

ROUGHTON PARISH COUNCIL

ORDINARY PARISH COUNCIL MEETING

MINUTES - MONDAY 1st September 2025 @ Roughton Village Hall @7.30pm

Present: Mr Paddy Bennett (Chair), Ms Julie Howes (Vice Chair),
Mr Richard Seaward, Ms Michelle Hewett, Mr Graham Hewett,
Mr David North-Graves, Mr Rick Goldsmith and Mr Roy MacDonald
Others: 2 members of the public were in attendance (1 co-optee)

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
All members were present.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
Rick Goldsmith - personal - co-option of new member.
3. **To approve the Ordinary Parish Council Minutes 7th July 2025**
These had been circulated and it was resolved that these be signed by the Chair.
4. **To consider co-option of new member**
The application for co-option had been circulated to members for their consideration. It was resolved that Lisa Rieffel be co-opted onto the Council. Paperwork and notification to NNDC to be completed by the Clerk/Councillor. EP/LR
5. **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 questioned the Council on their requirements for the play area fencing which included the type of gate. The Council informed that they would prefer 5 bar gates. It was confirmed that a detailed specification would be forwarded to the Clerk by the weekend.

Roy MacDonald discussed his report and highlighted the progress of the Local Plan.

Resolved to close the meeting to the public.

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

25/1790	Enfield Cottage, Chapel Rd	Proposed 2 storey side ext	No objection
25/1374	Jonas Farmhouse, Cromer Rd	Dormers/rooflights ext and alts	Approved
25/0932	Jarvis Farm, Felbrigg Rd	Erection of hay & machinery barn	Approved
25/1509	Brookside, Old Turnpike Rd	Non Material ament - 24/1667	Approved

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

7.1 Defibrillator - the new management team at the New Inn had no concerns with the unit being housed on the building and there were no issues with the bottle bank being located on site.

7.2 SAM2 - movement and transfer

The figures were reviewed and it was agreed that the next 2 locations would be Jonas Barns and Thorpe Market Road.

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	Speed limit	AVERAGE SPEED MPH
Felbrigg Road	09.07.25	02.8.25	106,137	38.2	40	32.20
Back Lane	02.08.25	01.09.25	2,396	31.2	30	25.4

7.3 Donation to NNCT - As there were no users from Roughton the Council would not be making a donation.

ROUGHTON COMMON

7.4 Parking - additional posts had been - installed

7.5 Replacement fence at the play area - being progressed

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

7.7 Tree survey (completed in 2021)

HIGHWAYS MATTERS

7.8 Application for white village Gates at boundary

Cromer/Roughton Road - Due to be installed - the Clerk would chase Highways again. EP

7.9 Replacement 3 way pointer sign at Carr Lane

This unit had been installed.

7.10 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 Foliage removed still not functioning. Consider application to NCC PP Scheme. Inspected by Westcotec - foliage is in the sight line of the radar. Forwarded to TA and Highways - waiting action from Highways. The Clerk would again review the area and approach the landowner.
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8. To consider and review correspondence and take appropriate action

Resident copy of objection to Auditor	Circulated
PFK Littlejohn - confirmation of objection/analysis of objection	Circulated
NNDC - AP/25/0009 - Appeal re Enforcement	Appeal Dismissed
PFK Littlejohn - confirmation - logged exempt status	Noted
Tim Adams - NCC - Re FP15	Circulated
Norfolk Constabulary - Trigger Plan	Circulated
Quotation for installation of post - common	Circulated/Agenda
Norfolk Constabulary - Neighbourhood Watch	Circulated
NCC - closure of Old Turnpike - 1-5 th September	Circulated
The Pensions Regulator	To be actioned
Resident - re co-option (received after Agenda)	Circulated and noted
Resident - re comment on installation of post	Circulated

9. To consider Financial Matters

9.1 To receive bank reconciliation and note receipts and review reserves

Council received the bank reconciliation and noted reserves.

9.2 To receive year to date financial figures

Council received and reviewed the financial figures and these were discussed and noted.

9.3 To agree payment schedule and approve payments

HMRC	£80.00
Mick Kinder (caretaking)	£40.00
Kevin Richardson - grass cutting	£362.00
Secret Gardens - (caretaking)	£120.00
Elaine Pugh – Clerk	£715.74

Council resolved to pay enbloc.

9.4 To consider a yearly 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

Members discussed this matter at length and were mindful of the impending External Auditor's charges. It was resolved that this item be deferred to the November meeting.

Agenda

9.5 To consider an application to the NCC PP Scheme for 2026-2027 (replacement VAS at Norwich Road)

Members resolved not to progress any project for the period 2026-2027.

10. To consider the installation of an additional manoeuvrable post on the common and the removal of the temporary chain

Council resolved to approve the expenditure and installation of the post at a cost of £140 incl installation plus VAT. Prior to work commencing the positioning of the unit would be cleared with the Footpaths Team and County Councillor.

EP

11. To consider change of Banking Provider to Unity Trust Bank

The Chair and Clerk explained that it was extremely difficult to utilise the Lloyds Bank Account and changes to the signatories was a lengthy process and that the provider did not meet the needs of the Council. The benefits of the Unity Trust Bank Account were discussed. Council resolved to move the Council's account and funds to Unity Trust Bank. The Clerk would arrange and new signatories would be transferred over to Unity Bank

EP

12. To consider and review Parish Council policies

12.1 To review new draft risk management policy

Members discussed the proposed new policy and points were discussed. Amendments would be made and circulated for all to review for adoption at the next meeting.

12.2 To consider, review and adopt Vexatious or Habitual Requests and Complaints Policy

The document had been circulated - and approved subject to minor amendments.

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

- Review of provision of lifebuoy at Roughton Common Pond
- Council records to be transferred to Norfolk Records Office
- Invitation to Peter Davidson - Norfolk Police to attend a meeting
- Continual review/update of Council Policies

14. To confirm date of the next Meeting

Roughton Ordinary Parish Council

Monday 3rd November 2025 - Roughton Village Hall @ 7.30pm

There being no further business the meeting was concluded at 21.05pm

PADDY BENNETT - CHAIR

3rd November 2025