

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 19th May 2014 @ Roughton Village Hall @ 7.30pm

31/07/2014 18:50

Present: Mr Richard Seaward, Mr Paddy Bennett, Mrs Ann Arrow, Mr Tim Hunt,
and Mrs Angela Francis

Apologies: Roy MacDonald, Chloe Bennett and Sean Crampsie

Others: 5 members of the public and PCSO Alison Holmes

1. Chair's Review/Report for the year 2013-2014

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

I would like to thank the Councillors and Elaine our Clerk for their continued support in the Community of Roughton.

2012/2013 again was another difficult year with an objection from a resident to the Council's Accounts which cost £2,682. Nothing was found to be out of order by the Auditor. We also received numerous and varied requests from the same resident for information.

The cost incurred could have been put to better use in our village and used to improve facilities within our community.

The Council was delighted to be able to decrease your Precept again for 2014/2015 and we hope that this charge will be held for the foreseeable future.

We have recently recruited new Councillors and they have all received NALC training which will assist them in their duties as a Parish Councillor.

The bus shelter at Old Turnpike was hit again and no one knows how this happened. It has been repaired and Highways has agreed to place bollards to protect the shelter from this reoccurring.

Donations made in the year:

Roughton Play Group £500

CAB £100

St Mary's Church £200

Roughton Youth Club £300

Royal British Legion £50

Friends of Roughton School £126.36 (Numicon System)

Age UK £250

The current members will endeavour to manage your Council for the foreseeable future.

2. To approve Roughton Annual Parish Meeting Minutes

- **20th May 2013**

Resolved to approve.

3. Receive annual reports from local organisations

Roughton Land Trust - Peter Crouch

Since the 2013 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 out in November £1,500 to the Robert Brown Charity for the Poor, and £500 to the Trustees of St Mary's School.

Currently all charity lands are leased with one change of tenancy. During the last year, some extra income has been achieved by raising an access agreement across trust land onto Felbrigg Road. Notice to terminate a lease has been received from the tenant of Poores Allotment and we are looking for a new tenant to take over from 1st June and it is thought that a tenant had been identified. The sale of a right of way from Norwich Road to the Donkey Allotment was finalised and the money from this sale paid into the land account. With the funds in the Land Account we are continually on the search for the acquisition of land or investment purchase, until such time any interest on this specie land is paid to the Robert Brown Charity.

Following an annual inspection in September 2013 we are satisfied that all charity land is being maintained to a satisfactory level, but may have raised a way leave issue which we are following up.

The recreation ground has been maintained in accordance with its current usage, although unfortunately the off-road parking area has been subjected to fly-tipping, this has been cleared and we the Trustees request that the perpetrators desist from abusing this village amenity. The Trustees were disappointed by the removal of a large section of the boundary bank by the owner of "Six Acres" but as this does not raise any boundary issue; we have to accept this change.

Roger Crouch was re-elected chairman in April 2013, Roy Macdonald as secretary and Peter Crouch as treasurer. All trustees were thanked for their time and support over the last year.

Robert Brown Trust - read by the Clerk School

The trust continues to support St Mary's School, Roughton. We have made grants to help contribute to the woodland teaching and learning project again this year and assisted with trips for the children. The work with the Norfolk Wildlife Trust to develop the field behind the school for their use continues. A school allotment is already in use on the field. Income for the trust remains low and interest from investments, which is reducing.

Poor

Most of the income for the trust comes from the Roughton Land Trust and we thank the Trustee's for their continued support and co-operation. We made several grants at Christmas as usual. The trust is sometimes able to help anyone in the village of Roughton who is suffering from financial hardship and needs help in a particular situation. The grants are normally small and depend on the available funds.

We work with the Charity Commission to keep up to date with any changes for both Trusts.

Craze Kidz Club - Paddy Bennett

This past year has yet again been a busy year with a lot going on.

This time last year "Little Stars" our mother and toddler group had just started. This group now meets weekly during term time and although we only have 3 regular parents, they enjoy their time. On 4th June there will be an open morning at Little Stars run by Sure Start to help promote the group.

The main group numbers have fallen over the last year and we now average 11 each session. At our sessions we continue to offer a mixture of crafts, games, challenges & trips plus much more. Two of our junior leaders have become youth commissioner's on the North Norfolk Youth Advisory Board. We have also expanded our "Young Meets Old" venture. This time last year we had just completed our first event and we have followed that up with a Christmas Lunch. The idea is to do a lunch each year along with maybe a further one in the summer each year. A grant we have received from the Crab and Lobster Festival is helping us expand.

We are also about to start an older group for those aged 11 and over called YUBU (Yellow Unicorns Badgers United). This will meet once a month until December this year to see how the take up is. The main idea is to split the groups we already have into two. One for 6-10 and the other for the over 11's. It is hoped to start this in June as we are just completing the checks and training on the new leader who is joining us to help run the group. A Community Foundation grant has helped us to start this group.

Our recycling scheme continues and has grown. We still run our paper bank and have started to collect print ink cartridges. We are currently looking into taking over some of the glass recycling once the district council allow you to put glass in your green bin.

We have contacted several places where bins are currently located near to our base here and have also made arrangements with a local collector. We are currently in discussions with 2 of the places we have contacted and the idea is that the money is raised is given to the owner of the land; once collection charges have been removed and a very small percentage is taken out as part of our fund raising, and the remainder will be up to the owner which local organisations they give the money to.

We now also have our own Bouncy Castle and Mobile Disco which we hire out to help raise further funds.

Looking forward we are currently undertaking training, as well as wider advertising. We are also looking for both new equipment and to replace some of our older stuff.

Further ahead we are looking to see if a building of our own might be the way forward to offer more sessions for the young people.

We thank you for all your support and donations over the past year and I am looking forward to what looks like being another busy and exciting year ahead. We will of course keep you informed of how we are doing.

Roughton Under 5's

The group would like to thank the Parish Council for the support given to the playgroup as this helped the playgroup continue to the end of the school year. Since the donation the position has improved and systems are in place to hopefully avoid being in that position again.

We lost our supervisor over the summer holidays and employed a new one and our numbers have grown. We now have 20 children on the books with several more due to start over the coming months. In the summer this year we will lose 11 of the children as they move up into the school.

We are now open 2 full days a week to offer more sessions and help those who might be looking for all day provision. We are hoping this will continue after the summer, but we are currently looking at what numbers we might have, as well as finding out if this is required by those children staying with us.

We also now offer the children forest learning which involves doing activities outside in a wooden area of the main school where the children do things related to living outdoors. They also now do PE once a week. We have also been looking at fundraising for a sheltered porch area to the front door of our building and this is a current on-going project. Through our Christmas Fayre and boxing day dip by a member of staff we raised enough money to buy some new vehicles for the garden and a new climbing frame. One other ongoing project is to seek a bank member of staff to cover for sickness and training.

Moving forward we are looking to improve the playgroup and what we offer to give the children more variety. We are currently going from strength to strength which we hope will continue through the summer when the yearly changes occur. Once again thank you for your support in helping to keep the playgroup open last year.

4. Floor open to Parishioners

Concern was raised with regard to speeding along Thorpe Market Road and the Police indicated that they would monitor this.

There being no further business the meeting was closed at 7.45pm.

Chair to Parish Council

DATE: May 2015

ROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Elaine Pugh - Clerk to Council – 01692 402998

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

Minutes of the Annual Parish Council meeting

Held on Monday 19th May 2014 @ Roughton Village Hall following the Annual Parish Meeting
31/07/2014 18:50

Present: Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair)
Mr Tim Hunt, Mrs Angela Francis and Mrs Ann Arrow

Apologies: Mrs Chloe Bennett, Mr Sean Crampsie and Mr Roy MacDonald

Others: PCSO Alison Holmes

ACTION

1. **Election of Officers**
 - 1.1 **Nomination and Election of chairperson and declaration of acceptance of office and signing of form**
It was resolved that Richard Seaward continue as Chair.
 - 1.2 **Nomination and Election of Vice Chairperson**
It was resolved that Paddy Bennett continue as Vice Chair
2. **To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**
There were no interests declared.
3. **To consider apologies for absence**
Mr Roy MacDonald, Mr Sean Crampsie and Mrs Chloe Bennett - accepted by the Council.
4. **To approve Roughton Parish Council Ordinary Minutes - 3rd March 2014**
Resolved to approve.
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 the Council that there had been a slight decrease in crime from 20 in 2012-2013 to 14 in the period 2013-2014. Police checks had been undertaken around the village from 1st April 2014 to 2nd May 2014 and 15 speed awareness courses had been applied, 30 verbal warnings given and 9 fixed penalty notices issued.

Discussion took place on the problem with speeding along the Thorpe Market Road and this would be monitored.

Resolved to close the meeting to the public.

6. **To consider and co-opt New Councillor(s)**

This was deferred.

7. To review bottle bank supplier

The Clerk outlined that NNDC would be withdrawing their bottle banks in October 2014 as this was the timeline for residents to be able to put their glass into their own green bins. This would mean that glass collected from this source would be an income stream for NNDC not the Parish Council. It was therefore considered prudent for the Council to continue to supply a bottle bank at the New Inn. The Clerk had undertaken research on this matter and there was only one supplier who was willing to cover the North Norfolk area. Indigo would charge £10 per emptying plus VAT and the Clerk would then undertake a claim from NCC on a yearly basis for the amount of glass collected.

The Council considered this matter and it was resolved that the Clerk instruct Indigo to install replacement bottle banks at the New Inn. Permission had been given from the New Inn. EP

8. To report on Matters Arising

8.1 Police Report if not in attendance

See Agenda item 5.

8.2 Purchase/installation of notice board at petrol station - Richard Seaward

The petrol station had not responded to any communication from either the Clerk or the Chair to the Parish Council. It would appear that they were not keen to co-operate to replace the notice board at the location. Other ideas were discussed and Councillors would assess various other sites. This would form an Agenda item in order to progress this matter. Agenda

8.3 Sanding/varnishing of village benches - completed

8.4 Bus Shelter at Old Turnpike - insurance claim paid and work has been

undertaken. Highways has agreed to place bollards to protect the structure. The Clerk would check on progress with Highways. EP

8.5 Update on 2012-2013 Accounts - These have been approved by Mazars a charge of £2,682 incurred due to a Parishioner objection

8.6 Councillor training - completed by Members and the Clerk had invoiced the other Councils who attended and payments are being received.

8.7 Upgrade of Broadband in Roughton - this is being undertaken by BT

8.8 Movement of 40mph limit along the Felbrigg Road - being investigated

8.9 Roughton Defibrillator - this was handed to the Clerk who will try and ascertain the problem and endeavour to get it serviced and working again. EP

9. Finance

9.1 To approve Accounts for 2013-2014

The Clerk outlined the Accounts and these were approved by the Council.

9.2 To approve Annual Audit Return 2013-2014

The Clerk outlined the Annual Audit Return which was discussed and approved.

9.3 To appoint Internal Auditor for the Accounts 2013-2014

Resolved that Keith Benford be appointed.

9.4 To approve payments

Payments	Amount	Cheque
Mazars -		
fees for objection by parishioner to accounts	£2,682.00	150
Just the job (caretaking)	£145.00	151
Insurance - Came & Company	£916.05	152
DS Building Services (bus shelter)	£1,147.20	153
Norfolk Parish Training Partnership	£250.00	154
NALC subscription	£176.65	155
Re-issue of cheque 146 (HMRC lost in the post)	£26.00	156
Elaine Pugh - 11 weeks (salary and expenses)	£575.03	157
Kevin Richardson (grass cutting)	£210.00	158

Resolved to pay enbloc.

Funds received	Amount
Precept	£4,001.00
BT Wayleave	£290.18
HMRC	£129.93
Ingworth Parish Council - training day	£62.50
Came & Co/Aviva - bus shelter payment	£792.00

10. To consider correspondence

- Roughton Village Hall new charges
- Came & Co re bus shelter settlement of claim
- Victory Housing re garages in Roughton - recommended to be knocked down
- Clerks & Councils Direct
- Signed Audit Statement from Mazars
- Communications from residents regarding road surface along Felbrigg Road and access from Heath Lane down to the village - resolved by Clerk and being addressed by Highways - project completed
- Craze Kidz Club request to use Roughton Common - permission given
- Roughton Village Hall - refurbishment/maintenance of the building

11. Planning Applications

13/0675	Hill Farm House, Thorpe Market Rd	NMA revised fenestration to front porch and pool room	APPROVED
13/1417	Hill House Farm, Norwich Rd	Conversion of redundant stables and kennels to three residential dwellings	Permitted
14/0365	Land at Keepers Retreat, Old Turnpike Rd	Erection of single storey dwelling	Waiting NNDC
14/0234	Roughton Motor Co, Chapel Rd	Prior notification of intention to demolish former garage buildings	Prior approval is not required
13/1474/1500	6 Flaxmans Farm, Felbrigg Rd, Roughton	Erection of single-storey ext to provide residential annexe and internal and external alts to facilitate erection of annexe extension	CONSENT

12. To consider, review and amend as necessary

12.1 Standing Orders

Resolved to defer

12.2 Financial Orders

Resolved to defer

12.3 Unreasonably Persistent Complainer Policy

Resolved to defer

13. To Receive Reports from Councillors

Complaints from Parishioners had been received regarding verge grass cutting - the Clerk informed that this was an NCC responsibility and NCC had commenced this work in other Parishes.

Discussion took place with regards to people parking on Roughton Common despite signage - members were unsure on how to prevent this occurring. This would be an Agenda item. Agenda

The gate on the footpath along the Felbrigg Road was outlined and this had been reported to Highways previously. The Clerk would investigate this again. EP

Speeding along Thorpe Market Road was considered to be a problem and this had been reported to the Police for them to monitor.

There was discussion on the refurbishment of the Village Hall and Members agreed that this should form part of the Agenda for July. Agenda

14. To Confirm the Date of the next meeting -
Ordinary Parish Council Meeting Monday 7th July 2014 -
7.30pm Roughton Village Hall

There being no further business the meeting was closed at 8.35pm

Richard Seaward

DATE: 7th JULY 2014