

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 22 June 2022

Councillors Present: Jane Jennifer JJ Chair Trevor Ault TA Vice Chair David Bartrum DB Angela Brown AB Paul Curson PC Andrew Daniels AD Pam Murton PM Jenny Shorter JS Elizabeth Taylor ET		
Councillors Absent: None		
In Attendance: Wendy Benson WB Clerk & RFO Keith Kiddie KK County Councillor Graham Minshull GM District Councillor 3 members of the public		
		Action
1.	Apologies for absence: None	
2.	Declarations of Interest: Item 10 PC, TA, JJ	
3.	Public Forum: KK report: EA GREEN there is much support for objection to this scheme including MP Richard Bacon. Pushing for NCC to make a Statement of Intent and SNDC also objected. At the NCC meeting tomorrow will be insisting that this issue is brought forward to the September agenda. There has been positive feedback from fellow councillors in objecting to the scheme. Concerns were raised to KK regarding the pylons in regards to aircraft training areas, but they should not be that low as to impact on the pylons. PM raised the potholes in Snow Street as really bad and dangerous, these have also been reported by JJ. KK will look into this but stated it has been difficult sourcing tarmac. JJ reported that the bollards along the A1066 have been thoroughly cleaned (or possibly replaced) and are much more visible. GM Report: SNDC's response to the EA GREEN scheme had been forwarded to the clerk for circulation to councillors. There had been an in depth discussion at the council meeting and the preferred option was undersea cabling. SNDC was tasked with distributing the £150 fuel grant, 95% of eligible households have received this. Those who pay their council tax by direct debit received this money directly into their bank accounts, others received letters giving them options to get payment with visits from council staff to those who did not respond to arrange payment of the grant. SNDC have been selected as one of the first to run their vehicles on hydrogen fuel. UEA are doing air quality reviews and should be putting sensors up around our area. EV charging points scheme is starting and Roydon were urged to look into the viability of our Village Hall as a charging area. Deal Farm application has been withdrawn and waiting to see	

Roydon Parish Council

	what happens going forward. DB commented that lorries had been seen supposedly going into Deal Farm. AD informed that the police SNT's are doing their roadshows again this year and will be visiting Roydon, the clerk will be informed of the dates.	
4.	Approval of the Minutes of the Annual Parish Council Meeting held on 4th May 2022, the Annual Parish Meeting held on 4th May 2022 & the extra meeting held on 25th May 2022: A typing error was corrected on APM and a typing error was corrected on page 5 of 25th May minutes. The minutes were then agreed unanimously and signed by Chair.	
5.	Matters arising from the above minutes (for information only and not on current agenda): APCM: item 13. The possibility of AD being put forward as the Council representative for the Ernest Hose Fund was raised and this is to be formally agreed at the next meeting. Item 6. Platinum Jubilee Tree: Matthew Yates has been to the site and now has the information he needs. This meeting included local residents. Footpath 9: BT have attached notices to the cables. PM to contact BT also, as owner of the land, due to tractor work being undertaken around these cables. NCC CAO has been in contact and will be phoning JJ tomorrow (Thursday 23rd).	July Agenda
6.	Clerk's Report: AGAR – I have received an acknowledgement of receipt of the documents and now await any requests for additional information. Highways – A number of requests were sent for the Parish Rangers which included clearing the pathway from the Old High Road opposite the school to the A1066, clearing the pathway between the petrol station and the church, potholes in Factory Lane, the Brewers Green road surface damage and cleaning various signs around the village. Also, the Queensway road sign was reported to NCC, because most of its letters are missing. The owners of the land along Greenways have been contacted as their hedge is encroaching. PM commented that the path had been cut but not along the road. Fly Tipping at the recycling centre – This has been reported. AD commented that he had spoken to the collectors who commented that fly tipping has reduced since fences have been removed from this and other similar sites.	
7.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. c. To Discuss and decide on the proposal to change the banking accounts from Barclays to Unity Trust. a. & b. Bank balances agreed and Chair signed a copy of the statements and the bank reconciliation. Receipts and payments were noted and authorised unanimously. Copies attached to the end of the minutes. c. The Clerk informed Council that the money in the savings account would need to be transferred into the current account before starting the switching process. This was approved. The Clerk reminded councillors that Unity Trust charged a monthly account maintenance fee but that this was included in the budget. The switching of the Council bank account to Unity Trust was agreed unanimously.	Clerk
8.	Planning: Applications and Decisions.	

Roydon Parish Council

	a. Applications considered by committee: 2022/0622. 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 for a temporary term of up to 24 months. (retrospective) (resubmission). Object (previous comments still valid and resubmitted). 2022/0697. Cherry Blossom, Denmark Lane, IP22 4BL. Two-storey rear extension and new windows to south and north side elevations. No objection. 2022/0746. 1 Linden Grove, IP22 4GJ. Conversion of garage and new single storey front and side extension with relocation of front door from side to front. No Objection. 2022/0912. 36 Church Close, IP22 5RQ. Single storey side extension with flat roof. No Objection. 2022/0986. Far End Harley Cottages, 80 Louies Lane IP22 4EQ. Two storey side extension. No Objection. b. Decisions received from SNDC: 2022/0622. As Above. Refusal. 2022/2723. Land North Diss Sports Ground Shelfanger Road Roydon Norfolk. Change of use from horse field to dog park with replacement 6ft high fencing around site. Approved. 2022/0459. Manor Farm Manor Road Roydon Norfolk IP22 5QS. Erection of timber shed. Approved. c. Deal Farm: Update on current application status 2021/2788 (withdrawn) and notification of the intent to submit a new application. a & b noted. c The Parish Council was notified that this application had been withdrawn with the expectation that a new application will be submitted and this will then be considered at a full council meeting.	
9.	Streetlight Maintenance Contract: To discuss the quotes and make decision on awarding the contract (current contract ends in July): Quotes were obtained from three companies. The report is attached to the end of the minutes for reference. Having considered the cost and services included councillors voted to accept contractor B on an 8 to 1 majority.	Clerk
10.	D & DNP Report: PC reported that the final review was in progress, but that it is awaiting an assessment from planning. The Chair and AECOM are re checking the document is readily accessible for all. It is hopeful that the document will be ready for submission by the end of June and that the referendum on the finished plan will take place this year.	
11.	Brewers Green Report: PC reported that the committee met last month. It was reported that Pikes Pond is virtually devoid of any fish and that suitable replacement fish was discussed, although the pond possibly also needs dredging. There is work being undertaken on Saturday 2 July to remove some of the Sycamore saplings. Ditching work is still outstanding on the west side of Manor Road. Signs will be used when work is being undertaken for safety reasons. The tree survey has been completed with 2 trees needing attention, one has been done with thanks to Angela Brown's son but the other needs more attention. A VE/VJ	

Roydon Parish Council

	tree ceremony is being planned, AD has the plaque and the school are to be asked if they would like to send a representative. Leslie Burrows is to do the dedication.	
12.	Litter Pick. Report on the planned litter picks: TA reported that following discussion at the last meeting it was thought that having 4 litter picks would put pressure on the Village Hall lettings, so it was thought to drop this to 3 per year. The next litter pick is this Saturday, 26th June, with provisional bookings for 29th October and 4th February when the hall is available. These have to be on a Saturday as the hall is not available on Sunday. The time for the picks is 9.30am to 11.30am which will allow for the hall to be used for an afternoon letting. The next litter pick has been advertised in the latest Roydon Round-Up and 15 notices have been put up around the village. A date for the pick this time next year will be arranged after this Saturday's litter pick, after being able to assess the ease of litter picking with the amount of vegetation. But it would be good to fit in with the South Norfolk District Council Big Litter Pick dates. Councillors agreed unanimously to book the next two dates stated and to include the pop-up café at these events, open to all not just pickers with cakes and drinks being available.	TA
13.	East Anglia GREEN and The Norfolk Parish Movement for an OTN: To report on our response made on National Grid's EA GREEN feedback form. To discuss the request for support to The Norfolk Parish Movement for an OTN and decide on our response: The Parish Council completed the official feedback form and also sent a separate email to National Grid, with copies of this sent to County and District Councillors, our MP and the Secretary of State. Copies will be put on our website and linked to the Parish Council Facebook page for reference. We have been contacted by Barford & Wrampingham council encouraging the Parish Council to support their letter by writing to the County Council supporting this. The OTN want the energy from wind farms to go undersea to prevent underground cabling coming onshore. Currently three separate cabling trenches are being considered and it is asked why this cannot be combined into one, although it is reiterated that they are against trenching. TA proposed we support the letter, as there is a concern that this problem will be overlooked with the pylon issue ongoing. Agreed unanimously.	Clerk
14.	EV Charging Points: To discuss the possible installation of EV charging points in conjunction with South Norfolk District Council. To receive feedback from the Village Hall committee as to the suitability of the Village Hall as a site for these installations: The Parish Council received an email with details of this scheme. There would be no cost to the Parish Council but the charging points must be sited on Parish Council land and be subject to meeting the various criteria. The spaces would need to be licensed to this scheme for seven years and it would be expected to be two charging points for a parish the size of Roydon. JS reported that the Village Hall car park would not be available 24/7 as the gates are shut when the pre-school is open. PC expressed his concerns about the argument against due to the gates needing to be closed. Access is needed at all times to the Defibrillator. It was decided that the way forward was to express our interest in this scheme, subject to further discussions with the village hall committee. This action was agreed unanimously.	JS/AB
15.	CIL Money: To discuss possible projects for spending the CIL money received:	

Roydon Parish Council

	The amount of CIL money received is £2,218.73, this was from planning application 2018/2033. Suggestions for spending were Community Noticeboard, Village Hall drains, School play equipment, Roydon Fen Boardwalks. JJ suggested that a working group be formed to look into projects and costing and report back to council. PC and TA agreed to form the working party. Councillors agreed unanimously.	PC, TA
16.	Community Notice Board. To discuss the installation of a notice board at the mini recycling centre: Defer for discussion when the CIL working party reports back. Clerk to inform working group of names of companies already contacted.	
17.	Any other business: For discussion only or to be included on next agenda. JJ asked if any councillors are willing to join the village hall committee. To be on next agenda.	July Agenda
18.	Date & Time of Next Meetings: To confirm the dates for the meetings up to May 2023 – 4th Wednesday of the month. 2022 – 27/07, 28/09, 26/10, 23/11, 2023 – 25/01, 22/02, 22/03, 26/04. Councillors agreed this schedule unanimously.	

Meeting closed 8.55pm

A: Bank Reconciliation as 31/05/22

Bank account Balances @ 31/05/22			
Business Current Account		£30,309.00	
Business Savings Account		£7,720.68	
Total Balances			£38,029.68
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£6,251.07	
Accounts Receipts Ledger YTD		£16,464.53	
Unpresented Cheques @ 31/05/22			
101461	£16.00		
101466	£7.40		
		(£23.40)	
Actual Balance			£38,006.28

B: Payments/Receipts to be authorised and noted to 28/06/22

Date		Payee	Narrative	Receipt	Payment Gross	Net	VAT
01/06/2022	S/O	Cozens UK Ltd	June Payment 6653		£150.00	£125.00	£25.00
06/06/2022	Credit	Barclays	Interest	£0.58			
21/06/2022	D/D	NPOWER	Electricity Usage May		£272.21	£259.25	£12.96
21/06/2022	CHQ 101467	Norfolk Parish	Chair Training		£75.00	£75.00	£0.00

Roydon Parish Council

		Training & Support					
21/06/2022	CHQ 101468	Cozens UK Ltd	Streetlight Repair		£3,776.40	£3,147.00	£629.40
21/06/2022	CHQ 101469	JM Crerar	Grounds Maintenance		£650.00	£650.00	£0.00
21/06/2022	CHQ 101470	J Jennifer	RRU issue 8 printing		£150.00	£150.00	£0.00
28/06/2022	CHQ 101471	W Benson	Clerk Employment Costs & Postage		£528.04	£528.04	£0.00
28/06/2022	CHQ 101472	HMRC	PAYE		£7.40	£7.40	£0.00

Report for consideration regarding streetlight maintenance contract renewal

For meeting of the Council held on 22 June 2022.

Quotes were obtained from three companies. Copies of these are supplied with this report for councillor's information. Contract to start 1st July.

A synopsis of each quote follows:

Contractor A: Cost £600/year, to be paid monthly @£50 (all plus VAT)

Five year contract at a fixed cost.

Any additional works needed, not covered by the LED warranty, charged at £60/hour.

Five day turnaround to attend on reported faults.

Reporting power faults to UKPN included.

Annual clean and inspection included with a 12 monthly report.

This is our current contractor so any warranty work will be covered.

Contractor B: Cost £165/year, to be paid quarterly @ 41.25 (all plus VAT)

Price to increase yearly based on the RTI.

Three year contract with the option to extend by two further years.

Any additional work needed charged at £45/hour.

Five day turnaround to attend reported faults.

Reporting power faults to UKPN charged @ £35.

Annual clean and visual check included with a report of any defects.

Advised that the LED warranty should be placed in the Council's name and then they will deal on our behalf with the manufacturer.

Roydon Parish Council

Advised that LED are sealed units so no supplementary work can be carried out on them, lights are returned as a unit for warranty work.

Contractor C: Cost £277.20/year, to be paid yearly. Assume includes VAT
Ten day turnaround on report faults.
Does not include reporting power faults to UKPN.
Annual clean and inspection with a report to council included.
Does not include under warranty repairs or replacement.

DRAFT