

# **ROUGHTON PARISH COUNCIL**

## **ORDINARY PARISH COUNCIL MEETING**

### **MINUTES**

**MONDAY 4<sup>th</sup> July 2022 @ Roughton Village Hall commencing at 7.30pm**

**Present:** Mr Paddy Bennett (Chair), Mr Richard Seaward (Vice Chair),  
Mrs Ann Arrow, Mrs Shelly Hewett and Mr Roy MacDonald

**Others:** 2 members of the public

1. **To receive declaration of interest in items on the Agenda and Pecuniary Interest Forms and approvals**  
Shelly Hewett declared her personal interest in Agenda item 4 - family relation to proposed co-optee.
2. **To consider apologies for absence**  
There were no apologies received as all members were present.
3. **To approve Roughton Parish Council Annual Parish Council Minutes - 23<sup>rd</sup> May 2022**  
These had been circulated and it was resolved that they be signed by the Chair.
  - 3.1 **To acknowledge receipt of the Roughton Annual Parish Minutes held on 23<sup>rd</sup> May 2022**  
It was confirmed that these had been received by Members.
4. **To consider co-option of new members (information circulated)**  
Information had been circulated to all members on the applications for co-option. This gave a brief resume of the applicant's working life and reasons they wanted to be a member of the Parish Council.

It was resolved that Graham Hewett be co-opted onto Roughton Parish Council and the forms would be duly signed and forwarded to NNDC.

It was resolved that David North-Graves be co-opted onto Roughton Parish Council and the forms would be duly signed and forwarded to NNDC.
5. **Resolution to adjourn the meeting for public participation, Norfolk Police, Norfolk District and County Councillor Reports - 10 minutes maximum**  
As there were no other members present except the co-optees it was resolved to defer this item if required.

## 6. Clerks report and Matters Arising

- 6.1 **Broadland Housing update** - ROU03 - No further update
- 6.2 **Notice Board at Mill Lane** - no suitable location had been sourced and it would be continually reviewed.
- 6.3 **Roughton Road Benches** - removed  
It was agreed by members that the previous wooden bench was not sturdy enough for public use or longevity. This would be a discussion point in November when funds were healthier. It was suggested that benches similar to the ones recently purchased be bought as they were extremely robust.
- 6.4 **106 Funds - Dove Jefferies held by NNDC**  
This was being investigated by Tim Adams who would report back.
- 6.5 **Dog Fouling - Orchard Close/Back Lane**  
This needed to be reported officially to NNDC Environmental Team for them to take action on this matter.

### ROUGHTON COMMON

- 6.6 **Litter bins at Roughton Common** - being monitored
- 6.7 **Parking on Roughton Common** - 2<sup>nd</sup> post installed and it was hoped this would help the situation.
- 6.8 **Japanese Knotweed** - waiting maintenance call/inspection  
The Clerk would chase this again and ensure that the area is cleared for access. EP
- 6.9 **Notice Board on Roughton Common**  
This was discussed at length and members agreed that the expenditure was not warranted at this point. The main board was located at the School.

### HIGHWAYS MATTERS

- 6.10 **Post for SAM2** - Felbrigg Parish Council - installed and being utilised.
- 6.11 **SAM2** - figures were circulated to members and are detailed below:

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	Speed limit	AVERAGE SPEED MPH	MAXIMUM SPEED MPH
Roughton/Felbrigg B1436-South Facing Jarvis Barn	10.05.22	08.06.22	171,608	38.3	40mph	32.59	65

- 6.12 **Invoice** for delegation of grass cutting from Highways to supply PO  
The purchase order had been received and the invoice issued to NCC for payment.

## 7. To consider and review correspondence

NCC - closure of Roughton Road/Holway Close	Circulated
NCC - Jubilee planting of trees	Circulated
NCC - Road Safety Community Fund - criteria/safety measures	Discussed*
Resident - re co-option	Circulated
NCC - Vehicle Activated sign - A149 near to Heath Lane	With Westcotec
NCC - Felbrigg Road - Metton Road	Circulated
Tim Adams - re SAM information	Circulated
NCC Parish Partnership	Discussed*

\*These funding streams were discussed however due to the restraints on the projects members agreed not to progress any projects.

## 8. Finance

### 8.1 Review of Council Assets

This was deferred until the next meeting.

Agenda

### 8.2 Review of Internal Audit

This was deferred until the next meeting.

Agenda

### 8.3 NARS - request for funding (referred from May meeting)

Members considered this at length and it was resolved that £250 be donated to this valuable cause. It was noted that a contribution had not been made since 2015.

### 8.4 To approve payments

Cheques to be raised at meeting	
Countrystyle Recycling	14.40
NNDC - Bin/dog emptying yearly invoice	452.40
Elaine Pugh	350.10
HMRC	72.00
Mr G Cheney (caretaker)	97.50
Mr Overton (moles)	210.00
CT Baker	16.26
NARS (Donation)	250.00
Kevin Richardson	300.00

The Council resolved to pay these enbloc.

## 9. To consider and review Planning

There were no new planning applications to be considered.

## 10. To review the following Council Policies:

### 10.1 Standing Orders

### 10.2 Financial Orders

### 10.3 GDPR

The members considered and reviewed these and it was resolved that the policies be adopted with just a change of date.

The Clerk would update the date of review.

EP

## 11. To Receive Reports from Councillors

The noticeboards at Roughton Road and at the School needed refurbishment. The Clerk would ask the handyman to action this. EP

The trees on the common overhanging the footpath needed cutting back. The caretaker had this on his worksheet. EP

Paddy Bennett extended his thanks to the Jubilee Committee for their work on the Queen's Platinum Jubilee Celebration held for the community. The school fete had also been well supported.

Ann Arrow informed that the Jubilee Committee's income after expenses for the Platinum event totalled £2,600. There had been a number of suggestions for the use of the funding towards community initiatives. It is anticipated that the monthly quizzes will continue with funds being distributed accordingly.

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

RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)  
TO EXCLUDE MEMBERS OF THE PUBLIC for the purpose of confidential items:

- 13. To review Clerk's salary and conditions**

The Clerk had not had a pay review since 2018 and had recently achieved the CiLCA qualification. It was resolved that the hourly rate be increased together with the amount paid for the cost of running the office. The additional cost to the Council would be approximately £360 per annum.

There being no further business the meeting was closed at 20.35pm.

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PADDY BENNETT - CHAIR

4<sup>th</sup> July 2022