

# **ROUGHTON PARISH ANNUAL 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 18TH MAY 2015 @ ROUGHTON VILLAGE HALL @ 7.30PM**

03/06/2015 16:34

**Present:** Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair),  
Mrs Ann Arrow, Mr Tim Hunt, Mrs Angela Hewett,  
Mr Sean Crampsie

**Others:** Alan Irvine and James Mermagen (ROU03)  
Peter Crouch and 3 Members of the public

## **1. Chair's Review/Report for the year 2014-2015**

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.

We have reinstated the Defibrillator for the community - this is checked on a weekly basis by the First Responders for which we thank them.

NNDC withdrew its bottle bank collection and the Council instructed a private contractor to undertake this task. We await to see how successful this is but please keep filling it up - this brings valuable funds into your community.

We have installed bins, had trees trimmed, regular clearance of the bus shelter and the common.

Our regular grass contractor decided not to continue with the contract so we sourced another local company to undertake this task. We have also instructed a local contractor to undertake regular mole patrol.

The Hully Gully was repaired and serviced. The other play equipment was refurbished as advised by the Play Inspection report.

We have been working with the landowners of ROU03 to develop the provision of additional housing and have had an agreement of land for the community.

We have commented on the 19 additional homes at the land behind the "Old Petrol Station"

We have agreed to work with Felbrigg Parish Council to campaign for a roundabout at the junction of the Felbrigg Road/Holt junction. The Council agreed to donate £1,000 for this good cause as it would benefit the whole community.

Donations made in the year:

St Mary's Church £200  
Royal British Legion £75  
NARS £250

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

Thank you for attending.

## **2. To approve Roughton Annual Parish Meeting Minutes**

- **19th May 2014**

Resolved to approve.

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

### **School and Poor Trust**

In 2014 the School Trust received £600 from Roughton Land trust. This was used to help the school towards their bill for Woodland Learning. The Trust continues to support the school with finance towards trips, continued development of the wildlife field/allotment behind the school, bibles for school leavers and sundry other items as required.

Income for the Trust remains low with interest rates on investments remaining low. However the Trustees are committed to supporting Roughton Primary School and wish to pass on their thanks to Roughton Land Trust for its financial support.

### **Poor Trust**

In 2014 the Poor Trust received £1500 from Roughton Land Trust. This was used to give Christmas grants to the poor of the parish who applied for and met the criteria for assistance set out by the trustees. These grants were £100 per person last year, the sum given being dependant on the funds available and the number of people who apply for one. The money given by the Roughton Land Trust is the main financial contributor to the income of the Poor Trust and is greatly appreciated by the trustees as it enables them to help to fulfil the purpose of the trust.

Both sums given passed through their respective accounts.

Written on behalf of Trustees of School Trust and Poor Trust

Nina Chapman-Clerk to both Trusts

### **Village Hall Report**

This past year has seen the number of users increase slightly, as we now have one extra regular group attending and one other group increasing the number of times they use the hall. Another group has hired it three times for their meetings.

Over the summer last year we were awarded a grant from the big society fund to make some improvements and much needed work to the hall. So far two out of the three project areas have been completed.

We have had the roof replaced over the store room and the kitchen. Also the bathroom area and kitchen have been painted. We are moving into replacing the floor in the kitchen and bathroom. This hopefully will be done just before the summer or over the summer as the hall will be out of action for a couple of weeks while the work is undertaken and trying to fit it in with a quiet time in our bookings.

We are also looking to have guards placed around the heaters, because of little fingers and the heaters get very hot when on and this is being funded by a donation from the WI.

Therefore at present it looks as if we will use all the money given to us through the big society for these repairs and much needed work to be done.

Moving forward there will still be the need for the main hall to be looked at with regards to the wooden floor and the painting, as well as putting in plans and setting aside part of our budget for regular work and repairs. As the building is old it may cost more for the work to be done due to the age of the building and what maybe found during the works.

We continue to try and increase the use of the building not just for regular users, but for one off special events and this might mean better signage for the hall as some hall users have said they find it hard to find.

### **The Play Group**

The playgroup over the past year has grown in numbers both with staff and children attending. Since January we have had to employ two new staff until July to handle the extra children attending and the extra sessions they want to pick up. Recently we have agreed that one of the members of staff will be needed to continue after the summer break as many of our current sessions are already full and this takes into account the 11 we are losing to school.

At present we have 28 children on the books aged from 2-5 and the most we can take in any one sessions is 20. We are currently open for 7 sessions a week. On a Monday, Thursday and Friday we offer just a morning sessions, but on Tuesday and Wednesday we offer both a morning session and an afternoon session.

As already mentioned we lose 11 children to the school in September and 9 of them are moving to Roughton school with just 2 going to other schools. The numbers of children on the books for September is already standing at 26 and our supervisor has inquiries almost weekly about availability. The committee which run the playgroup are always pleased with the financial support Roughton Parish Council gave them about two years ago to save them from closing down, because as you can see we have been growing ever since. We are also aware that at some point our numbers will level off and the demand drop due to birth rates, but we feel we are in a much better position to tackle this, than when it happened last time. At present we have 5 members staff who will drop to 4 in September. Finally thank you for your support in many ways and we are looking forward to another exciting year ahead of us.

#### **Craze Kidz Club**

This past year has once again seen Craze Kidz club continue to have a presence in Roughton and we now operate 4 differently age groups.

Little Stars is our parent and toddler group and meets every Wednesday during term time and have about 4 regular members and others come as and when they can.

Craze Kidz is our main group, but we have now split this into just the 6-10 year olds and we meet every 2nd and 4th Friday with about 10 regular members.

Hooligans is our new 11 and over group and meet once a month on a Thursday and there are about 6 regular members.

We also continue to increase our Yong Meets Old session where the members from our group plan, prepare and serve a meal for the older generation and their carers. We have just under 30 attending these meals normally. Our next meal is at the end of June and we will provide a Ploughman's lunch with strawberry and cream.

We are about to go on our first weekend away and are currently fund raising and looking for donations for this. So far the members have raised just over £150.00 and had donations of £200.00. This is to give them some responsibilities to help keep the cost down. We are still looking for donations and fund raising for this event which will take place in June. The purpose of the weekend away is to have the two main groups spend time together, have fun and start to plan for our activities and events from September.

We also offer three types of recycling schemes. The first is our Paper Bank which is located just outside this hall, we also offer a printer cartridge collection. Funds raised from both of these all go towards youth club. We also operate and manage glass recycling from Morrisons in Cromer, where along with ourselves other local charities benefit from the funds raised. Looking forward we hope to continue to provide groups for the young people of Roughton and nearby, but like so many other groups we run mainly on donations and fund raising and what we provide will depend on our sources of finances we have coming in.

Finally thank you for your continued support in the youth club.

#### **Roughton Land Trust - Peter Crouch**

Outlined the Accounts of the Trust for which the Council thanked him. The information confirmed that the funds had been paid to the Church and School. The Council thanked RLT for managing the land on behalf of the community.

#### **4. Floor open to Parishioners**

Comments received from the floor included:

Old Turnpike Road still needed attention - the Clerk would again try to solve this with Highways - although they had already come out and filled a few of the pot holes. EP

The "triangle of grass" at the junction of Old Turnpike and Back Lane was becoming more difficult for visibility due to the volume of cars parked there.  
The Clerk would contact Highways again on this matter. There was a suggestion that yellow lines be placed here. EP

Comments were received in connection with the parking along the Thorpe Market Road especially during the summer months. The Clerk outlined that an "H" had been placed near to the junction. This however appeared to help minimally and vehicles were still parking along the road. It was viewed that the majority of negligent drivers were utilising the Fish and Chip shop!. EP

The Clerk would again see what if anything Highways were prepared to do. and suggested that if people see these vehicles to call the Police and take photos as evidence.

There being no further business the meeting was closed at 2000 hours

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Chair

May 2016

# **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 ORDINARY PARISH COUNCIL MEETING**

**HELD ON MONDAY 17TH MAY 2015 @ ROUGHTON VILLAGE HALL @ 7.30PM**

03/06/2015 16:34

**Present:** Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair),  
Mrs Ann Arrow, Mr Tim Hunt, Mrs Angela Hewett,  
Mr Sean Crampsie

**Apologies:** None were received

**Others:** 5 members of the public (2 members left early)  
ROU03 - Alan Irvine and James Mermagen

## **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 remain as Chair.
  - 1.2 Nomination and Election of Vice Chairperson**

Resolved that Paddy Bennett remain as Chair.
- 2. To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**

All members declared their personal interest in ROU03.
- 3. To consider apologies for absence**

No apologies had been received.
- 4. To approve Roughton Parish Council Ordinary Minutes - 2nd March 2015**

Resolved that these be signed.
- 5. Presentation from landowners of ROU03**

Resolved to open the meeting for the presentation and the public to participate in the discussions.

The planning for ROU03 was discussed at length with the latest plans being presented by the architect and landowner. The highways objections had been overcome by the increase in the width of Back Lane and the roadways within the development also being increased to 5 metres. It was also informed that there would be a 20mph zone at the entrance to the development site.

ROU03 was identified in the LDF process as the community benefits outweighed the highways issues. The land under the 106 agreement would provide a football pitch, parking area for 18 cars plus 2 disabled spaces and land for the transfer/building of a new village hall together with a boardwalk and wildlife habitat area. There would be no affordable houses being necessary as the viability study proved that only 1 needed to be built. NNDC have stated that they do not need any affordable housing at the location. There would be a footpath which would lead to the centre of the village and part of this would be a boardwalk which in the winter would ensure that the area was fit for use and residents would not be swamped with mud and water. The Council understood that this was a wet zone. There would be 30 units built and these would be for the "open" market. As the Parish Council considered initially that they would be unable to adopt the footpath/boardwalk due to maintenance cost issues;

NNDC has informed that they would acquire this for transfer to the Parish Council at a later stage. NNDC had stated to the landowner/agent that the Parish Council could not have the land without the responsibility of the boardwalk. During discussions it was highlighted that the developer would have to give a maintenance contribution for the upkeep of the land for a 3 year period and the amount as yet had not been fixed but had been outlined at around 10k per annum (ie: a total of 30k).

There was a lengthy question and answer session and the Council were dismayed to learn that NNDC had not passed on any of the information relating to the amount given for maintenance. This amount changed the situation completely as these funds would be earmarked, invested and set aside for the benefit of the community and the land for the future. The Clerk was requested to write to NNDC in connection with ROU03 and inform them that the Parish Council would be willing to adopt the boardwalk and the land as a whole entity. This change was purely due to the finance set-aside for the maintenance of the area which had not been detailed earlier. EP

Tim Hunt and Richard Seaward were given the responsibility of attending and speaking at the NNDC Planning meeting. Clerk to inform. EP

The officers report was due around the 21st May with the recommended conditions attached to that.

Agenda item for the next meeting would be that the Council formally agrees to adopt the "community" land given with ROU03 and the boardwalk together with the maintenance fund which would be separately ring fenced for this purpose. Agenda

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

The open session had been available for a considerable amount of time which allowed the public to be involved in ROU03, there were no further questions from the public; the meeting was closed.

**7. To report on Matters Arising**

**7.1 Police Report if not in attendance**

No police report had been forthcoming.

**7.2 Plaque for notice board - Richard Seaward to chase this up.**

**7.3 Community Heartbeat Training - dates to be re-arranged in the summer.**

EP

**7.4 Replacement caretaker**

The Clerk had found a new contractor for 1 hour a week - Shane Scarff.

**7.5 Purchase and installation of bench for Alan Joseph Cole**

The bench had been delivered and was due to be installed by the caretaker. A quotation was being sought.

**7.6 Community Right to Bid - New Inn - paperwork to be finalised and this would be an Agenda item for July.**

Agenda

**8. To consider and review correspondence**

The Pensions Regulator

Consultation re Cromer Football Club - Clerk objected to on behalf of the PC  
NNDC - co-option

## 9. Finance

### 9.1 To approve Accounts for 2014-2015

The Clerk had circulated the Accounts and went through them with the Council. There was a short question and answer session and it was resolved that the Accounts be approved.

### 9.2 To approve Annual Audit Return 2014-2015

The Clerk outlined the Annual Governance Statement and it was resolved that this be approved.

### 9.3 To appoint Roz Calvert as Internal Auditor for the Accounts 2014-2015

Resolved that Roz Calvert be appointed.

### 9.4 To approve payments

Payments	Amount	Cheque
Indigo Waste (collection of bottle banks)	£16.20	194
Daniel Plumley	£44.00	195
NALC yearly membership	£179.74	196
Blyth & Wright	£250.00	197
Broker Network (Came Insurance)	£905.28	198
Secret Gardens (repair of wall)	£145.00	199
Elaine Pugh (incl printer contribution)	£633.18	200
Kevin Richardson	£280.00	201

Resolved to pay enbloc.

#### Funds received

NNDC Precept - 1st tranche	£4,000
BT Openreach	£290.18

### 9.5 To consider donation/contribution towards the maintenance of Roughton Village Hall

It was resolved to defer this as necessary.

## 10. To consider and review Planning

15/0553	Ember Cottage, Heath Lane, Roughton	Erection of replacement single-storey rear ext	No objections from the Parish Council
15/0412	The Byre, 4 Flaxmans Farm	Inst of UPVC replacement windows	With NNDC
15/0405	Maybeck Cottage, 61 Chapel Road	Erection of single-storey front and rear extensions	With NNDC
15/0108	Land adjacent to Chapel Rd, Roughton	Erection of 19 affordable dwellings, infrastructure and associated parking	WITHDRAWN
15/0058	Roughton Motor Co, Chapel Rd	Erection of 10 dwellings	With NNDC
15/0048	The Willows, Thorpe Market Rd	Erection of 2 storey rear ext	Permitted

## 11. To Receive Reports from Councillors

Comments were made with regard to the condition of the open notice board and the footpath map. The Clerk informed that the footpath map was the responsibility of NCC however, they were not spending any money on these items and the cost would therefore be the Parish Councils' for any improvements. The open notice board was allegedly a gift from the WI and again it would fall to the Parish to maintain this or remove it. This would be placed onto the July Agenda. Agenda

## 12. To Confirm the Date of the next meeting - Roughton Parish Council Ordinary Meeting on Monday 6th July 2015 - 7.30pm Roughton Village Hall

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.15PM.**

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**CHAIR - RICHARD SEAWARD**

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**6TH JULY 2015**