

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 27th July 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 Graham Minshull GM District Councillor 9 members of the public		
		Action
1.	Apologies for absence: County Councillor Keith Kiddie, District Councillor Jenny Wilby	
2.	Declarations of Interest: Item 12 PC, TA, JJ, Item 8c GM will retire from the room.	
3.	Public Forum: District Councillor: GM reported that the scheme to change council vehicles to HVO fuel is on hold as this is now more expensive than diesel, although some vehicles do already use it. The council are waiting for the price to stabilise, as it could cost £150,000 extra to convert over at this current time. Litter picks dates for 2023 not set yet, but will let the Parish Council know as soon as they are set. The prize draw has taken place following the last Big South Norfolk litter pick and the winner will be informed. South Norfolk District Council peer review has taken place, Chair of review committee praised the council for ‘doing the right things and giving value for money’. Tourist information building in Diss is going to be used as new hub for South Norfolk District Council to enable the public to raise questions and get information without having to travel too far. There will be a receptionist there Monday to Friday and each day a representative from different specialist services will be there to answer questions. The public can ask to make an appointment to see a specific specialist. Resident: Deal Farm. Following the withdrawal of the last application, a new application which includes a reduced feedstock allowance has been put in. Richard Bacon’s response, which is attached to these minutes and is available on the district council planning portal, was read out. Environmental services are currently looking at the noise at the site as it is now, before any more development takes place.	

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	Resident: Expressed their view that as the Deal Farm development is not in Roydon, how much time should be spent on this by councillors. Councillor: Pot holes on Snow Street still not been repaired and dangerous especially for mobility scooters. Resident: Informed the meeting of a Swift Box Project. The background to this project is that swifts are now a red listed species with a decline in numbers of 58% between 1969 and 2018. Harleston has a project and have put up over 150 boxes with Peter Metcalf from that group sharing their swift box design and information. The project should last over the next 2-3 years. Aiming for 20 boxes in the first year and then progress from there to hopefully reach 150 boxes. Targeting swift hotspot areas for these first boxes and therefore encouraging swifts to nest. The aim is to erect these boxes with the help of local builders, roofers or tree surgeons to volunteer to put them up. GM suggested contacting Norfolk Men Sheds to help make the boxes and suggested the group ask next year for help with a Councillor grant, as grant money has all been spent this year.	
4.	Approval of the Minutes of the Parish Council Meeting held on 22nd June 2022: Approved unanimously.	
5.	Matters arising from the above minutes (for information only and not on current agenda): No matters arising.	
6.	Clerk's Report: Roydon Fen: I have been contacted by a resident, who lives at Roydon Fen, about some dilapidated and possibly dangerous buildings. Although the resident stated they contacted South Norfolk District Council, they passed her on to the Parish Council. As this is private land, we have no power to take action but we have passed our concerns to the owner via TW Gaze. GM stated that SNDC can visit site and if necessary, take action. Clerk to pass on details. Bank Account Transfer: I am still in the process of changing over banks, but currently having problems with the Unity switching system which will not recognise our current bank account. This is ongoing with Unity.	Clerk to contact GM
7.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. a. & b. Bank balances and reconciliation document noted, as no bank statements were available due to internet problems these will be checked and signed by chair as soon as available. Receipts and payments were noted and authorised unanimously. Included is the 1st quarter Expenditure v Budget report. Copies attached to the end of the minutes.	
8.	Planning: Applications and Decisions. a. Applications considered by committee: 2022/0886: 92 Factory Lane, IP22 5QW. Garage conversion and first floor extension above. NO OBJECTION. 2022/1089: 20 Snow Street, IP22 5SB. Remove and replace a first floor ceiling and add two ground floor kitchen windows. NO OBJECTION. b. Decisions received from SNDC:	

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	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. Approved. 2022/0912: 36 Church Close, IP22 5RQ. Single storey side extension with flat roof. Approved. c. Deal Farm: 2022/1108. Deal Farm. Construction of an Anaerobic Digestion facility (part retrospective), comprising: 1 no. digester tank and 1 no. secondary digester/digestate storage tank, silage clamps, liquid and dry feed system; digestate separation, handling and pasteurization, biogas upgrading and mains gas-grid connection; carbon capture, CHP, agricultural building; office buildings, weighbridge, 2 no. covered digestate storage lagoons, and associated plant, vehicular accesses, roads and landscaping (including earth bunds). Revised application following withdrawn planning application 2021/2788. To discuss and agree response to this application. d. Late Applications or Decisions not included on the agenda: a & b noted. c The Parish Council sent a response to the previous, now withdrawn, application which highlighted the issues of increased HGV and farm traffic in and around Roydon. This is still the most relevant issue for Roydon on the current application. Other concerns were with regards to the applicants playing the planning system, making promises about monitoring and site activities but feel unable to trust what they are saying, the stated reduced feedstock intake but no reduction in size. Also, questions were raised as to how the site can be officially monitored and by whom. Councillors voted unanimously to submit our OBJECTION to this application. The draft to be circulated to councillors before submitting. There has been an invitation to attend a public meeting from Kenninghall Parish Council and Bressingham Parish Council, this will be held on 4th August and TA will attend on behalf of Roydon Parish Council. d 2022/0886. As above. Application APPROVED and the delegated report was read out.	
9.	Mini Recycling Centre: To discuss and decide on the proposal to renew the agreement for the recycling centre with South Norfolk District Council. Councillors had all been given a copy of the agreement terms. The Council undertakes to keep the area clean and tidy and report when the bins are nearly full and receives a payment of £275 for doing this. Councillors check the site on a rota basis. It was agreed unanimously to continue with this.	Clerk
10.	Ernest Hose Fund: To propose that Andrew Daniels be appointed the Parish Council representative. This was discussed at May's APCM when Paul Curson was proposed to represent the Parish Council. In June AD was suggested as the Parish Council nominated trustee. Tammy Bachelor has also agreed to join as second Parish Council nominated trustee. Agreed unanimously.	
11.	Village Hall Committee: To discuss the possibility of councillors joining the Village Hall Committee. As owners of the village hall chair thought it important to ensure we supported this. AB happy to carry on as a regular attendee along with JS.	

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12.	D & DNP: Progress Report. Neighbourhood Plan is complete and submitted to South Norfolk & Mid Suffolk councils. Hopeful it will be accepted by these councils. All documents have been put on flash drive to be kept in council records.	
13.	Brewers Green: Report. The VE/VJ plaque was made and donated by John Tacey, the Parish Council wish to extend their thanks for this. Lesley Burroughs RAF veteran and the oldest Roydon resident unveiled the plaque and ceremoniously watered the tree. There were representatives from the school at the ceremony. Due to the dry conditions PC is currently watering the tree on a regular basis. Peter Frizzell will do the cut later this year as well as the ditching work. Highways have agreed to this being done, National Gas need contacting to approve work. Green committee will be meeting tomorrow and will discuss the extent of the area to be cut. Hedges from Brewers Green/Waterworks track to Seven Oaks need cutting. This will be discussed at the meeting and possibly a working party will be looking at doing this.	
14.	Footpath Group Report: Many thanks to all landowners, residents and walkers who have been helping keep our public footpaths open and clear of encroaching growth over the course of this year. It is very much appreciated by everyone who uses these paths. Update on Footpath 9 (connecting Baynards Lane with Snow Street): a) The county council Countryside Access Officer (CAO) has inspected the path and is double-checking with Highways Boundaries the exact route of the path. b) The CAO recommended that the adjacent landowner contact Open Reach to report the entanglement of one of the drooping BT cables in their farm machinery. The landowner did this and an engineer visited them as a matter of urgency in early July and inspected the damaged cable on their land and along the footpath. BT admitted responsibility and the claim is in solicitors' hands.	
15.	Flood Group: To discuss and decide on proposal to form a Flood Group working party. Some months ago, the Parish Council were encouraged by GM to put together a Flooding and Emergency Plan, following the recent flooding. This was advertised in an issue of the RRU asking for volunteers. JJ suggested working on an initial flood plan then expanding into emergency. First steps suggested are to put together a leaflet for distribution to all households. The Parish Online system provides a ditching tool which shows all the ditches and watercourses in the village but these need checking on the ground. GM suggested accessing the National Flood Forum. JJ proposed a working party to work on a parish wide plan. This was agreed unanimously. Volunteers to join working party– Clerk was contacted by some residents keen to get involved and PC, TA & PM will organise the working party. With permission from the residents the Clerk will pass their details to PC to make contact.	
16.	Litter Pick: Report on the litter pick held on 25th June. Our latest litter pick was on Saturday 25 th June. We had great weather for it: dry & sunny but not too hot. 18 residents were out litter picking on the Saturday morning and we know there were also a few others picking at other times that suited them better. The pop-up café was busy and used, especially after their picking, by all the volunteers. Thanks to those who donated to the café – councillors and Morrisons – and those who helped organise and support the event. You can see a photo of the rubbish pile – arranged very artistically by Paul – on our Facebook page.	

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	Litter Picks for 29th October and for 4th February next year are planned, and probably another in June/ July of next year, to coincide with the Big South Norfolk Pick. Finally, we discovered that none of the volunteers at the last litter pick had found out about it by seeing a poster – mostly it was through the Roydon Round-Up. So, we will not do posters for the next one, which will be a good saving in money and plastic.	
17.	EV Charging Points: To receive report from the Village Hall committee, and further discuss the proposal for installation of these at the Village Hall. The Parish Council registered an interest with South Norfolk, following agreement at the last meeting to do this. As stated, the EV points must be sited on Parish Council owned land. JS took this to the Village Hall committee for their views. The responses were that sometimes the hall car park is well used and they don't consider there is enough room for these, who pays the electric costs and there were concerns over accidents happening and whose insurance is responsible. The committee required more information. It was confirmed that we are not committed to going ahead with this and that if we are successful in being included in this scheme a representative will contact us to come to site and answer any questions. Other concerns were raised about cars being left on these charging spaces for long periods of time after the charge was full, i.e., residents plugging in and going home, clogging up the points. It was thought that the main purpose would be for passing traffic not necessarily residents. It was asked if these would encourage more visitors and income to the village. JJ suggested we may wish to make further investigations as to the pros and cons of having these EV points in the village. JJ will do this.	
18.	CIL Money: To receive a progress report from the CIL working party. TA Reported – The following are the possible CIL money projects that are being looked into: 1 Community Noticeboard (we recommend the small size - £535 – cost of fixing to be added) 2 Village Hall Drains – JS informed the Council that the drains have been surveyed and awaiting a report. It is thought this could cost anything from £2-6K. 3 Signage for Roydon Loke (just painting the name on a concrete block) – payment to the person who does the painting (this is still being investigated). 4 Flyers to residents about Flood/Emergency Plans (£150). This would be in the form of an A4 double sided information sheets giving advice to residents to include contact numbers. 5 Grant to School for replacing play equipment (we have enquired of the school about this – waiting for an answer). 6 Grant to Community Swift Project. Following the comments in the public forum the council were interested in helping this community project but the Clerk advised this was unlikely to fall into the CIL definitions for spending. The suggestion to use it to replace the loose walking boards on Roydon Fen is not necessary as these have already been replaced. The Clerk is still waiting to hear back from SNDC regarding eligibility of these suggestions (the usual CIL contact has left).	
19.	Community Swift Project: To discuss and decide on a grant to be given for this project, including discussion on other possible sources of financial aid.	Clerk

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	The Council can give a grant through the section 137 allowance. It was suggested that perhaps householders could put up their own boxes or contribute to the cost of a box on their property. It was proposed a grant of £100 was given. Agreed unanimously.	
20.	Any other business: For discussion only or to be included on next agenda. None	
21.	Date & Time of Next Meeting: To confirm the date of 28th September 2022 for the next meeting (no meeting in August). Councillors agreed this unanimously.	

Meeting closed:9.03pm

A: Bank Reconciliation as 30/06/22

Bank account Balances @ 30/06/22			
Business Current Account		£37,072.61	
Business Savings Account		£0	
Transferred Funds from Savings to Current (included in current a/c balance)		£7,721.26	
Total Balances			£37,072.61
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£11,860.12	
Accounts Receipts Ledger YTD		£16,465.11	
Unpresented Cheques @ 30/06/22			
101461	£16.00		
101467	£75.00		
101468	£3,776.40		
101469	£650.00		
101470	£150.00		
101472	£7.40		
		(£4,674.80)	
Actual Balance			£32,397.81

Bank Reconciliation as 27/07/22

Bank account Balances @ 27/07/22			
Business Current Account	£32,020.95		
Business Savings Account	£0		
Total Balances			£32,020.95
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£13,033.65	
Accounts Receipts Ledger YTD		£16,465.11	

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Unpresented Cheques @ 27/07/22			
101461	£16.00		
101473	£26.00		
101474	£18.10		
101475	£9.00		
101476	£49.50		
101477	£28.56		
101478	£109.98		
101479	£532.13		
101480	£7.40		
		(£796.67)	
Actual Balance			£31,224.28

B: Payments/Receipts to be authorised and noted to 27/07/22

Date		Payee	Narrative	Receipt	Payment Gross	Net	VAT
01/07/2022	S/O	Cozens UK Ltd	May Payment 6703		£150.00	£125.00	£25.00
20/07/2022	D/D	NPOWER	Electricity usage June		£242.86	£231.30	£11.56
26/07/2022	CHQ 101473	T Ault	Paint For Blocks on Loke		£26.00	£26.00	£0.00
26/07/2022	CHQ 101474	J Jennifer	Training travel expenses		£18.10	£18.10	£0.00
26/07/2022	CHQ 101465	J Jennifer	Office Supplies (Flash drive for DDNP files)		£9.00	£9.00	£0.00
26/07/2022	CHQ 101476	TT Jones Electrical Ltd	Streetlight Maintenance July-Sept		£49.50	£41.25	£8.25
26/07/2022	CHQ 101477	Anglian Water Business (National)Ltd	Allotment water April-July		£28.56	£28.56	£0.00
26/07/2022	CHQ 101478	W Benson	121 Computers replacement hard drive for laptop		£109.98	£91.66	£18.32
28/07/2022	CHQ 101479	W Benson	Clerk Employment Costs &		£532.13	£529.64	£2.49

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			Office Supplies				
28/07/2022	CHQ 101480	HMRC	PAYE		£7.40	£7.40	£0.00

Expenditure v Budget - 1st Quarter (April – June)

BUDGET 2022/2023		Spend to 30 June 2022	% Budget Spent	
Allotments	£500.00	£16.00	3.2	
Auditors	£450.00	£235.00	52.2	
CIL		£0.00	0	
Clerks Employment Costs	£6,350.00	£1,573.68	24.8	
Expenses	£150.00	£0.00	0	
Grants	£0.00	£0.00	0	
Grounds Maintenance	£5,150.00	£650.00	12.6	Outstanding invoices for Brewers Green
Insurance	£1,600.00	£612.76	38.3	
Litter & Dog Bins	£860.00	£0.00	0	
Loan Repayments	£4,181.00	£2,117.11	50.6	
Other	£3,057.00	£421.00	13.8	
S137	£1,300.00	£0.00	0	
Streetlight Maintenance	£1,200.00	£375.00	31.3	
Streetlight Replacement	£1,000.00	£3,147.00	314.7	Carried forward from reserves to cover this as agreed
Subscriptions	£500.00	£448.51	89.7	
Utilities	£1,500.00	£1,479.02	98.6	Still waiting for Npower to upgrade our account
Village Hall	£500.00	£0.00		
	£28,298.00	£11,075.08	39	

Additional information from item 3:

Anaerobic Digestion Plan at Bressingham – Reference: 2022/1108

Message from South Norfolk MP Richard Bacon

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I have been contacted by constituents who are very concerned that the previous application for an Anaerobic Digestion Plan at Bressingham (Reference 2021/2788) has been withdrawn and replaced with a new application (Reference 2022/1108).

A substantial response to the first planning application from more than 340 South Norfolk residents resulted in two robustly worded objections from Norfolk County Council Highways, a Flood Report objection, a Waveney Trust objection, together with due concerns from Natural England, Environmental Health and many more.

It therefore seems acutely unfair that by simply adjusting one obvious factor (that is, a reduction of feedstock going into the plant), the applicant is now allowed to resubmit a free full application and that as a result my constituents have to go through the whole process again – and this for a very big AD plant which has already been substantially constructed, without planning permission. I believe this takes “gaming of the planning process” to a new level and will add to the administrative burdens and costs for South Norfolk Council Tax payers.

This unauthorised AD plant - which I understand is twice the size of the original 2015 consented application – is having a detrimental and unacceptable impact on the local landscape and environment and the rural communities that surround it. The local roads, many of which are very narrow, poorly constructed and which are designated as “Quiet Lanes”, will not cope with the increased traffic, given that there would be large heavy vehicles presenting serious hazards for pedestrians, cyclists, and all other road users.

My understanding is that on the 2nd March 2022 NCC Highways objected to the application and recommended “*refusal without hesitation*”, stating serious concerns for “*other road users, including vulnerable users*”. This objection was reiterated on the 5th May.

Reducing the feedstock allowance in order to reduce traffic movements without enforcing the reduction in size of this construction does not make sense; and if planning consent were granted, it would open up the possibility of “development creep” and a gradual uplift in the throughput of feedstock later on. The consequential growth in traffic movements would thus intensify and exacerbate the current situation on these lanes, potentially leading to hazardous manoeuvres and becoming even more dangerous for local residents. I am sure that maintaining the reduced feedstock limit would also be very difficult and costly for the council to monitor accurately.

My constituents express a genuine sense of unfairness and anger over the roughshod manner in which they feel they have been treated. I believe that a people-centred approach to alternative energy development would make far more sense. ‘If you want development to be a good word, then you have to have good development’. This construction clearly is not that.

Given the scale of objection and local strength of feeling over this unapproved construction I would request the council to refuse the application.

Yours sincerely
Richard Bacon
MP for South Norfolk