

ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MONDAY 6th July 2026
Commencing @ 7.30pm - Roughton Village Hall

NOTICE OF MEETING MONDAY - 6TH JULY 2026 held at Roughton Village Hall @ 7.30pm THE PUBLIC AND PRESS ARE WARMLY INVITED TO ATTEND	
Signed: _____	29th June 2026
Elaine Pugh Clerk to Council, Raynham House, 10 New Road, North Walsham, Norfolk, NR28 9DF Telephone: 01692 402998 or email: Clerk@Roughtonparish.gov.uk	
roughtonpc.info	

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 Ordinary Parish Council Minutes 18th May 2026
4. To confirm 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.

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**
 - 7.2 **SAM2 - review of statistics and transfer to new locations**
 - 7.3 **Bank signatories**
 - 7.4 **AGAR - end of year requirements - completed**
 - 7.5 **NNCommunity Transport - Roughton availability**
 - ROUGHTON COMMON**
 - 7.6 **Parking - being monitored**
 - 7.7 **Replacement bin on Roughton Common - being sourced**
 - HIGHWAYS MATTERS**
 - 7.8 **Highways outstanding tickets - no outstanding tickets**
8. **To consider and review correspondence**
9. **To consider Financial Matters**
 - 9.1 **To receive bank reconciliation and note receipts and review reserves**
 - 9.2 **To receive year to date figures**
 - 9.3 **To agree payment schedule and approve payments**
10. **To consider matters raised during Internal Audit**
 - 10.1 **Standing Orders**
 - 10.2 **Financial Orders**
11. **To consider request for bench to be located on Back Lane**
12. **To Receive Reports from Councillors and items for the next Agenda**
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:**
15. **To consider and review staff salary and ancillary payments.**

SCHEDULE OF CORRESPONDENCE

ROUGHTON PARISH COUNCIL

JULY 2026

PLEASE NOTE THAT THESE ITEMS ARE SUBJECT TO ADDITIONS PRIOR TO THE MEETING DUE TO THE LATE ARRIVAL OF CORRESPONDENCE AND INVOICES

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

SCHEDULE OF PAYMENTS

Clerk	661.38
HMRC	90.00
KW Pest Control	180.00
Secret Gardens - various	£tba
Grounds Care Group - Japanese Knotweed	£tba
Kevin Richardson	£tba

Payments made from Bank	
Unity Bank charges	7.00
NNDC - dog bin emptying	657.60
Secret Gardens - repairs to play equipment	1,020.00