

ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MONDAY 1st September 2025
@ 7.30pm - Roughton Village Hall

THE PUBLIC AND PRESS ARE WARMLY INVITED TO ATTEND

Signed: _____ 25th August 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 7th July 2025
4. To consider co-option of new member
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 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 - New Inn
 - 7.2 SAM2 - movement and transfer - review of circulated figures
 - 7.3 Donation to NNCT - no users from Roughton
- ROUGHTON COMMON**
- 7.4 Parking - additional - 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
 - 7.9 Replacement 4 way pointer sign at Carr Lane - reported to
Highways and in their system

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
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- 8. To consider and review correspondence and take appropriate action**
- 9. To consider Financial Matters**
 - 9.1 To receive bank reconciliation and note receipts and review reserves**
 - 9.2 To receive year to date financial figures**
 - 9.3 To agree payment schedule and approve payments**
 - 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**
 - 9.5 To consider an application to the NCC PP Scheme for 2026-2027 (replacement VAS at Norwich Road)**
- 10. To consider the installation of an additional manoeuvrable post on the common and the removal of the temporary chain**
- 11. To consider change of Banking Provider to Unity Trust Bank**
- 12. To consider and review Parish Council policies**
 - 12.1 To review new draft risk management policy**
 - 12.2 To consider, review and adopt Vexatious or Habitual Requests and Complaints Policy**
- 13. To Receive Reports from Councillors and items for the next Agenda**
- 14. To confirm date of the next Meeting**
Roughton Ordinary Parish Council
Monday 3rd November 2025 - 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
AUGUST-SEPTEMBER

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	Circulated/Agenda
Norfolk Constabulary - Neighbourhood Watch	Circulated
NCC - closure of Old Turnpike - 1-5 th September	Circulated
The Pensions Regulator	To be actioned

SCHEDULE OF 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