

ROUGHTON PARISH COUNCIL

ORDINARY PARISH COUNCIL MEETING

MINUTES - MONDAY 7^h July 2025 @ Roughton Village Hall @7.30pm

Present: Mr Paddy Bennett (Chair), Julie Howes (Vice Chair),
Mr Richard Seaward, Michelle Hewett, Mr Graham Hewett,
Mr David North-Graves, Mr Rick Goldsmith and Mr Roy MacDonald

Others: No members of the public were in attendance

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
All members were present.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No interests or dispensations were received or authorised.
3. **To approve the Annual Parish Council Minutes 20th May 2025**
These had been circulated and Council resolved that they be signed by the Chair.
4. **To confirm receipt of Annual Parish Minutes 20th May 2025**
Members confirmed receipt of the Minutes - these would be signed at the Annual Parish Meeting in 2026.
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. A 10 minute allowance is given for this purpose.
No members of the public were in attendance.
6. **To consider, review and comment on Planning if received**
No new planning had been received.
7. **Matters Arising and Monthly updates and for information only:**
 - 7.1 **Defibrillator** - New Inn - this is now registered on the Circuit which the 999 services utilises to source available units. A Councillor would speak to the new Landlord to ensure that the defibrillator could be kept on the building.
 - 7.2 **SAM2 - movement and transfer**
Members reviewed the figures. It was agreed that the unit be transferred to the Felbrigg Road and then to Back Lane.

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	Speed limit	AVERAGE SPEED MPH
Norwich Road - Heath Lane - facing Cromer	20.05.25	01.07.25	107,406	44.8	40	38.5
Felbrigg Road, Felbrigg	25.06.25	25.07.25	165,917	39	40	33.04

7.3 Repairs to play equipment

The items for the Hally Gally had been received by Huck Nets and had been replaced.

7.4 Banking mandate change - this was being progressed

7.5 Cleaning of Roughton Village sign - work completed

7.6 End of Year AGAR requirements - completed

7.7 Granite Bollard - Highways - no further action by Highways

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7.8 Parking - additional costs had been sourced and on the Agenda at item 8.5.

7.9 Replacement fence at the play area - being progressed and materials are due to be finalised.

HIGHWAYS MATTERS

7.10 Application for white village Gates at boundary

Cromer/Roughton Road - payment made to NCC -

waiting for Highways to confirm installation date.

EP

7.11 Bollard on ground at green near to Petrol Station - replaced

7.12 Highways outstanding tickets

Tim Adams/ 90025741	Speed limiter Norwich Road To be actioned / and resolve the problem.	Reported - 13.4.23 Waiting UKPN Chased Nov 2024 - Being investigated Foliage removed still not functioning. Consider application to NCC PP Scheme. Westcotec investigating further.
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8. To consider Financial Matters

8.1 To receive bank reconciliation and note receipts and review reserves

The bank reconciliation was detailed and Council noted receipts and reserves held.

8.2 To receive year to date financial figures

Year to date figures were received and discussed which included June's payments.

8.3 To agree payment schedule and approve payments

Huck Nets (replacement parts)	£339.96
DT Overton – Pest Control	£180.00
Secret Gardens – (village sign/caretaking)	£247.20
Elaine Pugh – Clerk	£717.00
Elaine Pugh – additional hours for resident inspection of Council Accounts and Minutes 2006-2010	£69.60
Kevin Richardson–grass–amenity/common	362.00
Secret Gardens – repairs to Hally Gally	159.36
NNDC – dog bin emptying	597.48
Elaine Pugh-reimburse-Wix-website & domain name	£123.24

Council resolved to pay enbloc

8.4 To consider and review any matters raised with Internal Audit

Council considered and noted the report. Agenda item 17 relates to the Internal Audit matter raised.

8.5 To consider extending bollards and agree expenditure to protect Roughton Common - cost circa £100

Members resolved to extend the bollards to protect Roughton Common from incursion and parking at a cost of £100. EP

8.6 To consider an application to the NCC PP Scheme for 2026-2027 for a replacement VAS speed limiter at the Norwich Road

Members discussed both the VAS speed limiter and a report was due to be received from Westcotec. The possibility of a replacement SAM3 was reviewed and it was resolved not to progress with this. A replacement VAS was deferred until the report had been received and deferred to September. Agenda

9. To consider donations to:

9.1 Age UK Norfolk - Members resolved not to contribute this year.

9.2 North Norfolk Community Transport - The Clerk would find out the figures for users in the Parish. Agenda

10. To consider the implementation of Gov.UK emails for all Councillors and implementation of IT Policy

The Clerk informed that for the Financial Year 25-26 the Council needed to have a Gov.Uk email address. This is currently being set up. With GDPR eventually it would be mandatory for all Councillors to have a Gov.UK email address however, at present this was not required. The cost of this would be approximately £260 per annum.

Members resolved not to adopt Gov.Uk email addresses for Councillors due to the costs involved.

The Clerk's email address would be updated to Clerk.Roughtonparish.gov.uk - members would be informed when this was operational.

11. To consider and review correspondence and take appropriate action

NCC - Invitation for 26-27 PP Scheme	Agenda 8.5
Westcotec - re VAS sign Norwich Road	Noted/circulated
NNDC - TPO - 25/1071	Noted
LGR - information from NCC and NNDC	Circulated
Resident re future co-option	Responded
Councillor - resignation	Circulated/noted. Clerk to write and acknowledge
NNDC - Fern Bank, Carr Lane	Planning Appeal
Report on condition of Hally Gally	Discussed and noted - action to be determined
Resident correspondence re inspection of accounts	In progress

12. To consider response to resident letter with regard to request to rescind Council's letter dated 1st April 2025
Council considered this at length and the situation would be monitored.

13. **To consider and review Parish Council policies**
13.1 **To review new draft risk management policy**
Council resolved to review this at the next meeting. Agenda
14. **To Receive Reports from Councillors and items for the next Agenda**
- Review of allowance in 2026-2027 budget a monetary amount per household for future objection to the Council's Accounts
 - Review of Vexatious Persistent Complainers Policy
 - The 4 way pointer sign had not been replaced at Carr Lane - Clerk would check and report EP
15. **To confirm date of the next Meeting**
Roughton Ordinary Parish Council
Monday 1st September 2025 - Roughton Village Hall @ 7.30pm
16. **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:**
Council resolved to close the meeting to the public.
17. **To consider and review staff salary and ancillary payments**
Council reviewed the staff payments and it was resolved that it be in alignment with the recommended rate. A letter would be sent to the Clerk/RFO to confirm this.

There being no further business the meeting concluded at 9.10pm.

PADDY BENNETT - CHAIR

1st September 2025