

# **ROUGHTON PARISH COUNCIL**

## **ORDINARY PARISH COUNCIL MEETING**

**MINUTES - MONDAY 3<sup>rd</sup> November 2025 @ 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,  
Mr Rick Goldsmith, Mr Roy MacDonald and Lisa Rieffel  
**Others:** Tim Adams, NCC and one member of the public

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**  
Richard Seaward - personal - accepted by the Council.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**  
There were no interests declared or authorised.
3. **To approve the Ordinary Parish Council Minutes 1<sup>st</sup> September 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.**

**Tim Adams, NCC** - informed the Council on the Speed Limiter along the Norwich Road - the Radar had been replaced by Highways and it was now operational. Discussions took place on the Emerging Plan which was due for publication by NNDC. It was reiterated that the Parish Council were extremely disappointed with the alteration of the settlement boundary of Roughton and Northrepps into Cromer. It was indicated that although the new proposed housing for building purposes was in Cromer - the recipients of the Precept would be Roughton and Northrepps as the Boundary of each Parish had not been altered. Details regarding the 106 were still in the early stages and members strongly emphasised that these monies should be contributed to each Parish's infrastructure and services. A signage post also needed to be amended and this was in hand with Highways.

**A member of the public** highlighted their disappointment and frustration with the lack of progress of the replacement fence at the play area. The Clerk reassured them that this was a priority however had not been progressed due to financial constraints at the present time. The member of the public offered to contribute and pay for both the installation of the fence and the materials.

Confirmation of this donation would be forwarded to the Clerk in writing and placed onto the January 2026 Agenda. Agenda

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

25/2150	Wymeswold, Chapel Road	Ext to front elevation	No comment
25/1790	Enfield, Chapel Road	Proposed 2 storey side ext	Approved

**6. To consider and review Parish Council policies**

**6.1 To review new draft risk management policy (circulated)**

This document had been circulated and members resolved that it be adopted with minor amendments. It would be dated and placed onto the website. EP

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

**GENERAL**

**7.1 Defibrillator**

The new pad had been ordered and would be installed. EP/JH

**7.2 SAM 2**

The figures were reviewed and the unit would be transferred to Holway Close and then to the Felbrigg Road.

LOCATION	FROM	TO	TOTAL VEHICLES	Speed limit	85th PERCENTILE SPEED MPH	AVERAGE SPEED MPH
Cromer Rd/Facing Jonas Farm	02.09.25	30.09.25	17,096	30	34.5	28.8
Thorpe Market Road	01.10.25	03.11.25	64,543	30	33.6	28.2

**7.3 2026 - Meeting dates** - these had been circulated agreed.

**7.4 Transfer of Bank provider**

The application form was duly signed and would be returned to Unity Trust Bank for processing. EP

**ROUGHTON COMMON**

**7.5 Replacement fence at the play area**

This project was waiting for the outcome from the Play Inspection Report and a finance update from the Clerk in January 2026.

**7.6 Review of Hally Gally** - play inspection due in October 25

The Play Inspection Report was due and depending on the recommendations would be reviewed.

**7.7 Installation of manoeuvrable post** - with NCC F/paths officer

The Clerk updated the Council on this matter it was agreed to proceed with the manoeuvrable drop down post in 2026. The funds had already been pre-authorised for this work. EP

**HIGHWAYS MATTERS**

**7.8 Application for white village Gates at boundary Cromer/Roughton Road**

The village gates had now been installed via the NCC Parish Partnership Scheme. The old signage needed to be removed. Highways would be reminded. EP

## 7.9 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 Oct 25 - the radar had been replaced, and the unit was functioning
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## 8. To consider and review correspondence and take appropriate action

Norfolk Police - Neighbourhood meeting	Noted
NCC - PP Scheme Roughton sign	Due 20.10.25
NCC - Highways Rangers	Noted
NCC - Road Closure 18-24 <sup>th</sup> September	Circulated

## 9. To consider Financial Matters

### 9.1 To consider donation to Royal British Legion - S137 payment (2024-2025 £100)

Resolved that £100 be donated to the Royal British Legion.

### 9.2 To receive bank reconciliation and note receipts and review reserves

Council received and reviewed the bank reconciliation and noted reserves.

### 9.3 To receive year to date financial figures

Year to date figures were reviewed and noted.

### 9.4 To agree payment schedule and approve payments

Countrystyle Recycling (bottlebank)	42.00
Elaine Pugh - Clerk	838.90
HMRC	54.40
DT Overton - mole patrol	210.00
Kevin Richardson – grass	524.00
Royal British Legion S137	100.00
First Rescue - defibrillator pads	85.14

**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

The Clerk had prepared a draft budget which included an allowance for the next 3 years for a possible objection to the Council's AGAR/Accounts. It was explained this is now a high risk element to the budget forecasting and that steps needed to be taken to ensure that the Council could pay the External Auditor in future years. As there was a current objection which had not been resolved then the outstanding amount was unknown which was hindering the work of the Council.

This matter was discussed at length and it was resolved that it be deferred to the January 2026 meeting.

11. **To consider the provision of a Lifebuoy unit at Roughton Common**  
The Clerk had reviewed the risk assessment and this matter would be deferred to the January 2026 meeting for attention.
12. **To review budget/expenditure to date and set Precept - 2026-2027**  
Due to Agenda item 10 and the expenditure being incurred by a resident's objection to the Council's Accounts for 2024-2025; Council resolved to defer the setting of the Precept until January 2026. At the present time it was estimated that a **minimum** increase of £3,000 may be required to account for a prospective objection on a yearly basis.
13. **To review Publication Scheme Policy and charges**  
Council reviewed the document and approved subject to amendments to dates and contact details.
14. **To Receive Reports from Councillors and items for the next Agenda**  
There were no matters brought forward for the January 2026 Agenda.
15. **To confirm date of the next Meeting**  
**Roughton Ordinary Parish Council**  
**Monday 5<sup>th</sup> January 2026 - Roughton Village Hall @ 7.30pm**

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

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**PADDY BENNETT - CHAIR**

**5<sup>th</sup> January 2026**