

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 16th February 2022

Councillors Present: Paul Curson PC Chairman Jane Jennifer JJ Vice Chair Trevor Ault TA David Bartrum DB Angela Brown AB Andrew Daniels AD Pam Murton PM Jenny Shorter JS Elizabeth Taylor ET		
In Attendance: Wendy Benson WB Clerk & RFO Keith Kiddie KK County Councillor 4 members of Public		
		Action
1.	Apologies for absence: Apologies were accepted from Graham Minshull	
2.	Declarations of Interest: PC, JJ, TA – Item 10 AB – Item 11	
3.	Public Forum: County & District Councillors reports and the opportunity for issues to be raised or questions asked. Received storm warning from UKPN regarding tonight Wednesday and Friday during the day. Ring 105 or go online, do not approach downed power lines. Resident asked about yellow residential speed signs. Not permanent but there for when there are diversions in place in other areas meaning traffic may come through Roydon, meaning drivers are not used to speeds in this local area. KK will check to see if he can find out when they will be removed. AD – Platinum Jubilee events. The church is trying to plan an event, informal church service Wednesday 1 st June. PC informed Council that a bench was offered from the Rotary Club and asked for ideas of a site for this. KK report. The work on A1066 started on 14 th . Drains will be cleared but extent will not be known until the digging starts. Then the road will be resurfaced. Work on the A1066 at the other end of Diss, Sawmills Road, is delayed due to contractor problems. Potholes are ongoing, please report any issues. Cycle route signs going up for the jubilee cycle circuit, a circular route of 3-4miles. Walking route is coming soon, these are all part of the jubilee. Trees, Norfolk tree planting scheme will restart in April so please ask. Members grants will renew in April and councillors (District and County) are open for requests for money. County Councillors grant will encompass electric charging points, the Village Hall was suggested as a possible site. Primary school play equipment, looking for grants to help replace this, Co-Op has been contacted as they do community projects. Budgets are in the process of being set. TA asked if there could be money to help with printing footpath leaflets. KK to look into this. JJ informed this could be	KK Mar Agenda

Roydon Parish Council

	about £300 and that Lee Cozens gave the impression that the promotion of walking would be included in this. Walking and Cycling routes – can Parish Council be kept informed of routes and progress, Councillor Charlotte Valori is the Diss contact. Quaker Wood in receipt of grant from Councillors for new gang mower.	
4.	Approval of the Minutes of the Parish Council Meeting held on 12th January 2022: Signed as true and accurate.	
5.	Matters arising from the above minutes (for information only and not on current agenda). Item 5 – Plaque for bench is still ongoing. Item 8 – c)i) since last meeting Councillors had a site visit to the AD plant site. 5 members attended. Following this the council's transport concerns are valid still. However, the following concerns were answered: No lights on 24 hours they are sensor lights for working time only with seasonal exceptions. Production of Carbon Dioxide – will now be collected as a bi-product for sale. Tour considered very interesting and informative, with what is proposed will produce useful products. The new specification is more efficient and cleaner than the previous application. Concern is that it will lock the local farmers into a more intensive farming system which is not great for the future. The visit was a good opportunity to have a look at the site, with impressive explanations on why things were happening. In regards to the gas produced, this is to be piped into Shelfanger so no extra traffic to transport this out. Still concerns about heavy traffic using local roads. It was explained that maize would not be grown year on year in the same fields. Item 3 Brewers Green Lane and Factory Lane hedges still not been cut back. Snapped and hanging tree bough opposite Birchwood Snow Street overhanging road. Report to highways. Item 11 – Streetlights in Louies Lane. Clerk is still chasing these up.	Clerk
6.	Clerk's Report: • Streetlights – I have reported column number 39 as not working and have yet to hear back from the contractor whether there is a problem with this. I am still chasing up about column 68 which is not working. • Highways have confirmed that the potholes on Snow Street are on their work sheets for fixing. • I have had a complaint that the recycling centre is being used very early in the morning and disturbing local residents with the sound of breaking glass. Councillors have suggested that a sign be put up, when a new noticeboard is erected, to state the preferred times for using the bottle banks. • Litter Pick – I have had confirmation that our £20 for taking part in the SNDC litter pick is to be paid, with apologies for the slow action. Also, we were not lucky in the prize draw. • Correspondence has been received from: Norfolk Wellbeing with information on an online session from Citizens Advice regarding rising energy bills. Community Policing Newsletter.	

Roydon Parish Council

	Norfolk Local Access Forum. Platinum Jubilee Grant scheme. Norfolk Wildlife Trust tree planting volunteers. UPP next level broadband. UKPN regarding emergency situations.	
7.	Financial Matters and Banking. Bank Balances and Bank Reconciliation. Receipts Noted and Payments to be Authorised. - A copy of these was signed by PC. - All payments were authorised. Copy of these attached to the end of the minutes.	
8.	Planning: Applications and Decisions. Applications to be considered: 2021/2782: Land East of Shelfanger Road and West of Heywood Road Diss Norfolk. The erection of up to 179 dwellings, 0.64ha of land for the future extension of Diss Cemetery, a new road linking Shelfanger Road and Heywood Road/Burston Road, public open space and associated infrastructure and landscaping. 2022/0500: Logan House, Snow Street, IP22 5RZ. Replacement of existing rear conservatory with single storey rear extension and garage conversion to form utility room. Considered by committee – Approval. Decisions from SNDC: 2021/1901: 4 Millway Ave IP22 2QL. Proposed conversion of garage to dog grooming salon/business. Approved with Conditions. 2021/2615: 7 Sandstone Way IP22 4EB. Demolition of existing conservatory and erection of single storey rear and side extension. Approved with conditions. 2021/1276: Land south of Snow Street. Change of use of agricultural land to land for the standing of 1 caravan for residential use in connection with caring for family members (retrospective). Refused. 2021/2788. Deal Farm AD Plant. Update. a. RPC not included on the consultation list. The Highways response on the planning portal was very comprehensive. Diss Town Council comments regarding highways were also very relevant to Roydon. Only 17 of these properties are within Roydon parish. It was agreed our response should include that we support comments from NCC highways and DTC. Acknowledge concerns from Linden Grove and Millway Avenue residents regarding increase in traffic and road safety and would ask that the comprehensive comments from NCC highways be considered including the junction onto Shelfanger lane which directly affects our residents. b. 2021/1901 conditions include opening times. 2021/1276 RPC comments were acknowledged and considered in the decision report. c. 2021/2788 was discussed in the Matters arising from the last minutes. Also, JJ reported information supplied by Storengy/BioWatt: Flare info-The flare is a safety feature for plant failure. It will not normally operate. However, a 30-second test will happen weekly to ensure good working order - this short test will burn 0.0025% of the biomethane produced at the site. Light info-	Clerk

Roydon Parish Council

	Site lighting will be by motion sensor only. No operations are envisaged at night except in the case of callouts for unexpected breakdowns. Therefore, we would expect the site to be in darkness for the majority of the time at night, apart from the rare occasion that work is necessary to be undertaken, in which case only the affected area of the site will be lit for the necessary time to resolve any issue. During harvest we would expect a large portion of the clamp area to be lit by machinery headlights - much as usual harvest and delivery is. In regard to the lightning rods, it has not been deemed necessary for the rods to be lit. Therefore, we have no plans to include lighting on the rods at this time.	
9.	Document Updates. To discuss and agree – a. Brewers Green Management Committee (Advisory). Review, discuss and agree Terms of Reference. b. Working Parties. To discuss and agree Terms of Reference for working parties, including footpath group and planting and verges group. c. Asset Register. a. In response to a letter received from a local resident, ToR updated to include the statement that boundary disputes are not the responsibility of the Parish Council. Also, clarification and updating under membership and powers. It was stated that these ToR are read in conjunction with the Memorandum of Understanding between the owner and the Council which was agreed in 2014. These revised ToR were agreed unanimously. b. The Working Party Terms of Reference were discussed and agreed unanimously. It was agreed that these would cover all working parties set up at a Full Council meeting. c. The Asset register was discussed and it was noted that the Litter Pick equipment needed to be added to this. The new bins and benches had already been included. Also, the wooden benches were listed twice so this needed to be amended. The asset register was then agreed.	
10.	D&DNP: Progress Report: No further progress made. Still awaiting next limited consultation. Next steering group meeting is next Monday.	
11.	Allotments: Report. Still waiting to have meeting with interested tenant for vacant plot.	
12.	Brewers Green: Report and discussion regarding quotes for the annual cut contract. PC has contacted Peter Frizzell again as he is the only contractor able to remove arisings from the annual cut, he has assured that it will be done this year. Ditching still to be done. Agreed to carry on with PF.	PC
13.	Roydon Footpath Group: Report. JJ reported - FP9 we've become aware that any clearance work that needs doing must be carried out before the end of February due to the bird-nesting season starting in March. NCC's Countryside Access Officer is planning to inspect and assess the footpath and the Footpath Group have offered to clear a route through to enable this assessment. We are waiting to receive the necessary guidance and permissions from NCC's CAO but are aware that February is fast coming to an end. JJ asked KK if he could please urge the CAO to respond to her emails. PM added that they (the Murtons) had stopped flailing their hedge alongside the ditch and footpath when a cable drooped down into the hedgerow some years back. She assured us that when the cable is removed, they are happy to resume the hedge-cutting. A letter has been received from a resident with concerns about the dangerous bends, for walkers, and the need for this footpath to be reopened.	

Roydon Parish Council

14.	Litter Picking: Report on litter pick held on 5th February. Discussion and decision on the purchasing of additional equipment. 18 people attended on the day plus 3 other residents litter picked at other convenient times. Also, the 'Pop up café' for tea, coffee and biscuits was a success. Thanks goes to Morrisons supermarket and councillors for the provision of refreshments. Due to the high turnout of people, it was suggested 5 more litter pickers plus 6 more adult hi-vis were purchased. This expenditure was agreed unanimously. It was suggested that another date in May/June should be arranged.	March Agenda
15.	Any Other Business. For discussion only or to be included on next agenda. The clerk has been approached by UPP Broadband, who supply fast broadband and are already involved in the village. It was suggested that the clerk enquire for the village hall.	Clerk
20.	Date & Time of Next Meeting: To discuss & decide on the date of the next meeting. It was agreed to hold the next meeting on 23 rd March 2022. Also, as the situation with Covid has eased PC suggested that a schedule of meetings could now be discussed and put in place.	March Agenda

Meeting closed at: 9.20pm

Roydon Parish Council

A: Bank Reconciliation as 31/01/22

Bank account Balances @ 31/01/22			
Business Current Account		£22,757.63	
Business Savings Account		£7,720.49	
Total Balances			£30,478.12
Balances carried forward @ 01/04/21		£24,897.74	
Accounts Payments Ledger YTD gross		£56,084.43	
Accounts Receipts Ledger YTD		£61,147.51	
Unpresented Cheques @ 31/01/22			
101444	£508.50		
101445	£8.80		
		(£517.30)	
Actual Balance			£29,960.82

B: Payments/Receipts to be authorised and noted to 28/02/22

Date		Payee	Narrative	Receipt	Payment Gross	Net	Vat
01/02/2022	S/O	Cozens UK Ltd	February Payment		£150.00	£125.00	£25.00
15/02/2022	CHQ 101446	J Jennifer	Printing - RRU & Posters		£147.00	£147.00	£0.00
15/02/2022	CHQ 101447	W Benson	Training – Cllr Ault (for Parish Online)		£20.00	£20.00	£0.00
15/02/2022	CHQ 101448	npower (W Benson)	npower Electricity A/C (DD not carried over from E.ON)		£361.25	£344.05	£17.20
28/02/2022	CHQ 101449	W Benson	Employment costs & office supplies		£523.95	£523.95	£0.00
28/02/2022	CHQ 101450	HMRC	PAYE		£9.00	£9.00	£0.00
16/02/22	CHQ 101451	P Curson (121Computers)	Office Supplies		£9.98	£8.32	£1.66