

ROYDON PARISH COUNCIL

Draft Minutes of the Parish Council meeting held in the Parish Room, St. Remigius Church on Tuesday 28 June 2016 at 7.15 pm.

Present:	Paul Curson	PC	Chairman
	David Goldson	DG	District Councillor
	Andrew Daniels	AD	
	John Taylor	JT	Vice Chair
	Elizabeth Taylor	ET	

In attendance: County Councillor Jenny Chamberlin JC
Gareth Roderick-Jones (Clerk) GRJ

1	Welcome and Apologies for Absence	Action
---	-----------------------------------	--------

The Chairman welcomed members of the public to the meeting and accepted apologies from Councillors Jenny Shorter and David Bartrum

2 Declarations of Interest

none

3 Residents Forum

- | | | |
|---|--|----------------|
| a | There are ongoing streetlight issues: follow-up with Pearce & Kemp needed | GRJ |
| b | There are ongoing pothole issues in Snow Street: whole area needs resurfacing rather than patching – to be followed up | JC |
| c | There are problems with 2 drains in The Close. These are discussed in some detail in an email from Bob Edwards at Highways, which has been circulated to councillors | JC |
| d | The hole in the hedge and fence caused in an RTA have not yet been fixed (see Matters Arising below) | |
| e | Snow Street drainage problems have returned. | |
| f | Some street signs are illegible or difficult to make out; PC will check all the signs and give a list to GRJ for submission | PC, GRJ |

4 Minutes of the meeting held on 31 May 2016

the minutes were approved by all and signed by the Chairman.

5 Matters Arising

- | | |
|---|------------|
| <ul style="list-style-type: none"> Hole in fence and hedge on A1066/Old High Road junction: the Council decided that delays waiting for the insurance company were unreasonable and we would arrange repairs forthwith: GRJ to ask James Crerar to repair. | GRJ |
| <ul style="list-style-type: none"> Bob Edwards at Highways to be contacted re the return of flooding west of "Purbeck" on Snow Street. | GRJ |
| <ul style="list-style-type: none"> Parking outside school: no response still from Saffron Housing, so we now await the bollards which the head of the school has arranged. | |
| <ul style="list-style-type: none"> Overgrown hedge at Swan Nursery: GRJ has written to the owner but without response to date – will follow up with a second letter, and will then contact Highways after a further two weeks. | GRJ |

- Streetlights – GRJ to chase Pearce and Kemp for progress on outstanding matters; GRJ will also research other service providers and will look into status of our long term agreement with Pearce and Kemp **GRJ**
- The tree-planting ceremony was a great success and good photos were taken and circulated in the meeting. Leslie Burrows provided a write-up for the Herald. AD is waiting for the permanent tree guard.
- Recycling Centre: GRJ has checked this and the fly tipping he reported has been picked up. Environmental Services informed him that there is a new contractor for the clothing bank but the container still seems to be full so he will follow up. **GRJ**

6 Accounts for Payment

The following were approved for payment

6.1	Pearce & Kemp	Street Lighting (Standing Order)	£158.26
6.2	EON	Electricity (Direct Debit)	£111.94
6.3	G Roderick-Jones	Salary March - June 2016	£216.70
6.4	HMRC	PAYE	£54.17
6.5	Steeles Law	legal costs	£84.00
6.6	Graham Wuyts	internal audit charges	£100.00
6.7	JM Crerar	grass cutting/brush clearing	£265.00

7 Bank Balances

The following balances (as at latest statement dated 4 June 2016) were noted:

current account: £27,517.98

savings account: £7,828.64

Unpresented cheques £2,038.08 (last meeting being only 3 working days after last meeting)

Cashbook total £33,308.54

8 Internal Audit and Approval of Annual Return 2015-16

This was discussed and was proposed for approval with one proviso: that the records be checked to ensure that the £600.00 payment to the PCC had been included in the grasscutting costs quoted on the Annual Reconciliation.

proposed: PC seconded: DG and agreed unanimously

9 Highways

- Bob Edwards has submitted a report following recent investigations (which are ongoing) including maps which has been circulated to councillors. Old water drainage courses which run towards Swamp Lane may have been lost over time. Highways are looking for the outfalls but have been hampered by the weather and by seasonal undergrowth.
- JC will contact Bob Edwards regarding potholes and ground water in the Snow Street area. **JC**
- JC will also follow up re the reappearance of ground water at the junction of Darrow Lane and Snow Street. **JC**
- The development of the school has fallen behind schedule and is well over budget, which has led to cost cutting measures. Now the new main entrance to the school will be on Old High Road (the two existing entrances on Manor Road being retained also). This is a cause of great

concern because Old High Road has no pedestrian pathway; because there is now insufficient funding for a pedestrian crossing or a pavement, it is proposed to install a drop-kerb crossing with all the inherent dangers this would pose especially being so close to a bust junction. DG will write to PC setting out the issues and will copy this to JC; PC will also write to JC so that JC can take action against this scheme.

DG
PC
JC

10 **Brewers Green: report on meeting held on 22 June 2016**

- Steve Jones is still in dispute with Highways regarding the alleged Public Right of Way across Brewers Green
- A selection of anti-dog fouling signs have gone up on the Green, thanks to pupils of Roydon Primary School. The Parish Council will thank the Head via the Roydon Herald.
- The lady who plans to hold play sessions on the Green has requested permission for a limited amount of greenery trimming and to put up tape to make the pond area safer; S Jones has requested sight of her public liability insurance and this will be provided.
- Cutting of the Green has not been done well. Have Norse misinterpreted the instructions they have received regarding the additional area they have been asked to cut – this should be part of their routine cutting, not a one-off arrangement. GRJ will write to Norse. They are cutting the main area but leaving an increasingly wide strip along Manor Road. PC can have a site meeting with Norse if required.

GRJ

GRJ

11 **Street Lighting**

There are a number of requests with Pearce & Kemp which need to be followed up

GRJ

12 **Dog Fouling**

- Dog fouling is a problem especially in estate areas which have open-plan gardens and shared areas.
- DG will get additional signs and posters from the school.
- DG will look into getting an article published in the Diss Express regarding the efforts made by pupils of Roydon Primary School

DG

DG

13 **Allotments**

- It has been reported that three of the allotment tenants are not maintaining their allotments under cultivation, which is a condition of their tenancy. One more is deteriorating also. PC will compose a letter for these tenants and will forward to GRJ to send.
- Discussion of the current situation vis a vis Allotment 6C was deferred until after the departure of the public at the end of the meeting on the grounds that public discussion could prove prejudicial to any proceedings taken by the Parish Council in this matter.

PC,
GRJ

14 **Planning Applications**

- 2016/1451 Ginadene, Snow Street: demolition of existing bungalow and replacement with bungalow and garage– **no comment**
- DG will check the summer house being built at Factory Lane/Brewers Green Lane near the football club and will advise

DG

15 Correspondence

The following were circulated and noted:

- a regarding Greater Norwich Local Plan
- b regarding Roads and Paths
- c Norfolk ALC Newsletter
- d regarding The Close (NCC Highways)
- e Norfolk PCC Newsletter
- f County Councillor Report June 2016
- g CAN (Community Action Norfolk) update
- h Norfolk Safeguarding Adults events

16 Report from District Councillor

The District Councillor's report in which he discusses devolution was circulated in full to councillors.

17 County Councillor's Report

The County Councillor's report was circulated in full to councillors. Cllr Chamberlin discussed devolution, and talked about the County Council Elections in 2017 coinciding with the elections for regional mayor(s).

18 Any Other Business/Items for Next Agenda

DG has heard from a group of volunteers who will do work on public land (clearance, grounds maintenance, etc) for £300, which includes 10 people working for a full day. This might be of interest to The PC, or more particularly to the Brewers Green Committee.

13 (continued after the departure of members of the public)

Ms Hutchinson has sent a detailed email to PC, in which she makes a Freedom of Information request regarding details of income and expenditure for the allotments from 2010.

Steeles Law have suggested a brief acknowledgement but no detailed response. They have offered to assist Roydon PC with the FOI request, but this will obviously involve some cost to the council. It was proposed that the council engage Steeles Law in the matter of the FOI request.
proposed PC, seconded DG and agreed unanimously.

19 Date and Time of Next Meeting

Tuesday 26 July 2016 at 7.15pm, in the Parish Room at St Remigius Church.
Items for the agenda by Monday 18 July, please.