

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Wednesday 8 July 2020

Councillors Present:

Paul Curson (PC) Chairman
Jenny Shorter (JS) Vice Chairman
Trevor Ault (TA)
Angela Brown (AB)
Andrew Daniels (AD)
Jane Jennifer (JJ)

In attendance:

Wendy Benson (WB) Clerk & RFO
Keith Kiddie (KK) County/District Councillor
Graham Minshull (GM) District Councillor
1 member of the General Public

		Action
1.	Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor & Jenny Wilby	
2.	Declarations of Interest:. AB Item 8 – Allotments. PC & JJ Item 10 Diss & District NP	
3.	Approval of the minutes of the Parish Council Meeting held on 2nd June 2020: The motion to approve the minutes was agreed unanimously.	
4.	Matters arising from the minutes, not on current agenda (for information only): Item 5 – The siting of a bench in the Loke has been approved by Highways (an email confirmation of this will be sent) and a meeting with the contractor will be arranged to obtain a quote for the work.	PC TA
5.	Clerks Report: - I have received an email from Sarah Richards to say that Diss Town Council have extended the deadline for spending the CIL allowance to December 2021. - Following renewal of our insurance and within the 14 days cooling off period I have checked the policy against our asset register to ensure we are adequately covered, as recommended by the Internal Auditor in his report.	

	• All invoices are now being initialled by the signatories, again as recommended by the IA. • Following a short training session with Norfolk ALC I am now looking at ensuring we are making our website accessible in accordance with the new regulations coming into force in September. Part of this includes a declaration that has been uploaded on our website, using the pro-forma supplied by NALC, which can be found under our Governance Documents tab. This also requires us to make our documents more accessible where possible and as a result I am making slight changes to the way agenda and minutes are formatted to address this. • I have had contact from a resident in Swamp Lane, who is concerned with the speed of vehicles, especially delivery vans, using the lane. It was asked if they could erect a sign highlighting the presence of pedestrians/ducks etc but wanted to check this was acceptable before they purchased and erected one. This has been forwarded to Highways for comment. • I have been informed of a Facebook post regarding the concerns of residents over the alleged drug dealing incidents in our parish. This post noted that it has been raised with the SNT and all residents are asked to report any incidents they may witness directly to the SNT. • I am in the process of updating our streetlight inventory with E.ON. Currently I am finalising this list with Cozens reflecting the lights which have been removed and those updated. We require codes for both the old SOX lights and the new LED which we then present to E.ON at which point I am expecting our monthly charge to be reduced. However, as you can imagine at this time it is not easy or swift getting hold of anyone so this process will take time. • I have been informed by Norse that the contract regarding Brewers Green was terminated on 1st April, we did not receive the letter that was sent out informing us of this. They have suggested two contractors who we can approach for quotes for this work. Further discussion will be needed in order to establish how we want to go forward with this. • I have sent our Annual Return forms to the external auditor and received confirmation that these forms have been received.	
6.	Financial Matters and Banking: a & b Copy of bank balances, bank reconciliation and payments attached to these minutes. c Quarterly report (1 st quarter April – June) attached to these minutes. All payments authorised unanimously and no queries raised against reports.	
7.	Planning: Applications received and considered by planning committee members.	

	2020/0923. 11 The Close, Roydon, IP22 5RE. Erection of rear extension, extension to replace car port, replacement porch, internal alterations and alterations to existing fenestration. No objections. 2020/0977. 1 The Close, Roydon, IP22 5RE. Erection of three bay garage and conversion of existing double garage into bedroom. No objections. No queries were raised regarding these applications that were considered by the planning committee members.	
8.	Allotments Update: Request received to erect a small greenhouse, within the permitted size, on plot 1A. 1m gap to be adhered to between greenhouse and boundary. Allotments councillor had approved this request in line with the Allotment Tenancy Agreement and confirms erection has been started.	
9.	Training report: Community engagement training session through NALC: TA provided the following report regarding this training. Also noted was how well presented the course was, with a great deal of useful information and was considered value for money. On June the 11th I attended (virtually) a NALC course on “Engaging Your Local Community”. It lasted for two hours and was presented by Rachel Leggett. The focus was mainly on Neighbourhood Planning, but all of the ideas could be used for any project that a council was planning or running. They were ideas about how the local community could be involved in planning, or developing, or responding to various proposals or plans. Many different scenarios were described and many, many different ways of getting residents involved in these different situations. It was a very lively and positive (optimistic?) presentation. Rachel backed up her ideas and suggestions always with very concrete local examples where she had worked with councils to develop and process various projects. Her company is called Rachel Leggett & Associates, and a really good idea of what she does and what we were shown can be seen on her website: https://www.rachelleggett.co.uk/ A couple of suggestions which struck me as especially useful were: 1. Always be very clear about what an event with residents is – an initial meeting for ideas, a consultation to progress plans, a consultation on existing plans, an exhibition of proposals etc. 2. Keep a contact list of groups and organisations in the village (I think Jane and Paul have compiled one of these for the Neighbourhood Plan). These are things such as the school, groups that meet in the village hall, the forest school, Quaker Wood trustees etc, which could be visited when appropriate. Many thanks for financing the course for me - ‘twas well worth it. Trevor	

10.	D&DNP: Update and local assets report and updated Terms of Reference approval: This report provides a general update on progress with the Neighbourhood Plan for Diss and District and requests that the Parish Council provide feedback on key elements prior to consultation during July with the community. <i>To approve the motion:</i> This parish council proposes: i) that our delegated representatives to the steering group of the Diss & District Neighbourhood Plan shall be Paul Curson & Jane Jennifer, with [...] as our reserve representative; and ii) that the council endorses the current version of the steering group's Terms of Reference as defining the role of parish representatives and the authority delegated to them. The public consultation on this plan starts on 20 July, this will be in the form of a postal consultation with a postcard sent to every residence detailing how to access the online survey or how to obtain a hard copy of this if required. The steering group meet again this Monday (13 July) and PC & JJ will feed back the following issues that have been raised and discussed and will confirm the wording with the consultants to ensure clarity. The strategic gap: This is a belt of land between Roydon and Diss set as a green boundary. TA has asked that it be extended to include Potash Fields and Tottington Lane (which often floods in adverse weather). All agreed that the north boundary was satisfactory at this time. Site for required development. A site should to be proposed for future village expansion which is ideally close to village facilities and will be included in the public consultation documents. Allocation of a site for development. It was noted we have to accept that there will be development in our village. Extensive discussions were held regarding siting and density of this necessary development. It was also made clear that we have to allow a number of houses within the village clusters from the district council in service villages, which Roydon is included in. The purpose of village clusters development is to encourage local employment therefore smaller sites suit this criterion. Larger developers tending to land bank for future development. The site discussed, GNLP0526, will be included on the public consultation paper with the exact number of houses to be finalised but a tentative minimum of 25 was put forward using only part of the site. This site was suggested due to its access off a main road and the location within the main part of the village near to the local facilities. It was noted that historically private households had applied for planning permission to develop within their garden boundaries adjacent to this plot and these had been refused. GM stated that all planning applications are taken on their own merits with sound reasons for refusal. Councillors also discussed environmental mitigation including the proposal of a woodland boundary belt. The public consultation will give all residents the opportunity to voice their views. The above motion for PC & JJ to represent the council on the steering group and the endorsement of updated Terms of reference of the steering	
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	group was approved unanimously. TA was proposed as our reserve representative and approved unanimously.	
11.	Brewers Green: Update on maintenance and enhancement of the green. The BGMC (A) met last Wednesday. Following the withdrawal of the current maintenance company the grass on the green was quite long. Suggestions were put forward to allow the green to be cut for hay. However, it transpires that a large part of the green has been cut already and this would now not be suitable to ask someone to make this into hay. It was noted a 2m stripe has been left around the edges which is good for the environment. Unfortunately following the cut the grass has been left on the green, which is not an ideal situation for those wishing to use the green. PC is to liaise with the BGMC(A) to raise a working party to clear some of the green to make it useable for the summer. It was suggested that the contractor who usually cuts the wildlife part of the green in autumn be asked to include all the green at that time. The council will discuss the contract for cutting at a future council meeting. Mr Jones has been approached by the two rotary clubs in Diss with the idea of planting 75 native trees along the green in this VE/VJ anniversary year. The plan was for roughly three groups of trees and these ideas have been put to all the local residents who may be affected by the planting with all in favour of this scheme. This will enhance the environmental sustainability of the green and all councillors regarded it as a good scheme. The planting will take place in November/December.	Sept/Oct Agenda
12.	To Discuss the placement of a central pedestrian refuge island along the A1066: Following the information from highways that a zebra/pedestrian crossing is not merited on this road it was suggested that we could look at getting an island installed. A meeting with highways resulted in two potential sites being suggested. Councillors reached the conclusion that they did not wish to go forward with this suggestion but thought the money would be better spent around/near the school enhancing the safety in this area. The yellow lines are due to be extended but additional ideas, for example more signage were suggested. These ideas will be discussed further in September. The question of extending the 30MPH limit at the west of the village near the Hall Lane junction and the staggered bends was raised. KK advised this is not a straightforward process and would involve national legislation as it is on a trunk (A) road. He will make a preliminary enquiry but it was suggested that removing the 50MPH limit sign after the bends may help.	Sept Agenda KK
13.	Public Forum: Not held due to time constraints.	

	Noted earlier in meeting – KK stated that the public toilets in Diss will not be opened at this time due to their need for a refurbishment, the toilets at the Corn Hill are open for public use.	
14.	Date and Time of Next Meeting: To Agree date of Tuesday 1st September 2020 @ 7.15pm in the Village Hall. Subject to government guidelines permitting this.	

Meeting closed at: 8.55pm

A: Bank Reconciliation as 30/06/20

Bank account Balances @ 30/06/20			
Business Current Account		£21,535.56	
Business Savings Account		£7,718.47	
Total Balances			£29,254.03
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£4,450.86	
Accounts Receipts Ledger YTD		£14,216.44	
Unpresented Cheques @ 30/06/20			
101343	£9.55		
101345	£455.00		
101347	£8.60		
101348	£54.00		
		(£527.15)	
Actual Balance			£28,726.88

B: Payments/Receipts to be authorised to 30 June 2020

Date		Payee	Narrative	Receipt	Payment
01/06/2020	S/O	Cozens UK Ltd	June Payment 5080		£150.00
01/06/2020	CHQ 101343	Anglian Water	Allotment Water Jan-Mar		£9.55
08/06/2020	Credit	Barclays	Savings A/C Interest	£2.07	
12/06/2020	D/D	E.ON	May Usage		£206.16
28/06/2020	CHQ 101344	NALC	Councillor Training		£54.00
28/06/2020	CHQ 101345	JM Crerar	Grounds Maintenance		£455.00

28/06/2020	CHQ 101346	W Benson	Employment Costs		£411.96
			Printer Ink & Postage		£25.58
28/06/2020	CHQ 101347	HMRC	PAYE		£8.60

C Quarterly Report (1st Quarter April – June)

BUDGET 2020/2021		Spend to 30 June 2020	% Budget Spent
Allotments	£500.00	£0.00	0
Auditors	£350.00	£200.00	57.14
Clerks Employment Costs	£5,200.00	£1,204.08	24.26
Expenses	£261.00	£0.00	0
Grounds maintenance	£5,000.00	£650.00	13
Insurance	£1,600.00	£550.01	34.38
Litter & Dog Bins	£750.00	£0.00	0
Other	£1,200.00	£85.67	7.14
S137	£1,300.00	£0.00	0
Streetlight maintenance	£1,600.00	£375.00	23.44
Streetlight replacement	£4,500.00	£0.00	0
Subscriptions	£450.00	£436.47	96.99
Utilities	£2,500.00	£592.23	23.69
Village Hall	£500.00	£185.00	37
TOTALS	£25,711.00	£4,278.46	16.64

The total percentage in the final column in most cases represents up to a quarter of the budget spent as would be expected on items paid regularly. The exceptions being those for which we may make fewer payments during the year which have either already been paid reflecting a higher percentage or have yet to be paid reflecting a low or nil percentage.

Roydon Parish Council [month][2019]Chair [MONTH]/2019-

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