

ROUGHTON PARISH COUNCIL
ORDINARY PARISH COUNCIL MEETING
MONDAY 2nd November 2026
Commencing @ 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: _____ **26th October 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 7th September 2026
4. To receive update on ROU03 from Broadland Housing
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. **Matters Arising and Monthly updates and for information only:**
 - 6.1 **Defibrillator** - New Inn - tracking device and signage installed
 - 6.2 **SAM2** - review of statistics and transfer unit to new locations
 - 6.3 **2027** - dates for meetings**ROUGHTON COMMON**
 - 6.4 **Parking** - continually being monitored**HIGHWAYS MATTERS**
 - 6.5 **Highways outstanding tickets** -

9145-0336-4621-5683 Chapel Rd - signage/posts - programmed
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7. To review and consider Planning if received

26/1795	Southerly, Chapel Rd	Various NMA's	Approved
25/1661	Fern Bank, Carr Lane	CL - existing use of land for siting of 2 caravans for residential occupancy	Not lawful

- 7.1 To consider the Council's formal response for the proposed Planning Meeting on 11th November to Application 25/0492 together with 106 agreement requirements
- 8. To consider and review correspondence
- 9. To consider, review and confirm as appropriate response to adoption of land from Broadland Housing re ROU03 (Back Lane)
- 10. To review procedures
 - 10.1 Standing Orders - amendments agreed and circulated
 - 10.2 To consider document retention policy
- 11. To consider Financial Matters
 - 11.1 To consider donation to Royal British Legion - S137 payment (2025-2026 £100)
 - 11.2 To receive bank reconciliation and note receipts and review reserves
 - 11.3 To receive year to date financial figures
 - 11.4 To agree payment schedule and approve payments
- 12. To review budget/expenditure to date and set Precept - 2026-2027
- 13. To Receive Reports from Councillors and items for the next Agenda
- 14. To confirm date of the next Meeting
Roughton Ordinary Parish Council Meeting -
Monday 4th January 2027 - Roughton Village Hall @ 7.30pm

SCHEDULE OF CORRESPONDENCE

ROUGHTON PARISH COUNCIL

NOVEMBER 2026

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

NNDC - TPO Roughton - Land at Chapel Road	Circulated
Highways - Roughton - Road Closure 12 th to 22 nd Oct	Circulated
PFK Littlejohn - response to 24-25 Audit objection	Circulated

SCHEDULE OF PAYMENTS

Clerk	839.09
HMRC	133.00
KW Pest Control	60.00
Countrystyle (Bottlebank emptying)	13.50
Kevin Richardson (grass cutting)	£tba