at Rollesby Village Hall

## 1. ATTENDANCE

There were no apologies for absence. 15 members of the public were in attendance.

## 2. DECLARATIONS OF INTEREST

Cllr Ridout noted her involvement and interest in Rollesby Village Hall.

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

The minutes of the full Council meeting on July 15<sup>th</sup> and the Complaints Committee meeting on August 15<sup>th</sup> were AGREED as an accurate record.

## 4. PUBLIC FORUM

4.1 No report received.

4.2 No report received.

4.3 No report received.

4.4 It was noted that a return to monthly meetings would be welcomed and that the inclusion of an item at the end for general points (not on the agenda) was useful. It was noted that paper agendas were previously provided. The Clerk agreed to print a few spare for each meeting.

## 5. PLANNING

5.1 The Council AGREED to support the conditions of the application as the stand.

## 6. ADMINISTRATION

6.1 The Clerk's Report was NOTED

6.2 The Clerk was asked about allotment rents. These letters will be issued shortly. It was noted that the MUGA is being progressed by Cllr Day. The Bowl's Club lease is being progressed, with insurance being a primary consideration. The issues with Rollesby footpath 8 were noted.

6.3 The purchase of a new laptop and associated equipment for the Clerk was AGREED with a maximum spend of £550. This is included in the budget already.

- 6.4 The Clerk gave an update about Council vacancies and next steps. Great Yarmouth Borough Council has been asked to confirm that the co-option can take place and the Council will wait for confirmation before progressing. There is one vacancy and the Clerk and Council are keen to fill it without further upset.
- 6.5 Councillor Roles and Responsibilities were discussed and the following AGREED:  
Highways – Cllr Handford  
Planning – Cllr Day  
Rollesby Pavilion – Cllr Ridout  
Church/war memorials – Cllr Tacon  
Police – Cllr Thain
- 6.6 It was AGREED that Cllr Handford and the Clerk will circulate a brief to the village to ask for designs for a Council letterhead/logo.
- 6.7 A revised schedule of meeting dates was AGREED for the period to the end of 2025. The Clerk had requested a return to monthly meetings to ensure that enough time is allowed to produce the budget for 2025/26 and request the precept in good time.
- 6.8 The Clerk ran through the Asset Register and Maintenance Schedule. There was a question raised about the printer (Clerk to check) and the planters need adding.
- 6.9 No items were forthcoming for funding from the Parish Partnership funding scheme.
- 6.10 Quotes were received for a tree survey at King George V Playing Field. These will be discussed at the next trustee meeting.
- 6.11 The Clerk presented a staffing matrix for the position of Parish Clerk. The document was agreed in principle though changes may be necessary before the vacancy is filled. The document shows various elements of 'pay and rations' and aims to give some clarity to the appointee, the Council, and the public about expectations. The Clerk noted that there needs to be a return to (at least) a seven hour per week contract.

## 7. FINANCE

- 7.1 The Schedule of Payments was AGREED  
It was noted that the bus shelter cleaning must be agreed in advance and that a rolling program is not expected. Clerk to confirm.
- 7.2 The Clerk gave an overview of the 2025/26 budget setting process and noted the following:
- The precept increase in 2024 was needed. The previous precept value was certainly unsustainable.
  - Last year's budget looks credible and is broadly as the Clerk would have expected.
  - The Council needs to look at its Earmarked Reserves. The figure is currently low, but the current budget allocation will result in too much being held within a few years.
  - General Reserves appear low with the Clerk suggesting that about £20,000 (around nine months spend) or a little more is needed.
  - It would be good to review/build a reserves policy.

## 8. OTHER ITEMS FROM THE PUBLIC

- 8.1 A question was asked about the MUGA installation at the Pavillion – whether the money can be spent on the building itself. It was noted it cannot.  
It was noted that nothing further had officially been heard about Springbourne – Rollesby Hall.  
Website updates were requested. Clerk to action.  
Questions about an agricultural building were raised, but these should be sent to the Enforcement Team at GYBC.  
The circulation of TROs was discussed as there had recently been a road closure (for electrical work at the village hall) which had caused issue. Clerk to check.

## 9. ITEMS FOR THE NEXT MEETING

- 9.1 Budget, staffing, Reserves Policy, and co-option.

## Schedule of payments

Date	Item	Value	Regular?	Minute Book
16-Jul-24	Direct Debit (LLOYDS BANK PLC)	-£3.00	REGULAR	
22-Jul-24	B/P to: ED & SM Smith	-£40.00		
22-Jul-24	B/P to: SARAH HUNT NEW	-£20.00		
22-Jul-24	B/P to: Broadland Computer	-£25.00		
29-Jul-24	B/P to: MACEMAIN + AMSTAD - Bus shelter	-£10,066.09		
29-Jul-24	B/P to: NPTS	-£251.25		
31-Jul-24	S Hunt Pay, HMRC, Pension	-£701.31	REGULAR	
16-Aug-24	Direct Debit (LLOYDS BANK PLC)	-£3.00	REGULAR	
30-Aug-24	S Hunt Pay, HMRC, Pension	-£324.68	REGULAR	
02-Sep-24	B/P to: Ben Bethell	-£456.00	REGULAR	
02-Sep-24	B/P to: HMRC	-£161.80	REGULAR	
16-Sep-24	Direct Debit (LLOYDS BANK PLC)	-£3.00	REGULAR	

### To Note

Interest Paid (Instant Access)	£103.47
NCC BACS A/P - Bus shelter	£5,194.21

### To Approve

Burghwood Landscapes - Grass	£725.00
B Bethell - Mileage	£37.80
ED & SM Smith - Bus shelter cleaning - Sep 5th '24	£40.00