

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Tuesday 8th November 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 6 members of the General Public		
		Action
1.	Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor & Jenny Wilby	
2.	Declarations of Interest: AD Item 7. PC, JJ & TA Item 11.	
3.	Approval of the minutes of the Parish Council Meeting held 6th October 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 KK to follow this up. Item 11 – No further action & no meeting arranged at this time but the offer remains open. Item 12 – Awaiting the cost of the tree before district & council councillors are able to try to source some funding.	KK
5.	Clerk's Report: Streetlight Maintenance: We have had a number of lights reported as faulty which have been passed onto the contractor. These are columns 26, 65, 66 & 68 as well as 33 & 34 which are not straight forward repairs so I will report this in the LED upgrade item. Councillors should have received the quote for the repair of the these last two. I have chased up 66 following	

	reports from residents that it has not yet been repaired, and have been assured by the contractors that it will be done by Friday. • Highways: We have had a couple of reports of problems. The A1066 opposite the church has had the potholes repaired but this has resulted in bumps in the road. Having asked Keith Kiddie about these he has said that these would be addressed when the road is resurfaced. A resident reported that the walkway/pathway between Waterloo Avenue and Rectory Close was crumbling, this has been reported online and I have confirmation that it is being looked at. • I have researched the price of a filing cabinet to store the Parish Council records and archive material. These would be in the region of £100 - £120 for a four drawer unit to be kept at the Clerk's home office. Due to the ongoing situation I will leave ordering this until next month. • I forwarded the email to councillors regarding the Public Space Protection Order Consultation. Any comments need to be made by 8th December either directly replying to the email or sent to me and I will forward them on.	
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, this includes the authorisation of 6 hours overtime for the Clerk due to time spent on the LED upgrade project. c VAT report – for the period April – September. As the repayment has been paid by HMRC it shows on the payments/receipts.	
7.	Donation towards the upkeep of the Burial Ground: Proposal to make a donation. PC explained that we usually consider this in May but due to the current situation this was not discussed. The proposal to donate £1,000 was agreed unanimously (AD did not vote). Cheque to be forwarded to PCC.	Clerk
8.	Allotments: Update on vacant plots and tenancy renewals: Reported that the water has now been turned off for the winter. Only one outstanding rent due. AB has been keeping the parking area tidy and putting recycled woodchip in wetter areas.	
9.	Streetlight upgrade to LED project: Update on progress, discussion of the tenders received and decision on which tender to accept. Proposal to fund this project with a loan and how much CIL money to use. The Clerk presented reports to councillors prior to the meeting in regards to the timeline, funding and tenders. These are attached to the minutes. It was discussed whether any of the streetlights should be	

	removed rather than upgraded, further investigation on this is needed before the final works are agreed. The option of an interest free quote from Salix was discussed and agreed that this should be explored further and if this was not available to investigate the Public Works Loan Board option. Loans would be over a five year period, with the repayment amounts being covered by the reduction in future energy, repair and maintenance costs. It was expected that no increase in precept specifically for this project should be needed. The proposal to accept the quote from the maintenance contractor to go forward to upgrade the two lights in Louies Lane, 33 & 34 that are currently not working was agreed unanimously. The proposal to approve taking out a loan was approved unanimously. The proposal to use the remainder of the CIL money, not already allocated, was approved unanimously. The proposal to accept the quote from company identified as A on the tender's report was agreed unanimously. The proposal to dim the lights from midnight to 5am to reduce light pollution and reduce energy usage was agreed unanimously.	Clerk Clerk
10.	Brewers Green: Update on current situation and discussion regarding requirements for cutting and proposals of contractors to be approached for a quote: It was agreed that 3 quotes would need to be sourced for the cutting contract. It was noted that the previous contractor suggested other companies who may be interested and also PC to approach Mr Frizzell to ask if he would be interested in submitting a quote. Other companies to be sourced by the Clerk. PC to arrange to produce a map outlining the cutting proposals. It was reported that the small roadside ditch is to be dug out to stop vehicular access onto the green.	PC & Clerk
11.	D&DNP: Update report. Including discussion on the next issue of the Roydon Round-Up. TA confirmed that the first consultation had been with the consultants for analysing and that the report should be available to the public from tomorrow (Wednesday 9th) on the DDNP website and also on the Parish Council website and Facebook page. The summary report will be available in paper format to those residents who cannot access the internet. A preview of the report: For responses of 80% very satisfactory or satisfactory these would go forward to be considered for the plan this included all the green spaces and the views. The local heritage assets were mostly over the 80% to go forward but some were not so positive so will not go through. The development site, there was only one put forward, as a result of the consultation more sites were identified and	

	this will go into the next consultation for consideration if considered suitable. PC confirmed that as a result of the comments from the first consultation there would now be a second consultation. The development sites put forward or suggested by landowners and residents are being assessed by AECOM for suitability on a traffic light system with only those assessed as green or amber being put into the second consultation. As yet we do not know how many of these sites will meet the criteria. Sites for a minimum of 25 houses, which could be spread across multiple sites, must be decided so a positive response on the next consultation, due out on 16th November and running for 3 weeks, is essential. There will not be any postcards this time round. JJ explained that information for residents would be included in issue 2 of the Roydon Round-Up (RRU), which will be delivered by councillors shortly. All households who requested a paper copy of the first survey will automatically receive a paper copy this time round. The survey will be advertised around the parish on posters and a banner at the village hall, paper copies can be requested from the Clerk. The RRU will also include additional village information from the Parish Council about our streetlight upgrade project, the allotments available to rent as well as important Covid updates on who to contact if you need help or advice during this current lockdown and a piece about the war memorial centenary.	
12.	Roydon's Footpaths: Discussion regarding the issues recently raised about footpaths and proposal for the formation of a councillor and resident group. JJ reported that following on from comments in the survey it is proposed that a councillor & resident group be set up aiming to achieve as accessible and accurately recorded a footpath network as possible. The idea will include looking at paths that appear to go nowhere and encourage formation of more attractive circular walks. This may need negotiation for permissive paths with landowners and investigation of any relevant grants. This idea will be added to issue 2 of the RRU asking for residents to make contact, with co-ordination between JJ & the Clerk. The aim is to spend some time on fact finding ready for action in the spring. This information to be added to the website and posted on Facebook.	
13.	Environmental information: Roydon ecological network information including proposal to place three small notices along Swamp Lane explaining that it is part of our ecological network and how it contributes to that. Discussion on inclusion of environmental and ecological information on Roydon Parish Council website. Within the neighbourhood plan guidelines, and working with Norfolk Wildlife Trust, it is suggested that parishes develop ecological networks ensuring sites are linked up to allow movement of species between larger sites. The Swamp Lane verge, against the fields not the houses, has a 1m strip cut by highways, between this and the field boundary is	

	an ideal corridor for species. TA suggested putting up 3 small posters explaining the areas ecological relevance. This information will be available on the Parish Council website and Facebook page. It was also noted that this area sometimes gets garden waste fly tipped on it which is an offence.	
14.	Public Forum: District and County councillors reports and the opportunity for residents to raise any further issues or question. KK reported that he met Gary Overland from Highways in Roydon checking the signs around the school. He reiterated that if councillors wanted a meeting on site to discuss this further it can be arranged. KK also reported that the resurfacing work on the A1066 is scheduled for the last quarter of this financial year subject to any ongoing constraints and that the pothole repairs have been made on a temporary basis due to this. AB confirmed that it was the speed of vehicles from the A1066 that was concerning but that there may not be anything additional that can be done about this. GM reported that the District Council worked very hard on preparation for the new lockdown. Specifically, every homeless person in South Norfolk has a roof over their head, which includes the hidden homeless and sofa surfers for whom the crisis caused a problem. South Norfolk has low numbers. They have had over 20,000 calls from people needing support and help is there (money and staff) for those that need it, with over 60 organisations involved. The Help Hub number is 01508 533933. Bin collections have been made on schedule every week throughout the crisis. Planning officers are due to visit the property in Factory Lane which had been raised as doing building works and we await a report back. Resident - Pre-school are included in the FareShare food donations from Tesco and this food is available from the village hall every Wednesday between 8.30am – 11am if it's dry or 8.30am – 9.00am in the hall foyer if it's wet. Anyone in need who is vulnerable and can't get to the Hall can contact Tammy who will try and deliver to them – villagehall1@gmail.com or 07432548068. Tammy Bachelor confirmed that the village hall is once again closed except for pre-school but the gates will be open for access to the defibrillator. Also, it was highlighted that the village hall needs a new cheque signatory and was asked if a councillor would step up to this. JS volunteered to fill this role. KK - Fair Green chip shop is providing free meals for children who are unable to access their free school meals. Resident – Regarding development sites for the DDNP raised the point that the village cluster sites has a stated radius of within 2km of the village amenities and asked how many additional sites were put forward in the first survey. Also expressed the opinion that the site that was in the first consultation should not be included in the next consultation. It was explained that AECOM will assess all prospective sites using their traffic light system with sites assessed red not put forward and those	

	with amber (some mitigating circumstances) and green being put forward for consideration. Seven sites were put forward following the last consultation but some are possibly unsuitable. The only site listed on the first consultation must be included on the next consultation in the interest of democracy.	
15.	Any other business: Including issues arising to be included on the next agenda. The 'Listening Ear Contacts' would be publicised for any residents who need help. PCC are printing a Christmas newsletter and Parish Council will ask to include Clerk's contact details as well as the website and Facebook information. The deadline is 8th November. AD will be placing the Parish Council wreath on the war memorial, as there will be no Sunday remembrance service, groups are invited to place their own wreaths on the memorial.	Clerk
16.	Date & time of next meeting: To agree date of Tuesday 5th January 2021 @7.15pm. This date was approved and it was expected that it would be via Zoom, to be confirmed on agenda in line with the government guidelines at that time.	

Meeting closed at 9.45pm

A: Bank Reconciliation as 31/10/20

Bank account Balances @ 31/10/20			
Business Current Account		£29,268.41	
Business Savings Account		£7,719.54	
Total Balances			£36,987.95
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£10,193.16	
Accounts Receipts Ledger YTD		£27,350.33	
Unpresented Cheques @ 31/10/20			
101357	£17.00		
101361	£265.00		
101362	£23.13		
101363	£473.47		
101364	£21.00		
101365	£69.88		
		(£869.48)	
Actual Balance			£36,118.47

B: Payments/Receipts to be authorised and noted to 31 October 2020

Date		Payee	Narrative	Receipt	Payment
01/10/2020	S/O	Cozens UK Ltd	October Payment 5254		£150.00
01/10/2020	BACS	J Malone	Allotment Rent	£30.00	

05/10/2020	BACS	R Wharton	Allotment Rent	£15.00	
12/10/2020	D/D	E.ON	September Usage		£199.50
12/10/2020	BACS	D Harris	Allotment Rent	£30.00	
21/10/2020	Counter Credit	9 x as listed on Counterfoil	Allotment Rent	£211.00	
26/10/2020	CHQ 101361	J M Crerar	Grounds Maintenance		£265.00
26/10/2020	CHQ 101362	Anglia Water Business Ltd	Allotment Water		£23.13
28/10/2020	CHQ 101363	W Benson	Employment Costs		£461.96
			Office Sundries		£11.51
27/10/20	Counter Credit	HMRC	VAT Repayment	£286.82	
28/10/2020	CHQ 101364	HMRC	PAYE		£21.00
28/10/2020	CHQ 101365	Roydon Primary School	Paint (from District Councillors donation)		£69.88
30/10/2020	D/D	ICO	Data Protection Fee		£35.00

Overtime of 6 hours to be authorised for Clerk, to be paid November (LED project hours)

Report on Streetlight Upgrading

November 2020

Background

The Parish Council is responsible for 66 streetlights in the parish. Of these 34 are on metal poles, 21 on wooden poles and 11 are concrete.

Currently we have 5 columns (all wooden) which have already been switched over to the new LED lamps. At this present time we have 61 lights in need of replacement, this figure could change subject to repairs to lights in the interim before the project commences.

Due to their age, and in consideration of the expected lifespan, the concrete posts need removing. The wooden telegraph poles may need arms as well as lamps and metal poles need just lamp replacement.

This project was put out for tender on the contract finder website as required for projects over £25,000 in value (Standing Order 18 c) . The closing date for tender was 30th October and as of that date the council have received seven quotes from the initial seventeen enquiries. Our maintenance contractor has yet to submit a revised quote as their original figures were based on a phased project and a discount would be available on a whole project.

The quotes range from £58,404.00 to £26,595.00 but it should be noted what extra costs may be incurred over and above the quotes, for example traffic management costs that may not have been included.

Company details have been excluded on this public report, each company being identified by a letter.

Pricing @ current prices, all plus VAT

Indentifier Code	Location	Total Cost ex VAT
A	Norfolk	£26,595.00
B	Norfolk	£30,010.00
C	Kent	£33,169.15
D	Essex	£29,435.00
E	National	£29,090.73
F	Tyne & Wear	£37,760.00
G	Oxfordshire	£35,235.00
H	Bucks	£58,404.00

The council is not obliged to use the cheapest quote.

Funding

Following information from NALC with regards to the procedure for getting funding initial contact has been made with a company who fund this type of project interest free.

Factors that need to be considered:

LED lights set up on a dusk to dawn basis, as are current system is, would expect an energy reduction of 60-70%. If we choose to put dimmer times in for example between midnight and 5am this could potentially reduce energy consumption by 80%.

In real terms this would see a reduction in energy costs of between £1,440 to £1680 or up to £1920 per year.

New stock with the manufacturer guarantees should see the repair costs reduced significantly. New stock should see a substantial reduction on the monthly maintenance contract fee (after current contract renews in July 2022).

Example estimated costings.

Loan figure: £32,000

Yearly repayments based on 5 years: £6,400
Energy cost reduction: - £1,500
Yearly repairs reduction: - £4,500
Yearly maintenance reduction: - £ 500

(based on 33% less at current price)

N.B. the above is an estimate only based on current information available and is not the final accurate figure of costs and expenditure.

On this basis I would expect the savings on outgoings will cover the cost of the loan repayments without the need to increase the precept specifically to cover the cost of the project.

Other factors to be considered:

We can reduce the amount of loan required and therefore reduce the payment amounts if we use some or all of the remaining CIL money (from DTC).

Extra costs may need to be factored in including project management costs or incidental costs once a full pre-project site survey is completed by the contractor including unforeseen problems occurring during works.

The VAT will need to be covered by council before it is reclaimed.

Timescale:

It is envisaged that the project will be ready for commencement in April 2021 with a required completion date of 30th September 2021, i.e. the window for the project is 1st April – 30th September. This being the least disruptive time for light usage.

A detailed project plan will be required from the contractor prior to commencement, enabling us to keep residents informed of works in their area.

Summary:

Decisions to be made on:

Which is the preferred contractor to use for the project

Does Council approve the application for a loan to fund the project

Wendy Benson

Clerk

31st October 2020