

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Tuesday 5th January 2021

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 8 members of the General Public		
		Action
1.	Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor & Jenny Wilby	
2.	Declarations of Interest: PC, JJ, TA – Item 11	
3.	Approval of the minutes of the Parish Council Meeting held on 8th November 2020 : The minutes were recorded as a true and accurate record and 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 for the new bench on the Loke has not yet been received from Highways, KK stated that Gary Overland has been very busy recently but will follow this up. Item 11 – DDNP report from 1 st consultation. It was noted, with an apology, that the report was not available until Friday 11 th November. Item 8 – It was confirmed that all vacant plots have now been rented out and this was to Roydon residents who saw the advert in the Roydon Round-Up. Item 14 – Regarding the planning officers visit to Factory Lane property. It was stated that the officer had made a visual assessment from the road and confirmed that planning permission may need to be sought for the works. A letter has been sent to the resident and the planning officer is now awaiting a reply to arrange a visit.	KK

5.	Clerk's Report: • Village Hall. Following discussions regarding the proposed addition of a covered area to the rear of the village hall, for which planning permission has now been applied through the SNDC planning process, issues with regards to ownership were made clear. Pre-school are paying for this structure which is to be attached to the hall, however if at any time in the future the pre-school no longer exists or ownership of the business transfers the structure will become the property and responsibility of the Parish Council. It was agreed that this structure could be used by all hall users and would enhance the hall facility. • Roydon School Lighting. It has been reported that the lighting around the site Primary School appears to be on through the night contributing to light pollution and not in line with proposed Dark Skies policies. It was commented that this lighting seemed excessive even for security purposes. Although this has been discussed with the school previously further investigation on this is needed since being brought to the notice of the Parish Council as residents are keen to support the dark skies initiatives. KK commented that the cost of running lighting was probably a considerable expense. A letter is to be sent to the school asking for their comments. • Facebook. We seem to be getting more views of our page, although this may not necessarily be from local residents. • Footpath repairs between Waterloo Avenue and Old Rectory Close. The resident, who initially reported this to me, has informed me that these works have now been completed. He was impressed at the excellent standard of the work and also the prompt action to complete this.	Clerk
6.	Financial Matters and Banking: a & b. Copy of bank balances, bank reconciliation and payments annex 1 of these minutes, including 3rd quarter budget vs expenditure report. Bank reconciliation received by members prior to meeting, all payments authorised unanimously and receipts noted. c. Budget 2021-2022. Copies circulated to all members prior to meeting. The proposed budget for April 2021-March 2022 was agreed unanimously. d. The proposed precept requirement for 2021-2022 is £26,533, a 6.1% increase from last year mainly due to the required expenditure on the DDNP. This was carried unanimously.	Clerk
7.	To approve expenditure of £160 on a filing cabinet.	

	PC explained that currently the archived Parish Council paperwork is in an office at the Church rooms. He is in the process of sorting through these papers, held up by the current pandemic. It was agreed that a filing cabinet should be located with the current Clerk to keep all Parish Council paperwork together and that any future Clerk would be required to house this cabinet. This expenditure was agreed unanimously.	Clerk
8.	To agree the Parish Council meeting dates for this year: 2nd February, 2nd March, 6th April, 4th May (APCM), 1st June, 6th July, 31st August, 5th October, 2nd November. The Annual Parish meeting to be held on 4th May. These dates were agreed unanimously.	
9.	Streetlight upgrade to LED project: Update on progress and proposal of the resolution to seek the Secretary of State's approval for the proposed borrowing. The report was circulated to members before the meeting. A copy is attached to these minutes, annex 2. It was noted that following feedback from residents, column 53 outside 17 The Close would not now be considered for removal and will be upgraded to LED. Also, for clarification, that column 75 listed as outside 29 William Brown Way is outside 29 Tudor Avenue. Further investigation would be carried out before a decision on the remaining two lights, listed under additional consideration, would be carried out. The resolution to seek the Secretary of State's approval for the proposed borrowing was carried unanimously.	
10.	Planning: <u>Applications</u> – 2020/2361. Roydon Village Hall, IP22 5RB. Erection of soft wood pergola with translucent corrugated PVC sheet roofing. Comment returned reflects RPC ownership of hall. 2020/2377. 17 Millway Avenue, IP22 4QL. Replacement porch and construction of single storey extension. Discussed by planning members with no objections. <u>Decisions</u>- 2020/1827. 15 Tottington Lane, IP22 5BJ. Approved. Noted.	
11.	D&DNP: Update report. Since the November Parish Council meeting, the second consultation had taken place. PC clarified that the second consultation was primarily to obtain resident's comments on sites for potential development but also included some questions on green sites. This second consultation was advertised on the Parish Council website and social media, the DDNP website and included in the second Roydon Round-Up delivered to all Roydon households. Following comments made in the first consultation, and acknowledging there was a weakness with only having one site put forward at that time, those sites that were either put forward by landowners or suggested by residents in the consultation (resulting in landowners being contacted) were assessed by AECOM for suitability, they were not selected by	

	councillors. Only those sites assessed as amber or green would be included in the second consultation, no red sites were carried forward for consultation. The Roydon sites in the consultation were all amber sites, that is they are suitable but with needing mitigating actions. PC gave an explanation of why a specific brownfield site was assessed as red and therefore not a suitable site for development as an indication of the assessment process. PC clarified that we are duty bound to take account of the village clusters development needs of approximately 25 houses in Roydon. The DDNP steering group meet again on 18th January, and they need to approve the consultation report document before it can be made public. It is hoped that this will be soon after this meeting. JJ continued: Thank you to all residents who completed the survey. We had 186 responses from Roydon residents which was 39% of the overall return (total responses = 531). Residents were asked to rank the top 3 preferred sites for allocation out of a choice of 5* and the results were: 1st Site C Opposite the school 2nd Site E Diss Rugby Club 3rd Site D Manor Farm 4th Site A South of A1066 (to the back of existing bungalows) 5th Site B South of A1066 *although 7 sites in total were put forward, 2 of them were rated red by AECOM (unsuitable) and were, therefore, not included. All sites in the survey, as mentioned by PC, were rated amber by AECOM which means that each is deemed "potentially suitable for allocation in the Neighbourhood Plan subject to mitigation of various constraints and compliance with Local Planning Policy." This quote is from the AECOM Site Options and Assessment report on the additional sites put forward for this follow-up consultation. The AECOM report, along with the Results of the Follow-Up Consultation report will be in the public domain soon after the next DDNP Steering Group meeting on 18 January. We will put information about these reports on RPC fb page and website as soon as they become available. An additional survey question was asked about whether residents would like to see the site allocation to be all on one site or split over a number of sites. The results were as follows: one site: 53.9% split: 30.3% no opinion: 15.8% Our next steps: It is now for Roydon's DDNP delegates to contact the landowners to confirm their land is available. We will approach the landowners in order of ranking from the survey, asking owners of Sites C, then E, and then D, if needed. Each landowner was asked to produce a red line plan of the site being put forward for inclusion in this consultation (as depicted in the survey) so we anticipate confirmation that the land is available. However, we must now double-check to make	
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	sure the landowners know that their plans need to be deliverable. We will be taking Highways comments on each site into consideration. We do not expect to need to consider Site A or B as the first three sites should be sufficient to cover Roydon's expected allocation from South Norfolk's Village Cluster Housing Allocation Plan. TA - The first consultation, as well as development sites, dealt with Local Green Spaces. These were mostly responded to favourably by residents, though we were advised later by the consultants that it was a bad idea to have as many as we had. To have 17 as we did would seem, to the examiner, to be not fulfilling the requirement that they were each individually "special" to the residents. So, we have reduced the list, taking out items such as the play areas, as spaces which are least likely to be threatened in the future and which the council could have a say on at the time if they were. The second consultation included one Local Green Space, as recommended by a resident: a field to the north of Roydon Fen track. This was very favourably viewed by most respondents, though many of the comments related to not wanting development there, rather than to its specialness to the residents. This might jeopardise its chances of getting through to the final plan. The final plan itself is being drafted and reviewed by each parish at the moment, and it is hoped that consultations of various kinds (e.g. in the village hall) can be held in the summer, but this depends on the Covid situation.	
12.	Brewers Green: Discussion on cutting contract. A new contractor is needed and we require 3 quotes. The two contractors who currently do work in the parish for the council are both interested in quoting and it has been suggested to approach the contractors who do the village hall. This needs to be in place for the first spring cutting. It was agreed unanimously that the clerk should action this. It was agreed that we would be able to discuss and, if necessary, alter the actual cutting area as we go along. It was suggested by the Brewers Green Management Committee (Advisory) that a strip be left along the roadside to discourage incursion by motor vehicles, as a recent incident meant Mr Jones had to employ bailiffs to assist in the removal of these vehicles at his personal expense.	Clerk
13.	Roydon Footpath Group: Report. JJ reports: 15 residents expressed interest in this group. At the first meeting (via Zoom) 8 attended with 4 apologies for absence. The objectives of this group are to aim for all public footpaths in Roydon parish to be signposted and as far as possible walkable. Stage 1 is to open up the paths and stage 2 to make as many accessible to as many people as possible. Since the meeting 'Thank You' cards were delivered to those land owners whose paths have been kept clear and there had been one reply of thanks for the card. All paths are being walked and fingerpost,	

	directional signs, bridges and growth are being checked. Those paths with known problems are numbers 9 (currently unusable) & 22 (which is Angles Way) , and contact is being made with the Roydon Fen Warden and the Norfolk County Council Trails Warden for discussion and advice on possible actions. Contact is also being made with nearby parishes. AB commented that she would help out whenever she could. The next meeting is Saturday 30 th January and this will be reported at the February Parish Council meeting.	Feb Agenda
14.	Verge Planting Projects: Update on progress including The Loke and High Road sites. The Parish Council presently have three verge projects, normally with a small working group looking after these areas, but currently not due to Covid restrictions. The Loke – the verges look really good with wildflowers emerging that have not been seen before. There are notices at each end of the pathway explaining the management of this area. High Road verge (opposite the Church) – This was planted last spring but unfortunately some of these were lost due to the very dry weather. New plantings are coming on and again notices have been put up. Verge north of Swamp Lane – Highways trim the front 1m of verge. The area behind this is being managed to encourage wildlife and is part of the wildlife network.	
15.	Millway Green Working Party: Information on formation of a working party. This is looking at the wide green verge, currently mown, between Millway Avenue and Linden Grove. A resident had asked if a working party could be formed of councillors and residents to discuss what could be done in this area. There had previously been tree/shrub planting. It was acknowledged that the land is owned by the District Council but contact would be made with Helen Sibley for advice. A local resident concerned with loss of habitats had made contact with others in the area to gauge interest to preserve local green areas. It was agreed that this would be looked into.	Feb agenda
16.	Roydon Fen Heritage/Community Group: Information on formation of this group. The Parish Council were informed by Mr G Dalglish about the formation of a group of residents, living along Roydon Fen track, wishing to preserve the heritage assets of this area, part of which is owned by a local building company. The households along the track had notes delivered to them with a short questionnaire, with a positive response to get involved. The aim was to be a positive community group interested in voicing concerns on local issues and preserve the heritage of the Fen. A name has yet to be decided. It was noted that this area has much historical interest with the semi derelict building being identified as the old communal wash house which it would be good to preserve, also noted was the fact that the original well is still there. The surrounding area was mined for flint and the cottages were built to	

	house the people connected with this industry. This area has much cultural and heritage interest for Roydon.	
17.	Public Forum. District and County Councillors reports and opportunity for residents to raise any issues or questions. Jenny Wilby's report was circulated to councillors prior to the meeting and is attached to these minutes, annex 3 KK reported – Flooding. Noted that a number of flooding incidents had been dealt with both roads and properties (mainly in Diss). Crews worked on the drainage issues right through the holiday period to try and alleviate the problems but there are still a number of jobs on the list to be tackled. The bridge over the beck on the A1066 out of Diss is being worked on to help drainage. It is not a suitable time of year to re-line the roads. Pothole repairs are ongoing and before Christmas the works outside Diss High School and the library were being completed. Factory Lane is being looked at and KK is to give his grant towards the tree and ditch work along this road to improve the area. KK also commented on the lights at the school and will support the Parish Council if needed. Tree planting grants may be available. There is between £13 -15 million being spent on children's social care over the next five years. A resident questioned whether this would include children with additional needs and KK will make contact to discuss this further. Norfolk Fire & Rescue have put a number of public information videos on their website about fire safety. GM reported – 14 families were re-housed over Christmas due to flooding, 1000 sand bags were made available at the sports centre and all used. This is now being restocked. Crews worked all over Christmas with no days off. If anyone needs help from flooding please call the HelpHub 01508533933. GM to head up a committee to assess the flooding problem including ditches. Resident – reported a pothole on the A1066 near the school going in the Diss direction. Clerk to report. Resident - raised concern over the number of pedestrians going from the village hall to the school (parking in the hall to drop off at school) and that this was a dangerous situation. Also raised the fact there are no dropped curbs for crossing the A1066. PC commented that this situation has got worse as the size of the school has increased. KK replied that the highways traffic survey done recently did not deem a crossing over the A1066 necessary. The school warning signs are not on the A1066 as the school is not situated on that road. KK will investigate the dropped curbs further but it was acknowledged there was no straight forward answer to the pedestrian problem, but would meet with the resident when Covid restrictions allowed. Request to put Parish Council agenda and minutes on the Roydon Community Group Facebook page. It was pointed out these are put on the Parish Council Facebook page. Question regarding the painting of the concrete blocks at the end of The Loke. This can be done as/when Covid restrictions allow. PC noted	Clerk

	that an additional bench is to be sited on The Loke as well again when restrictions allow. Resident asked if it was possible for the wider community to be part of the Roydon Fen group. This will be looked at by Mr Dalglish. AB commented on how nice the Christmas tree at the church looked. AD thanked all those who donated towards this. It was hoped this could be done again next year. AD – Andrew Stratfold passed away at home on Christmas eve. He was well known for his work for the local community, as a Parish Council member, for his work in getting the village hall built and within the church community including in Diss.	
18.	Any other Business: Including issues arising to be included on next agenda. None raised.	
19.	Date & time of next meeting: To agree date of Tuesday 2nd February 2021 @7.15pm. Via Zoom. Agreed unanimously.	

Meeting closed at 9.30pm

ANNEX 1

A: Bank Reconciliation as 31/12/20

Bank account Balances @ 31/12/20			
Business Current Account		£25,631.21	
Business Savings Account		£7,719.73	
Total Balances			£33,350.94
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£14,204.57	
Accounts Receipts Ledger YTD		£27,800.52	
Unpresented Cheques @ 31/12/20			
101372	£50.00		
101373	£29.22		
101374	£220.00		
101375	£473.27		
101376	£21.20		
		(£793.69)	
Actual Balance			£32,557.25

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

Date		Payee	Narrative	Receipt	Payment
01/12/2020	Counter Credit	3 x listed on counterfoil	3 x Allotment Rent plus 1x £50 deposit	£95.00	
01/12/2020	Counter Credit	1x listed on counterfoil	1x Allotment rent plus 1 x £50 deposit	£65.00	
01/12/2020	S/O	Cozens UK Ltd	December Payment 5373		£150.00
07/12/2020	Credit	Barclays	Savings A/C Interest	£0.19	
14/12/2020	D/D	E.ON	November Usage		£199.50
21/12/2020	CHQ 101373	T Ault	Planting (from DC donation)		£29.22
21/12/2020	CHQ 101374	JM Crerar	Grounds Maintenance		£220.00
28/12/2020	CHQ 101375	W Benson	Employment & Office Costs		£473.27
28/12/2020	CHQ 101376	HMRC	PAYE		£21.20

Quarterly Report (3rd Quarter October-December)

BUDGET 2020/2021		Spend to 31 December 2020	% Budget Spent
Allotments	£500.00	£0.00	0
Auditors	£350.00	£400.00	114.29
CIL		£83.86	100
Clerks Employment Costs	£5,200.00	£4,225.52	81.26
Expenses	£261.00	£0.00	0
Grounds maintenance	£5,000.00	£1,710.00	34.2
Insurance	£1,600.00	£1,433.59	89.6
Litter & Dog Bins	£750.00	£656.40	87.52
Other	£1,200.00	£520.96	43.41
S137	£1,300.00	£1,067.00	82.08
Streetlight maintenance	£1,600.00	£1,125.00	70.31
Streetlight replacement	£4,500.00	£0.00	0
Subscriptions	£450.00	£436.47	96.99
Utilities	£2,500.00	£1,838.85	73.55
Village Hall	£500.00	£185.00	37
TOTALS	£25,711.00	£13,682.65	49.38

ANNEX 2

Updated Report on Streetlight Upgrading

January 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 5 columns (all wooden) have been upgraded to LED lamps. Two further lights have been approved for emergency upgrading (wooden columns) due to faults. It is not envisaged that further upgrades will be necessary prior to commencement of this project.

When looking at this project, the council is taking into consideration 'Dark Skies' ideas whilst still ensuring the safety of residents.

Project

Having agreed on the contractor for this project the breakdown of works is:

11 x Concrete columns requiring complete replacement

14 x Wooden poles requiring lanterns, arms and brackets

34 x Existing metal columns requiring lantern replacement only

In addition, all new columns will require re-numbering plus the 4 un-numbered columns in Factory Lane, 15 in total

Total cost for this project is ££26,075 (+VAT)

All lights run on a dusk to dawn timer. It was agreed at the November meeting (minute Ref: 11/2020-2 Item 9) that lights will be on reduced power between midnight and 5am.

Additional Considerations

Three lights have been highlighted as possibly surplus to requirements. These are:

Column 5 (concrete) outside 4 Copeman Road

Column 53(wooden) outside 17 The Close

Column 75(metal) outside 29 William Brown Way

Extra cost would be incurred with removing instead of upgrading these columns.

Estimated additional cost is £1,825 (+VAT)

Funding

LED lights set up on a dusk to dawn basis, with power reduction between midnight and 5am should achieve up to 80% reduction on energy use equating to a possible saving of £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 expires in July 2022).

Financing for this project will be through a PWLB loan following borrowing approval from MHCLG (Ministry of Housing Communities and Local Government) of the council taking out a loan (application through Norfolk ALC).

Costings.

Total cost for project	£26,075
Less CIL money available	-£ 5,575
Total Loan required	£20,500
Yearly repayments over 5 years:	£ 4,181*

*Estimate based on current quoted PWLB interest rates of 0.92% fixed

Costings including additional works:

Total cost of project	£27,900
Less CIL money available	-£ 5,575
Total Loan required	£22,325
Yearly repayments over 5 ½ years*	£ 4,171

*Longer term to keep within budget

N.B. Additional works costs could possibly be covered by the residue from the repair budgeted amount in 2019-2020 budget. Dependant on any emergency works needed before the end of the financial year.

How savings on previous budgeted outgoings are projected to cover the cost of the loan repayments, without the need to increase the precept specifically to cover the cost of the project, as shown below:

Year 1 budget 2021-2022

Energy cost reduction (6months)	£ 960
Yearly repair/replacement reduction	£3,500
Total reduction	£4,460

Year 2 onwards to include reduction in monthly maintenance contractor costs from July 2022 when current contract expires.

Energy cost reduction (full year)	£1,920
Yearly repair/replacement reduction	£3,500
Yearly maintenance contract reduction	£ 500*
Total reduction	£5,920

*Based on a 33% reduction in cost

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.

Wendy Benson
Clerk
December 2020

DRAFT

ANNEX 3

Jenny Wilby – District Councillor

Report:

As you will be aware, just before Christmas, significant rainfall occurred which caused flash floods across Norfolk with areas in S.Norfolk particularly badly affected. Our team has been working closely with the police and fire services to provide support and assistance where needed to residents and businesses impacted by the flooding.

If you are aware of any residents requiring support please ask them to contact our help hub on 01508 533933.

S.N.C has their budget setting meeting in February for the next financial year, the proposal is for a £5 increase on council tax for a band D property.

Wishing you all a happy and healthy New Year.

Jenny