

Roydon Parish Council

Minutes of the Parish Council meeting held virtually
on Tuesday 2nd February 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 6 members of the General Public	
	Action
Chairman noted that the public forum would revert back to Item 3 on the March agenda allowing the public to make comments and then leave if they wish to. It was stated that this was moved to later on the agenda to enable public comments about the DDNP report.	
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 5th January 2021: 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 paperwork for approval of bench siting on The Loke has not yet been received. KK to ask Gary Overland, it was noted that at this moment in time GO is very busy. Item 5 – No response yet. Matters Arising (Item 14 from previous meeting)– GM stated that the land owner has been invited by the Planning Office to submit a planning application.
5.	Clerk's Report:

	- Highways Issues: We have had a number of reports regarding problems with the parish roads. - A1066 Lifted and dangerous manhole covers - A1066 outside the Village Hall on the South side of the road. Potholes and crumbling carriageway. Noted that the North side has been marked up for repair - Factory Lane, outside No. 108 All these issues have been reported to NCC - GNLP: We have been informed that the GNLP will go forward for a six week Regulation 19 publication period, which started at 09.00 on Monday 1 February 2021 and will close at 17.00 on Monday 15 March 2021. No representations will be accepted outside of this period. You can find the proposed submission documents on their website at www.gnlp.org.uk. This has been publicised on both the parish website and Facebook page. - Walking for England: I have received an email with information about a website for local walks, as well as walks for further afield when permitted. These can be accessed at walkingforengland.co.uk/norfolk - The planning application for the pergola attached to the back of the Village Hall has been approved. Noted by councillors: GNLP – Regulation 19 period only for planning sites. For Diss & Roydon the allocation is the Frontier Agriculture site. It is acknowledged in this information that the DDNP is making good progress. For clarity the map shows large areas of Roydon coloured in, click on the area and it will say it's not an allocated site.	
6.	Financial Matters and Banking: a & b. Copy of bank balances, bank reconciliation and payments attached to these minutes. Bank reconciliation and payments/receipts document received by councillors prior to meeting, all payments authorised unanimously and receipts noted.	
7.	Appointment of External Auditor: Proposal to appoint Mr Trevor Brown as external auditor. It is noted that this should be appointment of Internal Auditor. Mr T Brown's cost was circulated to councillors prior to the meeting. It was carried unanimously to appoint Mr T Brown as auditor.	
8.	Streetlight Upgrade to LED project: Update on progress. The form and relevant documentation have been submitted to NALC for submission to the Secretary of State for approval to borrow. We are awaiting confirmation or a request for further information.	

9.	Louies Lane Noticeboard: Discussion on condition of notice board and proposal to renew or refurbish it. PC explained that the front cover of the Board is plastic and is now making it almost impossible to read what is posted. It's covered in condensation when wet and very crazed when dry. It was suggested seeking someone to replace this with toughened glass and to tidy any other parts of the board showing signs of wear. PC to approach local tradesmen for quote and report back at next meeting.	PC
10.	VE/VJ Grant: Discussion on spending the grant of £500 received last spring. Originally awarded for a commemorative tree and seat. Due to the ongoing pandemic no action has been taken. It was stated that tree planting would be better suited for the autumn time (September) and was decided that the Clerk enquire if it would be possible to defer spending this grant until that time.	Clerk
11.	D&DNP: Update report. PC - AECOM report is now available for the public to access, links to this are on the Parish Council website and Facebook page. The results showed that site C was favoured with a majority preferring all allocation should be on a single site. The owner of site C has been contacted again and is keen for it to go forward. This is for the allocation of approximately 25 homes. South Norfolk's Village Clusters housing allocation plan is starting consulting this month. The Roydon representatives on the steering group are now reviewing each section of the draft plan, in order to get the detail right, and are currently about half way through. JJ – Regarding the Local Green Space (LGS) in the second consultation, concerns were that many comments received were aimed at not wanting this area developed rather than specifically about its value as a green space. However, on close reading, there were a good number of comments indicating how special the area is for residents, as well as it reaching the 80% benchmark of respondents strongly agreeing/agreeing that the area was special for them. Therefore, this site is going forward for consideration as an LGS in the plan. It was noted that this is the uncultivated field north of Roydon Fen adjacent to footpath 15 (South). It was noted that the Old Sewerage Works site was not judged suitable for development by AECOM, the DDNP's site assessment agency, and that the Council were not aware of any further brownfield sites but a resident is to contact PC with the details of another one that they have heard of.	
12.	Brewers Green: Discussion and decision on awarding cutting contract. PC met three local contractors on site to explain the cutting requirements, ensuring each contractor was quoting for the same area. Two of these companies already do some work in the parish for the council and the third was recommended as they maintain the Village Hall grounds. The remit was to quote per cut, usually two per month from March to September, allowing for this to change in slow growth	

	times when a cut is not required. It was decided to award an initial one year contract with the allowance to extend this after the first year to a three or five year contract if agreeable by both parties. The proposal to award the contract to Excite Solutions on the grounds of the most competitive quote was agreed unanimously. The Clerk to contact the contractors to inform them of the decision. PC discussed with Mr Frizzell the outstanding work on the green and it was concluded that it will not be possible to cut the part of the green that remains uncut due to the wet conditions. The heap of cuttings will be removed as soon as possible and an invoice will be submitted before the end of the financial year (end of March).	Clerk
13.	Roydon Footpath Group: Report. JJ reports: Second meeting was held last Saturday (30th January) Made good progress reporting on signage and the surface and side conditions of 6 of Roydon's footpaths. Photos taken and report written. That continues as we work our way through them all. It is likely that we will submit a comprehensive report to NCC's Countryside Access Officer (CAO) for South Norfolk whilst continuing to report urgent issues via NCC's 'report a problem' facility online. We await confirmation from the CAO of exactly what information they require. Contact has been made with both Suffolk Wildlife Trust's Valley Fens Warden (responsible for Roydon Fen) and with Norfolk's Assistant Trails Officer (responsible for Norfolk Trails) regarding the deep mud along the part of FP22 that runs along the boundary of 19 Roydon Fen and is the responsibility of Norfolk Trails. The two Wardens are talking to each other and working on a plan to make the path safe and accessible again. The Roydon Fen Warden carried out a site survey yesterday, reporting the mud to be 5 inches deep in places and the boundary bank to 19 Roydon Fen being worn away by walkers trying to avoid the deep mud. The suggestion by the Trails Officer is for the two of them to consider the feasibility of a piled boardwalk. Little progress was made with FP9's inaccessibility but we have written to all residents who have the FP running through their land, asking them to please make contact. We have had good conversations with the residents at either end who keep the path clear but no contact as yet with the middle properties. When Covid restrictions are sufficiently eased, we will go and have a conversation with these residents and we will also seek the advice and guidance of the CAO. Contact has been made with an Officer at the Norfolk Local Access Forum (NLAF) who was extremely helpful when we had difficulty making contact with the Senior Trails Officer (we later found out he was on sick leave) and NLAF put me in touch with the Assistant Trails Officer who has been very responsive. Contact was also made with Scole parish to find out how they manage their footpaths (through a Trust that they set up; they have almost no contact with NCC). We will now contact Bressingham PC to talk with	

	them about their footpath management, especially as we will need to liaise over one or two footpath routes which involve a mixture of Roydon and Bressingham footpaths.	
14.	Millway Green: Progress report on planting project. This concerns the wide verge between Millway Road and Shelfanger Road, almost opposite the sports ground, which is currently just mowed by the District Council. Local residents would like this area planted and managed so it is more wildlife friendly. Following Graham Minshull's suggestion at the last meeting to contact Helen Sibley (HS) a Zoom meeting was held which included the steering group (TA and two residents) and HS. It transpires that a plan for this area has already been drawn up to include a wildflower meadow, trees and mown pathways. The steering group suggested fruit trees. It was confirmed that HS would have control to maintain this area but with resident involvement. It was stated that an on-site meeting would be held when it is possible following the lifting of restrictions, hopefully soon.	
15.	Public Forum. District and County Councillors reports and opportunity for residents to raise any issues or questions. District Councillor Graham Minshull's report: Roydon Fen trees – the tree preservation officer was contacted and is very keen to look into preservation orders on these trees. Twenty one South Norfolk staff are moving across to help with the vaccine delivery roll out. Four hundred calls per week are coming into the HelpHub and a further eight hundred properties needed additional support. Well done to community help who have provided help with shopping and medicine delivery. Business grants - £2million has been paid out so far including to Park Radio and wet pubs. JJ asked about flood information collation. GM has had a meeting and further reports will be coming soon, there have been over 140 incidents reported. Meetings are available on You-Tube to watch, go to SN website, meetings and scrutiny meeting. GM on a committee looking at a strategic overview, SN is the worst hit area. PC commented that places have flooded where they have never done so before. Snow Street has been attended to, thanks to KK for his help. Some of the problem is the ditches on private property and culvert pipes getting blocked. Highways are only responsible for the pipes under the road not the ditches and culverts which the land owner is responsible for keeping clear. County Councillor Keith Kiddie's report: It has been the wettest January for the last 100 years but the council are working through the list of jobs needing doing under difficult circumstances. Factory Lane work will be done using some of my next years grant, this will include some resurfacing work to alter the camber of the road and help water to flow off the road. A1066 resurfacing should start in the new financial year. Across Norfolk, highways have an additional £22m which should feed some extra money to smaller projects including potholes. Across	

	Norfolk NCC owned streetlights are being updated to LED, this should save 70% in energy consumption. The aim is for one million trees to be planted in the next few years, in appropriate places. There is a county wide initiative to encourage more walking and cycling, KK to liaise with JJ regarding footpaths, also NCC are looking at more electric charging points. It looks like the County Council elections will go ahead in May; it is essential that the Village Hall is accessible for everyone. Regarding vaccination sites, currently for Diss and Roydon this is Poringland, it was commented that the Attleborough site is now open. NHS are organising this not NCC, but I have made contact with Richard Bacon to ask that better communication was made. KK & GM made a combined grant to the Air Cadets for a training kit for practical leadership training equipment. These grants renew in the new financial year for any local causes. Resident: Asked KK to make contact to discuss the dropped curbs on the A1066. Requested the possibility of more dropped curbs as these are needed to cross the road with mobility scooters or pushchairs. Also, the issue of the turning room on the pavement for a mobility scooter at these points. PC explained that following the highways traffic survey and the report that a pedestrian crossing was not an option the Parish Council had discussed a central refuge at a previous meeting but it was decided that the road was not wide enough to install one safely. It is already difficult at the pinch points for two lorries to pass. There are dropped curbs at the pinch points and these are sited where highways deem it to be safe to cross. It was suggested that we review where the dropped curbs are with an onsite meeting with Gary Overland, KK and councillors, and that the residents who had raised these queries would be notified of this meeting so that they could attend in order to discuss the best solution. Resident raised the issue of the drainage issues near the post box and the layby, KK confirmed that this will be sorted. Resident requested that the agenda and minutes be added to the community Facebook page. This will be discussed at the March meeting. Resident requested that there be a list of council owned streetlights made available (request was made at a previous meeting). It was explained that there were some discrepancies on the list and that these have now been addressed and the list would be put on the Parish Council website.	
16.	Any other Business: Including issues arising to be included on next agenda. None raised.	
17.	Date & time of next meeting: To agree date of Tuesday 2nd March 2021 @7.15pm. Via Zoom. Agreed unanimously.	

Meeting closed at 9.00pm

A: Bank Reconciliation as 31/01/21

Bank account Balances @ 31/01/21			
Business Current Account		£24,510.58	
Business Savings Account		£7,719.73	
Total Balances			£32,230.31
Balances carried forward @ 01/04/20		£18,961.30	
Accounts Payments Ledger YTD gross		£15,295.26	
Accounts Receipts Ledger YTD		£27,800.52	
Unpresented Cheques @ 31/01/21			
101373	£29.22		
101377	£23.12		
101378	£711.41		
		(£763.75)	
Actual Balance			£31,466.56

B: Payments/Receipts to be authorised and noted to 31 January 2021

Date		Payee	Narrative	Receipt	Payment
04/01/2021	S/O	Cozens UK Ltd	January Payment 5453		£150.00
12/01/2021	D/D	E.ON	December Usage		£206.16
25/01/2021	CHQ 101377	Anglian Water Business Ltd	Allotment Water		£23.12
28/01/2021	CHQ 101378	W Benson	Employment Costs & Office Sundries		£711.41