

# **ROUGHTON PARISH COUNCIL**

## **ORDINARY PARISH COUNCIL MEETING**

**MINUTES - MONDAY 5<sup>th</sup> January 2026 @ Roughton Village Hall @7.30pm**

**Present:** Mr Paddy Bennett (Chair), Ms Julie Howes (Vice Chair),  
Ms Michelle Hewett, Mr Graham Hewett, Mr David North-Graves,  
and Mr Roy MacDonald

**Others:** Tim Adams, NCC and 2 members of the public

- 1. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**

Apologies had been received from Richard Seaward, Lisa Rieffel and Rick Goldsmith - personal and were accepted by the Council.

- 2. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**

**Declarations were declared by:**

**Paddy Bennett re 25/0492** - Planning Land West of Pine Tree Farm and would abstain from discussing and voting on this matter.

**Julie Howes re 25/2584** - Planning, Southerly Chapel Road and would abstain from discussing and voting on this matter.

- 3. To approve the Ordinary Parish Council Minutes 3<sup>rd</sup> November 2025**

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

- 4. 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.*

*Resolved to open the meeting to the public.*

**A member of the public** asked questions relating to an editorial in the press concerning a Councillor. They were informed that at the present time there was no action available to the Parish Council on this matter.

Discussion took place on the provision of materials and the installation for the play area perimeter fence which was to be donated to the Council by two donations. Members stated that they were extremely grateful to receive these generous offers of assistance.

**A member of the public** spoke about the Council's objection to Planning 25/2584 and explained that they considered that the objection needed to be reflected upon and gave the reasons why. Council thanked the Member of the Public for their input and confirmed that this would be discussed further at Agenda item 5.

**Roy MacDonald, NNDC** - informed that the Emerging Plan had been rubber stamped and was now operational.

**Tim Adams, NCC** - updated members on Planning Application 25/0492 Land West of Pine Tree Farm and the various offsite investments the applicant was offering. This could include a crossing outside of Cromer Academy, footpath provisions, a TROD South of Compit Hills, street lighting and a potential crossing at Roughton School.

Discussion also covered the access to School Transport for children and how far a child is expected to walk. This was being investigated at the present time.

**Council resolved to extend the public session for a further 10 minutes as the time limit had expired.**

Additional discussion covered a Bungalow at Burnt Hills which abutted the proposed planning application (25/0492) and what impact that might have on the development; and what were the plans for the Bungalow? There was a possibility of a footpath onto Carr Lane and a suggested footpath diversion in the mix.

Resolved to close the meeting to the public.

#### **5. To consider, review and comment on Planning if received**

25/0492	Land West of Pine Tree Farm	Erection of up to 550 dwellings plus 1.26ha for accommodation for the elderly (Class C2 or C3), 2.9ha for playing pitch and ancillary use, associated infrastructure - outline with details of access only (all other matters reserved)	Agenda** 16.12.26
25/2584	Southerly, Chapel Rd	Erection 5 dwellings/orchard	Objected*
25/2150	Wymeswold, Chapel Rd	Ext to front elevation	Approved
23/2162	Keepers Retreat, Old Turnpike	Change of use to holiday	Refused

**Paddy Bennet** left the meeting as he had declared an interest in \*\*25/0492 and did not participate or vote on this matter.  
Julie Howes Chaired this Agenda item.

Council debated this application at length; the Council's last objection was based on the previous local plan. Council resolved to object to the Planning application and needed to resubmit its comment utilising the new local plan and the policies within that. The primary objections were based on Highways issues, the development completely changes / alters the centre of Roughton, depletes agricultural land, extreme difficulties with Carr Lane, increased traffic along the Norwich and Chapel Road. There also needed to be mitigating 106 funds contributed towards Roughton Parish Council to be used for the benefit of the community to whom this development impacted the most.

**Paddy Bennett** rejoined the meeting and Chaired for Planning  
 \*Application 25/2584. **Julie Howes** left the meeting and did not participate in the discussion and did not vote as she had declared a personal interest in this matter.

Council reconsidered the original objection and resolved to rescind this on the basis that it had been drawn up under the previous Local Plan. The new Local Plan was now operational and it was resolved to object on the basis of the number of units which had been increased from 4 to 5 and concerns with the access onto Chapel Road, the impact onto near neighbours, visual splay and the volume of traffic.

6. **To consider, review and agree to accept donation of fencing materials and labour to install new perimeter fence around the play area (risk assessment and insurance policy to be provided to the Clerk prior to commencement of works)**

A resident had very kindly offered to supply the fencing and labour for the installation of a new perimeter fence around the play area. Council members were fully aware of the condition of the fence which had been slowly deteriorating and was beyond lifespan. It was noted that the post fix and posts had been donated from MKM which the resident had received directly from the company.

A risk assessment, method statement, insurance and waste documentation had been supplied to the Clerk prior to the meeting.

It was resolved that the Council accepts this very generous contribution to the community and Parish Council.

Clerk to write letters of thanks.

EP

7. **Matters Arising and Monthly updates and for information only: GENERAL**

**7.1 Defibrillator**

This was operational.

- 7.2 SAM2 - movement and transfer** - the statistics were discussed and it was agreed that the unit be placed at Back Lane and the Norwich Road. An assessment of Carr Lane would be made to see if it would be safe to site the SAM2 at this location.

LOCATION	FROM	TO	TOTAL VEHICLES	Speed limit	85th PERCENTILE SPEED MPH	AVERAGE SPEED MPH
Roughton Road /Holway Close	04.11.25	01.12.25	16,856	30	34.2	27.90
Felbrigg Road	01.12.25	01.01.26	111,955	40	38.6	33.00

**7.3 Transfer of Bank provider** - balance of funds to transfer and this would be actioned in due course.

**7.4 PFK Littlejohn** - this matter was outstanding and being monitored by the Council.

**ROUGHTON COMMON**

**7.5 Review of Hally Gally** - play inspection report - this was due to be carried out and had been delayed by the supplier.

**7.6 Installation of manoeuvrable post** - due to be installed

**HIGHWAYS MATTERS**

**7.7 Highways outstanding tickets**

There were no outstanding works by Highways.

New reports received:

30mph hour sign before the garage near Old Turnpike needed reinstating and Tim Adams would inform Highways.

**8. To consider and review correspondence and take appropriate action**

Norfolk Police - Priorities	Circulated
LGR documents from NNDC and others	Circulated

**9. To consider Financial Matters**

**9.1 To receive bank reconciliation and note receipts and review reserves**

The bank reconciliation was discussed, reserves noted and duly signed.

**9.2 To receive year to date financial figures**

The year to date figures were discussed and noted.

**9.3 To agree payment schedule and approve payments**

DT Overton – Moles	90.00
Roughton Village Hall (hire)	128.00
HMRC	121.40
Data Protection	52.00
Clerk	771.90

Council resolved to pay enbloc.

**10. To consider a yearly budget charge to all householders to contribute towards the cost of the External Audit; following a residents' objection to the Parish Council's Accounts for 2024/2025**

This matter was discussed at length and as the External Auditor had not completed their investigation the full costs were not fully known. An indication was around £3-4k. As this amount had not been allocated in the budget it needed to be paid for from reserves which depleted the Council's funds and left it financially exposed for the forthcoming year 2026-2027.

As the risk of a further objection for 25-26 is now probable. it is fiscally responsible for the Council to make an allowance for this in 2026/2027.

It was resolved that a budget allocation of £10.00 per annum per household be budgeted for this purpose during the year 2026-2027. This would continue to be levied until further notice and be identified within the budget.

**11. To consider the provision of a Lifebuoy unit at Roughton Common - Report to be circulated**

The Clerk had circulated a report for the purchase of a Lifebuoy together with the risk assessment. Council resolved that expenditure of £600 be allocated for this project to be completed in the January/February 2026. EP

**12. To review budget/expenditure to date and set Precept - 2026-2027**

Members had reviewed expenditure to date together with the predicted budget and expenditure to be incurred for the balance of 25-26.

Members were fully aware of the impact to our residents of any increase and were extremely disappointed that this substantial levy had to be made. This was primarily due to a residents' objection to the Councils Accounts in 2024/2025; which all found very unnecessary and disappointing. The external auditors' invoice was still outstanding as the objection had still not been actioned/signed off by PFK Littlejohn.

It was resolved that the Precept be set at £18,000. This increase was approximately 32.8% for a band "D" household. (4 members supported and 2 members abstained).

**13. To consider and review Parish Council policy**

**13.1 Draft - IT Policy - Assertion 10 compliance**

The Clerk had attended the training course and circulated the Draft IT Policy for member's consideration. It was resolved that this be adopted without amendment.

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

Council noted the updated information on the Mole contractor.

A problem was highlighted with a grit bin at Old Turnpike and this would be investigated. EP

**15. To confirm date of the next Meeting**

**Roughton Ordinary Parish Council**

**Monday 2<sup>nd</sup> March 2026 - Roughton Village Hall @ 7.30pm**

There being no further business the meeting concluded at 9.12pm.