

ROUGHTON PARISH ANNUAL MEETING

MINUTES - MONDAY 23rd May 2022

@ Roughton Village Hall - 7.30pm

The meeting was chaired by Richard Seaward.

Members of the public: 4

1. Chair's Review/Report for the year 2021-2022

Welcome 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 regularly by CHT who we thank for taking on this responsibility.

The Council continues to cut the amenity grass within the village and since this was taken under parish council control has been successful with less complaints from the public.

The common - we are monitoring the Japanese Knotweed on the common and are waiting for one further maintenance cycle to be completed. The play equipment was inspected and we continue to maintain it - a new gate was made and installed.

A temporary post was installed at a designated area to prevent people from parking on the common during the summer; we are also monitoring the litter bins. Remedial tree surgery has been completed at the common.

Our village caretaker is doing an excellent job and we thank him for this.

We are still waiting for information relating to ROU03.

A new bench was purchased to replace the vandalised wooden one near to the petrol station - it is hoped that the new one will be more robust.

The Council received reports from members of the B1436 Awareness Group and suggested a number of ways forward.

We are supporting the Queen's Platinum Jubilee Celebrations in the village and are providing in excess of £600 for events in the Parish.

Highways are constantly reminded of their duties on a regular basis with regard to footpaths and pot holes.

We co-opted Shelley Hewitt and are hopeful that more residents will come forward in the future.

A location is yet to be found for the notice board near to Mill Lane and this is extremely difficult due to the suitability of any site.

The School - we are monitoring traffic and parking around the School and the Police are assessing the situation as required.

A donation of £100 under S137 was made to the Royal British Legion.

With a great deal of effort and communication the pigs located at Roughton Heath have now been removed. We thank NNDC, NCC, The Environment Agency, Norwich Diocese and our MP Duncan Baker who helped to resolve this matter for our residents.

Thank you for attending.

2. To approve Roughton Annual Parish Meeting Minutes

- 24th May 2021

It was resolved that these be approved and were duly signed.

3. Receive annual reports from local organisations

Paddy Bennett - informed that there was a maintenance plan to improve the Village Hall. The roof was being investigated and there are discussions with regard to the renewal of the floor. Bookings are slow however, signage has been put up to promote the facility.

4. Floor open to Parishioners

There were no comments from the public.

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

CHAIR -

23rd May 2022

ROUGHTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MINUTES - MONDAY 23rd May 2022 @ Roughton Village Hall following the
Annual Parish Meeting

Present: Mr Richard Seaward (Chair), Mr Paddy Bennett
Mrs Ann Arrow, Mrs Shelly Hewett and Mr Roy MacDonald
Others: NCC - Tim Adams (partial)

1. **Election of Officers**
 - 1.1 **Nomination and Election of chairperson and signing declaration of acceptance of office**

A proposal was put forward that Richard Seaward remain as Chair. A counter proposal was received that Paddy Bennett take up the position. It was resolved that Paddy Bennett take up the role of Chair. The paperwork was duly signed.
 - 1.2 **Nomination and Election of Vice Chairperson**

It was resolved that Richard Seaward be Vice Chair.
2. **To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**

Mrs Ann Arrow - personal - Jubilee Committee (Platinum Celebrations) and would not vote on Agenda item 8.7.
3. **To consider apologies for absence**

There were no apologies - all members were present.
4. **To approve Roughton Parish Council Ordinary Minutes - 7th March 2022**

It was 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 open the meeting to the public.

Tim Adams, NCC - spoke about speeding along the Thorpe Market Road and that there was no real solution to this as it was an extremely difficult road for the speed checks. SAM2 is currently located on the B1436 and the speed data shows that there is a 10 per cent non-compliance on the speed limit. The Mill Road junction is being assessed and it maybe that solar panelled signage could be installed. The Metton Road junction is the problematic location with vehicles not seeing oncoming vehicles which is causing the majority of accidents. Highways inspections will be undertaken in due course. The speed camera van is frequently along the Norwich Road. There was a request that the SAM2 be placed along Back Lane and this would be accommodated.

A reminder to source the funds for the 106 monies allocated for the development by Dove Jefferies for the bridge to connect to ROU03.

EP

Resolved to close the meeting to the public.

6. Clerks report and Matters Arising

6.1 Broadland Housing update - ROU03 - No further update

6.2 Notice Board at Mill Lane

There was still no real solution to this and a further application will be made to the Scouts to see if they will review their decision.

6.3 Pigs on Roughton Heath - these had been reported as removed

6.4 Additional bank signatures - confirmed

6.5 Benches along Roughton Road - being removed as they are high risk

A review would be made to see if they need to be replaced.

ROUGHTON COMMON

6.6 Litter bins at Roughton Common

These were still being monitored.

6.7 Parking on Roughton Common

The post had been installed however, on occasion vehicles still parked on the common. The Clerk was requested to arrange an additional post to be installed.

EP

6.8 Japanese Knotweed

The Clerk had been in contact with the contractor and photographs had been sent to them showing the new growth. A maintenance call had been arranged.

EP

6.9 Replacement bench near to petrol station - installed

Litter had been left on the bench and it maybe another bin needed to be installed. Members would look out for any further issues.

HIGHWAYS MATTERS

6.10 Hedge along Carr Lane/Jonas Farm - This had been cut

6.11 The B1436 Action Group - no further representations had been made.
Agenda item 7 - request from Felbrigg Council.

7. To consider contribution to the SAM2 post in conjunction with Felbrigg Parish Council to be located at Mill Road on B1436

Members discussed this at length in conjunction with the communications received from Felbrigg Parish Council. After lengthy debate it was resolved that Roughton Parish Council did not contribute to the purchase of the SAM2 post. Members considered that as the land was in Felbrigg that this is their responsibility. Roughton had already funding the flashing “zig zags” near the school and contributed towards the roundabout at the Felbrigg/Holt Road. The Clerk was instructed to write to Felbrigg Parish Council to inform them of this decision. EP

8. Finance

8.1 To approve Accounts for 2021-2022

The Accounts had been circulated and it was resolved that they be adopted and signed.

8.2 To approve AGAR and sign Annual Governance Form 2021-2022

The AGAR had been circulated and it was resolved that it be adopted along with the certificate of exemption and both documents were signed.

8.3 To re-appoint Ros Calvert - Internal Auditor for Accounts 2022-2023

It was resolved that Ros Calvert be appointed for 2022-2023.

8.4 To review Internal Auditor's report

The report was discussed and the points noted and would be addressed at the next meeting. EP

8.5 To review and agree risk assessment

The risk assessment was agreed.

8.6 To review Council Assets

The asset list was reviewed and a number of items needed realignment. EP

8.7 To approve payments

Gary Cheney (caretaker)	142.50
Gallagher Insurance	1,105.67
DT Overton (moles Feb-March)	175.00
NPTS Membership	102.50
CT Baker	48.82
Elaine Pugh	471.20
HMRC	78.40
Ros Calvert -internal auditor	45.00
Kevin Richardson (grass and verges)	375.00
Jubilee Event - Ann Arrow	656.50

Resolved to pay enbloc.

9. To consider and review correspondence

Felbrigg Council - contribution towards post for SAM2	Agenda
NNDC - New Inn Roughton - PINS appeal	Circulated
NNDC - review of public convenience provision	Circulated
NNDC - Heath Farm, Norwich Road - PINS appeal	Circulated
Resident re benches along Roughton Road	Being removed
Resident re speeding along Thorpe Market Rd	Responded
Japanese Knotweed Company	Noted
NARS - request for funding	Agenda
Suggested names for Council members	Clerk to arrange
NNDC - Reeves Cottage, Norwich Road	Noted

10. To consider and review Planning

22/0680	Southerley, Chapel Road	Lawful Development Certificate - Existing use of land as caravan site	Forwarded - no comments
22/0916	19 Holway Close	Single storey ext - dwelling (retrospective)	Forwarded - no comments

11. To review the following Council Policies:

11.1 Standing Orders

11.2 Financial Orders

11.3 GDPR

It was resolved that these Agenda items be deferred until the next meeting.

12. To Receive Reports from Councillors

Notice board on common.

Agenda

Provision of dog fouling signs - this was being investigated.

The Queen's Platinum Jubilee Committee held a bingo evening and 48 people attended with £301 raised. In total approximately £3k has been raised for this community event.

The loudspeaker at the Fish and Chip shop was extremely loud and this was noted however, it was considered that little could be done. The complainant would be urged to contact NNDC who may be able to resolve this.

13. **To Confirm the Date of the next meeting -
Roughton Parish Council Ordinary Meeting on
Monday 4th July 2022 - 7.30pm Roughton Village Hall**

There being no further business the meeting was closed at 21.05pm.

PADDY BENNETT – CHAIR

4th July 2022