

ROUGHTON PARISH COUNCIL

ORDINARY PARISH COUNCIL MEETING

**MINUTES - MONDAY 7th September 2026 held at 7.30pm
@ Roughton Village Hall**

Present: Mr Paddy Bennett (Chair), Mrs Julie Howes (Vice Chair),
Mr Graham Hewett, Mr David North-Graves, Mrs Lisa Reiffel,
Mr Roy MacDonald, Mr Rick Goldsmith, Mrs Michelle Hewett and
Mr Phillip Arrow

Others: Callum Ringer (partial) and 0 members of the public

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
All members were in attendance.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations**
Paddy Bennett declared a personal interest in Planning 25/0492.
No other declarations of interests were received or dispensations authorised.
3. **To approve Ordinary Parish Council Minutes 6th July 2026**
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.
Callum Ringer, NCC - spoke about his written report which had been circulated to members. An update was given on 25/0492 which would be uploaded on to the Planning Portal. With regard to the Thorpe Market Road applying for a weight restriction a TRO would be required together with a feasibility scheme which would need funding. A meeting was to be held with the Highways Engineer together with Roy MacDonald.

Roy MacDonald, NNDC - informed on Planning 25/0492 and that he had launched his own website.

Resolved to close the meeting to the public.

5. Highways

- 5.1 To consider approach by members of the public to support the initiative for an HGV restriction along the Thorpe Market Road**
Members considered this matter at length. The Parish Council would support a Highways initiative to improve safety within the Parish. The Council does not have the funds to financially contribute to a Highways initiative at the current time. It was understood that this matter was currently being investigated by the County Councillor with Highways. It was resolved that the Council would not be able to commit any funding towards a scheme.
- 5.2 To consider approach by a member of the public to support an initiative to reduce speed along the B1436 near to Hillside Lane**
Members considered this matter at length. The Parish Council would support a Highways initiative to improve safety within the Parish. The Council does not have the funds to financially contribute to a Highways initiative at the current time. It was understood that this matter was currently being investigated by the County Councillor with Highways. It was resolved that the Council would not be able to commit any funding towards a scheme.

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

6.1 Defibrillator - New Inn

The defibrillator had been utilised and new replacement pads had been purchased and installed. Concern was raised with the delay in returning it to base. A suggestion of a tracker within the unit was made and the Clerk would investigate and report back.

EP

6.2 SAM2 - review of statistics and transfer to new locations

LOCATION	FROM	TO	TOTAL VEHICLES	Speed limit	85th PERCENTILE SPEED MPH	AVERAGE SPEED MPH
Thorpe Market Road - facing TM	01.07.26	02.08.26	70,945	30	33.3	28
Thorpe Market Road - facing Roughton	02.08.26	01.09.26	66,300	30	31.9	n/a*

The figures were reviewed and discussed *= download malfunctioned. The unit would be placed at Carr Lane and then the B1436 near to Dairy Farm.

6.3 Bank signatories - completed

ROUGHTON COMMON

6.4 Parking

There had been issues raised with a property parking on the corner of Thorpe Market/Norwich Road. This had been addressed and hopefully the matter resolved.

6.5 Replacement bin on Roughton Common - this had been replaced with a pre-used bin being donated by NNDC.

HIGHWAYS MATTERS

6.6 Highways outstanding tickets -

1779-6207-6353-6439	Oak Tree, Chapel Rd	did not meet criteria - Clerk would ask CR to review this with Highways
3634-8483-2509-2986	Old Turnpike	pothole infilled
9145-0336-4621-5683	Chapel Rd	signage/posts - programmed

7. To review and consider Planning if received

25/0492	Land West of Pine Tree Farm	550 dwellings plus accomm for elderly and playing pitch and ancillary use, associated infrastructure	Objected**
26/0379	Woodview, Thorpe Market Road	Erection of single storey detached dwelling to replace lawful residential static caravan	Approved
26/1227	Rose Cottage, Chapel Rd	Erection of detached double car port in front garden/driveway with EV charger	Approved
26/0734	Ridgeview Barn, Church Loke	Replacement black timber windows and doors with aluminium	Approved
26/1420	Springfield House, 227A Roughton Road	Alterations to detached garage to facilitate conversion to domestic workshop/study	Approved
26/1431	Tigaroch, Old Turnpike	Removal of rear garden room and erection of replacement single storey rear extension	No comment
26/1526	Roughton Mill, Old Mill Road	Installation of 26 solar panels on roof of scout hut	Approved

** Lengthy debate took place on this planning application which had now been deferred until the October NNDC Planning Meeting. The Clerk was to attend the Planning Meeting to object on behalf of the Council. Main considerations were the traffic, disruption/chaos this development would cause to residents and that no mitigation to the householders abutting the site had been committed to. There was also no 106 funding allocations to the Parish where the majority of the houses would be located.

8. To consider and review correspondence

Highways - Road resurfacing Norwich Rd 12 th Oct	Circulated
NCC - PP Scheme - to be continued	Circulated
Resignation of Councillor - noted	Circulated-advertised
Broadland Housing - re ROU03 - S106	Agenda
Anglian Water - webinar	Circulated
Callum Ringer, NCC - re Crisis and Resilience Service	Circulated
Resident re B1436 - Hillside Lane - speed reduction	Agenda
Parking along the Thorpe Market Road junction	Actioned
Water Leak - (mini-roundabout)	Circulated
NCC - pothole repair re Old Turnpike	Noted-with Highways
Norfolk Police - drop in sessions	Circulated
Highways - repairs to Back Lane - Anglian Water	Circulated
NCC - Callum Ringer - August report	Circulated

Resident request re weight restriction on B1436	Agenda
Resident request to publish newsletter	Responded
Norfolk Police - SNT meeting 2 nd September 26	Circulated
NCC Parish Partnership Scheme	Agenda
Callum Ringer - August report	Circulated
NCC - Highways - update on Thorpe Rd HGV route	Circulated
NNDC - Planning re 25/0492 - will be Oct meeting	Circulated

9. To consider, review and confirm adoption of land from Broadland Housing re ROU03 (Back Lane)

The 106 draft agreement had been circulated to members for their consideration. Discussion took place on the proposed 106 which had been written in 2019. It was resolved that the Council members needed to discuss this to assess the scale of the development and whether the need for additional land was required.

The original concept of the plan was to link up ROU03 with the Wilfred Davidson development utilising a footbridge for access over the Beck. Members were concerned that the £36k was not sufficient to maintain the land considering the liabilities and obligations which came with it. It was resolved that the Clerk write to Broadland Housing Trust EP to inform them that the Council were investigating this matter further.

10. To consider Financial Matters

10.1 To receive bank reconciliation and note receipts and review reserves

The bank reconciliation was discussed and members noted reserves held.

10.2 To receive year to date figures

The bank year to date figures were circulated, discussed and members noted reserves held. It was highlighted that the invoice from PFK Littlejohn had not been received.

10.3 To agree payment schedule and approve payments

Payments made from Bank	
NPTS (membership)	86.40
Elaine Pugh (reimburse defib pads)	76.74
Payments to be authorised	
Countrystyle	10.50
Clerk	776.39
HMRC	162.00
Kevin Richardson - grass cutting	268.00
Wix (hosting - reimburse to Clerk)	129.60

Council resolved to pay enbloc.

- 11. To consider matters raised during Internal Audit**
11.1 Standing Orders - reviewed in Nov 24
These were last reviewed in November 2024 and members resolved to make minor changes which would be circulated and adopted at the November meeting. EP
- 11.2 Financial Orders**
Council resolved that as the Financial Orders had been reviewed in March 2026 they did not require updating.
- 12. To consider document retention policy**
The draft policy had been circulated to members - amendments had been put forward which the Clerk would incorporate into the document. This document would be reviewed at the November meeting. EP
- 13. To consider an application to the NCC Parish Partnership Scheme**
Members decided in light of the constraints of Parish Council funds that it would not be participating in the Scheme this year.
- 14. To Receive Reports from Councillors and items for the next Agenda**

No reports were forthcoming from members or items for the next Agenda.

Discussion took place on 25/0492.
- 15. To confirm date of the next Meeting**
Roughton Ordinary Parish Council Meeting -
Monday 2nd November - Roughton Village Hall @ 7.30pm

There being no further business the meeting concluded at 9.24pm.