

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 12th January 2022

Councillors Present: Paul Curson PC Chairman Jane Jennifer JJ Vice Chair Trevor Ault TA David Bartrum DB Angela Brown AB Pam Murton PM Jenny Shorter JS Elizabeth Taylor ET		
In Attendance: Wendy Benson WB Clerk & RFO Graham Minshull GM District Councillor 5 members of Public		
		Action
1.	Apologies for absence: Apologies were accepted from Andrew Daniels & Keith Kiddie	
2.	Declarations of Interest: PC, JJ, TA – Item 12 AB – Item 13	
3.	Public Forum: County & 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. It was decided not to suspend standing Order 3f but to ask that public questions are kept to a maximum of 2-3 minutes per speaker. GM – Reported that Keith Kiddie was attending the Diss Town Council meeting but sent the following information: On Friday KK met with the Primary School governors regarding the old play equipment that was damaged during storage. They are hoping to get some funding from both Diss Town Council and South Norfolk District Council. But it was asked if we have any CIL money whether we would consider using it on this. PC clarified that Roydon Parish Council do not currently have any CIL money. February 14 th will see the commencement of the drainage works on the A1066, no completion date has been set but once this is finished a date for the resurfacing works will be set. GM's report – South Norfolk have successfully prosecuted a fly tipping incident which resulted in a hefty fine & a prison sentence (GM now responsible for waste, recycling and environment). GM stated he will withdraw from the meeting when the planning is discussed to avoid a conflict of interest. PM brought up the problem of potholes in Snow Street which need to be reported. Also, that the hedges in Brewers Green Lane and Factory Lane are still hanging over and obstructive. Comments regarding the AD plant in Bressingham from a resident: AD plants are good on a small scale using food and animal waste. This site will have a 20 year contract and could get £100m-£150m of tax payers' money in grants. It will burn	Clerk

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	10t of propane per week to keep the process working. A public meeting was held in Bressingham last Monday, the hall was full but there were no representatives from the company. Transport is a major problem with this project, with larger tractors being used, which will compromise both the community and the environment. A more complete application is needed as the current one does not have an adequate accounting of traffic. Further comments from another resident: The application was submitted just before Christmas with a deadline for comments of 26th January. With the holidays within this period, it does not allow adequate time for comments. Within the application documents the transport statement states that there will not be additional traffic on top of the agricultural use. This includes the statement that the site is not near any SSSI. The 3 lagoons are within Nitrate Vulnerable Zones. Digestate will be spread around the area and therefore a better odour report is needed. These lagoons are situated behind houses and will have a significant impact on the lives of residents of Bressingham. TA Commented that the traffic figures are unconvincing. Also, that he has more concerns regarding reliance on agri-farming and light pollution which are very destructive. The site would need to be lit for security and working.	
4.	Approval of the Minutes of the Parish Council Meeting held on 17th November 2021: Two corrections were made to the minutes. In Item 9 the following sentence was added for accuracy ‘The area in front of the Church could be turned into a wildlife area but would spoil the aspect’. In JJ’s report attached to the minutes the final sentence ‘thanks were expressed to GM for representing Roydon’s concerns about 92 Factory Lane at committee’ should have been under item 8 of the minutes. These corrections were initialled by PC and then the minutes were agreed and signed as accurate.	
5.	Matters arising from the above minutes (for information only and not on current agenda). Item 5 (6) – The benches have now been installed and are very satisfactory. AD is organising a plaque for the Brewers Green circular bench.	
6.	Clerk’s Report: - Following on from the information regarding the increased electricity prices, I have looked into a fixed term contract to reduce the unit price. However, due to the standing charge payable on these contracts and the number of lights involved I have been advised this would be more expensive overall so was advised not to do this. - I received an email inviting Councillors for a site visit at the AD plant. This has been forwarded to councillors.	
7.	Financial Matters and Banking. a. Bank Balances and Bank Reconciliation. b. Receipts Noted and Payments to be Authorised including confirmation of VAT reclaim October-November. c. Quarterly Report: Budget v Actual d. To discuss and agree budget for financial year 2022-2023	

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	e. To agree the Precept level for 2022-2023 a. No questions were raised about the bank balances and reconciliation. A copy is attached to at the end of the minutes. PC checked these against the bank statements and signed to confirm they were correct. b. All payments were authorised and receipts noted. A copy of these is attached to the end of the minutes. The clerk explained that usually just two VAT claims are made during the year but this additional claim was made due to the substantial amount of VAT paid for the LED upgrade. c. The Clerk explained the figures in conjunction with the expected expenditure, these were in line with expected expenditure or agreed differences. d. The proposed budget document was presented to Councillors prior to the meeting. All figures were discussed and the budget was agreed unanimously. (JJ proposed, AB seconded). e. The precept figure of £27,574 was approved unanimously. (PC proposed, TA seconded). The Clerk to complete and sign the forms to be returned to SNDC by 15th January deadline.	
8.	Planning: Applications and Decisions. a. Applications considered by planning committee: 2021/2615 – 7 Sandstone Way IP22 4EB. Demolition of existing conservatory and erection of single storey rear and side extension. No objections. b. Decisions received from SNDC: 2021/1004 – 92 Factory Lane IP22 5QW. Approved with conditions. 2021/2322 – Shop at Woodcrest Barn Darrow Lane. Approved with conditions. 2021/2149 – Fir Tree Farm Snow Street IP22 5SB. Approved with conditions. c. Other Planning Matters. Reports regarding: i. Deal Farm Anaerobic Plant ii. Land east of Shelfanger Road iii. Land at Ling Road, DC/21/06787 (re-submission of DC/20/05763) a & b noted. c) i – GM withdrew from meeting. JS attended the public meeting held last Monday and reported: There did not appear to be any representatives from the energy company, Highways or the Environment Agency. The road networks in this area are classed as Quiet Lanes (there are signs stating this). Concerns were expressed with regards to: the damage to the local ecology including the effect of ammonia from slurry spreading. The possibility of increased flooding (Maize does not absorb water in the same capacity as other crops). Light pollution and dark skies policies. Originally this AD application was an agricultural enterprise it is now an industrial business and not in keeping with the locality. Shelfanger Meadows are a SSSI. Money needs to be lodged for decontamination of site on decommissioning. Comments will not be carried over and parties need to re submit comments. Councillors agreed to re-submit the last comment but add the following comments: Concerns regarding lighting and light pollution This is an industrial site in the middle of a rural village	

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	Concerns regarding the movement of gas There is no information in regards to the gas flare i.e. how often or long this will burn for Reinforce the traffic movement problem along Quiet Lanes (it was acknowledged that NCC no longer fund this designation, however the lanes have not changed). Traffic movements stated as being reduced on the last five years is considered underestimated. ii – Scott Properties have informed us that an application has been submitted. iii – It was noted that the applicants objected to the committee taking a different opinion from the expert submitted comments. Councillors decided to re-submit comments objecting to this application, concurring with comments from Mr Dalglish.	Clerk
9.	Policy Updates. To discuss and agree – a. Delegation Policy: For emergency use to ensure the continued smooth running of the Parish Council if unable to hold meetings. b. Internal Control Policy. To discuss, review and approve the system of internal control. a – The clerk presented the Delegated Powers policy, which councillors had been sent prior to the meeting, and explained the scheme and the scope of this policy. To ensure the Council continues to function effectively at times when they are unable to hold public meetings. Councillors agreed unanimously to adopt this policy. b – The clerk presented the updated Internal Control Policy, which councillors had been sent prior to the meeting, and explained the scope of the council's responsibilities. This policy was adopted unanimously. Councillors then discussed and reviewed the system of internal controls and agreed that these were being followed throughout the year in accordance with the policy.	
10.	Appointment of Internal Auditor. To approve the appointment of Trevor Brown as auditor for year ending March 2022 and to approve fee payable as per Schedule of Fees provided. Councillors unanimously agreed to the appointment of Trevor Brown and approved the fee payable for this service.	Clerk
11.	Streetlight Upgrade: Progress report on LED project. The clerk reported that there are still 3 lights in Louies Lane that need to be completed due to waiting for work that needs to be done by UKPN. The additional numbering needs to be completed. It was noted that the new deflector on light 73 is very effective.	Clerk
12.	D&DNP: Progress Report: PC reported: There is no further progress to report. A steering group meeting is next Monday (17th). There will be a further consultation on flooding and the Scole housing allocation, there will be nothing specific to Roydon in this. Covid has slowed the process down with AECOM.	
13.	Allotments: Report. It was reported that there is someone interested in the vacant allotment.	AB
14.	Brewers Green: Report and discussion regarding quotes for the annual cut contract. The annual cut contract is still to be investigated. Following on from the information in the previous Roydon Round-Up regarding the cutting of the ivy on a Sycamore tree, this has been raised as incorrect by a resident. Further information has been provided and the Parish Council would like to clarify that the owner of the tree states that they will not be pursuing the person who did this. Concerns regarding the boundary of the green have been raised with the Parish Council. It was noted that land disputes are between the owner, Mr Jones, and those raising the concern, not the Parish Council. A review of the	Feb Agenda

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	Terms of Reference for the Brewers Green Management Committee (Advisory) would be undertaken at the next full council meeting.	Feb Agenda
15.	Roydon Footpath Group: Report. JJ reports: Good progress has been made with Roydon's public rights of way since the last report: 1. FP22: The new permeable aggregate path along the stretch of the Angles Way running through the north of Roydon Fen (Footpath 22) has been extended at each end. Nigel Fernie (One Man and His Digger) and Chris Blake carried out the work at the request of Norfolk Trails at NCC, to specifications laid down at County level. 2. FP18: Nigel Fernie volunteered his time, skills and tools for two days between Christmas and New Year to help the Footpath Group clear a substantial passageway through Roydon's Footpath 18. This path runs north-south on the west side of Diss Football Club, along the parish boundary. Thanks go to Nigel and also to our Footpath Group volunteers who were doing the clearing up job at a safe distance: Mike, Lorna, Linda, Jane, Trevor, plus Steve and Tony from the Football Club. Two further improvements will be made in due course: the fence alongside the Football Club's car park will be straightened which will make walking the path easier at that end, and in the spring when the ground is dry, Nigel hopes to level and widen the path at the Factory Lane end where it is currently very narrow. 3. FP19: Our thanks to the residents who own the conifer hedge along the middle section of this footpath (between Brewers Green Lane and Old High Road) for employing Nigel Fernie to cut it back. The hedge was leaning over and restricting the walking space on the footpath. Cutting it back has made for a much more comfortable walk. Many of the cuttings were laid on the ground to level up the path and make it less slippery. This makes for a slightly bouncy walk and we've erected notices requesting walkers to take care over this section. Thanks also to Ben Gaze for erecting informal post and rail fencing along sections where the ditch-side hedge fell away during ditch clearance. Although not weight-bearing, the fencing helps separate the footpath from the ditch-side and gives reassurance to the walker. 4. 'School Walk': A few of us gathered one morning just before Christmas and cleared the leaves and mud from the well-used walkway opposite the school which runs down to the A1066 and Roydon Loke. Using rakes, shovels and brooms Mike, Paul, Jane and Trevor managed, in a short space of time, to make the path a little safer and more comfortable to use.	
16.	Litter Picking. It was agreed to hold a litter pick on Saturday 5th February, 10.00am-12.00pm. Pickers should meet at the village hall at 10.00am to sign in and collect equipment. There will be tea & coffee available. This information will be included in the next Roydon Round-Up, put on the Parish Council Facebook page and the local networking site (Next Door Roydon) and posters will be displayed around the village.	
17.	Norfolk Wildlife Trust Claylands Wilder Connections Project. Information presented regarding this project. A summary of this project was circulated to councillors prior to the meeting and is attached at the end of the minutes. TA has additional information on this project if anyone is interested. NWT has 2 years of funding for a project to connect habitats, our area includes Roydon, Diss, Gissing, Scole etc. This project is to improve funding and advice to help hedges, ponds, woodlands and meadows etc. It is there to help landowners as well and this information can be passed to any interested parties. NWT have a	

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	meeting on 24 th January in the Methodist Church. Any ideas or information can be passed on to TA.	
18.	Roydon Community Heating Network. Discussion regarding the proposal of a Community Heating Initiative. A draft proposal was sent to the council and was distributed to councillors prior to the meeting. A copy is attached to the minutes. A small number of Roydon residents have formed a group to explore what could be done in Roydon, the idea being to replace gas & oil boilers with ground source heating systems. The aim is to reduce carbon output from houses, reduce ongoing costs and create stability. Swaffham Prior in Cambridgeshire is a local example of a project like this with Cambridgeshire CC putting up the capitol, but research into whether central funding will continue is ongoing. This group is seeking support from the council, but with no financial commitment. This would need to meet a minimum number of interested householders for the project to go ahead. JJ asked if other councils were being canvassed before approaching NCC. Land would be needed for the equipment & the bore holes. The Parish Council agreed in principle with this being investigated further and in particular looking at any new housing developments in which to do this.	
19.	Any Other Business. For discussion only or to be included on next agenda. Mini recycling centre: Fly tipping has reduced substantially since the fence was removed. A new notice board is to be considered at the next meeting. It was suggested that resident volunteers be included in the tidy up rota, but it was decided that at this time we would continue with just councillors. New rota will be distributed.	Clerk
20.	Date & Time of Next Meeting: To discuss & decide on the date of the next meeting. Next meeting to be held on Wednesday 16 th February 2022 @ 7.15pm in the Village Hall. Subject to any Covid guidelines or restrictions at that time.	

Meeting closed at: 8.57pm

A: Bank Reconciliation as 31/12/21

Bank account Balances @ 31/12/21			
Business Current Account		£23,414.57	
Business Savings Account		£7,720.49	
Total Balances			£31,135.06
Balances carried forward @ 01/04/21		£24,897.74	
Accounts Payments Ledger YTD gross		£55,353.19	
Accounts Receipts Ledger YTD		£61,147.51	
Unpresented Cheques @ 31/12/21			
101436	£380.00		
101438	£54.00		
101441	£9.00		
		(£443.00)	
Actual Balance			£30,692.06

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B: Payments/Receipts to be authorised and noted to 31/01/22

Date		Payee	Narrative	Receipt	Payment Gross	Net	Vat
01/12/2021	S/O	Cozens UK Ltd	December Payment 6186		£150.00	£125.00	£25.00
06/12/2021	Credit	Barclays	Savings A/C Interest	£0.19			
16/12/2021	Credit	HMRC	VAT Repayment	£5,971.02			
20/12/2021	CHQ 101436	J M Crerar	Ground Maintenance		£380.00	£380.00	£0.00
20/12/2021	CHQ 101437	E.ON	October/November Usage		£466.22	£444.02	£22.20
20/12/2021	CHQ 101438	Geosphere Ltd	Parish Online subscription		£54.00	£45.00	£9.00
20/12/2021	CHQ 101439	W Benson	Litter Pickers		£249.48	£207.90	£41.58
			Poly bags		£48.74	£40.61	£8.13
			Hi-Vis Safety vests		£101.63	£87.71	£13.92
28/12/2021	CHQ 101440	W Benson	Clerks Employment Costs		£505.51	£505.51	£0.00
28/12/2021	CHQ 101441	HMRC	PAYE		£9.00	£9.00	£0.00
04/01/2022	S/O	Cozens UK Ltd	January Payment		£150.00	£125.00	£25.00
12/01/2022	CHQ 101442	A Ellis	Allotment Deposit returned reserved funds		£50.00	£50.00	£0.00
12/01/2022	CHQ 101443	J Jennifer	Office Supplies		£13.49	£13.49	£0.00
28/01/2022	CHQ 101444	W Benson	Employment Costs & Office Supplies		£508.50	£508.03	£0.47
28/01/2022	CHQ 101445	HMRC	PAYE		£8.80	£8.80	£0.00

C: Budget v Actual (3rd Quarter October – December)

BUDGET 2021/2022		Spend to 31 December 2021	% Budget Spent
Allotments	£500.00	£39.00	7.8
Auditors	£450.00	£400.00	88.89
Clerks Employment Costs	£6,000	£4,378.19	72.96
Expenses	£150.00	£15.20	10.13
Grant Expenditure	£500.00	£521.00	104.2

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Grounds maintenance	£5,000.00	£2,773.00	55.46
Insurance	£1,600.00	£1,471.29	91.96
Litter & Dog Bins	£750.00	£0.00	0
Loan Repayments	£4,181.00	£2,032.97	48.62
Other	£2,285.00	£2,045.90	89.54
S137	£1,300.00	£1,017.00	78.23
Streetlight maintenance	£1,600.00	£1,125.00	70.31
Streetlight replacement	£1,000.00	£0.00	0
Subscriptions	£450.00	£481.47	106.99
Utilities	£1,500.00	£1,915.11	127.67
Village Hall	£500.00	£1,963.80	392.76
TOTALS	£27,766.00	£20,178.93	72.67

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Claylands Wilder Connections Project

Summary for Land Managers

Norfolk Wildlife Trust has secured funding from Defra's Green Recovery Challenge Fund for the Claylands Wilder Connections project. This exciting and ambitious new initiative aims to support land managers and local communities in efforts to improve connectivity of habitats across key parts of south Norfolk.

Connecting Habitats (& People)

The Claylands Wilder Connections project is predicated around the idea of connectivity. Its focus is on the comparatively under-valued South Norfolk Claylands – an intensely farmed landscape, but one that retains notable relict habitat patches. Due to that dominance of arable land use, the project plans to focus on enhancing the 'fabric' of the countryside – its ponds, hedges, copses, trees and associated margins and meadows.

When considering habitat connectivity (that will allow species to move more effectively and safely across the countryside), thoughts naturally turn to direct physical linkages between sites (notably the hedgerow network). But achieving resilient landscapes requires more than this: appropriately restoring and creating 'stepping stones' of habitat; and ensuring that all habitats are as large and well managed as possible to maximise their wildlife value.

Thus, the project is looking at a range of potential interventions including (but not limited to): planting and gapping-up hedgerows; restoring and creating ponds; establishing woodland; planting more trees; and establishing more floristically-diverse grassland either as margins or meadows.

The other significant element of the project relates to connecting people to local landscapes – promoting better understanding of the countryside and crucially providing opportunities for people to take meaningful action for the local environment.

Target 'Hubs'

Claylands Wilder Connections is a pilot project, trialling new approaches to show what can be achieved. To demonstrate meaningful change over the short (18 month) life of the project, we are necessarily focusing on 3 target 'hubs': south of Norwich, north-west of Bungay and around Diss - see map overleaf.

The Offer

The project is keen to work with land managers from across the target 'hubs' and is able to provide:-

- Financial assistance with relevant projects.
- Logistical help with delivery of projects on the ground.
- The latest mapping and data to help inform decision making.
- Advice and training, promoting best practice management and restoration of key habitats.
- Possible volunteer / community assistance with survey work or project implementation.

Get Involved

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If there are opportunities that you would like to take forward on your holding, or you would simply like to find out more about the project, please contact the Habitat Connectivity Officer:-

Ben Newton

Tel: 07471 487643

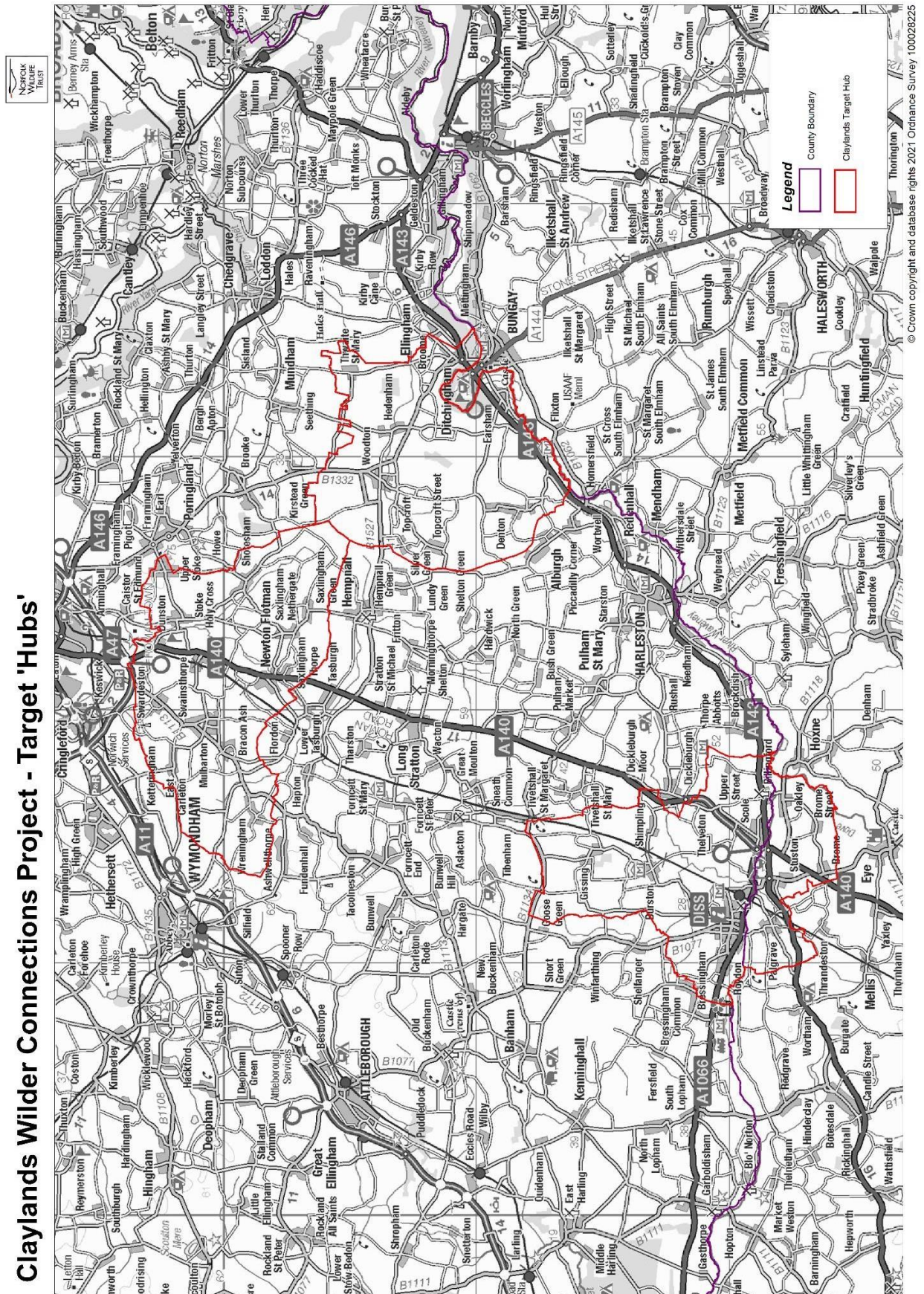
E-mail: benn@norfolkwildlifetrust.org.uk

Or take a look at the project web page: <https://www.norfolkwildlifetrust.org.uk/wilderconnections>

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Claylands Wilder Connections Project - Target 'Hubs'



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ROYDON COMMUNITY HEATING NETWORK - A PROPOSAL

Background

In the wake of COP26 a resident of Roydon, Ann Reynolds, suggested setting up a climate change action group in the village to explore what we can do as a community to address climate change. Ann, Gareth Dalglish, Paul Curson and Trevor Ault have subsequently held a couple of Zoom meetings to discuss what we could do, with an emphasis on positive action. Ideas we have discussed include repair and advice hubs, a community fridge, habitat improvements for wildlife and options for reducing green house gas (GHG) emissions from the community. We are considering broadening the scope of the group to an environment action group.

Household heating: risks and costs

Heating our homes and water by burning fossil fuels is one of the biggest sources of GHG and other pollutants affecting respiratory health in our community. It is also one of the biggest costs for household budgets. Rapidly rising costs of gas, heating oil and electricity is putting ever greater pressures on household budgets and is creating fuel poverty. People on low incomes will increasingly struggle to decide whether they can afford to buy food or heat their homes.

Reliance on fossil fuels not only pollutes our atmosphere but also carries the risk of costs and supply being affected by world wide issues such as global economics and international conflicts.

A community heating network: a potential solution.

The capital outlay of converting household heating to less polluting, cheaper and safer forms such as solar or heat pumps is a big barrier to many people. Ground source heat pumps are one of the most efficient ways of heating with minimal GHG output and low running costs but require substantial capital outlay and a large area of land. A community approach to this is therefore more practical and affordable than individual householders installing their own heat pumps. A great example is being developed not far away at Swaffham Prior in East Cambridgeshire. It is worth reading the detail on the website for this scheme which is likely to answer any questions you have:

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/climate-change-action/low-carbon-energy/community-heating/swaffham-prior-heat-network>.

In the Swaffham Prior example the cost of connection, including replacing existing boilers and replacing them with heat exchangers in each house, is spread out through a 40 year period by standing charges. This is based on the average cost of maintaining an oil fired boiler and replacing it every 15 years and works out at £346.50 (inc VAT) a year. The heat received is charged at 5.15p per KWH (inc VAT) which is equivalent to oil at 45p/litre. These are the figures from March 2022 and will rise in line with the Consumer Prices Index (CPI). The energy supplier is the County Council which

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will cover the upfront set up costs. Customers will therefore be protected from the fluctuating fortunes of private energy companies and the big cost rises in fossil fuels being experienced this year. The practicalities of setting up and running the scheme are well explained on the website.

Shall we do this in Roydon?

The Roydon climate change/environment group is keen to consider setting up a similar scheme for Roydon. This would very significantly reduce the GHG output per capita of Roydon residents, provide them with a cheap source of heat, protect them from future price rises and scarcity of oil and gas, and protect them from disruptions to the national gas network and oil supplies. We would like the Parish Council to support this initiative.

Next steps

We are proposing to speak to those involved in setting up the Swaffham Prior scheme to learn from their experience and to talk to Norfolk County Council about their potential role. We would appreciate the Parish Council supporting us in our approach to NCC. We would be happy to bring a more detailed proposal back to the PC at a future meeting.

Gareth
Dalglish1
Roydon Fen
Diss
IP22 5SE
07788
848070