

ROUGHTON 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 16TH MAY 2016 @ ROUGHTON VILLAGE HALL @ 7.30PM

17/05/2016 16:23

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

Others: Rev'd Jane Frymann and Peter Crouch

1. Chair's Review/Report for the year 2015-2016

Welcome you all to this meeting and thank you for attending.

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

The defibrillator continues to be checked weekly by the First Responders and it is hoped that this responsibility will be transferred to Sean Crampsie in due course.

The Indigo glass recycling system is working well and an income of £228.46 was achieved through this source. However, it has been reduced by approximately 50%. Please keep filling up the bottle banks at the New Inn.

Our grass cutting on the common continues together with regular mole patrol.

We are still working with the landowners of ROU03 and our solicitor on the 106 agreement.

The homes around the Old Petrol Station should commence soon which hopefully should provide housing for local people.

Donations made in the year:

Air Ambulance £300, Roughton Village Hall £300, CAB £100 and Norfolk Age UK £50

2. To approve Roughton Annual Parish Meeting Minutes

- 18th May 2015 - Resolved that these be approved.

3. Receive annual reports from local organisations

Roughton Land Trust - in the last financial year the trustees were able to pay out in November, £1,200 to the Robert Brown Trustees for the Poor from income from the land known as Donkey Allotments.

We were also able to pay £600 to the Trustees of St Mary's Primary School from income from land known as Poors Allotments.

We would like to thank residents who kept us informed about NNDC's poor services in keeping the dog bin at the Norwich Road Recreation Ground emptied last summer and also the Parish Council's Clerk for helping to get this problem sorted. We hope to keep on top of the grass cutting this year and have had a kind offer of help with the narrow paths.

We have had a change of trustees. For personal reasons, Roy MacDonald, Roger Crouch and John Sheer have needed to step down but we hope that Roy may be able to rejoin us later. Meanwhile we have been rejoined by Rachel Parkin with her accounting skills and Alicia Hull with secretarial skills.

We welcome any offers of help and/or interest in filling our one vacancy.

Paddy Bennett - Crazee Kidz Club - This past year has seen the numbers of those attending staying constant through the year with an average of 9 at each session. The sessions have moved from a Friday to a Thursday night and this may be the reason for the numbers not growing. However, this is being looked into and the date may revert back to a Friday from September. The club has completed its first year working with Morrisons in Cromer with their glass recycling and £2,500 has been raised through this source. These funds will be distributed to local charities and some will be retained. During the past year one leader has left due primarily to the change of day and the over 11 group has been suspended due to the low numbers.

The "young meets old" meals have continued and a thank you is extended to those organisations who have supported this through donations each time to help the Kidz Club hold these and keep them as a donation only meal. The next function will be late June or July.

Paddy Bennett - Roughton Under 5's Playgroup - Another successful year with numbers on the roll increasing to 28 even though 13 children went to reception class with 11 of these attending Roughton School. At present the maximum numbers per session is 20 and currently only open Tuesday and Wednesdays all day with the rest of the week just in the mornings. Another member of staff has been taken on with the total of staff being 6. The Playgroup is looking to expand and investigating the possibility of opening for longer.

To try and address the numbers for each session talks are taking place with the Robert Brown Trust to see if they would allow a bigger building on the site currently rented from them. The Playgroup has looked at various types of building and have agreed on a new Eco Build. At present planning permission is being sought for this and it is hoped that it will be built in 2017 however, if possible this may be earlier depending on fund raising.

Paddy Bennett is undertaking a 22 mile walk on Sunday 5th June from the playgroup to Sheringham Park and back again. 1 mile for every year the playgroup has been opened.

Once completed the building will allow the playgroup to have 28 children per session over two rooms. Plans for the new building will be available to view on Tuesday 17th and Wednesday 18th May at the Playgroup.

Paddy Bennett, Roughton Village Hall - This past year has seen us complete the main part of our maintenance programme and we thank the parish council for their donation towards this project. We have now had a new roof on the store room, replaced the floor in the toilets and kitchen as well as had them painted.

We still have a problem with one corner of the hall to look at and this is in our new monthly maintenance programme. The aim is to keep on top of the work rather than leave it as before to pile up. Our regular bookings have continued to utilise the hall with one group extending their time. The one off hires have also slightly increased. Hopefully with the work we have undertaken it will encourage others to use the hall, which in turn will mean that the team can do more work to improve the facilities and what can be offered.

4. Floor open to Parishioners

The Rev'd Janet Frymann introduced herself and outlined that she had commenced in November 2015.

There was a request that the footpath along Chapel Road after the "spray and go" tarmac project that they be swept as they are covered in chippings. EP

There being no further business the meeting closed at 7.40pm and continued with the Annual Parish Council Meeting.

Chair to Parish Council

Date

ROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

ELAINE PUGH - CLERK TO COUNCIL – 01692 402998

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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**HELD ON MONDAY 16TH MAY 2016 @ ROUGHTON VILLAGE HALL FOLLOWING THE
ROUGHTON ANNUAL PARISH MEETING**

17/05/2016 16:23

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

Apologies: Mr Roy MacDonald

Others: Rev'd Jane Frymann and Peter Crouch

- 1. Election of Officers**
 - 1.1 Nomination and Election of chairperson and declaration of acceptance of office and signing of form**
Resolved that Mr Richard Seaward continue as Chair.
 - 1.2 Nomination and Election of Vice Chairperson**
Resolved that Mr 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 none forthcoming.
 - 2.1 To receive requests to record the meeting via visual/audio**
There were none requested or advised.
- 3. To consider apologies for absence**
Roy MacDonald - accepted by the Council
- 4. To approve Roughton Parish Council Ordinary Minutes - 7th March 2016**
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 defer as necessary.
- 6. To report on Matters Arising**
 - 6.1 Police Report if not in attendance**
The Clerk read out the Annual Crime Figures which informed that this year there had been 19 crimes recorded with 18 the previous year. There were 122 calls to the Police during 2105/2016. The current priorities were speed enforcement around Cromer and the surrounding areas, high visibility patrols in Cromer and surrounding parishes and youth interaction at Cromer Skate Park. The next SNAP meeting will be at Cromer Town Council Offices, on Monday 25th July at 6.30pm.
 - 6.2 Plaque for notice board** - Tim Hunt informed that he had been to the resident's home on a number of occasion without success. The Clerk was asked to forward a letter to try and get this item resolved. EP

- 6.3 **Notice board** - upgrade of footpath signage - with Photoworx
Clerk would chase this again. EP
- 6.4 **Pond on Roughton Common** - waiting report from Norfolk Wildlife Trust and Tree Surgeon report (NNDC unable to assist)
Report had been received and this was circulated to members for their consideration. The Clerk was endeavouring to source a tree surgeon to supply a tree report. EP
- 6.5 **ROU03 - 106 agreement** - waiting update from Jane Linley - Solicitor
Clerk would chase this through. EP
- 6.6 **Management of Defibrillator** - Sean Crampsie
There had been no contact between CHT and Sean Crampsie - the Clerk would chase CHT again. EP
- 6.7 **Speeding along Chapel Rd and Back Lane** - reported to the Police and requested Cromer Speedwatch team to assist (they are unable to help as they are struggling). The Clerk was asked if the speed camera van could attend along Chapel Road between the hours of 7 and 8am. EP

7. To consider and review correspondence

Norfolk Police - new police surgeries
 NNDC - re new planning improvements (Clerk responded)
 Anglian Water - reducing pollution
 NCC - Rangers Visit - 6th June - any jobs for them??
 Norfolk Tourism Overview and Management Forum update
 Roger Howe re lawful development certificate
 NCC re B1465 - Chapel Road new waiting restrictions

8. To consider and review Planning

16/0370	The Ark, Chapel Rd, Roughton	Erection of 2 storey detached dwelling	No objections
16/0387	Six Acres Caravan Site	Siting of 2 additional static caravans on existing site - No objections	
16/0140	Land at rear of former Roughton Motor Co	Erection of 12 affordable dwellings, infrastructure and associated parking and turning (reserved matters)	No objections
15/1341	Roughton Motor Co, Chapel Rd	Erection of 9 dwellings to include associated infrastructure, access and parking (reserved matters) - relating to permission 15/0058	No objections
16/0399	Roughton Motor Co, Chapel Rd	Reserved matters submission of landscaping details (PO 15/0058)	No objections
16/0345	Fern House, Chapel Rd	Creation of new vehicular access to front of the property	No objections
10/0908	Lake View, Chapel Road	Non material amendment request to change meter cupboard to open porch	Permitted
16/0259	Sereynis, Back Lane	Detached Annexe	Permitted
16/0178	237 Roughton Road	Erection of extensions to sides of dwelling	Permitted

9. Finance

9.1 To approve Accounts for 2015-2016

The clerk detailed the accounts for the year. There was a question and answer session and the Accounts were approved.

9.2 To approve Annual Audit Return 2015-2016

The Clerk outlined the Annual Audit and Governance Return and this was approved.

9.3 To re-appoint Ros Calvert as Internal Auditor for the Accounts 2015-2016

This was agreed and it was resolved that Ros Calvert be appointed.

9.4 To approve payments

Payments	Amount	Cheque
Blyth & Wright (replacement bench)	£250.00	236
NALC yearly membership	£186.99	237
Indigo Waste	£17.76	238
SRS Garden Services	£82.00	239

Ros Calvert - internal audit	£40.00	240
Elaine Pugh	£426.58	241
Came & Co - (yearly insurance)*	£807.59	242
Kevin Richardson	£252.00	243

***It was agreed that the 3 year agreement be approved.**

Resolved to pay enbloc.

Funds received

NNDC Precept - 1st tranche	£4,001
BT Openreach	£290.18
NCC - recycling credits	£228.46

10. To Receive Reports from Councillors

Moles on the common were still a big problem and the grass contractor had to harrow again before mowing. This cost was passed on to the Council. Tim Hunt would try and source an additional pest control person who may be able to assist. In the meantime the Clerk would ask the Council's contractor to undertake further work. TH/EP

Hedging along Chapel Road needed cutting back - the Clerk would take a look at this and advise. EP

There had been numerous complaints to Councillors about the dreadful state of the grass in the village. This was due to NCC withdrawing and decreasing the number of cuts per annum. Members were dismayed to learn that the only way which this could be addressed would be for the Parish Council to take on this burden and fund the cutting. The Clerk would discuss this with the Council's contractor and NCC to find out the costs involved. The area needed to be from the petrol station up to the school and the splay area at the Back Lane junction with Orchard Close. EP

A question was asked when the bench by the bus stop would be re-instated. The bench had been purchased and was waiting installation. Clerk to chase. EP

Issues around people parking on the common to access the fish and chip shop had started again. There was no real solution to this apart from bollards around the common. Members would monitor the situation. EP

**11. To Confirm the Date of the next meeting -
Roughton Parish Council Ordinary Meeting on
Monday 25th July 2015 - 7.30pm Roughton Village Hall**

There being no further business the meeting concluded at 8.50pm.

Richard Seaward - Chair