

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 5TH SEPTEMBER 2016 @ 7.30PM ROUGHTON VILLAGE HALL

17/09/2016 17:12

Present: Mr Richard Seaward (Chair), Mr Paddy Bennett (Vice Chair),
Mrs Ann Arrow and Mr Roy MacDonald
Apologies: Mr Tim Hunt and Mrs Angela Hewett
Others: 1 member of the public was present

1. **To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**
Paddy Bennett declared a personal interest in Agenda item 8 - planning number 16/1130, Roughton School.
2. **To receive requests to record the meeting via visual/audio**
None were received.
3. **To consider apologies for absence**
Mr Tim Hunt and Mrs Angela Hewett - accepted by the Council.
No other apologies had been received.
4. **To approve Roughton Ordinary Parish Council Minutes - 25th July 2016**
Resolved that these be approved.
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 information which outlined there had been no crimes reported in the last period. There had been 8 calls to the Police. The current priorities were highlighted.
 - 6.2 **Notice board - upgrade of footpath signage**
Photoworx were unable to help and the Clerk had searched a notice board which accommodate the signage however, other prices and options would be sought. This would be an Agenda item for November. EP
 - 6.3 **Pond on Roughton Common - Instructions given to Tree Surgeon and waiting for report. Clerk would chase again.** EP
 - 6.4 **Management of Defibrillator - Sean Crampsie**
The regular checks are still being undertaken by the Community First Responders and they seemed in no hurry to hand this responsibility over. The Clerk would remind them again. EP
 - 6.5 **106 Agreement - land at Back Lane - with solicitors**
Being finalised.
 - 6.6 **Bridleway adjacent to Chapel Road - reported to NNDC and NCC who are dealing with this matter**

- 6.7 **Pot holes** at Carr Lane, Back Lane and Turnpike Lane - reported to Highways
It appeared that these pot holes had not been filled in and the Clerk would remind Highways again. EP
- 6.8 **Foliage around signage by the school** - reported to Highways
- 6.9 **Grass by garage** - contractor undertaking on an adhoc basis
- 6.10 **Bench** - installed
A thank you letter would be sent to the volunteer. EP
- 6.11 **Caretaker** - interim caretaker sourced who has the correct insurance.

7. To consider and review correspondence
Electoral Review of North Norfolk

8. To consider and review Planning

16/1130	Roughton St Marys Endowed Primary School, Chapel Rd	Erection of replacement pre-school nursery building (including demolition of existing building)	No objections from the Parish Council - note Paddy Bennett
16/1104	The Stables, Primrose Farm Barns, Back Lane	Conversion of garage with ext alts including dormers and side ext to form 3 bedroom annexe	With NNDC
16/1100	Royall Cott, Heath Lane	Erection of garage to side of dwelling to replace timber store	With NNDC
16/0951	The Ark, Chapel Rd, Roughton	Erection of detached annexe	With NNDC
16/0833	The Woodlands, Felbrigg Rd	Erection of single storey pole barn	PERMITTED

9. Finance

9.1 To approve payments

Amount	Payee	Cheque
£26.00	SRS Garden Services	250
£1,000.00	NCC Felbrigg roundabout	251
£266.00	Kevin Richardson	252
£437.55	Elaine Pugh	253

Resolved to pay enbloc

Funds received

Lloyds Bank	£1.52
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- 9.2 **Review of Financial Regulations**
These were reviewed and adopted by the Council.
Clerk to amend date. EP
- 9.3 **To confirm Clerk as RFO and amend job description**
Resolved that the Clerk be appointed as RFO and this would be an addendum to the job description. EP

10. To Receive Reports from Councillors
No reports were forthcoming.

**11. To Confirm the Date of the next meeting -
Roughton Parish Council Ordinary Meeting on
Monday 7th November 2016 - 7.30pm Roughton Village Hall**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and press from the meeting for

the Council to discuss private and confidential issues relating to:

12. To review and increase Clerk's salary as per internal auditor's recommendations and NALC guidelines

As the Council had not received the Clerk's salary for a number of years it was resolved that it be set at £10.00 per hour and would take immediate effect.

There being no further business the meeting closed at 8.15pm

RICHARD SEAWARD - CHAIR

7th November 2016