

**ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MONDAY 5TH SEPTEMBER 2016
@ ROUGHTON VILLAGE HALL @ 7.30PM
AGENDA**

YOU ARE SUMMONED TO THE ABOVE MEETING
THE PUBLIC AND PRESS ARE WARMLY INVITED TO ATTEND
APOLOGIES TO THE CLERK

Signed: _____ **29th August 2016**
ELAINE PUGH CLERK TO COUNCIL,
RAYNHAM HOUSE, 10 NEW ROAD, NORTH WALSHAM, NORFOLK, NR28 9DF
TELEPHONE: 01692 402998 EMAIL: ELAINEPUGH15@HOTMAIL.COM

1. To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals
2. To receive requests to record the meeting via visual/audio
3. To consider apologies for absence
4. To approve Roughton Ordinary Parish Council Minutes - 25th July 2016
5. Resolution to adjourn the meeting for public participation, Norfolk Police, Norfolk District and County Councillor Reports - 10 minutes maximum
6. To report on Matters Arising
 - 6.1 Police Report if not in attendance
 - 6.2 Notice board - upgrade of footpath signage - with Photoworx
 - 6.3 Pond on Roughton Common - Instructions given to Tree Surgeon and waiting for report
 - 6.4 Management of Defibrillator - Sean Crampsie
 - 6.5 106 Agreement - land at Back Lane - with solicitors
 - 6.6 Bridleway adjacent to Chapel Road - reported to NNDC and NCC who are dealing with this matter
 - 6.7 Pot holes at Carr Lane, Back Lane and Turnpike Lane - reported to Highways
 - 6.8 Foliage around signage by the school - reported to Highways
 - 6.9 Grass by garage - contractor undertaking on an adhoc basis
 - 6.10 Bench - installed
 - 6.11 Caretaker - interim caretaker sourced
7. To consider and review correspondence
8. To consider and review Planning

16/1130	Roughton St Marys Endowed Primary School, Chapel Rd	Erection of replacement pre-school nursery building (including demolition of existing building)	
16/1104	The Stables, Primrose Farm Barns, Back Lane	Conversion of garage with ext alts including dormers and side ext to form 3 bedroom annexe	With NNDC
16/1100	Royall Cott, Heath Lane	Erection of garage to side of dwelling to replace timber store	With NNDC
16/0951	The Ark, Chapel Rd, Roughton	Erection of detached annexe	With NNDC
16/0833	The Woodlands, Felbrigg Rd	Erection of single storey pole barn	PERMITTED

9. **Finance**
 - 9.1 To approve payments
 - 9.2 Review of Financial Regulations
 - 9.3 To confirm Clerk as RFO and amend job description
10. **To Receive Reports from Councillors**
11. **To Confirm the Date of the next meeting -
Roughton Parish Council Ordinary Meeting on
Monday 7th November 2016 - 7.30pm Roughton Village Hall**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and press from the meeting for the Council to discuss private and confidential issues relating to:

12. To review and increase Clerk's salary as per internal auditor's recommendations and NALC guidelines

SCHEDULE OF PAYMENTS
ROUGHTON PARISH COUNCIL
SEPTEMBER 2016

**PLEASE NOTE THAT THESE ARE SUBJECT TO
ALTERATION PRIOR TO THE MEETING DUE TO THE LATE
ARRIVAL OF INVOICES FROM SUPPLIERS**

Payments	
NCC - contribution towards Felbrigg Roundabout	£1,000
Shane Scarff - final payment (June)	£26.00
Elaine Pugh - Clerk	£tba
HMRC	£tba
Kevin Richardson - grass cutting	£tba
Funds received	
Lloyds Bank interest	£1.52

**SCHEDULE OF IMPORTANT
CORRESPONDENCE**
ROUGHTON PARISH COUNCIL
SEPTEMBER 2016

**PLEASE NOTE THAT THIS IS SUBJECT TO ADDITIONS
PRIOR TO THE MEETING DUE TO THE LATE ARRIVAL OF
CORRESPONDENCE**

Electoral Review of North Norfolk