

# ROUGHTON PARISH COUNCIL ORDINARY PARISH COUNCIL MEETING

Elaine Pugh - Clerk to Council – 01692 402998

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

Minutes of the Ordinary Parish Council meeting

Held on Monday 7th July 2014 @ Roughton Village Hall @ 7.30pm

05/09/2014 22:08

**Present:** Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair)  
Mr Tim Hunt, Mrs Angela Francis, Mr Sean Crampsie and  
Mr Roy MacDonald

**Apologies:** Mrs Chloe Bennett

**Others:** PCSO Alison Holmes and Jean Hill - Chair of NNCT

ACTION

- 1. To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**  
Paddy Bennett and Richard Seaward declared a pecuniary interest in item 10.1 - as Trustees of the Village Hall.
- 2. To consider apologies for absence**  
Chloe Bennett - accepted by the Council.
- 3. To approve Roughton Annual Parish Council Minutes - 19th May 2014**  
Resolved that these be approved.
- 4. Presentation from North Norfolk Community Transport by Jean Heal - Chair**

*Jean Hill of North Norfolk Community Transport* outlined the various services of the Transport Scheme - Dial a Ride - Medi Ride and the Poppy bus via NCC. The majority are an on demand service and they have 60 volunteer drivers on their books. They have recently been awarded Lottery funding to offer additional services throughout the inland area of North Norfolk and are seeking ideas as to what people want. This is a community service available to all and NNCT are there to provide services to the residents. The Council offered to link NNCT's website with theirs and put up posters to try to encourage people to use the service. EP

- 5. Resolution to adjourn the meeting for public participation, Norfolk Police, Norfolk District and County Councillor Reports - 10 minutes maximum**  
Resolved to open the meeting to the public.

PCSO Alison Holmes informed that there had been 2 crimes since the last report - 1 theft classified elsewhere and 1 making off without payment. There had been 26 calls to the Police in total. The next mobile police surgery will be held on Wednesday 30th July between 3.30pm and 4.30pm. The current priorities were outlined.

The new 30mph signs on Back Lane are being installed soon.

A question was asked by a member of the public in connection with the Audit fee for last year's accounts which amounted to £2,682 plus vat due to a member of the Parish objecting to the Council's Accounts. A request was made for a copy of the initial letter. The Clerk informed that this could be forwarded to the person if they wrote a letter requesting this information. EP

Discussion took place with regard to the parking on the Green at Old Turnpike to which there really wasn't a solution. Highways did not have an issue with this as it kept the cars off of the road.

A request from a member of the public for the trees to be trimmed along the common and the Clerk would arrange this. EP

It was suggested that an additional litterbin was needed near to the layby along Thorpe Market Road. This would form part of the next Agenda. Agenda

2 Members of the public questioned Agenda item 7.

Resolved to close the meeting to the public.

**6. To consider the formal adoption of the Roughton Parish Defibrillator: to agree site location, repair and installation costs and other ancillary items as necessary**

The Clerk informed that the Defibrillator had been sent away for repair and servicing via the Community Heartbeat Trust (CHT).

Members considered that this Agenda item was extremely important to the whole community and resolved to adopt the Defibrillator (formerly owned by the Jubilee Committee which was no longer in existence).

It was further resolved that the Defibrillator would be sited at the New Inn which was accessible to all; all costs to for the repair would be met by the Parish Council and an allowance of up to £1,000 be made for the metal unit to house the equipment.

Tim Hunt offered to install the item voluntarily on behalf of the Council; the Council accepted this offer and thanked him.

The Clerk was given delegated authority to organise the whole project and inform the Council of progress. EP

**7. Review of Roughton Common regarding installation of bollards to prevent parking on the area**

There was lengthy discussion on this item and parking on the common fluctuates throughout the year, the summer months were when the problem arose. In light of this it was resolved to monitor and defer the item as necessary. A guide price for installing bollards/ telegraph poles would be approximately £500.

The Police suggested that if this is an issue to dial "101" and they would attend.

**8. Review and consider location and funding for new notice board**

Members debated this matter and it was agreed that for the time being 3 notice boards in Roughton were sufficient. However, the Clerk would find out prices and investigate whether Highways would be willing to allow the structure to be placed on to their land. EP

**9. To report on Matters Arising**

- 9.1 Police Report - see item 5.
- 9.2 Bus Shelter at Old Turnpike - Highways have installed the bollards
- 9.3 Movement of 40mph limit along the Felbrigg Road - Highways has stated that this would involve too much funding and they would not consider it
- 9.4 Bottle bank Supplier - Indigo informed and registered with NCC
- 9.5 Felbrigg Road footpath (FP6) - this is being monitored

**10. Finance**

**10.1 To consider donation/contribution towards the maintenance of Roughton Village Hall**

The Village Hall were waiting for the outcome of the funding application to the Big Society Fund (2-5k) in order to cover this cost. However, the next awards were not until September. It was therefore resolved by the Council that this item be deferred until the outcome was known from the funding application. Agenda

**10.2 To approve payments**

<b>Payments</b>	<b>Amount</b>	<b>Cheque</b>
Elaine Pugh - 7 weeks (salary and expenses)	£391.97	159
Mazars - audit fee (audit only)	£120.00	160
Just the Job (benches)	£183.97	161
Just the Job - maintenance	£44.00	162
NNDC litter bin emptying	£124.80	163
Mr Benford - internal auditor	£40.00	164
Kevin Richardson - grass cutting	£280.00	165
<b>Funds received</b>		
Antingham Parish Council (training day)	£31.25	

**Resolved to pay enbloc.**

**11. To consider and review correspondence**

- Secret Gardens - quote for bollards
- NCC confirmation of registration for recycling credits
- NRCC - complaints advocacy service

**12. To consider and review planning applications**

14/0677	Land adjacent to Woodlands, Cromer Road	Erection of single-storey-dwelling	No objections from PC
14/0174	Flint Barn, Back Lane	Formation of vehicular access	Withdrawn
14/0365	Land at Keepers Retreat, Old Turnpike Rd	Erection of single storey dwelling	Permitted
14/0830	Long Barn, 6 Flaxmans Farm	Inst of air source heat pump	No objections from PC

**13. To consider, review and amend as necessary**

**13.1 Standing Orders**

The Council reviewed the Standing Orders and made the relevant alterations. The Clerk would amend and circulate for adoption at the next meeting. EP

**13.2 Financial Orders**

The Council reviewed the Standing Orders and made the relevant alterations. The Clerk would amend and circulate for adoption at the next meeting. EP

**13.3 Unreasonably Persistent Complainer Policy**

The Policy was reviewed and adopted by the Council without amendment.

**14. To Receive Reports from Councillors**

The Hully Gully had been damaged - the Clerk would arrange for this to be repaired. EP

The Clerk was requested to check with the owner of ROU03 how the Highways situation was resolved. EP

The Clerk would investigate overnight parking in Old Turnpike and the Police would monitor the situation. The Clerk would seek advice from Highways. EP

Angela Francis sent her apologies for the next meeting.

**15. To Confirm the Date of the next meeting -  
Ordinary Parish Council Meeting Monday 1st September 2014 -  
7.30pm Roughton Village Hall**

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**Richard Seaward**

DATE: 1st September 2014

