

ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MINUTES - MONDAY 1st July 2024 @ Roughton Village Hall at 7.30pm

Present: Mr Paddy Bennett (Chair), Mrs Julie Howes (Vice Chair),
Mrs Ann Arrow, Mr Graham Hewett, Mrs Michelle Hewett,
Mr David North-Graves and Mr Roy MacDonald

Others: There were no other attendees

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Mr Richard Seaward was not in attendance and no apologies had been received prior to the meeting.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No declarations or dispensations were requested or granted.
3. **To confirm receipt of the Annual Parish Minutes 20th May 2024**
Members confirmed that these had been received.
4. **To approve Annual Parish Council Minutes 20th May 2024**
It was resolved that the Minutes be signed by the Chair.
5. **Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**
Members of the public are invited to give their views on Parish affairs at the discretion of the chair, for no more than 10 minutes.

Roy MacDonald - NNDC informed confirmed that he had no report for this meeting due to the 2024 General Election.

6. To review and consider Planning if received

24/0585	14 St Mary's Close, Roughton - single storey side/rear ext	Approved
24/1056	The Spinney, Heath Lane - variation of condition 2	No comment

7. **To consider and receive information relating to costs to protect Roughton Common from future incursion**
Members reviewed this matter at length and various viewpoints were discussed. The Police had attended the recent incursion together with the Clerk and Roy MacDonald. Residents involved had been spoken to face to face who expressed their concerns that this problem had not been addressed previously. The consensus of opinion was that Roughton Common needed to be protected further from this situation occurring again.

The Clerk had attained a guide price from the caretaker to install posts which would be strategically placed along the edge of the common -

making it difficult for vehicle access. Consideration would need to be given for the grass cutting contractor to gain access.

Financial Standing Orders were suspended to enable the works to be expedited and a guide price of £775 was given without the perching benches which excluded VAT.

The price would be finalised together with the locations of the posts. Members resolved that 35 vertical posts be installed at strategic points along the edge of the common. This would not impede or prevent access.

The Clerk would liaise with the contractor and report back to the Council on progress. EP

8. Matters Arising and Monthly updates and for information only:

8.1 The New Inn - registration - Community Asset List - completed and confirmed by NNDC. This needs to go before the Community Asset Committee reference 023741 for their consideration.

8.2 Defibrillator - New Inn - the unit had now been tagged with the Council's information for future identification. New pads would need to be ordered imminently.

8.3 Replacement notice board at Roughton Road and refurbishment of unit by the School

The Roughton Road board would be sourced and the unit by the School would be refurbished when the better weather arrived.

8.4 SAM2 - movement and transfer

The figures had been circulated to members for their consideration and they were reviewed and discussed.

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	Speed limit	AVERAGE SPEED MPH	MAX SPEED MPH
Back Lane	01.05.24	01.06.24	2,491	31.9	30	26.50	50
Thorpe Market Rd	01.06.24	30.06.24	34,421	34.00	30	28.60	60

It was agreed the next locations would be Jonas Farm and along the Roughton Road.

8.5 Bollards at School - movement

Highways had confirmed that the movement of the bollards had yet to be programmed - the Clerk would send a reminder. EP

ROUGHTON COMMON

8.6 Parking

This was continually being monitored.

8.7 Signage for Roughton Common - NNDC/Waiting Solicitor advice.

The wording had been assessed and it was considered that it needed updating. The Clerk was waiting for a response from the NPTS solicitor. EP

HIGHWAYS MATTERS

8.7 Amenity grass cutting - payment received from NCC

8.8 NCC Parish Partnership Scheme - paperwork completed for Entrance Gateways and parking at Brownsfield - funds paid to NCC and confirmation of location sought. The location was agreed by Council for the white village gates.

Clerk to inform NCC.

EP

8.9 Roughton Post Office

The Council had been completing spot checks on the availability of the Post Office which seemed to be sporadic and adhoc. The Clerk would write to the Post Office again on this matter.

EP

8.10 Highways outstanding tickets

Tim Adams/ 90025741	Speed limiter Norwich Road To be actioned / and resolve the problem - waiting for UK Power Networks to resolve	Reported - 13.4.23 Waiting UK Power Networks
900270589	Back Lane pot hole - 3" deep - already logged and reported again	Completed however was deteriorating again. The Clerk would inform NCC again.

9. To consider and review correspondence

Norfolk Magistrates Court - award of compensation - bench	Circulated
Norfolk Magistrates Court - update on case	Noted
NPTS - thank you for subscription renewal	Noted
NNDC - Assets of Community Value - reference 023741	Circulated
Norfolk Police - SNAP meeting Thursday 6 th June	Circulated
Lloyds Bank - business wouldn't be covered on the FSCS	Noted
NCC - re payment for grass cutting £929.62p	Noted
Wix renewal due July 24 (£108.00 plus £15.24)	(Clerk to pay)
NCC - Gateways - positioning	Circulated
Resident concern regarding footpaths and hedges	Responded-action being taken

10. To consider Financial Matters

10.1 To receive bank reconciliation and note receipts and review reserves

The Clerk informed the Council on the status at the bank and Council agreed the reconciliation

10.2 To agree payment schedule and approve payments

Elaine Pugh	472.90
HMRC	6.40
Kevin Richardson (grass)	427.00
Secret Gardens (caretaking)	78.00

Resolved that these payments be made.

11. To consider the installation of signage and lifebuoy for the Pond on Roughton Common and receive risk assessment

The Clerk reported that an inspection of the pond had taken place and confirmed that appropriate signage had been found. The area surrounding the pond was now densely covered by foliage which mitigated the need to install a lifebuoy. The footpath was no longer cut behind the pond therefore, the area was not easily accessible. The Council resolved to monitor the situation regularly.

12. To Receive Reports from Councillors and items for the next Agenda

Discussion took place on the residue Highways signs left around the parish and that this had been reported under ENQ710244-Y5P9X8.

Discussion on paperless meetings - this would be reviewed if required.

Review of Standing and Financial Orders - these had been amended for Councillors to review and agree at the next meeting. Agenda

13. To confirm date of the next Meeting

**Roughton Ordinary Parish Council Meeting -
Monday 2nd September 2024 - Roughton Village Hall @ 7.30pm**

14. To resolve under the public bodies (Admission to Meetings Act 1960) to exclude members of the public for the public for the purpose of confidential items:

The Council resolved to close the meeting to the public for the purpose of confidential items.

15. To consider and review staff salary and ancillary payments

The Council reviewed the staff salary and ancillary payments and resolved that an increase would be made. A letter would be forwarded in due course to confirm the decision.

There being no other business the meeting concluded at 8.45pm.

PADDY BENNETT - CHAIR

2nd September 2024