

# ROUGHTON PARISH ANNUAL PARISH MEETING

Elaine Pugh - Clerk to Council – 01692 402998

Raynham House, 10 New Road, North Walsham, Norfolk, NR28 9DF

Minutes of the Annual Parish Meeting

Held on Monday 9TH May 2011 @ Roughton Village Hall @ 7.30pm

**Present:** Mr Richard Seaward, Mr Paddy Bennett, Mr Roy McDonald, Chloe Bennett  
**Apologies:** None had been received  
**Others:** Sue Arnold - NNDC and 6 members of the public

## 1. Chairman's Review/Report for the year 2010-2011

I welcome you all to this meeting and thank you for attending.

I would like to thank the Councillors who stood for election in 2011 for their continued support in the Community of Roughton and for the work they will undertake over the forthcoming years.

2010/2011 again was another difficult year with the Accounts being signed off late and all elements of Roughton's expenditure being scrutinized by Roughton's Persistent Complainer. The cost this year was £3,360.00.

The Council was delighted to be able to decrease your Precept for this year 2011-2012 and we hope to do so again in 2012-2013 depending on future external audit costs. It is anticipated that the Persistent Complainer will contest the Accounts this year and the prospective invoice amount has been accounted for.

All your Parish Council endeavours to do is to serve the people of Roughton by ensuring that Roughton is a good Community and is a nice environment to live in.

As you can see we are low on numbers which is no surprise to the people who live in Roughton. We are in need of new faces with new ideas to drive your community forward. Council members work for you voluntarily and give their time free of charge to work for the benefit of the Community.

I would like to thank Hazel Rowlinson who chose not to stand this year for her work on footpaths, Roy MacDonald for his work on the website and the additional task of the Land Trust, Paddy Bennett for his continued work on the Youth Club which must be heralded as a big success in Roughton. A donation was obtained from Your Parish Your Decision by the Parish Council for £500.00 which enabled the Club to continue running and purchase items for the Club.

I would like to thank Mr Watts for his invaluable work in keeping Roughton Village nice and tidy and the Common litter free.

EDF will be trimming the trees on the Common and replacing the silver birches as necessary.

A new bench was purchased to replace the old one at the Petrol Station. The Council took the decision to change grass cutting contractors in order that the Common would be managed by one contractor and this is proving to be working well. The bus shelter by the New Inn was hit in the bad weather and this has now been repaired. The current members will endeavour to manage your Council for the foreseeable future.

## **2. Receive annual reports from local organisations**

### **Robert Brown Trust for the School and Poor**

The Clerk read out a written report. The Robert Brown Trusts have met regularly throughout the year. The normal grants at Christmas from the Poor Trust have been made. There is contact with the Roughton Land Trust and appropriate payments of income due during the year have been received. The School Trust has helped the St Mary's School Roughton with grants this year towards trips, equipment and support for children. The income for both trusts remains steady but low.

### **Roughton Jubilee Committee**

The Clerk read out a written report. At a meeting held on 30<sup>th</sup> April 2011, it was agreed that Rosemary Fereday and Clare Wilson step down from positions as Treasurer and Chair respectively. The management of the remaining funds in the Jubilee Committee account are to be taken on by Mrs Rachel Cooper and Mrs Gill Hunt, with a view to organising an event in the Diamond Jubilee Year of 2012.

Both Mrs Hunt and Mrs Cooper will welcome ideas and input, together with offers of help for the event. In the meantime, there are sufficient funds in the account for the defibrillator, held at the village shop, to be properly maintained for the foreseeable future.

### **Roughton Land Trust**

Roger Crouch outlined: During the last 12 months since the 2010 Report the Trustees of RLT have met on regular occasions to discuss and administer the Charity for the village poor and school funds. In the last financial year the trustees were able to pay £1,000 to the Robert Brown Charity for the Poor, administered by the Rev John Smith and his churchwardens, also £300 from the letting of Poores Allotment to the Trustees of St Mary's School.

Last month all the Donkey Allotment Leases were renewed by the previous lessors and the Poores Allotment passed to a new tenant last May, so currently all land is occupied and is being maintained to our requirements. An additional two wayleave payments have been granted for the Norwich Road Donkey Allotment.

The Recreation Ground situation has been much discussed and several issues have been considered to make this land more accessible to parishioners. The first is to increase the frequency of grass cutting, second to provide an off road parking area. A third issue concerning the undergrowth around the tree planted areas was considered, a quote has been received to carry out this work and a further quote is being sought. Following a report from NNDC's Landscape Officer it was felt that there is no urgency to proceed with any clearance for at least two years.

Roger Crouch was elected Chairman, and I thank the previous officers Peter Crouch, Jim Spiller, Rachel Parking and Roy MacDonald who were all re-elected as Officers for their support and efforts over the last year.

This report along with the accounts is available on-line at [www. RoughtonVillage.co.uk](http://www.RoughtonVillage.co.uk).

### **3. Floor open to Parishioners**

A Parishioner asked questions relating to the Land Trust and these were responded to by Roger Crouch.

As no other questions were forthcoming the Meeting closed at 7.40pm and continued with the Roughton Annual Meeting of the Parish Council.

**There being no further business the meeting closed at 7.45pm and continued with the Annual Meeting of the Parish Council.**

# **ROUGHTON PARISH COUNCIL**

## **ANNUAL MEETING OF THE PARISH COUNCIL**

**Elaine Pugh - Clerk to Council – 01692 402998**

Raynham house, 10 new road, north Walsham, Norfolk, nr28 9df

Minutes of the Annual meeting of the parish council

Held on Monday 9<sup>th</sup> May 2011 @ Roughton Village Hall following the Annual Parish Meeting

04/12/2011 20:44

**Present:** Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair)  
Mr Roy McDonald and Mrs Chloe Bennett

**Apologies:** None were received

**Others:** Sue Arnold - NNDC and 6 Members of the Parish

### **ACTION**

1. **Election of Officers**
  - 1.1 **Nomination and Election of Chairperson and declaration of acceptance of office and signing of form**  
Resolved that Richard Seaward be the Chair to Roughton Parish Council.
  - 1.2 **Nomination and Election of Vice Chairperson**  
Resolved that Paddy Bennett be Vice Chair.
2. **Co-option of Councillors**  
Resolved that Tim Hunt be co-opted onto the Parish Council.
3. **To receive declaration of interest in items on the Agenda**  
Richard Seaward and Chloe Bennett - personal, Village Hall  
Paddy Bennett, Richard Seaward and Chloe Bennett - Youth Club - personal  
Roy MacDonald - Roughton Land Trust - personal  
Tim Hunt - personal item 9 - Roughton Common
4. **To consider apologies for absence**  
There were none to consider.
5. **Approve outstanding Minutes - Ordinary Meeting 7<sup>th</sup> March 2011**  
Resolved to approve.
6. **Resolution to adjourn the meeting for public participation and Norfolk Police, Norfolk District and County Councillor Reports - 10 minutes maximum**  
Resolved to open the meeting to the public.

Members of the public raised questions in connection with vehicles parking on Brownsfield. The Clerk informed that this issue had again been drawn to the attention of the local Police. Sue Arnold outlined that she had also been working to improve the cleanliness of the street. Currently NNDC Enforcement Team are working on this matter. **Sue Arnold - NNDC** - apologised for mis-informing residents that she would not be standing in the May 2011 elections, however chose to stand and thanked all for their support.

NNDC was now a Conservative Administration and a full report would be forthcoming at the next Parish Council Meeting.

Resolved to close the meeting to the public.

**7. To report on Matters Arising (updates and for information)**

**7.1 Update on footpaths**

There were no reports forthcoming and all were satisfactory.

**7.2 Village Hall Events - Richard Seaward**

There were no new events planned at the present time.

**7.3 Police Report if not in attendance - Clerk**

There was no police report forthcoming and the Clerk would chase again.

**7.4 Update on Roughton Youth Club - Paddy Bennett**

Paddy Bennett outlined that the Youth Club met every 2<sup>nd</sup> and 4<sup>th</sup> Friday and undertook various activities for the children which covered anything which involved fun and getting fit. There were 40 children on the books and on average 18-19 children turned up per session. The Your Parish Your Decision £500 donation was welcomed and funded an Xbox with Kinect, a laptop and projector together with a bingo machine as well as partially funding an outing. The Club has made donations of goods to the playgroup and the Can Bank initiative has brought in £180 with more to follow. The Can Bank pays for the day to day running of the Club. There will be an outdoor fund raising event over the next few months and it will be held at either the recreation ground or on the common.

**7.5 Update on Land Trust - Roy MacDonald**

Roy MacDonald outlined that the Trust had increased the cutting of the recreation ground at extra expense. NNDC have inspected the recreation ground and were very pleased with the progress. Further information is on the website.

**8. Finance**

**8.1 To approve payments**

<b>Payments</b>	<b>Amount</b>	<b>Cheque</b>
Elaine Pugh	£476.19	41
Mr Watts (March/April)	£110.00	42
NALC	£165.61	43
Mazars (audit investigation Musker)	£3,360.00	44
Mazars (audit cost)	£162.00	45
Insurance - Came & Company	£867.80	46
Air Ambulance (agreed March meeting)	£100.00	47
DS Building Services	£830.40	48
Secret Gardens (Roughton Common)	£46.00 )	
Secret Gardens (Roughton Common)	£92.00 )	40
Resolved to pay enbloc.		
<b>Funds received</b>		
NNDC Precept	£7,000.00	
BT Wayleave	£290.18	
NNDC - Bottlebank	£543.92	
Aviva (funds for claim for bus shelter)	£442.00	

## 8.2 2009/2010 Audit update - Clerk

The Clerk outlined the report from the Auditor.

The Clerk informed that an error had been made with the numbering sequence on the Minutes reference cheque 296. Clerk confirmed that cheque 296 had been used to transfer funds from Alliance & Leicester to Lloyds Bank.

## 8.3 To approve Accounts for 2010-2011

Resolved to approve.

## 8.4 To approve Annual Audit Return 2010-2011

Resolved to approve.

## 8.5 To appoint Internal Auditor for the Accounts 2010-2011

Resolved that Keith Benford be appointed.

## 8.6 To appoint signatories to bank account

Resolved that Tim Hunt and Roy MacDonald be signatories.

## 8.7 To open savings account with Lloyds Bank plc

Resolved that the account is opened.

## 9. To consider request from Roughton Youth Club to use Roughton Common for a Club Event in 2011

Paddy Bennett outlined the Club's intentions to hold a fun day for the children. The event would include bouncy castles, shows, games and other similar activities. This function would create funds for the Club.

It was resolved that the Parish Council gave its permission for such an event to be held during 2011 for the Club's Fund raising.

Note: Paddy Bennett abstained from voting.

## 10. Correspondence

- Roughton Youth Club - request to use the common
- NNDC increase number of Councillor seats from 9 to 11
- NNDC - glass recycling
- Your Parish Your Decision - feedback - actioned by Clerk
- NPLaw - Legal Services
- NALC information
- NCC - Ranger Visit

## 11. Planning Applications

11/0501	Raptor House, Metton Rd	Erection of double garage	No objections from PC
11/0232	Land at Winspur Farm, Northrepps	Continuation of an airfield on a permanent basis	Awaiting NNDC
11/0381	Annexe, Back Lane	Removal of Condition 2	Awaiting NNDC
11/0296	The Cedars, Thorpe Market Rd	Variation of Condition 2	Awaiting NNDC
11/0410	Roseacre, Thorpe Market Rd	Erection of single storey rear ext	Awaiting NNDC

**12. To Receive Reports from Councillors**

**Tim Hunt** - informed that he had repaired the Hully Gully the Members thanked him for this.

The play area - the fenced area needed attention with regard to the molehills and the Clerk would ask the grass contractor to flatten these on a regular basis.

EP

The gate did not shut correctly and needed new springs. The Clerk would look into this.

EP

Concern with regard to cars parking on the grass area by the petrol station preventing the residents from accessing their drive. The Clerk would write to the garage.

EP

**Paddy Bennett** - informed that the Playgroup at Roughton School had recently refurbished a classroom at a cost of 30k. The opening would be on May 20<sup>th</sup> at around 1.30 - 2.30pm and there was an open invitation to Members to attend.

Richard Seaward - requested that any scrap metal be donated for the Youth Club.

Roy MacDonald - outlined the issue with children using quad bikes on the Recreation Ground and that this was being dealt with.

**13. To Confirm the Date of the next meeting -  
Ordinary Parish Council Meeting Monday 4<sup>th</sup> July 2011**

**There being no further business the meeting closed at 8.30pm.**

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RICHARD SEAWARD - CHAIR

DATE: 4<sup>th</sup> JULY 2011