

ROYDON PARISH COUNCIL

Draft Minutes of the Parish Council meeting held in the Parish Room, St. Remigius Church on
Tuesday 25 October 2016 at 7.15 pm.

Present:	Paul Curson	PC	Chairman
	David Goldson	DG	District Councillor
	Andrew Daniels	AD	
	David Bartrum	DB	
	Jenny Shorter	JS	
	Pam Murton	PM	
	John Taylor	JT	Vice Chair
	Elizabeth Taylor	ET	

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

1 Apologies for Absence

None

2 Declarations of Interest

- a Cllrs J and E Taylor relating to item 10 (refurbishment of noticeboard)
- b Cllr Daniels relating to item 17 (churchyard maintenance)

3 Residents' Forum

- a. There has been some clearing of the Persimmon development site; it is ongoing.
- b. Tottington Lane residents have complained about road noise caused by a join between different surfaces on the A1066 as it enters Diss. JC has spoken to NCC Highways who are looking into the possibility of bringing scheduled resurfacing work forward.
- c. Streetlight 9067 outside 1 Wiulliam Brown Way is not working - GRJ will report.

21 District Councillor's Report

(item brought forward to allow DG to leave early due to sickness)
Full report circulated to all councillors and members of the public.
In addition DG reported on the AGM of the Village Hall Committee. The drainage issue was discussed and it was confirmed that the cracked wall and other drainage problems were caused by seepage from an inadequate septic tank, not properly emptied over the years. The VH Committee have now applied for a grant to connect to the mains drainage. Saffron Housing, whose land this would cross, are now proving more cooperative than before. The total cost would be £10k, and with an SNDC grant to cover 50% of this, it would leave £5k to be found. The Hall needs to hold a contingency fund to cover one year's income. It has been established that ownership of the Hall lies with its trustees - this means the current Committee, but the PC also acts as trustee. Proposed to be added to the next agenda approval of a donation of 50% of the required £5k.
(DG departed the meeting)

4 Approval of Minutes

The minutes of the meeting 27 September were approved and signed.

5 Matters Arising from Previous Minutes

Streetlights: GRJ to obtain quote from Pearce & Kemp for a new unit on the south side of the A1066 opposite the junction with Copeman Road, to replace the unit on the east side of Copeman Road - the supply for the new unit coming from the east side.

6 Accounts for Payment

The following payments were approved for payment:

PAYEE	NARRATIVE	AMOUNT	CHEQUE #
Gareth Roderick-Jones	October salary	£223.92	101129
HMRC	PAYE	£55.98	101130
Peter Frezzell Ltd	grass cutting	£1666.80	101131
Mazars LLP	external audit	£120.00	101132
Anglian Water	allotments June-Oct	£25.43	101133

7 a Bank Balances (as at 4 September 2016)

The following were checked against bank statements and approved:

Current account	£31898.34
Savings account	£7830.60
sub-total	£33728.94
less unpresented cheques	£1230.50
Cashbook Balance	£38498.79

b Online banking facilities: ongoing

c NOTED: notification from Barclays that the interest rate on Business Savings accounts has now dropped to 0.00%.

8 Highways

There is still an issue with a hedge encroaching on the road near Orchard House. PC will send a photo to JC, and JC will enlist the help of NCC Highways.

9 Brewers Green

- There are no new developments in the dispute between Highways and Steve Jones.
- Steve Jones is talking about clearing out ditches to inhibit unauthorised vehicular access to the Green. The PC, however, prefer to wait until we are able to see how the drainage system copes in the next spell of wet weather before doing anything that could affect drainage.
- Work on the permanent tree guard for the new tree is progressing, and meanwhile the temporary guard is still in place.

- 10 Renovations**
- Estimate for the renovations to the noticeboard - remove, renew parts, re-erect - amount to £267.00 + VAT. It was proposed that we accept the quote: proposed PC, seconded DB and agreed unanimously.
- 11 Allotments**
- Rubbish including old cold frames needs to be removed from 3 West, 4 West and other parts of the allotments. It is proposed to hire a midi skip to do this.
 - JT will check the site to make sure a midi skip can be brought onto the site without damaging the gates.
 - PC will put up a notice allowing tenants to use the skip for allotment rubbish only.
 - JT and PC will check the site a week on Saturday and if all is in order JT will arrange a skip.
- 12 Budget**
- GRJ and PC will meet informally to draft a budget proposal, and this will be on the next agenda.
- 13 Asset Register**
- An up to date Asset Register is needed for the external audit and is useful for budget planning. PC has suggested changes to the current Register (mainly the removal of sports equipment etc which is no longer in the PC's possession) and GRJ will redraft it for the next meeting.
- 14 Planning**
- 2016/2364 Barn at Long Meadow, Thetford Road, change of use from agricultural to light industrial. GRJ to circulate paper copy.
- 15 Neighbourhood Plan with Diss Town Council**
- Recent meeting was held to decide which communities wanted to participate and the name of the plan - this was eventually settled as the Diss and District Neighbourhood Plan.
- The next meeting is on 17 November and will decide who will oversee the process and who will participate as representatives. Diss will provide a paper copy of the guide to neighbourhood planning.
- 16 Village Hall AGM**
- as discussed in District Councillor's Report above
- 17 Churchyard Maintenance**
- The current contractor will be unable to maintain the level of work required in the future. At present there are enough volunteers, and with work being done by James Crerar, there is not an immediate problem. However, AD is getting in quotes for work next year and it looks as if an approach will have to be made to the PC for some financial assistance.
- 18 War Memorial**
- The question arose as to insurance coverage for the War Memorial; the PC policy provides coverage of up to £48,000.

19 Hog Carving

The question also arose as to whether the Hog Carving is covered as an individual item in the PC's policy, or if it is covered in the VH insurance policy. GRJ will check the PC policy.

20 Correspondence

Correspondence has been circulated to all councillors and noted.

Barclays re interest rates

email from Pearce and Kemp

County Councillor's report and attachments to the report

Notes from Diss & District Neighbourhood Plan meeting

invitation to NALC AGM

21 Report from District Councillor

see above

22 Report from County Councillor

full report circulated to all councillors by email and hard copy

17 Any Other Business/Items for Next Agenda

GRJ has found a 3-day intensive CiLCA training course and has requested a contribution of 25% of the fee (totalling 300.00) from each of his parish councils. A payment of 75.00 towards this training was proposed PC, seconded AD and agreed unanimously. This will be on the next agenda.

18 Date of Next Meeting Tuesday 6 December 2016 at 7.15pm

NOTE: this is later than the scheduled date of 29 November which clashes with one of GRJ's training dates. PC will confirm that the Parish Room is available before this new date is publicised.