

ROUGHTON ANNUAL PARISH MEETING

MINUTES - MONDAY 22nd May 2023

@ Roughton Village Hall - 7.30pm

The meeting was chaired by Paddy Bennett

Members of the public: 5

1. Chair's Review/Report for the year 2022-2023

An interesting and busy year with the Queen's Platinum Celebrations in June followed by the Queen's passing and then with Charles III's Coronation. The white entrance village gateway application has been successful via the NCC Parish Partnership Scheme. The cost to the village was £925 which is allocated out of Precept which was increased to take into account the drive by the community to endeavour to reduce the speed along the Thorpe Market Road. Attendance at the school fete and the laying of the wreath for Remembrance Day at the Church took place. Thanks were passed onto the Councillors and Clerk for their support and work during 2022-2023.

2. To approve Roughton Annual Parish Meeting Minutes

- **23rd May 2022**

These had been circulated and it was resolved that they be signed.

3. Receive annual reports from local organisations

Roughton Village Hall

The hall was in excess of 100 years old. New heaters had just recently been installed, a disabled concrete ramp and the interior had been painted. The roof had remedial works completed in order to keep it water tight. The hall was struggling with securing regular hirers and it was primarily the WI and PC who used the hall. After COVID it seemed that all the small clubs had ceased meeting.

Members were concerned that no reports had been forthcoming and the Clerk would remind Roughton Land Trust and the various clubs who utilise the village hall that it would be great to hear from them. EP

4. Floor open to Parishioners

There were no questions from Parishioners.

There being no further business the meeting concluded at 7.45pm and followed with the Annual Parish Council

CHAIR

Date

ROUGHTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

**MINUTES - MONDAY 22nd May 2023 @ Roughton Village Hall following the
Annual Parish Meeting - commenced at 7.45pm**

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

Others: There were no other attendees

- 1. To Elect a Chairman for 2023-2024 and receive declaration of acceptance of office**
Proposals were received from Richard Seaward and Paddy Bennett both were seconded and there was a tie vote. The incumbent Chair used their casting vote and it was resolved that Paddy Bennett continues as Chair.
- 2. To appoint a Vice-Chairman for 2023-2024 and receive declaration of acceptance of office**
It was resolved that Richard Seaward continues as Vice Chair.
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Shelley Hewett - personal - accepted by the Council.
- 4. Casual Vacancies - to co-opt members to fill vacancies (11 positions - 7 Councillors - 4 vacancies)**
No applications had been received.
- 5. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
None were received.
- 6. To approve Ordinary Parish Council Minutes 6th March 2023**
Resolved that these be approved and signed by the Chair.
- 7. Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**
Resolved to open the meeting to the public.
Roy MacDonald informed that he had been elected to the position of the Roughton NNDC Councillor and members congratulated him on this achievement. He outlined that at the present time he was undertaking 5 weeks of training and had attended the full council meeting. He had been voted in as the Vice Chair of the Development Committee with a view to being the Chair and also a member of the Scrutiny Committee.

Resolved to close the meeting to the public.

8. To review and consider Planning if received

23/0884	The Spinney, Heath Lane - two storey side ext and alts	No comment
23/0352	Ridgeway Barn, Church Loke - Inst of solar PV panels	No comment
23/0403	238 Roughton Rd - proposed front ext	Approved
22/2967	Jonas Farmhouse, Cromer Road-agricultural land - residential	Approved

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

9.1 Broadland Housing update - ROU03

There was no update at the present time and NNDC had been chasing this. There was also the £10k 106 allocation funds from Dove Jeffries which was being investigated.

9.2 Notice Board at Mill Lane

There had been no movement on this and the Clerk would write an official letter/email to the Scouts asking for their assistance in this matter. EP

9.3 Upgrading of Knoll seat outside Roughton School

- completed and tree assessed by NCC Highways as this was their responsibility and not owned by the Parish Council.

9.4 Purchase and installation of 3 new benches - completed

ROUGHTON COMMON

9.5 Play Inspection repairs - completed.

HIGHWAYS MATTERS

9.6 NCC Parish Partnership - white entrance gates - awarded

9.7 SAM2 - the Clerk would clarify with Tim Adams the ownership of the unit. EP

10. To consider and review correspondence

NCC - Parish Partnership Scheme - Gateways Award	Agenda
NNDC - Heath Farm - Planning Appeal - dismissed	Noted
Eastern Power Networks - replacement cheque	Banked
NCC - tree damage - 9000229251	Resolved
Steve Jackman - advice on website	Noted
NALC - introduction of services	Noted

11. To consider Financial Matters

11.1 To receive bank reconciliation and note receipts and review reserves

These were noted and agreed.

11.2 To agree upgrade of website and to bring it up to compliance and website accessibility standards (cost circa £230)

The Clerk outlined the information provided and it was authorised that the website be upgraded.

11.3 To agree and sign NCC Parish Partnership Scheme - Entrance Gateways Thorpe Market Road -

The Council resolved that the expenditure of £925 be made and agreed to sign the paperwork.

11.4 To agree payment schedule and approve payments

NPTS	121.25
Jake Neale - recycling	96.00
DT Overton Moles	210.00
Gary Cheney - caretaking	470.75
Kevin Richardson	390.00
Mick Kinder	82.50
Elaine Pugh	567.55
HMRC	60.00
Ros Calvert - internal audit	46.00
AJ Gallagher	1,188.98
CT Baker	194.44
NCC P/P Scheme - gates	925.00
S&M Timber Supplies	126.02

Resolved to pay enbloc

12. Annual Governance and Accountability Return 2022-2023 (AGAR)

12.1 To receive and agree the Accounts for 2022-2023 (circulated)

The Clerk outlined the figures and it was resolved that these be agreed.

12.2 To receive and consider internal auditor's report for 2022-2023 (circulated)

The contents of this were noted and appropriate actions taken as required.

12.3 To consider and agree completion of Exemption Certificate for 2022-2023 (circulated)

It was resolved to sign the Exemption Certificate.

12.4 To consider and agree complete Section 1&2 of the Annual Return for 2022-2023

It was resolved to sign Section 1 & 2 of the Annual Return.

12.5 To consider and agree risk assessment

This was reviewed and agreed.

12.6 To consider and agree asset list

This was reviewed and agreed.

12.7 To consider the re-appointment of internal auditor for 2023-2024

It was agreed to re-appoint Ros Calvert as the Council's internal auditor for 2023-2024.

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

The verge grass cutting needs to be completed the Clerk would instruct the contractor to complete.

40mph flashing sign - Heath Lane - Clerk would liaise with Tim Adams - however this was being investigated with Highways.

Debris along Mill Lane - this was due to vandalism.

14. To confirm date of the next Meeting
Roughton Ordinary Parish Council Meeting -
Monday 3rd July 2023 - Roughton Village Hall @ 7.30pm

There being no further business the meeting was concluded at 8.45pm.

CHAIR

3rd July 2023