

ROUGHTON PARISH COUNCIL

ORDINARY PARISH COUNCIL MEETING

MINUTES - MONDAY 6th July 2026 held at 7.30pm

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

Others: 4 members of the public

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Lisa Rieffell - personal - accepted by the Council
Richard Seaward - personal - accepted by the Council
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No declarations of interest were requested or dispensations authorised.
3. **To approve Annual Parish Council Minutes 18th May 2026**
Resolved that these be accepted and signed by the Chair.
4. **To confirm receipt of the Annual Parish Minutes 18th May 2026**
Members confirmed receipt of the Annual Parish Minutes 18th May 2026.
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.

4 members of the public attended the meeting with one spokesperson who outlined their request for the Thorpe Market Road to be re-classified with a weight restriction of 12T. Members confirmed that they were supportive of this initiative however, highlighted that this road forms part of the Group Hierarchy route and that the Parish Council did not have the funds to financially assist. Estimated costs from Highways were approximately £14k (to include a feasibility study/consultation/road traffic orders/signage) plus additional adhoc expenses. This was not a Parish Council responsibility and would need to be dealt with by the County Councillor who was aware of the request. The Council advised that the group consults with the B1436 Action Group who had been highly successful in their quest to improve the Felbrigg end of the B1436.

Resolved to close the meeting to the public.

6. To review and consider Planning if received

26/0379	Woodview, Thorpe Market Rd	Erection of single storey detached dwelling to replace existing lawful residential static caravan	No objections
26/1227	Rose Cottage, 65a Chapel Rd	Erection of detached double car port-front garden/driveway	No objections
26/0806	Springfield House 227A Roughton Rd	Conv of detached garage into workshop/study space for domestic use only	Approval required
25/2584	Former caravan & camping site - Southerley	Erection of 5 detached dwelling and creation of small orchard	Approved

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

7.1 Defibrillator - New Inn - the new Landlord has confirmed that this unit can remain in situ.

7.2 SAM2

The figures were reviewed and discussed. It was agreed that the unit would remain at the Thorpe Market Road until September.

7.3 Bank signatories

The forms were duly signed and the completion of documentation would be provided for authorisation. EP

7.4 AGAR - end of year requirements - completed

7.5 NNCommunity Transport - Roughton availability

NNCommunity Transport are willing to review the provision of a service from Roughton to North Walsham or Cromer on a weekly basis. However, there would need to be a substantial uptake of the service to enable this to be actioned. Leaflets would be provided for placement in the noticeboard and website. RM/EP

ROUGHTON COMMON

7.6 Parking

One householder had been spoken to along the Thorpe Market Road and the parking situation would continue to be monitored.

7.7 Replacement bin on Roughton Common

NNDC had agreed to supply and install an older surplus unit as a gesture of goodwill at the location.

HIGHWAYS MATTERS

7.8 Highways outstanding tickets - no outstanding tickets

8. To consider and review correspondence

Residents re weight limit on Thorpe Market Rd	Circulated
Resident to access to Hillside Lane	Circulated/responded
Roy MacDonald - Annual report	Circulated
NNDC - Land at Southerley - TPO/26/1099	Confirmed
Grounds Care Group - report for Japanese Knotweed - continuous plan £150 plus VAT	Discuss
Roy MacDonald - NNCTransport	Circulated
Callum Ringer - NCC monthly report	Circulated
NCC - speed limit orders re - ROU03	Circulated

9. To consider Financial Matters

9.1 To receive bank reconciliation and note receipts and review reserves

The Clerk detailed the bank reconciliation and Council reviewed the reserves. It was noted that the invoice from PFK Littlejohn had not yet been received; this distorted the financial reserves held by the Council.

9.2 To receive year to date figures

The year to date expenditure and income against budget was discussed. It was noted that the costs for the 2024-2025 external audit from PFK Littlejohn had not been received and this impacts the finances held.

9.3 To agree payment schedule and approve payments

Clerk	661.38
HMRC	90.00
KW Pest Control	180.00
Grounds Care Group - Japanese Knotweed	180.00
Kevin Richardson	641.00
Payments made from Bank	
Unity Bank charges	7.00
NNDC - dog bin emptying	657.60
Secret Gardens - repairs to play equipment	1,020.00

Resolved to pay enbloc

10 To consider matters raised during Internal Audit

10.1 Standing Orders - 2024

10.2 Financial Orders - 2026

Council resolved that these would be reviewed at the next meeting and Councillors were urged to read the documents and bring forward any amendments.

Agenda

11. To consider request for bench to be located on Back Lane

This matter was discussed at length and the overall consensus was that there was no suitable location for the unit to be placed. The Council's funds were also extremely limited at the present time.

12. To Receive Reports from Councillors and items for the next Agenda
Roy MacDonald - informed that there was a small budget available from the District Council, the details of which would be released shortly.

There was a speed sign along Chapel Road which needed replacing - a W3W and a photo was requested to put this forward to Highways.

Review of the website - the Clerk would arrange this promptly. EP

Oak trees outside Roughton School - need attention. EP

Glass recycling bins to be brought forward to the front of the New Inn EP

13. To confirm date of the next Meeting
Roughton Ordinary Parish Council Meeting -
Monday 7th September - Roughton Village Hall @ 7.30pm
14. To resolve under the public bodies (Admission to Meeting Act 1960)
to exclude members of the public for the purpose of confidential
items:
Resolved to close the meeting to the public.
15. To consider and review staff salary and ancillary payments.
The Council reviewed the staff salary which was agreed and a letter of
confirmation will be forwarded.

There being no further business the meeting was concluded at 8.45pm.

CHAIR

7th September 2026