

**ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MONDAY 3RD NOVEMBER 2025
@ 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: _____ **23rd October 2025**

ELAINE PUGH CLERK TO COUNCIL,

www.Roughtonpc.info

RAYNHAM HOUSE, 10 NEW ROAD, NORTH WALSHAM, NORFOLK, NR28 9DF

TELEPHONE: 01692 402998 OR EMAIL: CLERK.ROUGHTON@GMAIL.COM

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 1st September 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

25/2150	Wymeswold, Chapel Road	Ext to front elevation	Circulated
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)
7. Matters Arising and Monthly updates and for information only:
GENERAL
 - 7.1 Defibrillator - New Inn waiting pads
 - 7.2 SAM2 - movement and transfer - review of circulated figures
 - 7.3 2026 - Meeting dates - to be circulated
 - 7.4 Transfer of Bank provider - in progress**ROUGHTON COMMON**
 - 7.5 Replacement fence at the play area - under review
 - 7.6 Review of Hally Gally - play inspection due in October 25
 - 7.7 Installation of manoeuvrable post - with NCC F/paths officer**HIGHWAYS MATTERS**
 - 7.8 Application for white village Gates at boundary
Cromer/Roughton Road - Due to be installed imminently

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 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. Oct 25 - Working - being monitored by Council.
------------------------	---	---

- 8. To consider and review correspondence and take appropriate action**
- 9. To consider Financial Matters**
 - 9.1 To consider donation to Royal British Legion - S137 payment (2024-2025 £100)**
 - 9.2 To receive bank reconciliation and note receipts and review reserves**
 - 9.3 To receive year to date financial figures**
 - 9.4 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**
- 12. To review budget/expenditure to date and set Precept - 2026-2027**
- 13. To review Publication Scheme Policy and charges**
- 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 5th January 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 - Neighbourhood meeting	Discuss
NCC - PP Scheme Roughton sign	Due 20.10.25
NCC - Highways Rangers	Discuss
NCC - Road Closure 18-24 th September	Circulated

SCHEDULE OF PAYMENTS

DT Overton – Mole patrol	£210.00
Kevin Richardson – grass cutting	£tba
Elaine Pugh – Clerk	£838.90
HMRC	£54.40
Royal British Legion S137	£tba
Stuart Clarke	£tba