

ROUGHTON PARISH MEETING

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 15th May 2017 @ 7.30pm Roughton Village Hall

23/05/2017 09:27

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

Others: 2 members of the public were in attendance

1. Chair's Review/Report for the year 2016-2017

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 of the Community of Roughton.

The defibrillator continues to be checked weekly by Sean Crampsie who we thank for taking on this responsibility. The Indigo glass recycling system is working well and an income of circa £218 has been claimed for this year. Please keep filling up the bottle banks at the New Inn it brings in a valuable source of funds to your community.

Our grass cutting on the common continues together with regular mole patrol. We also supplement the grass cutting around the village which NCC have the responsibility for but have reduced the number of cuts. If left unattended this grass makes the village look extremely unkempt.

The common – we have again instructed a contractor to take care of the Japanese knotweed. Grass and mole patrol now continues on a regular basis. A new caretaker has been appointed. Highways are constantly reminded of their duties on a regular basis with regard to footpaths and pot holes.

Unfortunately we were not successful in our bid to the NNDC Big Society Fund for the notice board to house the footpath map and we will try and find another way to resolve this. The Council fully support Roughton Under 5's ambition for a new building and have pledged £2,000 towards this. The notice board at Mill Lane has now been replaced.

We were pleased to have the name suggested for the new Development at the Old Fiat Garage adopted and these homes should be finished soon. Finally we completed the ROU03 106 agreement and are looking forward to the work commencing.

The Felbrigg roundabout is in progress and we know that the £1,000 the Parish Council contributed to this initiative helped kick start this project.

Donations made in the year:

Norfolk Age UK £100 - Royal British Legion £50 - St Mary's Church £200

NN Community Transport £100 - NCC – Felbrigg roundabout £1,000

2. To approve Roughton Annual Parish Meeting Minutes
- 16th May 2016

Resolved that these be approved.

3. Receive annual reports from local organisations

A report from RLT was received and is attached at Appendix 1.

Paddy Bennett gave an overview on the following:

Village Hall - the refurbishment continues. The work is 50% completed and the majority of the project has been done by the management committee. The hall is booked up most of the week and has recently picked up an additional 3 bookings. The management committee will try to keep the building going.

Craze Kidz Club - the group meets twice a month on the 2nd and fourth Friday for the age group 5-15. Various activities are held and approximately 11 children attend. Barclays who have a satellite operation for reaching out to children are in discussions with the group as they wish to branch out into North Norfolk.

Under 5's - the main project is to raise 150k for a new building. There have been a couple of promises with the Robert Brown Trust offering 1k. Other streams of funding are also being investigated the East of England Co-Op along with Tesco and the Sainsbury's token scheme. Plenty of activities are being arranged to keep the fund raising active and alive.

4. Floor open to Parishioners

There was discussion regarding RLT and the members of the community gave their thoughts regarding the change of contact address at the Land Registry to the area known as the Recreation Ground.

No other comments were received.

There being no further business the meeting closed at 7.40pm

CHAIR

DATE

APPENDIX 1 – report form Roughton Land Trust

Roughton Land Trust (Reg No 1082184)

Annual Report May 2017

The trustees are pleased to report that last November we were able to pay £1,400.00 to the Robert Brown Charity for the Poor and £750.00 to the Robert Brown trustees of St Mary's Primary School.

Since 2007, the Roughton Land Trust has paid over £17,000.00 to the village Poor Fund, and over £5,000.00 to the village school making a total of £22,336.00.

As chairman I would like to thank all the present and past trustees whose voluntary work has achieved this. We have no paid staff and generally do not claim any expenses for printing, postage, 'phone calls, etc. So, apart from professional advice taken when needed, all the Charity's income goes to benefit the village through the Robert Brown charities and the Roughton Park Recreation Ground which the charity provides at no cost to the village.

With one small exception, all our allotments are used by people who live in the Parish.

We are producing a village survey for Roughton Park to get feedback from the people who use it and others who might want to, to find out what they would like and if they want to contribute

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 15th May 2017 @ 7.30pm Roughton Village Hall

23/05/2017 09:27

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

Apologies: Sean Crampsie

Others: 2 members of the public were present (partial)

1. Election of Officers

1.1 Nomination and Election of chairperson - declaration of acceptance of office and signing of form

Resolved that Richard Seaward continue as Chair and the relevant paperwork completed.

1.2 Nomination and Election of Vice Chairperson

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

None were declared.

3. To receive requests to record the meeting via visual/audio

The Clerk informed that the meeting was being recorded on behalf of the Council.

4. To consider apologies for absence

Sean Crampsie - accepted by the Council.

5. To approve Roughton Parish Council Ordinary Minutes - 6th March 2017

Resolved that these be signed.

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

Resolved that the meeting be opened to the public.

RLT again made representations regarding the Recreation Ground - the Council again explained that they had merely corrected the address from an ex Parish Councillor and RLT Trustee to that of the official address of the Clerk to the Council. No other request had been made to the Land Registry.

There was a lengthy question and answer session in which relevant questions were answered but no concise answers were given. As there appeared to be no solution at the present time the Council considered that the matter is left in the hands of the Land Registry to deal with.

Resolved that the meeting be closed to the public.

7. To report on Matters Arising

- 7.1 **Notice board** - upgrade of footpath signage - NNDC Big Society had refused the funding application. The Clerk was asked to find further quotations for this project and the Council would re-assess it at the next meeting. EP
- 7.2 **Tree report for Roughton Common** - the report had been completed and circulated to members for their consideration. A quotation was being drawn up and would be considered at the next meeting for the work.
- 7.3 **ROU03 - 106 agreement** - planning agreed by NNDC and the 106 agreement had been received by the Clerk.
- 7.4 **Bridleway adjacent to Chapel Road** - no planning application had as yet been received by the Parish Council from NNDC - the Clerk would chase this again with the enforcement team. EP
- 7.5 **Japanese Knotweed** - Norse quotation received and the Clerk had instructed Norse to commence the work.
- 7.6 **Old Turnpike** - condition of road surface reported to Highways and it seemed that nothing had been done. The Clerk would chase Highways again to find out what the options are. EP
- 7.7 **Transfer of Land to Clerk's address** - paperwork completed and with the Land Registry.
- 7.8 **Replacement noticeboard for Mill Road** - installed and in use.
- 7.9 **Dog Fouling at Bridleway** - signage installed by NNDC

8. To consider and review correspondence

RLT re status of recreation ground (delivered to Councillors)
 NNDC - re status of Bridleway 16/0147 new access onto Chapel Road
 NPlaw - signed 106 agreement re ROU03
 NNDC - response to query regarding the Big Society Fund Criteria
 Hansells regarding the Recreation Ground (circulated)

9. To consider and review Planning

17/0684	6 Brownsfield, Roughton	Erection of 2 storey dwelling - outline	No objections by the Parish Council
17/0471	Fellside Farm, Metton Road	Removal of condition 4 (restricting occupancy to a person employed or last employed in agriculture, locally)	No comments from Parish Council
17/0473	Land of Norwich Road, Roughton	Erection of single storey dwelling (revised) CL/16/0393 May 2016	No comments from Parish Council
14/0986	Land at Back Lane, Roughton	Erection of 30 dwellings with open space to provide sports pitch, wetland habitat, space for community facility, car park and footpath link to village	Permitted
17/0198	Roughton Hall, Felbrigg Road	Demolition of existing garage/outbuildings and erection of one and a half storey rear and side ext with bridge connection to garden and installation of balcony and alterations to existing second floor roof	Permitted
17/0264	Heathfield Cottage, Norwich Rd	Erection of single storey rear ext	Permitted
17/0167	Flint Cottage, Roughton Lodge, Norwich Rd	Single storey side ext and change of pitch to the lean to roof to Flint Cottage	Permitted

10. Finance

10.1 To approve Accounts for 2016-2017

These had been circulated and it was resolved that they approved.

10.2 To approve Annual Audit Return and Governance statement 2016-2017

This had been circulated and it was resolved that this be approved.

10.3 To re-appoint Ros Calvert as Internal Auditor for the Accounts 2017-2018

Resolved that Ros Calvert be appointed.

10.4 To review Internal Auditor's report

This was discussed and noted.

10.5 To approve payments

AMOUNT	DATE	PAYEE	NO
£52.00	15.05.17	Mr M Kinder	277
£55.00	15.05.17	Ros Calvert - internal audit	278
£177.60	15.05.17	Noticeboards Online	279
£14.40	15.05.17	Indigo Waste	280
£78.00	15.05.17	Mr M Kinder	281
£175.00	15.05.17	DT Overton (mole patrol)	282
£842.55	15.05.17	Came & Co	283
£482.67	15.05.17	Elaine Pugh	284
£492.00	15.05.17	MJ Tree Services	285

Funds received

AMOUNT	DATE	FROM
290.18	15.04.17	BT Wayleave payment
4,000.00	10.04.17	NNDC - Precept - 1st tranche
268.77	15.05.17	Lloyds Bank
0.53	10.04.17	Lloyds Bank
0.48	09.05.17	Lloyds Bank

Resolved to pay enbloc.

11. To Receive Reports from Councillors

A report was received from a member of the public who had residue trees left on his land by Anglian Water. This was not a Parish Council matter but a private one and the Clerk would inform accordingly. EP

12. To Confirm the Date of the next meeting - Roughton Parish Council Ordinary Meeting on Monday 3rd July 2017 - 7.30pm Roughton Village Hall

There being no further business the meeting concluded at 9.10pm

Richard Seaward - Chair

3rd July 2017