

Roydon Parish Council

Minutes of the Annual Parish Council meeting held virtually
on Tuesday 4th May 2021 @7.15pm

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
Graham Minshull (GM) District Councillor
5 members of the General Public

		Action
1.	Election of Chairman of the Parish Council: The current Chairman, Paul Curson, was nominated. This was proposed by JS, seconded by AD and carried unanimously. Declaration of Acceptance of Office form was duly signed.	
2.	Election of other offices of the Parish Council: a) Vice Chair. Jane Jennifer was nominated. Proposed by JS, seconded by AB and carried unanimously. b) Finance, Bank Signatories. The four current signatories, Jenny Shorter, Andrew Daniels, Trevor Ault & Pam Murton, were nominated and proposal carried unanimously. c) Planning Committee. Jenny Shorter, Trevor Ault & Andrew Daniels were nominated and proposal carried unanimously. d) Allotments. Angela Brown was nominated and proposal was carried unanimously. e) Village Hall Committee. Jenny Shorter & Andrew Daniels were nominated and proposal carried unanimously. f) Diss & District Neighbourhood Plan Steering Group delegates. It was agreed that as this plan is ongoing it was sensible to keep the same delegates as previous years to ensure continuity. Paul Curson & Jane Jennifer with Trevor Ault as the reserve delegate were nominated and the proposal was carried unanimously. g) Brewers Green Management Committee (Advisory). Paul Curson, Angela Brown & Trevor Ault were nominated and the proposal was carried unanimously.	

	h) Footpath Group Coordinator. Jane Jennifer was nominated and the proposal was carried unanimously. i) Community Enhancement Officer. It was decided to not nominate for this post at the current time.	
3.	Apologies for absence: Accepted from David Bartrum, Pam Murton, Elizabeth Taylor, Keith Kiddie & Jenny Wilby	
4.	Declarations of Interest: AD – Item 10 PC, JJ, TA – Item 11	
5.	Approval of the minutes of the Parish Council Meeting held on 6th April 2021: The minutes were recorded as a true and accurate record and the motion to approve the minutes was carried unanimously.	
6.	Matters arising from the minutes (for information only and not on current agenda): Item 3. Public Forum – Query regarding the property on Factory Lane that is undertaking building work. GM informed councillors that the occupants have been invited to submit a planning application and that a form was delivered to the property to enable this. Item 3. Public Forum – The potholes that were raised as a problem were report through Fix-My-Street and these were quickly seen to. This system works well. GM advised Clerk to sign up as a council on the Fix-My-Street website. It was raised that this website will also supply posters and flyers to advertise this website and RPC will look into obtaining these. Also, this is to be included in the next Roydon Round-Up newsletter. Item 5. Matters arising – PC to make further enquiries regarding the notice board in Louies Lane, and will approach Stratton Glass in Diss. Item 6. Clerk’s Report – All parish records have been sorted and are now with the Clerk to be filed in the new cabinet, a key to this is to be supplied to PC. The old cabinet is to be left for the PCC to use. Item 11: Roydon Footpath Group . the Countryside Access Officer acknowledged receipt of Roydon's Schedule of Defects on 14 April. Thanks are due to the Footpath Group residents who walked and reported on the paths, supplying photos where needed and, especially, to Lorna Sadgrove for compiling such a clear report. . despite NCC writing to the landowner of the field over which FP2 & 4 cross, no action has been taken to reinstate the footpaths. Usually, walkers are able to flatten out a path by walking the path after harrowing and seeding but this year the field so far remains in its ploughed state where the FPs cross the field. As it is a markedly uneven surface, this issue will be referred again to NCC requesting further action. Item 12. Bollards on A1066 – It was noted that Highways were not happy for the Parish Council to take on the cleaning of these bollards and will ensure this is done by their team.	
7.	Financial Matters and Banking:	

	a & b. Copy of bank balances, bank reconciliation and payments attached to these minutes. All payments were authorised and receipts noted, agreed unanimously.	
8.	Annual Governance and Accountability Return (AGAR): All councillors received copies of these documents prior to the meeting for consideration. a. Acknowledgement of receipt of Internal Auditors report and any queries regarding this. There were no queries raised. b. Consideration and approval of section 1, Annual Governance Statement. No queries were raised and approval of this document was proposed by PC, seconded by JS and carried unanimously. c. Consideration and approval of section 2, Accounting Statements. No queries were raised and approval of this document was proposed by PC, seconded by JS and carried unanimously. PC to sign the copies and return them to Clerk for lodging with the External Auditor PKF Littlejohn.	PC Clerk
9.	Annual Insurance Renewal: Approval of renewal of insurance currently subject to a three year renewal agreement. Motion to approve renewal was proposed by JJ, seconded by JS and carried unanimously.	Clerk
10.	Planning Applications: Received: Proposal: Waveney Potash Lane Roydon IP22 5SG -Demolition of existing detached single garage and proposed single storey side extension to include a double garage. Considered by planning committee with no objections. Noted with no further queries.	
11.	D&DNP: Update. . Letters informing owners of proposed Non-Designated Heritage Assets have been delivered. To be given NDHA status is an acknowledgement that the community values the asset – whether it's a public building, private home, the setting of a number of houses within their environs, or the relief carving by David Kindersley on Roydon Village Hall's wall which came from Aldrich's Brush and Mat Factory. . Along with other parish news, the results of the 2nd consultation were delivered to all Roydon households via Issue 3 of The Roydon Round Up. Thanks go to all residents and councillors who helped with the delivery. . Thank you to all residents who offered photos for possible inclusion in the DDNP. We now have an excellent and sufficient collection from which we can make our selection.	
12.	Consideration of Additional Dog Waste Bin: To agree additional dog bin and recommended siting, subject to NCC approval. Agreement for bin to be purchased using CIL money. JJ reported that at a Footpath Group meeting a new member had asked that an additional dog waste bin be installed in the NW area of the parish, Darrow	

	Lane and Snow Street, where there are no bins. It had been noticed that there has been an increase in walkers, including families, not all of whom are dog owners and also an increase in discarded dog waste bags left on the paths or thrown into the hedgerows. This is a well-used area and there are a number of dog owners who do not take their waste bags home. The council had received 2 emails from residents in favour of siting a dog waste bin in this area, but also noted that one councillor, not at the meeting, was not in favour of a bin or using CIL money to fund this. Siting suggestions were at the end of or in the area of footpath 4 or after the first bungalow on right, but consideration to be to ensuring it was not conspicuous to nearby residences. Opinions would be sought from residents in this area and further investigation as to where dogs are walked to establish the best siting for this bin. The motion to purchase, using CIL money, and install this bin was carried unanimously by those members attending the meeting.	
13.	Any other Business: Including issues arising to be included on next agenda. PC reported that in regards to the VE/VJ grant money, which is to be spent by September and in line with previous agreement, a Hornbeam tree has now been purchased. The purchase of a circular bench to surround this needs to be investigated further and brought to the July meeting for spending approval. It would be preferred to purchase a bench made of recycled material as these are less prone to vandalism, are heavy and durable, as well as being environmentally considerate, an example of one bench stated it used nearly 3,000 milk cartons. The siting of the tree is to be confirmed following discussion with the Brewers Green Management Committee and Mr Jones. It was envisaged that a ceremony would take place for the planting.	July Agenda
14.	Date & time of next meeting: To be discussed. PC explained that after 6th May we are obliged by law to hold actual meetings, virtual meetings will no longer be legal. When arranging these meetings, the safety of Councillors, the public and the council employee must be considered. The Barclay Room at the village hall would not be big enough to allow social distancing so it was suggested that we use the main hall which we have been informed is available on Wednesdays. It was proposed not to hold the June meeting, due to the difficulty with adhering to the current COVID19 regulations but to consider holding the July meeting in the main hall where ventilation and social distancing could be managed. This is all subject to future developments and therefore it was decided that this arrangement would be confirmed nearer the date when we can ensure everyone's safety. It was agreed unanimously to not set a date. The public will be kept informed of the next meeting date once it is finalised.	

Meeting closed at 8.05pm

Roydon Parish Council

A: Bank Reconciliation as 30/04/21

Bank account Balances @ 30/04/21			
Business Current Account		£40,288.37	
Business Savings Account		£7,719.92	
Total Balances			£48,008.29
Balances carried forward @ 01/04/21		£24,897.74	
Accounts Payments Ledger YTD gross		£2,207.06	
Accounts Receipts Ledger YTD		£19,986.71	
Unpresented Cheques @ 30/04/21			
101386	£3,480.00		
101387	£436.47		
101388	£900.00		
101389	£512.03		
101390	£2.40		
		(£5,330.90)	
Actual Balance			£42,677.39

B: Payments/Receipts to be authorised and noted to 30/04/21

Date		Payee	Narrative	Receipt	Payment
01/04/2021	S/O	Cozens UK Ltd	April Payment 5725		£150.00
12/04/2021	D/D	E.ON	March Usage		£206.16
16/04/2021	BACS	HMRC	VAT Repayment	£1,145.21	
26/04/2021	CHQ 101387	Norfolk ALC	Annual Subscription		£436.47
26/04/2021	CHQ 101388	Diss Town Council	DDNP Contribution EMR4681		£900.00
28/04/2021	CHQ 101389	W Benson	Clerk Employment Costs & Office Sundries		£512.03
28/04/2021	CHQ 101390	HMRC	PAYE		£2.40
29/04/2021	Counter Credit	Diss Town Council	CIL Money for Streetlight Upgrade	£5,575.00	
30/04/2021	Counter Credit	South Norfolk DC	Precept 1st Instalment	£13,266.50	