

ROYDON PARISH COUNCIL

Draft Minutes of the Parish Council meeting held in the Parish Room, St. Remigius Church on
Tuesday 27 September 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

None

3 Residents' Forum

- a. SNDC have advised of a new planning application for the expansion of the business carried on at 18 Tudor Avenue, a day nursery, to increase from 6 to 18 children. There are residents' concerns about this and this will be taken into consideration by the Planning Committee.
- b. There is still no sign of the live hedge that was promised along the western boundary of the Persimmon development on Old Denmark Lane/A1066 as part of the planning permission. DG will follow up.
- c. A Freedom of Information request has been requested but a response from the PC has not been received. GRJ will resend the information, and will also provide a copy of the PC's Standing Orders.
- d. Some allotment residents complained about littering and vandalism at the allotments, and they have been advised to inform the police.

4 Approval of Minutes

The minutes of the meeting 26 July were approved and signed.

5 Matters Arising from Previous Minutes

none

6 Accounts for Payment

The following payments were approved for payment:

PAYEE	NARRATIVE	AMOUNT	CHEQUE #
Steele's Law	FOI Request (previously authorised and paid 9 Sept 2016)	£68.22	101123
Gareth Roderick-Jones	August & September salary	440.62	101124

HMRC	PAYE	£110.15	101125
Soyaha Bewlay	allotment - counsel's fees	£420.00	101126
JM Crerar	village maintenance	£665.00	101127
John R Tacey	plaque for commemorative tree	£650.00	101128

7 **a Bank Balances (as at 4 September 2016)**

The following were checked against bank statements and approved:

Current account	£23,290.96
Savings account	£7,829.62
sub-total	£31,120.58
less unrepresented cheques	£68.22
Cashbook Balance	£31,052.36

- b** Approval for limited online banking facilities: Clerk to have sight-only online access to monitor bank transactions.
proposed PC, seconded JS and agreed unanimously
- c** approval to pay for wreath for Remembrance Day
proposed PC, seconded DG and agreed unanimously
DB will represent the Parish Council on the occasion
- d** Recycling Centre: if we wish to continue to receive the annual payment for adopting the Recycling Centre, we need to confirm to SNDC
Agreed unanimously - GRJ will submit form.

8 **Highways**

Items from last minutes to be sent for next Rangers visit (GRJ), plus:

- 2 patches of brambles and other vegetation on the south side of Brewers Green Rd near North Cottage, and on the south side of the pond opposite The Poplars;
- overgrown willowherb blocking the ditches on triangular junction on Brewers Green;
- overgrown hedge on the footway on the south side of Old High Road (as previously reported) - PC will send photo to GRJ

Highways have been making progress in investigating the flooding opposite the Old Rectory (as reported in County Cllr Chamberlin's emails, circulated to all councillors) however, their excavation has been left in a dangerous condition: JC will contact Highways.

9 **Brewers Green**

Committee met last Wednesday evening.

- recent clearing of the green was carried out satisfactorily;
- the new tree continues to do well;
- the commemorative plaque has now been completed and delivered;

- Steve Jones has met BT (who currently use the electricity poles for their overhead wires) and they confirm a Spring 2017 start on removing the poles and laying underground cables;
- the Brewers Green area is due to have fibre optics installed (date unknown);

10 Streetlights

- PC has completed a physical check and has added information to the recently updated list; PC will send completed list to GRJ and this can be shared with all councillors.
- Proposal to remove 9055 (Copeman Road) and 9042 (High Road) and replacing with a single new unit south of the border of number 2 Copeman Road - to be discussed at next meeting.
- GRJ to confirm with Pearce and Kemp that the PC wish to go ahead with the new lamp arm on the pole opposite The Close - proposed PC, seconded DG and agreed unanimously.

11 Renovations

The area around the village sign is looking unkempt and needs to be weeded and cleaned - can this be done by volunteers as an ongoing project? GRJ will add initially to list for Rangers.

The noticeboard needs a new board - JT has a suitable board and will install. All agreed.

12 Allotments

- The new Allotment Tenancy Agreement has been circulated. The deposit, necessary in case of an allotment being left in a poor condition, will not apply to existing tenants who are renewing their tenancies. The deposit was agreed at £50 towards the cost of Mr Crerar being called in to clear up to make an allotment fit for a new tenant.
- The amount of the deposit was proposed PC, seconded JT and agreed unanimously.
- That the PC adopt the new Allotment Tenancy Agreement proposed PC, seconded DG and agreed unanimously.
- 2 potential tenants on the waiting list will be invited to take up the allotments which are falling vacant.
- The current water charges and rents will remain unchanged for 2017/18 - all agreed.
- Tenants will be able to sign their agreements and pay their rent on Saturday 15 October between 10am and 11am at St Remegius.

13 Trees on A1066

AD saw Mr Crerar to discuss requirements and priorities. Some of the trimming has been completed, but other parts of the job need to wait until the winter months.

14 Budget

There will be an off-record meeting during October to draft a budget for final approval in the November PC meeting - PC will circulate further information.

15 Asset Register

A copy of the last approved Asset Register was circulated to all councillors and will be discussed at the next meeting.

16 Planning

The following were circulated and no objections or comments were received:

- 2016/2106 1 Tottington Lane – single storey rear extension/demolition of existing outbuildings
- 2016/2121 Ginadene, Snow Street – discharge of conditions (materials and levels)
- 2016/1971 Snow Cottage, Snow Street – rethatch, reglaze existing windows and add 1 window
- 2016/1971 Snow Cottage, Snow Street – erection of artist's studio in garden

A new application (2016/2174 Land adjacent to 3 Tottington Lane – new detached dwelling with new highways access) has been circulated for comments to be sent to GRJ.

17 Neighbourhood Plan with Diss Town Council

The first meeting took place on 2 August. It was agreed that Roydon would participate. As to whether only parts of the parish should be included, it was decided that the whole parish should be included. It might be that only certain aspects (for example, housing) are included but that would be a community decision.

In the next meeting, on 4 October, the scope of the plan, its name, and who will run the project, will be decided.

18 Recycling Centre Adopter Agreement

as discussed in item 7d above

19 Village Hall Committee: JS and AD volunteered to serve as PC representatives on the Village Hall Committee.

Drainage: the cost of remedial work to sort out drainage problems has become problematic for the VH Committee. They are in the process of obtaining additional quotes and are also negotiating with Anglian Water about the possibility of getting onto the mains system.

DG informed the PC that Saffron Housing (whose land would be crossed by a connection to mains drainage) have been unhelpful. He is helping with negotiations and is also looking into sources of funding.

Ownership of the VH is unclear. JT has some old documents which he will look into. Ownership is important to determine the role and responsibilities of the Parish Council in this issue.

The building insurance policy needs to be re-examined.

20 Correspondence

Correspondence has been circulated to all councillors and noted.

21 Report from District Councillor

full report circulated to all councillors

22 Report from County Councillor

full report circulated to all councillors

17 Any Other Business/Items for Next Agenda

- The PCC is short of volunteers and may need to bring in contractors for some of the churchyard maintenance– next agenda.

18 Date of Next Meeting Tuesday 25 October 2016 at 7.15pm