

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Tuesday 1st September 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
Jenny Wilby (JW) District Councillor
8 members of the General Public

		Action
1.	Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor	
2.	Declarations of Interest: AB Item 9 – Allotments. PC & JJ Item 13 Diss & District NP	
3.	Approval of the minutes of the Parish Council Meeting held on 8th July 2020: The motion to approve the minutes was agreed unanimously.	
4.	Matters arising from the minutes, not on current agenda (for information only): Item 4 – No further progress has been made with the siting of the bench in the Loke. PC suggested that a meeting with the contractor could be arranged before the next meeting. Item 11 – The discussion regarding approving a new contractor to maintain the green is deferred to October. It was noted that Mr Frizzell will cut and clear the green in the coming weeks and will carry out the ditching works as previously approved. Item 12 – The double yellow lines have now been extended around the Primary School. The suggestion for additional signage, following a detailed report from Parish Council members, was put to KK who suggested that signage needs careful management and that an onsite review to include Highways, KK and Parish Council members would be beneficial. Trees to be cut back around the area to enable current signs	PC TA Oct agenda

	to be more visible and footpaths to be less obstructed. KK is hopeful that the money that would have been available, had a crossing been approved by Highways, may now be diverted to a complete resurfacing scheme on the A1066 through Roydon.	Oct agenda
5.	Chairman's Address: PC Thanked everyone for attending and explained the format for the Zoom meeting to ensure everyone was able to contribute in a coherent manner to the discussions.	
6.	Clerks Report: - County Litter Pick – In accordance with the views of Councillors and with the current restrictions in mind I will not be arranging a litter pick for September. It was felt that Councillors and residents do keep litter regularly cleared up and with Coronavirus still uppermost in our rationale we would defer this until next year. - I have had a report from a resident regarding the condition of a footpath within our parish. I thank this resident for sending me a detailed description which I have reported through the normal SNDC channels. - I have also had a resident express concern regarding the speed of traffic using Tottington Lane, as well as the increase in large vehicles using this narrow lane. This was passed on to Keith Kiddie by myself and I believe the resident spoke to Keith as well. - I have had a number of issues which I have reported to Highways this month, including deposits of sand in a dangerous position in Tottington Lane – subsequently cleared up. The potholes on the Factory Lane/Brewers Green Road which highways informed me had already been highlighted and is on their list to be sorted. Fly tipping in Swamp Lane. - Streetlights: A resident contacted me with regards to the work on lights in Millway Ave with a specific concern regarding the repositioning of a light which he thought might then shine in his house. This is a Norfolk County Council activity and having spoken to them and the resident again we will monitor the situation. With regards to our streetlights I am in the process of sorting out the anomalies between our inventory and the one that UKPN holds for us. There are a number of differences between these and I cannot go forward with researching our LED replacement project until the inventory is accurate. Although I am in the process of getting quotes for the work based on our current list as these quotes are prices per column.	
7.	Financial Matters and Banking:	

	a & b Copy of bank balances, bank reconciliation and payments attached to these minutes. Bank reconciliation received by members and all payments authorised unanimously.	
8.	Annual Return (AGAR): Report on completed audit. Councillors confirmed receipt of the report and Clerk stated all legal duties were actioned including posting of the reports on the Parish Council website. No concerns were noted by the auditor.	
9.	Allotments: Rent review, water charge review and discussion on vacant plot for letting. It was noted that it is probably more than 5 years since a rent increase was made and in that time the running costs (water rates and maintenance) have increased. It was proposed that a small increase in rent and water charge be imposed. £32 full plot – an increase of £1.50 rent and 50p water and £16 half plot an increase of 75p rent and 25p water. These new charges come into effect October 2021 giving the required 1 year's notice. This will be included in the renewal letters going out this month. AB reported that the grass is to be cut once per month only as this was considered all that was necessary. Also, a current tenant has asked to relinquish half their current plot, this has resulted in a vacant half plot. Members agreed this could be split and signs have been put up and Clerk to advertise this on the website. AB has marked out the 1 metre strip to be left between these plots.	Clerk
10.	Planning: Applications to be considered: 2020/1452. High Lea, 104 Factory Lane Roydon IP22 5QW Proposal : Demolish existing dwelling and replace with new residential dwelling, two bay cart lodge and two bay studio cart lodge. Members decided that the Council would not support this application for the following reasons: The proposed property was considered too large and intrusive to neighbours, not in keeping with others in the area and with windows that were overlooking neighbouring properties. Also, the application included a sewage treatment system when main sewage is available which is contrary to South Norfolk water management guidelines. Decisions received: 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. Approved with conditions 9 July 2020. 2020/0977. 1 The Close, Roydon, IP22 5RE. Erection of three bay garage and conversion of existing double garage into bedroom. Approved with conditions 28 July 2020. Decisions were noted by members.	Clerk

11.	Mini Recycling Centre Adoption Agreement. To propose we continue with this agreement. Members inspect and tidy this area on a rota system and it was considered beneficial to the village to have this facility available. It was agreed unanimously to continue with the agreement.	Clerk
12.	To Discuss and Approve the setting up of a Roydon Parish Council Facebook Page. To agree a name. It was acknowledged that residents like to access information in different ways and it seems that Facebook is a well-used method. The councillors agreed it was important to continually assess and improve communication, being mindful of those residents who do not have internet access. Especially in view of the Roydon Herald not currently being in publication. A communication and social media policy to be drafted. Councillors unanimously agreed that: A Parish Council Facebook page, 'Roydon (near Diss) Parish Council', should be set up and administered by the Clerk. Residents will be encouraged to 'follow' this page and all relevant and topical information will be posted there as well as on the Parish Council website. A summary of the monthly meetings will be posted on the Parish Council notice boards.	Clerk Clerk
13.	D&DNP: Update on Progress. PC opened by congratulating Roydon residents on their very good response to the consultation, the response of approximately 17.58% from Roydon is more than any of the other members of the plan. Thanks were extended to all those who helped to enable this including residents, businesses, local groups and councillors. A brief synopsis of the history of the plan was presented. Late 2016 Diss TC approached neighbouring parishes with the idea of joining together in a neighbourhood plan. March 2017 this proposal was put to the Parish Council noting that without joining this group Roydon would not have the resources to have managed such a large complex project. May 2017 Annual Parish Meeting. Approval must be sought from residents before committing to a neighbourhood plan scheme. PC presented this plan at the meeting attended by over 70 residents and it was met with unanimous approval. Following this a steering group was formed with 2 delegates from each parish to represent the views of their residents (Paul Curson & David Goldson). The ambitious scope in initial talks was reviewed and made simpler to ensure a manageable working document. March 2018 The initial consultation document was issued to all residents. September 2018 The new steering group chairman, David Burn, was elected. February 2019 A Project Officer was appointed to push progress forward.	

	May 2019 Jane Jennifer joined the steering group replacing David Goldson. September 2019 The current consultants were appointed (the original lasting no more than one month). At this point the steering group set out a scheduled timetable in which the consultation date of spring/summer 2020 was set. The need to push forward with the plan to protect the parishes from unwanted development and protect open and green spaces was vitally important. During this time, other councillors created a Roydon working group to identify and put forward areas to be included in the consultation paper. JJ then explained: The D&DNP steering group made the decision to have a postcard drop in all parishes with the consultation information. It was acknowledged that there was only one site put forward for the Village clusters allocation, due to the requirement that this must be near to the village facilities. Before the postcards were due for delivery the Roydon steering group delegates, which now included TA who volunteered and was voted to be the reserve delegate, endeavoured to speak to every resident whose property abutted this site (being unsuccessful at only one of these who was provided with additional information). This postcard was a direct mail drop with other advertising leaflets for cost effectiveness, and these would not arrive to all residents at exactly the same time. It was, again, acknowledged that these may have been missed due to their inclusion with other leaflets. All streets for which we were made aware that there were concerns had an additional delivery of the postcard made by councillors, who also posted these around the parish including in the garage, church, White Hart, village hall, Crazy Dogs and posted on every dog waste bin. The new deadline date and clerk's contact details were included on these in order to ensure access to any additional information or request paper copies of the consultation. The information was also included in the Diss Express, Park Radio, Roydon Parish Council website, D&DNP website and Facebook page, Diss Community Noticeboard Facebook page and submitted to Roydon Community Facebook page. PC continued: Due to the poor response from other parishes the deadline was extended again. At this point a newsletter was printed, the Roydon Round-Up (RRU), and distributed to all Roydon residents by Parish Councillors with a clear week for residents to complete the survey. Paper copies of the survey were delivered and collected on request from those residents who could not access the survey online. It was considered that the Parish Council had done everything possible to alert residents to this consultation. It was also noted that the RRU would be used at any time in future to ensure all residents are well informed. The Parish Council are aware of the concerns of residents regarding development and site allocations in the parish but are bound by the regulation guiding sites, specifically that the Roydon allocation of 25	
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	houses for the village cluster must be within, next to or abutting the settlement area close to the amenities, GNLP 0526 is the site that meets this requirement. TA explains: PC & JJ had questioned the allocation of housing development in east Roydon to Diss' required numbers rather than to Roydon's – this being because the Diss settlement boundary extends into Roydon. As such, any development in these areas counts towards the Diss allocation. This is not a unique occurrence with some other local parishes in this same position, an example of this is around Long Stratton. Our situation can be traced back to the 2015 & 2003 settlement plans and back to the 1990's before that, so it is a long-standing occurrence. Local plans are developed through a long process and with numerous consultations including to the Secretary of State. Regardless of this both PC & JJ continue to question this and it remains an ongoing investigation. Going forward: The survey information is being collated by the consultants and will be discussed at the next steering group meeting before it can be passed into the public domain. The views of all residents, contained in the survey, will be carefully considered. We hope to be able to host a public display possibly at the village hall late October or early November, half term has been put forward, but how this will be done depends on the government regulations at that time. Reports and updates will continue to be presented at every Parish Council meeting.	
14.	Public Forum. For residents to raise any issues or questions. District Councillors: A report from Jenny Wilby is attached to the end of the minutes. Please note the reference in this to Jenny's local members budget of £1,000 available to distribute to local groups for project funding. Jenny also congratulated councillors on their efforts in regards to the neighbourhood plan. GM – Council staff have been delivering parcels and helping vulnerable residents in the current crisis. The leisure centre is due to be finished this month. County Councillor: KK – AS stated earlier Keith is hopeful that the road surfacing needed on the A1066 can be done. Public Questions: Question: The ongoing issue with the drain flooding on the A1066 was raised. KK replied that there have been considerable investigations which are complicated by involving other utilities. The problem has been identified but additional inspection points are needed which involve these utilities. KK will continue to push this forward as the problem has been a long standing one.	

	Question: Re. neighbourhood plan. Resident very unhappy with the proposed site to which they are on the access road. Asked why a ribbon development on fields towards Diss could not be considered using Tottington Lane and why this has happened in the current Covid outbreak. Answer: The schedule question was addressed earlier. This site had previously been put forward for 89 houses and the 25 suggested in the plan was considered more reasonable. The fields mentioned are an area suggested as a green belt between Diss & Roydon. However, it was stressed that this is all in the proposal stages and open for discussion and the Roydon delegates will put forward the views of the residents. Question: This allocation covers the housing need to 2038 does that mean it could be built in stages. Answer: We are not in a position to discuss the finer points of development as agreement has not been reached, including with landowners. The Plan will look at quality and type of housing and no timescales have been agreed. Question: As the village cluster consultation has been put back until March why is the NP not considering a similar delay as there may still be residents unable to attend because of the coronavirus. Answer: Delaying the plan could make Roydon vulnerable to developers trying to get sites agreed before a NP is in place. The GNLP is going forward apace and if we do not have agreement the planning inspector could decide on sites. Question: Why is the green belt so important at this point when Roydon and Diss are already connected. Answer: Areas were put up for consultation on the survey and we will look at the results for these questions. Question: GNLP0526 was deemed unsuitable by the GNLP why is it now being considered when the A1066 is already so congested. Answer: GM answered. This was the only site put forward by landowners and in the next round of reviews it could be reassessed as acceptable. Highways will always give advice on access and road usage and will not do anything that is dangerous. Question: Will the access road splay affect neighbouring properties and how will this be dealt with. Answer: Highways would have to consider the access. It was noted that once the plan is in place it is still an evolving document which would be reviewed at least every five years in detail.	
15.	Date and Time of Next Meeting: To agree date of Tuesday 6th October 2020 @ 7.15pm.	

	The form of this meeting will be decided nearer the date in adherence to government guidelines and National Association of Local Council (NALC) advice.	
16.	Clerk's Salary Review: To be held in closed session due to the nature of the discussion. Chairman motioned to close the meeting to the public to discuss clerk's pay and conditions. It was agreed to change the salary scale to SCP20 of the NJC pay scales, payable from 1 st September 2020.	

Meeting closed at 9.45pm

A: Bank Reconciliation as 31/08/20

Bank account Balances @ 31/08/20			
Business Current Account		£19,221.83	
Business Savings Account		£7,718.47	
Total Balances			£26,940.30
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£7,071.51	
Accounts Receipts Ledger YTD		£14,216.44	
Unpresented Cheques @ 31/07/20			
101353	£162.00		
101354	£423.47		
101355	£8.60		
101356	£240.00		
		(£834.07)	
Actual Balance			£26,106.23

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

Date		Payee	Narrative	Receipt	Payment
03/08/20	S/O	Cozens UK Ltd	August Payment		£150.00
11/08/20	D/D	E.ON	July Electricity		£206.16
28/08/2020	CHQ 101353	Community Heartbeat Trust	Annual Defibrillator Service Charge		£162.00
28/08/2020	CHQ 101354	W Benson	Employment Costs & Office Sundries		£423.47
28/08/2020	CHQ 101355	HMRC	PAYE		£8.60
28/08/2020	CHQ 101356	PKF Littlejohn	External Auditor		£240.00

Authorise payment to clerk of 5 hours overtime – payable 28th September 2020

District Councillors Report – September 2020

Congratulations to everyone that has been awarded their Covid-19 community hero's pin badges and certificates in recognition of their outstanding work throughout the pandemic, doing such things as collecting prescriptions, shopping and looking out for others by volunteering and giving up their time over the past few months and continuing to help others within our communities.

The annual S. Norfolk community awards is now open for nominations all details can be found at

www.south-Norfolk.gov.uk/champions or call 01508 533945

Also, I have still got my local members budget of a £1000. If you know of any projects please let me know

Best wishes

Jenny