

**Minutes of the Parish Council Meeting held at the Village Hall, Roydon,  
on Wednesday 28th July 2021**

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| <b>Councillors Present:</b>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Paul Curson         | PC | Chairman            |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Jane Jennifer       | JJ | Vice Chair          |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Trevor Ault         | TA |                     |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | David Bartrum       | DB |                     |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Angela Brown        | AB |                     |
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|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Pam Murton          | PM |                     |
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| <b>In Attendance:</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Wendy Benson        | WB | Clerk & RFO         |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Keith Kiddie        | KK | County Councillor   |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Graham Minshull     | GM | District Councillor |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | 5 members of Public |    |                     |
| PC welcomed everyone to the meeting and explained the safety measures put in place (ventilation, social distancing, sanitising and face masks). He then informed everyone that masks could be removed during the meeting if they wished. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                     |    |                     |
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| 1.                                                                                                                                                                                                                                       | <b>Apologies for absence:</b> JS, JW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                     |    |                     |
| 2.                                                                                                                                                                                                                                       | <b>Declarations of Interest:</b> PC, JJ, TA – Item 10<br>AB – Item 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                     |    |                     |
| 3.                                                                                                                                                                                                                                       | <p><b>Public Forum: County &amp; District Councillors reports and the opportunity for issues to be raised or questions asked. To resolve to suspend Standing Order 3f for this item to allow for strictly 15 minutes in total, maximum of 2 minutes per speaker.</b></p> <p>The resolution to suspend Standing Order 3f to allow for 15 minutes public forum, not including County Councillor &amp; District Councillor reports, was carried unanimously.</p> <p>KK report: Highways are playing catch-up with work on the potholes and gullies but work is going well. Investigation into the drains on the A1066 is ongoing but the job is very difficult and complex, but I am having a meeting with Gary Overland on Friday to discuss this further. But just for confirmation the drains must be sorted before the road is resurfaced. Norfolk County Council is part of the initiative to plant 1m trees, any local groups who would like some trees to plant should contact either the Parish Clerk or myself directly. I helped the Roydon Girl Guides put in a bid for assistance from the Community Action Fund which was successful. As a result, both Graham and myself still have money in our members fund for local groups.</p> <p>GM report: With regards to the flooding initiative, in late September-early October there will be training to enable Parish Councillors to carry out the role of ‘Flood Wardens’, and it is suggested that the Parish</p> |  |                     |    |                     |

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|    | <p>Council look to appoint councillors to this role in preparation for the training. These wardens will be asked to collect and collate local flooding information, as well to identify potential risk areas i.e. blocked or overgrown ditches to report back to SNDC. In effect the Parish Councillors will be the first point of contact for residents. In response to the email sent by the Clerk regarding retrospective planning permission. Building works can start without prior planning permission but at the householders' own risk as they could be forced to restore it to the original specification. Inspections are carried out by Building Control and they can request the relevant certificates and also can request that areas are opened for inspection. Without these certificates re-sale of the property could be affected. PC enquired: having been served with a notice that the build requires planning permission how long do they get to action this, GM confirmed this is usually 28 days before further action is taken. The inspectors try to work with the property owners to resolve the situation and try to only use powers of enforcement as a last resort.</p> <p>Residents Question. R.E. settlement boundary – Have the Parish Council asked for the settlement boundary to be moved in regards to the Shelfanger Road development site, which is included as Diss housing allocation, so that these houses can be used as Roydon's housing allocation. It was explained that the settlement boundary was set in the early 1990's and that there are other development areas of a similar situation to this for example the Diss 3 site. The Parish Council cannot apply to have the settlement boundary changed, although if there was a proposal to change the boundary the Parish Council would be invited to comment on it. There is currently no proposal to change the settlement boundary. Much of this confusion occurs from the VCHAP document, which is unclear and confusing. Shelfanger Road is in the Diss (including part of Roydon) settlement boundary and VCHAP do not have anything to do with this as Diss is not included in the village clusters. The village clusters state that development for the VCHAP must be near the core of the village, i.e. close and readily accessible to the school, village hall and garage/shop, which is why the site for Roydon's allocation of houses within the DDNP document is the site near the school.</p> |  |
| 4. | <p><b>Approval of the Minutes of the following Parish Council Meetings:</b></p> <ul style="list-style-type: none"> <li>a. Meeting held on 6<sup>th</sup> April</li> <li>b. Meeting held on 28<sup>th</sup> April</li> <li>c. Meeting held on 4<sup>th</sup> May (APCM &amp; APM)</li> <li>d. Meeting held on 1<sup>st</sup> June</li> <li>e. Meeting held on 21<sup>st</sup> July</li> </ul> <p>The above minutes were all agreed as a true and accurate record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 5. | <p><b>Matters arising from the above minutes (for information only and not on current agenda).</b></p> <p>a.Item 13 – Community Café, not enough volunteers came forward so the project will not go ahead at this time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|    | b. Item 6 – Bollards on A1066. Highways would not allow the Parish Council to arrange for cleaning these for safety reasons. Highway's rangers to be asked to do this on their next visit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
| 6. | <b>Clerk's Report:</b> <ul style="list-style-type: none"> <li>Play Areas: The roundabout in William Brown Way play area was reported to me as faulty, as well as problems with the litter bin and broken glass in the area. This was reported to SNDC. The roundabout will be replaced, but I was informed there was a delay with the supply of the new equipment. The play area in Brushmakers way is due for updating by SNDC.</li> <li>Highways Problems: A resident reported speeding vehicles along the Old High Road, being worried that this will cause an accident. The residents' concern was passed on to KK, but also information about the Safer Neighbourhood Team was passed to the resident as SNT are looking at traffic speeding in the area. A number of incidents of hedges and growth across the footpaths and roads has been passed onto SNDC and the land owners. Specifically, along Factory Lane, Brewers Green Lane and also the footpath along the Old High Road near the school. This is an ongoing problem at this time of year.</li> <li>Mini Recycling Centre: There has been an increasing number of fly tipping incidents at the recycling centre on the A1066. These are reported to SNDC. I have been reminded that we must report back to them when the recycling bins are 75% full so that they can schedule a collection.</li> <li>Bench &amp; Bins Orders: The orders have now been made for the new bench for the Loke, the circular bench for the VE/VJ memorial tree and the additional dog and litter bins. Mr Crerar has kindly agreed to take delivery of these and instal them for us.</li> <li>Streetlights: I am still reporting faulty streetlights as they are reported to me.</li> </ul> |           |
| 7. | <b>Financial Matters and Banking.</b> <ol style="list-style-type: none"> <li><b>Bank Balances and Bank Reconciliation.</b></li> <li><b>Receipts Noted and Payments to be Authorised.</b></li> </ol> <p>The April – June quarterly report was also presented. No questions were raised about the bank balances and reconciliation. All payments were authorised and receipts noted. A copy of these reports is attached to the end of the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| 8. | <b>Planning: Update on planning applications.</b> <p>2021/1004. 92 Factory Lane. GM asked if the Parish Council would like him to request this is considered by committee and it was decided that if the planning officer is looking at approving this, that it does go to committee. GM will action this request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>GM</b> |

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|     | Snow Street Site. No application has been made for the siting of a caravan/mobile home on this site at this current time. Parish Council to continue to review this situation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 9.  | <b>Streetlight Upgrade: Progress report.</b> The contractor has informed the Clerk that the materials have not yet arrived and the start date for the work will be mid to late August.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 10. | <p><b>D&amp;DNP: Progress Report: JJ reports-</b></p> <p>We had around 30 attendees on Sunday 18 July between 1 - 7 pm at the DDNP Open Day in Roydon Village Hall. Most attendees were from Roydon but we also had residents from Diss, Burston, Brome &amp; Oakley and Bressingham.</p> <p>It felt a very worthwhile exercise with many residents' questions answered. There were still concerns caused by SNVCHAP's confusing Roydon Map information, with doubts about which was the proposed development site - the one on VCHAP's map or ours? - and which body was responsible for allocation - them or us? We carefully explained the situation – that SNVCHAP have ceded responsibility for allocations to the DDNP - and gained the impression that we succeeded in allaying many of their concerns. All comments entered in the Comments Book were positive.</p> <p>The Roydon reps had a further, more informal outing with the DDNP Reg 14 Consultation on Saturday 24 July at Quaker Wood's Woodland Celebration between 2 - 5 pm where it formed part of a stand alongside information on Roydon's public footpaths, green spaces and eco-corridors. The stand was constantly busy and residents were interested and engaged about the contents of the DDNP Draft Plan. Everyone was asked to please go to the <a href="http://ddnp.info">ddnp.info</a> website and complete whatever parts of the feedback questionnaire on the Consultation were of interest to them.</p> <p>The boards, showing the summary Roydon Draft Plan information, are now on display in the church porch – which is kept unlocked – and will remain there until the Consultation ends at 5 pm on Wednesday 18 August.</p> <p>For the last few weeks of the Consultation, we will be encouraging residents to fill in the feedback questionnaire. We have heard very supportive comments about the Plan's proposals and it will be a great help if these comments are recorded in the feedback questionnaires.</p> <p>The next stage for the Draft Plan will be to consider and make changes to the Plan that might arise from the Consultation feedback. The Draft Plan will then go for examination by both South Norfolk District Council and Mid-Suffolk District Council before coming back to us all in the DDNP area for the referendum stage where residents will be asked to vote either yes or no to the Plan being accepted. If over 50% of those who vote are in support of the Plan, it will become binding within the planning process.</p> |  |
| 11. | <b>Allotments: Report.</b> AB reported that the pathways are uneven around the allotment and suggests that these need to be evened out. It was suggested that sharps sand could be used to do this and councillors agreed that this could be purchased for this purpose. Mr Crerar to be asked if this will cause a problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

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|            | when cutting the grass. Mr Crerar will also be asked to trim back the encroaching hedges around the allotment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>AB</b>                     |
| <b>12.</b> | <b>Brewers Green: Update.</b> PC reported that the management committee have not met for a number of months. The new contractor who mows the grass has not been strimming round the bollards situated around the Manor Road pond. Clerk to contact the contractor to ask if this can be done. There is a good showing of wildflowers this year and the Norfolk Wildlife Trust are very impressed with this, proving the current management system is effective. This area will be cut by Mr Frizzell in September. The VE/VJ memorial Hornbeam tree is doing well. We are awaiting the delivery and erection of the bench at which time a plaque will be put in place. The ditch is still to be dug and it is hoped this will be done later in the year. PM suggested that the Ragwort should be pulled to avoid it seeding and spreading. | <b>Clerk</b>                  |
| <b>13.</b> | <b>Mini Recycling Centre: To approve application for Mini Recycling Centre adopter payment:</b> The terms of the agreement were read out and PC explained that Councillors check the site weekly on a rota basis. It was agreed unanimously to continue this.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Clerk</b>                  |
| <b>14.</b> | <b>Any Other Business. For discussion only or to be included on next agenda.</b> KK raised concerns over incorrect items being put in recycling bins, specifically soiled nappies which spoil the whole recycling load. Information will be included in the next RRU and Clerk to put information about what can and can't be recycled on the Parish Council website and Facebook page. There is a car boot sale on the park in Diss next Sunday raising funds for next year's carnival. PM raised concerns over the hedge near Greenways which is encroaching over the road. AD is to contact Mr Crerar to ask that a number of low branches be trimmed for safety reasons.                                                                                                                                                               | <b>Clerk</b><br><br><b>AD</b> |
| <b>15.</b> | <b>Date &amp; Time of Next Meeting: To discuss &amp; decide on the meeting schedule in line with safety of all attendees.</b> The Parish Council do not usually hold a meeting in August. PC stated that in view of the current situation and to ensure the safety of all, it is suggested that the next meeting be held later in September, as there is currently no pressing business. An extra meeting can be called before this if needed. At all times government guidance will be adhered to. The public will be kept informed of when the meetings are to be held. PC also explained that following extensive discussion at the meeting held on 21 July, the Parish Council have decided that meetings will not be live streamed. The minutes of that meeting are available on the Parish Council website.                          |                               |

Meeting closed at: 8.25pm

## A: Bank Reconciliation as 27/07/21

|                                         |         |            |            |
|-----------------------------------------|---------|------------|------------|
| <b>Bank account Balances @ 27/07/21</b> |         |            |            |
| Business Current Account                |         | £30,585.97 |            |
| Business Savings Account                |         | £7,720.11  |            |
| Total Balances                          |         |            | £38,306.08 |
|                                         |         |            |            |
| Balances carried forward @ 01/04/21     |         | £24,897.74 |            |
| Accounts Payments Ledger YTD gross      |         | £7,226.18  |            |
| Accounts Receipts Ledger YTD            |         | £20,065.90 |            |
|                                         |         |            |            |
| Unpresented Cheques @ 27/07/21          |         |            |            |
| 101405                                  | £8.99   |            |            |
| 101406                                  | £59.78  |            |            |
| 101407                                  | £497.25 |            |            |
| 101408                                  | £2.60   |            |            |
|                                         |         |            |            |
|                                         |         |            |            |
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|                                         |         |            |            |
|                                         |         |            |            |
|                                         |         |            |            |
| Actual Balance                          |         | (£568.62)  | £37,737.46 |

## B: Payments/Receipts to be authorised and noted to 27/07/21

| Date       |            | Payee         | Narrative                          | Receipt | Payment |
|------------|------------|---------------|------------------------------------|---------|---------|
| 01/07/2021 | S/O        | Cozens UK Ltd | July Payment                       |         | £150.00 |
| 09/07/2021 | Credit     | W Benson      | Tree Bench Refund                  | £42.00  |         |
| 12/07/2021 | D/D        | E.ON          | June Usage                         |         | £199.50 |
| 27/07/2021 | CHQ 101405 | P Curzon      | VE/VJ Grant Tree Care              |         | £8.99   |
| 27/07/2021 | CHQ 101406 | Anglian Water | Allotment Water                    |         | £59.78  |
| 28/07/2021 | CHQ 101407 | W Benson      | Employment Costs & Office Supplies |         | £497.25 |
| 28/07/2021 | CHQ 101408 | HMRC          | PAYE                               |         | £2.60   |

## Quarterly Report (1<sup>st</sup> Quarter April – June)

| BUDGET 2021/2022        |            | Spend to 30 June 2021 | % Budget Spent |
|-------------------------|------------|-----------------------|----------------|
| Allotments              | £500.00    | 0                     | 0              |
| Auditors                | £450.00    | £200                  | 44.44          |
| Clerks Employment Costs | £6,000     | £1,448.88             | 24.15          |
| Expenses                | £150.00    | 0                     | 0              |
| Grant Expenditure       | £500.00    | £665.31*              | 133.06         |
| Ground maintenance      | £5,000.00  | £583.00               | 11.66          |
| Insurance               | £1,600.00  | £555.79               | 34.74          |
| Litter & Dog Bins       | £750.00    | 0                     | 0              |
| Loan Repayments         | £4,181.00  | 0                     | 0              |
| Other                   | £2,285.00  | £1,173.81             | 51.37          |
| S137                    | £1,300.00  | 0                     | 0              |
| Streetlight maintenance | £1,600.00  | £375                  | 23.44          |
| Streetlight replacement | £1,000.00  | 0                     | 0              |
| Subscriptions           | £450.00    | £436.47               | 96.99          |
| Utilities               | £1,500.00  | £597.23               | 39.82          |
| Village Hall            | £500.00    | 0                     | 0              |
| TOTALS                  | £27,766.00 | £6,035.49             | 21.74          |

\*Additional expenditure agreed at meeting held on 1<sup>st</sup> June 2021

The total percentage in the final column in most cases represents up to a quarter of the budget spent as would be expected. The exceptions being those for which we may make fewer payments during the year.