

ROUGHTON ANNUAL PARISH MEETING

MINUTES - MONDAY 20th May 2024

@ Roughton Village Hall - 7.30pm

The meeting was chaired by Paddy Bennett

Members of the public: 7

1. Chair's Review/Report for the year 2023-2024

Paddy Bennett informed that the Council had met 6 times during the year and it had been a privilege to serve the public. The Chair represented the Council at the Remembrance Sunday Church Service and placed a wreath on behalf of the Council. School events including the firework display, annual fete and other local events had been attended.

The Council were monitoring the parking at the school to which there was no real solution and the School were aware of the situation. There had been success with the installation of one white village entrance gateway and signage on the Thorpe Market Road. The Council applied via the NCC Parish Partnership Scheme for a pair of white gates along the Roughton Road and additional parking bays at Brownsfield to give an additional 3 parking spaces. We were successful in our applications and look forward to the work being completed.

SAM2 is deployed around the village on a 3-4 week rotating basis and all parts of the village where applicable have been covered.

2. To approve Roughton Annual Parish Meeting Minutes

- 22nd May 2023

It was resolved that these be signed.

3. Receive annual reports from local organisations

Roughton Village Hall

This past year has been another quiet year with regards to the use of the hall, however there are a few more private hires coming through as well as at least one regular user.

We have also seen one of our longest serving trustees step down during the year and were lucky enough to gain 2 new trustees.

We continue to undertake maintenance on the building, and this has included the concrete ramp and some painting. We are currently waiting for a new handrail for the outside to be installed, as the person who was undertaking this work has sadly recently passed away. Once the handrail is in place, we can then install our new notice board.

We thank the Parish Council for their continued support of the hall and we are hopeful that the bookings will start to increase and we can continue to keep the building moving forward and in a good state of repair until a time when and if the new hall is constructed.

The community garden is having a makeover and is now under the care of a Trustee and resident to whom we thank.

Our Annual general Meeting is held in September and at present we have a total of 8 trustees spaces and 1 space on our management committee.

We are also open to any new ideas moving forward, as well as new members of our management committee and trustees.

Roughton Land Trust (RLT)

The Trustees are pleased to report that last November from lettings of the 3 donkey allotments, we were able to contribute £1,500 to the Robert Brown Charity for the Poor.

We were also able to contribute £900 from the Poors allotment rents to the Robert Brown School Trustees. This means that we have helped St Mary's School by over £10,000 since 2008.

All our allotment parcels of land continue to be fully let.

The sad news for this report is that a Trustee passed away after a short illness.

At the meeting on 16th April 2024 we were happy to adopt Steve Howard as a new Trustee. All other Trustees are thanked for their work; all give their time freely.

4. Floor open to Parishioners

There were no comments from the floor.

There being no further business the meeting concluded at 7.40pm.

CHAIR -

May 2025

ROUGHTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MINUTES - MONDAY 20th May 2024 @ Roughton Village Hall following the
Annual Parish Meeting

Present: Mr Paddy Bennett (Chair), Julie Howes (Vice Chair),
Mr Richard Seaward, Mrs Ann Arrow, Mr Graham Hewett,
Mr David North-Graves, Michelle Hewett and Mr Roy MacDonald
Others: There were no other attendees

- 1. To Elect a Chairman for 2024-2025 and receive declaration of acceptance of office**
Richard Seaward and Paddy Bennett were both nominated and seconded as Chair. Following voting - it was resolved that Paddy Bennett continue as Chair and the declaration of acceptance of office was duly signed.
- 2. To appoint a Vice-Chairman for 2024-2025 and receive declaration of acceptance of office**
Richard Seaward and Julie Howes were both nominated as Vice Chair and seconded. Following voting - it was resolved that Julie Howes be Vice Chair.
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
No apologies were required as all members were present.
- 4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No declarations or dispensations were received.
- 5. To approve Ordinary Parish Council Minutes 4th March 2024**
Resolved to approve and these were duly signed by the Chair.
- 6. 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.
Resolved to open the meeting to the public.
Roy MacDonald, NNDC - gave an overview his achievements since his election last year. These included the road improvements to the B1436 where the County Council had spent considerable funds to improve the manholes, kerbing, signage and surface.
Discussion took place around the relevant road closures and how this had an impact on residents and the knock on effect in Cromer.

Options for improvements to the B1436 had been considered prior to the works which included redirection of traffic along an A road, traffic

calming or a bypass. The B1436 group had raised £20k for new and improved signage.

Affordable Housing for local people had been a priority and he is on the development committee and is consistently voting for projects that help the situation.

Roy MacDonald is now Vice Chair of planning, a member of the Overview and Scrutiny Committee together with the Standards Board and has been extremely active on these committees. Local casework is ongoing and attendance at Parish Council Meetings continues. A success was the repair of an access road by Victory Housing Trust in Gimingham. Engagement with NNDC's Community Connectors is also ongoing especially for the older generation of the parishes.

Resolved to close the meeting to the public.

7. To review and consider Planning if received

24/0585	14 St Mary's Close Roughton - single storey side/rear ext	No comment
24/0548	The Cedars, Thorpe Market Rd - Conv of attached carport to annexe	No comment
24/0532	Pre-application advice - Jarvis Farm - Erection of dwelling, Conversion of existing stable block to holiday let and affordable housing development	Advice sought only
23/2649	Primrose Farm Barns, Back Lane, Roughton	Approved

8. To consider impact of incursion by Travellers on Roughton Common and agree appropriate action

Members discussed this at length and it was resolved that the following action would be taken:

- Plan drawn up for consideration to stop any parking on the Common (to include a mixture of wooden posts/barriers)
- Costs to be provided EP

Discussion took place on the actions of the Police, NNDC and the Parish Council and the successful final outcome. Damage was limited to a small perching bench and minor rubbish which NNDC had removed swiftly. No costs had been incurred by the Parish Council.

Roy MacDonald and the Clerk were thanked for their prompt action on this matter.

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

9.1 The New Inn - registration - Community Asset List - submitted to NNDC - no response to date from NNDC - Eastlaw.

The Clerk would chase this with Roy MacDonald. EP

9.2 Defibrillator - New Inn

This was being monitored and a check would be made that the location of the unit was written on the bag.

9.3 Play Inspection report - work completed

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

The notice board for Roughton Road was to be located by the Clerk and would then be installed. The refurbishment of the board at the School would depend on weather conditions but was on the list to be assessed for repair.

9.5 Request for 20mph on Thorpe Market Road

A total of 22 letters from residents had been received and these had been responded to by letter. One reply had been received acknowledging the content.

ROUGHTON COMMON

9.5 Parking

This was being monitored and it may need additional posts installed to eliminate the parking difficulties.

9.6 Signage for the Pond

The Clerk advised that signage for the Pond needed to be installed albeit that it was well hidden with foliage, nettles and brambles. A lifebuoy would also need to be purchased. EP

9.7 SAM2 - movement and transfer

The following figures had been circulated.

Felbrigg Road	05.03.24	03.04.24	98,276	38.6	40	32.90
Norwich Road - Heath Lane - facing Cromer	03.04.24	30.04.24	61,375	44.8	40	38.60

The unit was currently at Back Lane and would be placed along the Thorpe Market Road for June.

HIGHWAYS MATTERS

9.8 Amenity grass cutting - invoice sent to NCC £929.62p

Funds were due to be received

9.8 Highways outstanding tickets

900252742	Repairs to Old Turnpike	Highways - acceptable No further action
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 The Clerk would remind Highways again.

10. To consider and review correspondence

Post Office - Roughton Post Office	Circulated*
NCC - Highways re amenity grass cutting	Invoice sent
Highways - Old Turnpike - will check	Informed
Resident re request for 20mph along Thorpe Market Road	Responded
Roy MacDonald - Yearly report	Circulated
Benjamin Court - meeting events	Circulated
Norfolk Police re damage to bench on Roughton Common	Noted

**Members informed that the Post Office hours of service provision had not improved and that a number of times when stated as open it was unavailable. The Council would monitor this in order that evidence could be provided to the Post Office.*

11. NCC Parish Partnership Scheme

11.1 To agree and sign paperwork for NCC Parish Partnership Scheme - Entrance Gateways Roughton Road - £738.10p

11.2 To agree and sign paperwork NCC Parish Partnership Scheme - additional car parking at Brownsfield £900.00.
(Total financial expenditure £1,638.10)

The Council resolved that this expenditure be authorised and the paperwork for the NCC PP Scheme was duly signed.

The Clerk would inform NCC accordingly.

EP

12. To consider Financial Matters

12.1 To receive bank reconciliation and note receipts and review reserves

The Clerk detailed the bank reconciliation and the Council noted reserves.

12.2 To agree payment schedule and approve payments

Secret Gardens - repairs to play equipment	1,020.00
Ros Calvert - internal auditor	46.00
NPTS	125.00
Elaine Pugh - Clerk	666.19
HMRC	45.40
Kevin Richardson	517.00
NCC - Parish Partnership Scheme (gates & parking)	1,638.10
CAS yearly insurance policy	661.83
Mr Overton – moles	360.00

Resolved to pay enbloc.

13. Annual Governance and Accountability Return 2023-2024 (AGAR)

13.1 To receive and agree the Accounts for 2023-2024

The Accounts had been circulated to members for their consideration and a question and answer session took place. It was resolved that the Accounts be signed by the Council.

13.2 To receive and consider internal auditor's report 2023-2024

The report from the internal auditor had been circulated to members for their consideration. Comments were noted and appropriate action would be taken.

EP

13.3 To consider and agree completion of Exemption Certificate for 2023-2024

It was resolved that the Council agreed to sign the Exemption Certificate.

13.4 To consider and agree complete Section 1&2 of the Annual Return for 2023-2024

It was resolved that Section 1&2 of the Annual Return be signed.

13.5 To consider and agree risk assessment

It was resolved that the risk assessment be agreed with an amendment to incursion of the Common by Travellers which would be given a higher level of risk and appropriate action taken.

EP

- 13.6 To consider and agree asset list**
It was resolved that the asset list was agreed and was in accordance with the insurance policy. EP
- 13.7 To source an internal auditor for 2025-2026**
The Clerk informed that the incumbent Internal Auditor had retired and that a new internal auditor needed to be sourced. EP
- 14. To consider and review provider for Council insurance 24-25 and agree to 3 year LTA**
The Clerk had sourced 3 quotations for insurance purposes and it was resolved that CAS be appointed together with a 3 year LTU.
It was noted that a considerable saving had been made.
- 15. To Receive Reports from Councillors and items for the next Agenda**

The remainder of the bench needed to be removed from the Common - this was due to be done imminently. EP

The New Inn - CAMRA were aware of the situation at The New Inn.

Review of Council Standing and Financial Orders - amendments to be made and recirculated. EP

Parking at the School - the posts needed to be moved to the correct place. It was understood that Highways had inadvertently placed these in the wrong location and were repositioning them. EP

Signage on the common to be checked out. EP

Review of use of paper for meetings/projector Agenda
- 16. To confirm date of the next Meeting**
Roughton Ordinary Parish Council Meeting -
Monday 1st July 2024 - Roughton Village Hall @ 7.30pm

There being no further business the meeting concluded at 2110.

CHAIR

1st July 2024