

Roydon Parish Council

Minutes of the Parish Council Meeting held Virtually on Tuesday 2nd June 2020

Councillors Present: Paul Curson PC Chairman Jenny Shorter JS Vice Chairman Trevor Ault TA Andrew Daniels AD Jane Jennifer JJ		
In Attendance: Wendy Benson WB Clerk & RFO Keith Kiddie KK County Councillor 1 member of the General Public		
		Action
1.	Apologies for absence: DB, PM, ET, AB Apologies accepted (Issues with access to virtual technology) GM.	
2.	Declarations of Interest: None	
3.	Approval of the minutes of the Parish Council meeting held on 3rd March 2020: The motion to approve the minutes was agreed unanimously.	
4.	Matters arising from the minutes, not on the current agenda (for information only): Item 5 – Zebra Crossing. We have now been informed that a following a traffic assessment and the issuing of a detailed report which did not recommended a full crossing. It was suggested that a central pedestrian refuge island would be funded. The desired position of this must be forwarded to Councillor Kiddie. AD tabled concerns as to safety of these due to incidents in neighbouring villages. Further discussion to be held in July meeting. Item 6 – Additional Dog Bin near Roydon Fen. Suggested that a map of all these bins is studied and made public.	July Agenda Future Agenda
5.	Clerk's Report: - Firstly, just so that it is minuted, I wish to report that I have completed my CiLCA course and have passed. I am now just awaiting receipt of my certificate. - I am waiting to hear back from Sarah Richards (DTC Clerk) regarding whether Diss agree to extending our period for expenditure of the CIL money they have allocated us. This was being taken to their next council meeting.	

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	• TA has confirmed that the remaining £40 of District Councillor donation money can be spent beyond the original deadline date due to the current situation. • TA has been booked onto a NALC training course in June which addresses community engagement and which the council will pay for. I look forward to feedback from this. • The payment has been passed to us from the village hall trustees for the remedial works needed from the drains project to make good the left over works that were not completed by the original contractor. We had previously agreed that this should be undertaken and that we would be responsible for the invoice. • I am still awaiting a quote from the contractor regarding the cost of installation of the bench and additional bins we have agreed to purchase. This has been chased up this week.	
6.	Financial Matters and Banking: a.& b. Copy of bank balances, bank reconciliation, receipts and payments attached to the end of these minutes. All payments authorised unanimously.	
7.	Annual Governance and Accountability Return (AGAR): a. Acknowledgement of receipt of Internal Auditors report and any queries regarding this. No queries were raised. It was noted that this was our first year with Mr Brown and that the report was very thorough and informative. All suggested actions are being implemented. We thank him for his time. The report was accepted unanimously. b. Consideration and approval of section 1, Annual Governance Statement. Section 1 was approved unanimously. PC has been supplied with original copy and will add minute reference 06/2020-2 7b to form and sign it. c. Consideration and Approval of section 2, Accounting Statements. Section 2 was approved unanimously. PC to add minute reference 06/2020-2 7c to form and sign it.	PC to return original forms to Clerk Clerk to return forms to PKF Littlejohn
8.	DDNP: Comments on report. Discuss the next stages. The draft report has been issued to councillors for checking and suggestion of any changes needed. The report will be publicised once it has been approved. Issues raised were: The number of open spaces was considered excessive by the report and it was suggested these should be limited to about 10. Councillors were	

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	concerned that this would mean excluding areas considered as valuable local green space, PC to raise this at the next DDNP steering group for clarification. It was questioned whether play areas should be included or would these be protected as a matter of course, but noted that those with no equipment e.g. Hose Lane area were valued by residents. Areas that do not meet the criteria, i.e. grass verges classified under highways, may be able to be allocated as wildlife corridors. There was no walking/cycling routes map included at this time. Item 7 of the report, looking specifically at site allocation, especially in consideration of the development allocation for Roydon within the village clusters option must be discussed when a full contingency of members are able to attend a council meeting. It was acknowledged that this was a good report on which to move forward.	PC
9.	Public Forum: If time permits. District Councillor – Jenny Wilbys’ report attached to the end of these minutes. Council Councillor - Keith Kiddie expressed his concerns over social media reports regarding the proposed actions that SNDC are considering to be taken in Diss to enable the high street to reopen. The reports were inaccurate, published before any proposals were ratified and caused a good deal of ill-feeling. For clarification and subject to full ratification, there need to be some traffic flow changes to allow pedestrians to observe social distancing. These may include closing off areas around the lower end of St Nicholas Street and reversing traffic flow and other minor road modifications. No car parks are due to be closed and all through routes will remain open. Traffic lights and signage will be prevalent but drivers will need to take additional care and be aware of possible changes. There will be extensive media campaigns to advertise any changes that are ratified. Any measures taken are to encourage footfall back on to the High Street, allowing street furniture for cafes to operate safely and social distancing to be observed so that everyone can access the facilities safely. These measures are temporary, to get the local economy moving, until such times as government guidelines dictate otherwise. KK also highlighted the difficulty Highways are having at the moment due to having to abide by government guidelines and also as many of their suppliers are closed, so there is a difficulty with sourcing materials. He is working hard to ensure that Roydon are still being serviced with repairs as much as possible. It was suggested that we put the next meeting agenda on the Diss facebook page as well as our local one to try and encourage more people to attend.	

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10.	Date and time of next meeting: To agree the date of Tuesday 7th July 2020 @ 7.15pm: It was asked if we could change this to Wednesday 8th @ 7pm to ensure as many members as possible are able to attend. The motion to agree the revised date of next meeting was carried unanimously. This meeting will be held virtually.	
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Meeting closed at 7.50pm

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A: Bank Reconciliation as 31/05/20

Bank account Balances @ 31/05/20			
Business Current Account		£23,701.58	
Business Savings Account		£7,716.40	
Total Balances			£31,417.98
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£3,130.01	
Accounts Receipts Ledger YTD		£14,214.37	
Unpresented Cheques @ 31/05/20			
101338	£550.01		
101339	£200.00		
101340	£428.71		
101341	£8.60		
101342	£185.00		
		(£1,372.32)	
Actual Balance			£30,045.66

B: Payments/Receipts to be authorised to 31 May 2020

Date		Payee	Narrative	Receipt	Payment
01/05/2020	S/O	Cozens UK Ltd	May Payment 5041		£150.00
14/05/2020	D/D	E.ON	April Usage		£199.50
26/05/2020	CHQ 101338	BHIB Ltd	Annual Insurance Premium		£550.01
26/05/2020	CHQ 101339	Mr T Brown	Internal Auditor		£200.00
28/05/2020	CHQ 101340	Mrs W Benson	Employment Costs & Office Supplies		£428.71

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28/05/2020	CHQ 101341	HMRC	PAYE		£8.60
28/05/2020	CHQ 101342	JM Crerar	Village Hall Works		£185.00

Jenny Wilby Report – June 2020

A big thank you to everyone that continues to help within our communities, looking out for one another, helping out with shopping, picking up prescriptions and keeping in touch with those that live on their own in this difficult time. We have heard an announcement from the government of its route map for easing down the lockdown. A sign of hope for us that the current situation we are living in will change for the better.

At South Norfolk Council help hub we have received about 4500,00 contacts to date with residents and businesses asking for help and advice during this pandemic, to date 250 households have been helped with food and our community connectors and help hub staff some of whom have been redeployed from other departments continue to help those that need it. The contact number for the help hub is 01508 533933.

We have launched a COVID 19 community Hero's campaign to recognise the valuable work carried out by key workers, volunteers, community groups, local business or an individual that has assisted others .

So far eight recycling centres have reopened including the one at Ketteringham in S. Norfolk the other twelve sites will open in the next few weeks. A big thank you to all of our binmen who have continued to collect all of our green, black and brown bins during this time.

Hope you are all well
Kind regards
Jenny