

ROUGHTON ANNUAL PARISH MEETING MINUTES - MONDAY 18TH MAY 2026 @ ROUGHTON VILLAGE HALL - 7.30PM

The meeting was chaired by Paddy Bennett
Members of the public - 11 and Callum Ringer, NCC

1. Chair's Review/Report for the year 2025-2026

It has once again been an honour to be the Chair of Roughton Parish Council. During the past year as a Council, we have completed numerous tasks around the village, and these include the following:

We have objected to the planning application for the land west of Pine Trees otherwise known as the "Norwich Road" application. To support this we have recently been using our SAM2 unit down and around Carr Lane to monitor the speeds and more importantly the number of vehicles using this lane which forms part of the application.

As a Council we were surprised by the number of vehicles using what is most of the way a one way road with a few passing points. As well as Carr Lane the SAM2 over the past year has been sited in several locations monitoring speeds through the village.

The VAS along the Norwich Road near Heath Lane was replaced by Highways after 3-4 years of waiting; this reminds users that the village at that point is 40mph.

There was a speed watch group operating for a short time in the village, but sadly due to lack of volunteers this has now ceased for the time being until new volunteers become available.

We also continue to report pot holes together with photos when we are notified of them or notice them ourselves. Anyone can report these using the link on the County Council website.

The wooden posts by the petrol station were replaced by Highways as the ones which were in situ had outlived their lifespan.

We continue to repair the play equipment on the common to keep it both safe and available to all locals and visitors alike.

A lifebuoy has been installed by the pond on the common to meet the health and safety requirements and as recommended.

The fence around the common was replaced as this had fallen into disrepair to a state which was beyond its lifespan. We are very thankful for the generosity of MKM Builders in North Walsham and to a local resident for the new fence, which hopefully will last the best part of the next 10 years.

We also monitor and report the defibrillator at the New Inn to make sure it stays active on the network and is ready to be used should it be required.

The Council were awarded £1k from the County Councils 50/50 partnership to install some more white entrance gates. These remind drivers that they are entering the village to remind them of the speed.

The council has also grown in its numbers and we co-opted 2 new Council Members. We always welcome your ideas and thoughts of how to improve the village and although we cannot guarantee we can do as you request, we will always look at it and discuss the issues, so please speak to Members at any time.

Although this is all positive, we have had to make the very difficult and hard decision to increase the precept by a larger than normal amount. This is mainly due to an objection to the Council's accounts for the 2024-2025 year.

Finally, I thank all my fellow councillors for all the work and time they have given over the past year for their efforts to make Roughton a better place for all. Also not to forget our ever hard working clerk who has as usual undertaken our recommendations and decisions in a fair and timely manner as well as all the advice and support she has given each councillor to undertake our business as a Roughton Parish Councillor.

2. To approve Roughton Annual Parish Meeting Minutes

- 19th May 2025

It was resolved that these be signed by the Chair.

3. Receive annual reports from local organisations

The Village Hall informed that they were seeking additional bookings however this was proving difficult. A number of repairs had been completed and maintenance was ongoing.

4. Floor open to Parishioners

Members of the public spoke about:

The Carers Coffee & Chat Group based at Cromer Hospital Café.

It gives carers a voice, a place to talk and relax, they meet the first Wednesday of each month to have a coffee/refreshment and chat.

A resident requested a bench be installed along Back Lane - this would be investigated as it was not a straightforward process.

There being no further comments the meeting closed at 19.39 and continued with the Annual Parish Council Meeting.

ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MINUTES - MONDAY 18th May 2026 @ Roughton Village Hall following
directly after the Annual Parish Meeting

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

Others: Callum Ringer - NCC and 2 members of the public

1. **To Elect a Chair for 2026-2027 and receive declaration of acceptance of office**
Two proposals were received for the position of Chair - one was not seconded and therefore did not progress. The second nomination for Paddy Bennett was seconded and it was resolved that Paddy Bennett remain as Chair. The Acceptance of Office was duly signed.
2. **To appoint a Vice-Chair for 2026-2027 and receive declaration of acceptance of office**
One nomination for Julie Howes was received and it was resolved that Julie Howes continues as Vice Chair. The Acceptance of Office was duly signed.
3. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Michelle Hewett had sent her apologies due to extenuating circumstances and these were accepted by the Council.
4. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No interests or dispensations were requested or authorised.
5. **To approve Ordinary Parish Council Minutes 2nd March 2026**
The Council resolved to approve the Minutes and these were signed by the Chair.
6. **To consider application for co-option**
Details of Phillip Arrow's application had been circulated to members for their consideration. Council resolved to co-opt Phillip Arrow - the acceptance of office was signed and the Clerk would forward the Members' interest link from NNDC for online completion.
EP
7. **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.
Callum Ringer - NCC explained that he was the Council's new County Councillor due to the boundary changes. There are 27 parishes in the

new Erpingham Ward and he is always available as required for matters relating to the County Council. It is expected that this role would be for a 2 year term with 1 year shadowing the new Unitary Authority.

Reform was the largest party in the County Council but did not have a majority. They intended to oppose the LGR and are challenging the Governments’ decision for 3 Unitary Authorities.

Roy MacDonald - NNDC highlighted that he had been elected as Chair to the Standards Board committee and was Vice Chair for Planning.

Discussion took place on the Pine Tree development which it was understood would be re-submitted to the Planning Team in September. Due to a constitutional change District Councillors would not have the “power” to call applications into the committee for a decision to be made. The Planning Committee is reduced to 5 members. Only major planning applications will go to full committee. At the present time the Pine Trees planning application still has Highways issues to address. Roy can give a 5 minute presentation/discussion at the planning meeting but he would not be able to vote as he is pre-determined.

A member of the Council informed that they were turning a room in their house to provide a games facility to the general public 3 days a week 10am-4pm all donations would go to the village. It was advised that planning permission may be needed for this.

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

8.1 Defibrillator - New Inn

This was being closely monitored and at the present time was secure at its location and operational. A member would contact another business to assess if they would be able to house the unit in the future if required.

8.2 SAM2

The statistics had been circulated and the information would be placed on the website. EP

The unit was currently located on the Felbrigg Road and would then be transferred to Roughton Road facing the Mill.

LOCATION	FROM	TO	TOTAL VEHICLES	Speed limit	85th PERCENTILE SPEED MPH	AVERAGE SPEED MPH	MAX SPEED MPH
Carr Lane - facing Roughton	01.02.26	15.02.26	2,861	30	27.6	23.3	40
Carr Lane - facing Northrepps	15.02.26	28.02.26	3,923	30	34.2	28.4	60
Carr Lane - facing Roughton	03.03.26	02.04.26	6,182	30	27.2	23.1	40
Carr Lane -facing Northrepps	02.04.26	01.05.26	9,637	30	33.9	27.9	55

8.3 Repairs to play equipment - completed

8.4 Closure of Lloyds Bank - the accounts had been closed

ROUGHTON COMMON

8.5 Installation of manoeuvrable post - installed

8.6 Parking - this was being monitored.

HIGHWAYS MATTERS

8.7 Highways outstanding tickets - no outstanding tickets

9. To review and consider Planning if received

26/0850	Fishing Lake, Chapel Rd	Erection of single dwelling with detached garage, associated access, parking and landscaping on land adjacent to Chapel Lake	Council resolved that no objections be made
26/0734	Ridgeview Barn, Church Loke	Replacement black timber windows and doors with black aluminium units	No comment
26/0354	236 Roughton Road	LDC proposed single storey rear ext to dwelling	Permission not required
25/2329	Wordsworth, Cromer Rd	1 st floor ext, rear single storey ext, replacement windows and doors, shingle driveway and detached ancillary garden room with shower room	Approved

10. To consider and review damaged bin on Roughton Common and agree expenditure as appropriate for replacement unit

The Clerk had circulated information on the rubbish bin located at the Common which had been damaged. It was informed that there may be a pre-used unit available from NCC which are stored at NNDC's office in Cromer.

The Council resolved to:

1. Investigate the availability of a pre-used bin and if not forthcoming to take step 2: RM/EP
2. Expenditure of £300 was agreed to reinstate the bin on the Common as a direct replacement for the current unit. EP

11. To consider and review correspondence

Resident re further objection to Accounts 24-25	Circulated and noted
NCC - amenity grass cutting contribution	Discuss
Stephane Aquarone re grit bins at Brownsfield	Responded
NNDC - costs for litter bin emptying	Discuss
Resident re 20mph zone	Circulated
Resident re elderly bus provision in Parish	Circulated

Council resolved to open the meeting to the public:

A member of the public spoke about the non-availability of any accessibility to the NNCT bus to Roughton residents. It was considered that this service should be available to all residents within the District and not just the selected few. Without transportation many elderly residents are unable to go out or meet with friends or even the simple task of shopping. It was agreed that this would be investigated by Roy MacDonald, NNDC. The resident would be responded to after investigations. RM/EP

12. To consider Financial Matters

12.1 To receive bank reconciliation and note receipts and review reserves

The Clerk detailed the bank reconciliation to members and it was noted that reserves were higher than predicted. The Clerk explained that this was due to the non-receipt/payment to date of the anticipated external Auditor's costs for the objection to the Council's accounts for 2024-2025. This invoice may impact the reserves held by around £4-5k.

12.2 To agree payment schedule and approve payments

Secret Gardens - Hally Gally/miscellaneous	2,004.00
Clerk	710.86
Ros Calvert - internal auditor	60.00
KW Pest Control	210.00
HMRC	107.00
NPTS - subscription	216.00
CAS Insurance	752.83
Countrystyle Recycling	12.00
Kevin Richardson	583.00

Resolved to pay enbloc.

12.3 To review bank signatories and authorise changes

The bank signatures were reviewed and it was resolved to add Rick Goldsmith to the Council's mandate. EP

13. Annual Governance and Accountability Return 2025-2026 (AGAR)

13.1 To receive and agree the Accounts for 2025-2026

The Accounts had been circulated and it was resolved that they were approved by the Council.

13.2 To receive and consider internal auditor's report for 2025-2026

The internal auditor's report had been circulated and it was resolved that it be adopted and the recommendations taken forward to the next meeting.

13.3 To consider and agree completion of Exemption Certificate for 2025-2026

Council resolved to sign the Exemption Certificate.

13.4 To consider and agree complete Section 1&2 of the Annual Return for 2025-2026

Council resolved that Section 1&2 of the Annual Return be authorised and signed.

13.5 To consider and agree risk assessment

The risk assessment was considered and it was resolved that this be adopted with any recommendations to be considered at the next meeting.

13.6 To consider and agree asset list

The asset list was considered, reviewed and Council resolved to adopt the asset list.

13.7 To re-appoint Ros Calvert as internal auditor for 2026-2027
Council resolved to re-appoint Ros Calvert as internal auditor for 2026-2027.

- 14. To Receive Reports from Councillors and items for the next Agenda**
- Provision of bench along Back Lane.
 - Investigation into NNCT providing a service to Roughton residents

- 15. To confirm date of the next Meeting**
Roughton Ordinary Parish Council Meeting -
Monday 7th July 2026 - Roughton Village Hall @ 7.30pm

There being no further business the meeting concluded at 8.50pm.

CHAIR

7th July 2026

