

# 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 21<sup>st</sup> May 2012 @ Roughton Village Hall following the Annual Parish Meeting  
29/09/2012 16:37

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

**Apologies:** None were

**Others:** Hilary Thompson-NCC, 5 members of the public, Norfolk Police 2

### 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. **To receive declaration of interest in items on the Agenda**  
Tim Hunt - personal item 7.5 - Jubilee  
Paddy Bennett, Chloe Bennett & Richard Seaward - personal  
Agenda items 7.5 and 8 - Jubilee and Youth Club
3. **To consider apologies for absence**  
There were none to consider.
4. **Approve outstanding Minutes - Ordinary Meeting 19<sup>th</sup> March 2012**  
Resolved that these be approved.
5. **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.

*The Police* reported that 2 crimes were committed in the Village from 4<sup>th</sup> March to 20<sup>th</sup> May 2012. Fear or provocation of violence, road rage incident dealt with by restorative justice and the other, criminal damage to a vehicle.

Since 20<sup>th</sup> May 2011 there have been 11 reported crimes compared to the same period the previous year which totalled 30 reported crimes.

There were 26 calls to the Police.

Hilary Thompson informed that progress had been made on the sign for the common and about cut backs on the bus services, although this did not affect Roughton.

Discussion took place on areas of grass which needed cutting back around the village namely the grass by the garage, Turnpike Lane and the area around the bus stop.

The Clerk would arrange for these areas to be cut by Secret Gardens prior to the Jubilee if not undertaken by NCC. EP

The stream needed cleaning out along the common by the spring. Clerk would ask Secret Gardens to undertake this. EP

A member of the public outlined their concern about the replacement of the trees along the common.

Resolved to close the meeting to the public.

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

**6.1 Update on footpaths**

The Clerk and Tim Hunt were in the process of finding out who owned which land and writing to the land owners to ask for their co-operation in keeping the footpaths open. EP/TH

**6.2 Village Hall Events - Richard Seaward**

The hall would be utilised for the Jubilee Celebrations. At present no other events were organised.

**6.3 Police Report if not in attendance**

See item 5.

**6.4 Update on Roughton Youth Club - reported at item 2 during Annual Parish Meeting.**

**6.5 Update on Land Trust - reported at item 2 during Annual Parish Meeting.**

**7. Finance**

**7.1 To approve payments**

<b>Payee</b>		<b>Amount</b>	<b>Cheque</b>
Mr M Watts - Jan/Feb/March		£121.00	79
NALC subscription		£169.31	80
NRCC annual membership		£15.00	81
Insurance - Came & Company		£911.19	82
Secret Gardens (March)	£69.00		
Secret Gardens (April)	£138.00 ]	£207	83
Elaine Pugh		£459.26	84

**Funds received**

Precept	£5,000.00
BT Wayleave	£290.18
VAT refund	£1054.24

**7.2 To approve Accounts for 2011-2012**

Resolved to approve.

**7.3 To approve Annual Audit Return 2011-2012**

Resolved to approve.

**7.4 To appoint Internal Auditor for the Accounts 2011-2012**

Resolved to approve Keith Benford.

**7.5 Consider donation to the Queen’s Diamond Jubilee Celebrations**

Paddy Bennett outlined the programme of events for the Jubilee. Debate took place on the amount the Parish Council should contribute towards this community event and it was resolved that £300 be donated to the Queen’s Diamond Jubilee Celebrations to purchase mugs or other ancillary items. Clerk to arrange. EP

**7.6 To allocate funding and adoption of signage to stop illegal parking/stopping on Roughton Common**

Resolved that delegated authority be given to Richard Seaward and to the Clerk to organise the wording of the signage, installation and expenditure upto £400 excluding VAT. EP/RS

**8. To consider request from Roughton Youth Club to use Roughton Common for Club Events in 2012**

Clerk read out the letter from the Club and it was resolved that permission be given for this on the provision that any rubbish is picked up afterwards.

**9. Correspondence**

NNDC - arranging Energy Event if required  
Clerks and Councils Direct  
Village Care notice  
NALC information  
NCC - Mineral Site Specific Allocations  
NRCC - Signpost  
Roughton Ranger Visit  
Crazee Kidz Club thank you for donation of £250.00  
Crazee Kidz Club - request for permission to use Roughton Common for events  
Email from Mr Musker

**10. Planning Applications**

12/0118	Sandyacre, Norwich Rd	Erection of dwelling with loose boxes and tack room	REFUSED
12/0161	232 Roughton Rd	Erection of 2 storey side ext and detached garage	GRANTED
12/0132	Barn 1, Primrose Farm Barns	permit residential occupation	GRANTED

**11. To Receive Reports from Councillors**

The trees on the common were discussed and the Clerk would liaise with the NNDC Tree Officer for advice. This would be an Agenda item for July. Agenda

Discussion took place with regard to Environmental Health being called out by residents. The issue had now been resolved.

**12. To Confirm the Date of the next meeting - Ordinary Parish Council Meeting Monday 2nd July 2012**

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

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RICHARD SEAWARD - CHAIR

DATE: 2<sup>nd</sup> JULY 2012