

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Tuesday 6th October 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 3 members of the General Public	
	Action
1. Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor, Jenny Wilby & Graham Minshull	
2. Declarations of Interest: AB Item 7. AD Item 12. PC, JJ & TA Item 13.	
3. Approval of the minutes of the Parish Council Meeting held 1st September 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 – The approval paperwork has not yet been received from Highways and a site meeting with the contractor will be deferred until this has been received. Item 13, page 5. It was noted that the visit to the resident stated as being unsuccessful, was spoken to at first calling. Four residents were missed off from the Roydon Round-Up delivery but following a message from a resident informing the Council of this, the situation was quickly corrected and these residents were contacted and delivered to. In regards to the settlement boundary question, it was stated as not being unique with Long Stratton being mentioned, and was further confirmed that the parishes of Poringland and Stoke Holy Cross also have the same situation.	PC TA
5. Clerk's Report:	

	A short report this month as all other matters are covered in agenda items. • Streetlight Maintenance: It is now the time of year when faulty lights are more noticeable. I continue to report faults, that have been identified by residents, on a regular basis to our contractor and these are being actioned in a timely manner by them. • Village Hall: The insurance for the building came up for renewal this month which was forwarded to me by the management committee. As Councillors agreed at this time last year that the five-year renewal plan was acceptable, I have forwarded the cheque to cover this.	
6.	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. c Quarterly report – expenditure against budget attached to these minutes and approved unanimously.	
7.	Allotments: Update on vacant plot and tenancy renewals. AB informed councillors that we have now got 2/3 plots available (1 part and 1 full or could be made as 3 part plots). It was agreed to advertise these on the PC website and Facebook page, put posters on the parish notice boards, include this information on the next issue of the Roydon Round-Up and ask to put a notice in the garage. Currently just over half the rents have been received. The Clerk will review this situation towards the end of October and send out reminders if necessary.	
8.	Update on the progress of the Roydon Parish Council Facebook page and approval and adoption of a Social Media Policy: The Clerk reported that the Facebook page is live and would encourage residents to follow this page to access all the Council information. The Social Media Policy was approved and adopted unanimously.	
9.	Update on the streetlight upgrade to LED project: The Clerk reported that the inventory has now been corrected to include four streetlights in Factory Lane that were missed when the numbering was done. The contractors are in the process of quoting to get these numbered. This updated inventory has now been sent to our power supplier and our monthly invoice will reflect the changes including those lights already converted to LED. This should result in a lowering of our monthly cost. The next steps will be to put the work out to tender on the contract finder website, which is a legal requirement on all contracts over £25,000 as stated in our Standing Orders. Norfolk ALC have been approached with regards to advice on the process of obtaining a loan to finance this project, loans have to be approved by the Secretary of State	NOV agenda

	through NALC. The aim is to have a detailed report for November and also enable the inclusion of the cost in next year's budget proposal.	
10.	Brewers Green: Update on current situation and discussion regarding requirements for cutting and the timescale for approval of a new permanent contractor to maintain the green. The planned tree planting in conjunction with two Diss rotary clubs to commemorate the 75th VE/VJ days has been agreed to encompass areas just within the main green area and not along Manor Road due to ongoing boundary discussions between the owner and Norfolk CC. This has reduced the total cost and the Rotary Clubs are in a position to fully fund this. The project will proceed in due course. The cutting of the green, specifically the part cut regularly as an amenity area, changed this year due to contractor problems. An unmown 'fringe' was left around this area and it was discussed whether this should be continued in future. However due to differing ideas it was suggested this discussion take place at a time when all councillors could be present and the Brewers Green Management Committee (Advisory) can present a plan to full council. The green has not yet been cut due to mechanical problems with the contractors' equipment but should be completed in the very near future. It was suggested this contractor be approached to provide a quote for the work, as well as any other contractors that councillors can supply names of. It was also suggested it would be good to try to give this contract to local businesses. The new contractor must be in place to start next March. It was questioned whether the grass area could be made into hay and this needs to be discussed with Norfolk Wildlife Trust for their expert advice. It was noted that this area should be kept as an ecologically balanced site and that the NWT advised on the current regime for optimum environmental benefit which has resulted in a number of rare plants now growing around the green.	November agenda
11.	Discussion regarding the signage in the vicinity of the school for safety reasons: It was advised by KK that following a meeting with Highways the signage was thought to be adequate and fit for purpose. It was noted that too many signs can have the reverse effect but that the safety of the children was paramount. Growth has been trimmed from signs to make them visible and clear. Following the suggestion of an additional sign in the triangle area off the A1066 KK suggested meeting with councillors to discuss this subject further. It was agreed that more monitoring would be beneficial but that if councillors decided a meeting would be of use it would be arranged.	
12.	Discussion regarding a Christmas tree outside the Church: Request for donations to facilitate this to be considered. PCC suggested that in the current climate a Christmas tree outside the Church for all to enjoy would be good for the community. The tree would need to be of a good size in order for it to be easily seen, with it being dressed with lights. The PCC has already had a local sponsor	

	come forward and PM has offered a tree if these are of a suitable size. The suggestion of donations from County and District councillors is to be investigated further by KK as to whether this is within their remit for funding. It was proposed that a £50 donation from the Parish Council be made if needed. This was agreed unanimously.	
13.	D&DNP: Update report. PC Again thanked all residents who completed a survey. The surveys have been with the Community Planning Consultants and David Poulter and the results are being compiled. An initial draft report has been presented to the Roydon representatives but this is just one part of the whole neighbourhood plan. It is hoped that a report can be made public by the end of October with consideration now being made on the format of these results and the best, most effective and accessible way of making these public. It was reported that a further survey would be issued to Roydon residents and that councillors would deliver the information regarding this new survey, to ensure all households had the information. JJ Stated that in addition to the above delivery the second issue of the Roydon Round-Up would be delivered, again by councillors to all households, to inform residents of this additional survey. This new survey is in response to the comments regarding the planning site on the previous survey, which included only one site as this was the only site put forward at that time that met the required criteria. Further sites have now been suggested and also formally put forward for consideration by owners, which are currently being assessed by AECOM for suitability. Those sites deemed suitable, which will have to include GNLP0526, will then be included in the latest survey to residents for comment. Also included will be additional green spaces that have been put forward as a result of the original survey. This will however be a shorter consultation paper. TA clarified that this consultation will be focusing on planning sites although the actual format of the survey is not yet known. It is imperative that residents make a definite and positive response as to the most suitable sites as rejecting all will be counter-productive. It was stressed that if the village cannot make a definite choice as to most suitable sites for our housing allocation other processes will overtake our plan and this will have a detrimental effect on our ability to make a choice. Development could be imposed in the village, hence the need to ensure the plan is in place before this can happen. It was clarified that GNLP0526 must be included in this next survey as residents might consider the other sites less suitable. It was also stated that the housing allocation for the village can be split between sites of differing size so smaller numbers of houses on multiple sites will all count towards the total allocation currently suggested as 25. Once again residents are encouraged to contribute to this next stage as no houses is not an option.	

14.	Public Forum: KK reported there had been extensive work done at the school sites before students returned, but the entrance to Diss High School on Walcot Road will be done at half term. Due to the amount of rain recently (a month's rain fell in just 12 hours last Friday) many crews had been dispatched to the north of the county where there were urgent jobs to be done for safety reasons. However, the jetting crews did manage to do some work around Diss & Roydon. The problems on the A140 Scole by pass are being investigated and any further problems should be passed onto KK. Also, KK is reasonably confident that the A1066 through Roydon will be resurfaced, at considerable cost, this will be a full surfacing with the top planned off first. AD tabled concerns over the drains on the A1066 in conjunction with the resurfacing and that it would be a waste to resurface this if it was to be dug up again. KK replied that the new inspection ports were needed to help solve these problems and these were to be placed around the play area but that this situation was being considered in the resurfacing plans. JJ commented asked about the contract which is coming up for renewal at the recycling centre at Costessey. KK stated the discussions are ongoing. JS raised the problem about the pot holes on the Factory Lane junction which are getting progressively worse. These have been reported already and the reply was they are on the job sheets for NCC. Resident also raised concerns regarding the drains flooding on the A1066. Resident commented that it was a good idea for a Christmas tree and suggested donations sought from local businesses. This was confirmed that some had been approached and funds had been promised but the process was ongoing. Resident raised the query regarding streetlights and the confusion between which to report to Roydon Parish Council and those belonging to NCC. It was confirmed that Roydon lights are numbered and labelled stating they are our responsibility and to report faults to us but agreed a list could be published of the location of the Roydon lights for clarity. Resident raised the question of who would be responsible for the maintenance of the trees due to be planted on Brewers Green by the rotary clubs. PC made it clear that there was no obligation on the Council to maintain these and therefore no financial burden, with the exception of the Queen's 90th birthday tree. Currently this was a matter between the custodian of the green and the rotary clubs.	
15.	Date and time of next meeting: To agree date of Tuesday 3rd November 2020 @ 7.15pm. This was agreed with the note that it was expected to be a virtual meeting once again via Zoom.	

Meeting closed at 9.00pm

A: Bank Reconciliation as 30/09/20

Bank account Balances @ 30/09/20			
Business Current Account		£30,006.87	
Business Savings Account		£7,719.54	
Total Balances			£37,726.41
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£8,956.18	
Accounts Receipts Ledger YTD		£26,777.51	
Unpresented Cheques @ 30/09/20			
101357	£17.00		
101358	£883.58		
101360	£43.20		
		(£943.78)	
Actual Balance			£36,782.63

B: Payments/Receipts to be authorised and noted to 30 September 2020

Date		Payee	Narrative	Receipt	Payment
01/09/2020	S/O	Cozens UK Ltd	September Payment 5209		£150.00
07/09/2020	Credit	Barclays	Savings A/C Interest	£1.07	
14/09/2020	D/D	E.ON	August Usage		£206.16
18/09/2020	BACS	M Stratton	Allotment Rent	£15.00	
21/09/2020	BACS	R Oliver	Allotment Rent	£30.00	
22/09/2020	CHQ 101357	Royal British Legion	Poppy Wreath		£17.00
22/09/2020	CHQ 101358	Roydon Village Hall	Building Insurance		£883.58
25/09/2020	BACS	M Ellis	Allotment Rent	£15.00	
28/09/2020	CHQ 101359	W Benson	Employment Costs & Office Sundries		£584.73
28/09/2020	CHQ 101360	HMRC	PAYE		£43.20
30/09/2020	BACS	SNDC	Precept	£12,500.00	

C Quarterly Report (2nd Quarter July-September)

BUDGET 2020/2021		Spend to 30 September 2020	% Budget Spent
Allotments	£500.00	£0.00	0
Auditors	£350.00	£400.00	114.29
Clerks Employment Costs	£5,200.00	£2,695.82	55.84
Expenses	£261.00	£0	0
Grounds maintenance	£5,000.00	£1,225.00	24.5
Insurance	£1,600.00	£1,433.59	89.6
Litter & Dog Bins	£750.00	£0.00	0
Other	£1,200.00	£332.10	27.68
S137	£1,300.00	£17.00	1.31
Streetlight maintenance	£1,600.00	£750.00	46.88
Streetlight replacement	£4,500.00	£0.00	0
Subscriptions	£450.00	£436.47	96.99
Utilities	£2,500.00	£1,239.38	49.58
Village Hall	£500.00	£185.00	37
TOTALS	£25,711.00	£4,278.46	16.64