

**ROUGHTON PARISH COUNCIL  
ORDINARY PARISH COUNCIL MEETING  
MONDAY 5<sup>TH</sup> JANUARY 2026  
@ 7.30PM - ROUGHTON VILLAGE HALL**

**YOU ARE SUMMONED TO ATTEND THE ABOVE MEETING  
APOLOGIES TO THE CLERK IN ADVANCE  
THE PUBLIC AND PRESS ARE WARMLY INVITED TO ATTEND**

Signed: \_\_\_\_\_ 29<sup>th</sup> December 2025

**ELAINE PUGH CLERK TO COUNCIL,  
RAYNHAM HOUSE, 10 NEW ROAD, NORTH WALSHAM, NORFOLK, NR28 9DF  
TELEPHONE: 01692 402998 OR EMAIL: CLERK.ROUGHTON@GMAIL.COM**

[www.Roughtonpc.info](http://www.Roughtonpc.info)

## **AGENDA**

1. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting
2. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.
3. To approve the Ordinary Parish Council Minutes 3<sup>rd</sup> November 2025
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.*

**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

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)
7. Matters Arising and Monthly updates and for information only:  
GENERAL
  - 7.1 Defibrillator
  - 7.2 SAM2 - movement and transfer - review of circulated figures

**7.3 Transfer of Bank provider - balance of funds to transfer**

**7.4 PFK Littlejohn - update**

**ROUGHTON COMMON**

**7.5 Review of Hally Gally - play inspection report due**

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

**HIGHWAYS MATTERS**

**7.7 Highways outstanding tickets**

- 8. To consider and review correspondence and take appropriate action**
- 9. To consider Financial Matters**
  - 9.1 To receive bank reconciliation and note receipts and review reserves**
  - 9.2 To receive year to date financial figures**
  - 9.3 To agree payment schedule and approve payments**
- 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**
- 11. To consider the provision of a Lifebuoy unit at Roughton Common - Report to be circulated**
- 12. To review budget/expenditure to date and set Precept - 2026-2027**
- 13. To consider and review Parish Council policy**
  - 13.1 Draft - IT Policy - Assertion 10 compliance**
- 14. To Receive Reports from Councillors and items for the next Agenda**
- 15. To confirm date of the next Meeting**

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

**ROUGHTON PARISH COUNCIL**  
**SCHEDULE OF CORRESPONDENCE & PAYMENTS**  
**PLEASE NOTE THAT THESE ITEMS ARE SUBJECT TO**  
**ADDITIONS PRIOR TO THE MEETING DUE TO THE LATE**  
**ARRIVAL OF CORRESPONDENCE**  
**OCTOBER/NOVEMBER**

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

**SCHEDULE OF PAYMENTS**

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