

ROUGHTON PARISH COUNCIL

ORDINARY PARISH COUNCIL MEETING

MINUTES - MONDAY 2nd March 2026 @ Roughton Village Hall @7.30pm

Present: Mr Paddy Bennett (Chair), Ms Michelle Hewett,
Mr Graham Hewett, Mr David North-Graves, Mr Roy MacDonald,
Mr Rick Goldsmith and Ms Lisa Rieffel

Others: Tim Adams, NCC and 1 member of the public

- 1. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Apologies had been received from Julie Howard - personal.
Richard Seaward - extenuating circumstances - both apologies were accepted by the Council.
- 2. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
None were declared.
- 3. To approve the Ordinary Parish Council Minutes 5th January 2026**
These had been circulated to members and it was resolved that they be signed by the Chair.
- 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 (1 minute per person).

Tim Adams, NCC - informed on the proposed 20mph limit along Back Lane. The suggested post to be installed on the common will be forwarded for assessment by Highways. The NCC elections are now progressing for the 7th May 2026 and Tim would not be standing in our Ward as the boundaries had been moved. Discussions took place on the length of the term of office and the LGR progression.

Roy MacDonald, NNDC - informed that he would be standing as a county councillor in another ward. The monthly report had been circulated to members.

Member of the public - asked about yellow lines along Brownsfield. Unfortunately, this would not be considered by Highways as there would be no justification at the location and would not meet the criteria. A road traffic order would need to be made together with a consultation; one objection would mean that the order may not proceed. Costs for this type of Highways work were approximately £5-£6k.

5. To consider, review and comment on Planning if received

25/2329	Wordsworth, Cromer Rd	1 st Floor ext, rear single ext, replacement windows and doors, driveway and detached ancillary garden room to rear with shower room	No comment
25/2849	Hill Poultry Farm, NW Rd	Lawful Development Certificate	Existing use

6. To consider and review correspondence and take appropriate action

NNDC Councillor report	Circulated
PFK Littlejohn - summary of objection 24-25	Circulated - Agenda 10
NCC - re 20mph consultation	Council supported

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

GENERAL

7.1 Defibrillator

All is functioning. The unit may need to be moved due to the future closure of the New Inn. This would be monitored.

7.2 SAM2 - movement and transfer

LOCATION	FROM	TO	TOTAL VEHICLES	Speed limit	85th PERCENTILE SPEED MPH	AVERAGE SPEED MPH	MAX SPEED MPH
Back Lane	06.01.26	01.02.26	2,129	30	33.6	27.20	50
Carr Lane – facing Roughton	01.02.26	15.02.26	2,861	30	27.6	23.3	40
Carr Lane – facing Northrepps	15.02.26	28.02.26	3,923	30	34.2	28.4	60

Members reviewed the figures and all were concerned with the number of vehicles using Carr Lane. It was noted that these figures were for 2 weeks each way.

It was agreed that the SAM2 unit be positioned along Carr Lane to capture the traffic numbers both ways for a month each. The unit would then be transferred to the Felbrigg Road for a further month.

7.3 Transfer of Bank provider

Funds had been transferred to Unity Bank and the Council agreed to close down the Lloyds current account and the forms were duly signed.

ROUGHTON COMMON

7.4 Installation of manoeuvrable post

The design would be forwarded to Tim Adams and Highways and then installed.

7.5 Play Area perimeter fence - this had been installed.

It was agreed that a plaque would be installed thanking the relevant suppliers for their financial contribution to this project.

7.6 Installation of Lifebuoy at Pond - installed

HIGHWAYS MATTERS

7.7 Highways outstanding tickets - there were no outstanding tickets for Highways at the present time.

8. To consider and review Parish Council Policies

8.1 Financial Standing Orders (circulated)

The Clerk circulated the proposed amendments to the Financial Standing Orders to account for the new Banking Arrangements. The amendments were discussed and modified. It was resolved that the new Financial Standing Orders be adopted by the Council with immediate effect.

Clerk to circulate document.

EP

9. To consider Financial Matters

9.1 To receive bank reconciliation and note receipts and review reserves

Council agreed the bank reconciliation and reviewed reserves.

9.2 To receive year to date financial figures

These were discussed and noted. Invoices were due from the External Auditor and the Play repairs which would fall into the 2026-2027 figures.

9.3 To agree payment schedule and approve payments

Countrystyle Recycling	27.00
The Play Inspection Company	113.94
Glasdon – lifebuoy	459.54
Clerk	930.30
HMRC	187.00
Secret Gardens	258.00

Resolved to pay enbloc.

10. To agree formal response to PFK Littlejohn letter in connection with the residents’ objections to the 2024-2025 AGAR

The Clerk had written a response to PFK Littlejohn which had been circulated to members. It was resolved that the letter be forwarded to PFK Littlejohn to clarify the points raised.

EP

11. To consider and review play inspection report and agree repair costs

The report had been circulated to members for their consideration.

It was resolved that the play equipment repairs be managed in two stages and to appoint Secret Gardens to complete the work.

General play equipment repairs £650 plus VAT

Hally Gally - 4 new timber arms and hangers with safety chains to include the inspection of the internal bearings £1,300 plus VAT

Clerk to liaise with contractor.

EP

12. **To Receive Reports from Councillors and items for the next Agenda**
The rubbish bin at the bus shelter along the Norwich Road had allegedly been vandalised. This would be investigated.

Co-option of new member.

Agenda

13. **To confirm date of the next Meeting**
Roughton Annual Parish Meeting followed directly by the
Roughton Annual Parish Council Meeting
Monday 18th May 2026 - Roughton Village Hall @ 7.30pm

There being no further business the meeting concluded at 8.56pm.

Paddy Bennett - Chair

18th May 2026