

Roydon Parish Council

**Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 25th January 2023**

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			
2 members of the public					
					Action
1.	Apologies for absence: District Councillor Jenny Wilby				
2.	Declarations of Interest: Item 12 JJ, TA, PC				
3.	Public Forum: Hedge down Factory Lane. NCC have been informed recently. Slimming World Sign. Still on side of road. Clerk to contact SW. Plastic sign on side of road, ET to inform Clerk. Sign on Village Hall Fence. Clerk to check with Tammy Bachelor if they have permission. Hedge beside Greenways needs cutting. On right between Brewers Green and Snow Street. Asked if anything is being done for the Coronation. KK – Traffic: Large amount of emergency work around the area causing traffic problems. Also, due to the weather there have been a number of water problems. Planned road works at Sawmills Road to include main drainage work. Work should be finished by next Monday. Traffic calming measures planned at top of Denmark Hill. A1066 resurfacing is still due to take place before the end of the financial year. Potholes are a constant problem but please keep reporting. Pylons – this was included on agenda for NCC scrutiny committee and the discussion is available to watch online. Richard Bacon is onboard with the objections and is lobbying in parliament. KK & GM got a grant approved for the Cadet Force to purchase an interactive whiteboard. Trees for Norfolk still ongoing if anyone is interested. GM – 100 days today until election day. Everyone will need photo ID to vote. If you don't have this apply to SNDC or the Octagon or online for Voter ID. Closing down the Long Stratton building has saved over £700,000. This money will go back into helping the community. DDNP came before cabinet a couple of weeks ago, with one minor change needed. Grants, GM still has a small amount of money left, please contact if useful. The Octagon building in				Clerk Clerk Feb Agenda

Roydon Parish Council

	Diss is well used. SNDC has been awarded a £2m grant from Central Government for enabling carbon reduction. Questions arising from the CC & DC reports: Savings on closing Long Stratton site mainly from heating, lighting and travel. Application for postal votes still open GM will clarify the deadline. Can election forms be handed in at the Octagon, GM to clarify this.	
4.	Approval of the Minutes of the Parish Council Meeting held on: a) 23rd November 2022 b) 4th January 2023 a. Agreed unanimously. b. Noted that the precept figure was not stated, this was amended to include this figure and initialled by Chair. The minutes were then approved. Agreed unanimously.	
5.	Matters arising from the above minutes (for information only and not on current agenda): a. Item13 Flood Group. Visited a property in Darrow Lane prone to flooding. Advice given from group to owner of adjoining property on suggested action to alleviate and improve this. Flooding in Tottington Lane noted. It was stated that this was the way the water runs as the ditch is filled in. Suggested AD and flood group investigate this. Item 3 Public Forum re: Platinum Jubilee tree planting, thanks were given to AD and others who helped. Item 5 Issue of signs to be followed up. Item 8c Suggested TPO on trees, these have now got temporary TPO's and anyone can make comments regarding this via South Norfolk website. Item 12 Open Reach attended site, tested cables which were found to be live and replaced/hung new cables. b. No matters arising.	
6.	Clerk's Report: • Election Training. I attended the NPTS training session which was very informative and helpful. • I am still in contact with Gareth Dalglish regarding the Council's agreed donation to purchase swift boxes. • NALC has refreshed the Parish Council website and I have received the training documents to work through.	
7.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. c. Quarterly Report October-December Actual v Budget d. To discuss and decide on the proposal to open a Unity Trust Bank savings account.	

Roydon Parish Council

	a. Balances and reconciliation were accepted and copies signed by the Chair including bank statements. b. All receipts and payments were received and agreed unanimously. c. No questions were raised. d. As interest rates were rising it was agreed to open a savings account. Agreed unanimously.	Clerk
8.	Planning: Applications and Decisions. a. Applications considered by planning councillors:2022/2257: 20 Snow Street, IP22 5SB. Remove stud partitioning added to the property with permission (1996/1317), reinstate oak staircase position using original ceiling aperture together with partitioned WC shower room to ground floor bedroom. Approval. b. Decisions received from SNDC: 2022/1108: Deal Farm Kenninghall Road Bressingham Norfolk IP22 2HG. 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. REFUSED. 2022/1465: 14 Cricks Walk, IP22 5SN. Boundary Fence. WITHDRAWN. 2022/2062: Land South of Willow Cottage (Willow Farm), Darrow Lane, IP22 5XP. Demolition of agricultural buildings & Nissan huts and erection of 2no detached dwellings with associated parking and upgrade of existing highway access. REFUSED. c. Applications to be considered by Full Council: 2023/0023: Willow Farm, Darrow Lane, IP22 5XP. Notification of Prior Approval for a proposed change of use and associated building works of agricultural buildings to 2 dwellinghouse (QA and QB). d. Late Applications or Decisions not included on the agenda. a. & b. Noted. c. 2023/0023. Draft response was circulated prior to the meeting. The application was approved subject to several concerns being addressed. These include a condition for further permitted development rights to be removed, flooding, waste management and tree removal. d. 2022/2257: 20 Snow Street, IP22 5SB (description above). Decision from SNDC. APPROVED.	Clerk
9.	Auditors: a. Internal Auditor: To discuss and approve appointment and accept fees of Internal Auditor. b. External Auditor: To note appointment by SAAA (Smaller Authorities' Audit Appointments) of PKF Littlejohn LLP as external auditors for the next 5 year period.	

Roydon Parish Council

	a. The appointment of Mr Trevor Brown as Internal Auditor and acceptance of the relevant fees was agreed unanimously. b. Noted.	
10.	.GOV email scheme through NALC: To discuss and decide on whether to go forward with taking up the .GOV email scheme. No further details available. Deferred until next agenda.	Feb Agenda
11.	Electricity Supply for Streetlights: To receive the report regarding the supply of electricity to the Parish Council. To discuss the use of a broker to work for the Council to achieve best possible stability of supply costs. To decide whether to use this service and agree the presented costs: It was agreed unanimously to use the broker. The proposed contract fees were discussed and agreed unanimously.	Clerk
12.	D & DNP: To receive a report on progress of the Plan: PC reported SN have completed Reg19 consultation, there were no queries directly involving Roydon. Andrew Ashcroft has been appointed as examiner. Having already read the Plan he will visit the area alone to form his own independent opinion. A consultation note may follow this with any queries. He will then decide whether there needs to be a public hearing. If no hearing is needed, he will then fact check the Plan and then write his report. The report might be available by May. The referendum will follow for the Plan to be made.	
13.	CIL Group: To receive a progress report. As previously discussed, a Noticeboard was suggested for siting by the Mini Recycling Centre. It was also noted the Louies Lane noticeboard is in poor condition and would benefit from being replaced. The MRC board was initially hoped to be an open fronted for all to use. The drawback of this is if it gets graffitied it will not clean off and someone will have to be responsible for checking posters that are placed on it and removing out of date or inappropriate material. The proposed boards are: MRC site would take 8 A4 sheets and Louies Lane site 6 A4 sheets. The cost, including metal posts £490 & £430 respectively. A header board can be included. Total £1,400 inc VAT & Delivery but plus fixing. Louies Lane Board approved unanimously. MRC to be re-investigated.	
14.	Litter Picks: To confirm the previously agreed dates for future litter picks. To confirm dates of 4th February 9.30 – 11.30am. Café donations appreciated. Further litter pick dates are 10 June & 24 October.	
15.	Big Green Week 2023: To discuss and decide on the proposal to plan for a Roydon Big Green Week, 10th – 18th June, to coincide with and be part of the annual national Great Big Green Week (organised by The Climate Coalition). The Climate Coalition makes suggestions on what can be done, for local decision. Volunteers would be needed to organise events, perhaps 3 or 4. TA prepared to carry this forward. Agreed unanimously.	
16.	Election Preparation: To discuss the arrangements for the forthcoming election including promoting the election. To discuss and decide whether to hold the Annual Parish Meeting as a separate meeting to enable promotion of the Parish Elections. To agree a date for this meeting. It was agreed to include an election article in the next Roydon Round-Up. The Annual Parish Meeting should be held outside of the Pre-Election Period to maintain	

Roydon Parish Council

	impartiality. Agreed to hold standalone APM on 15 th March. JJ will co-ordinate with local groups.	JJ Feb agenda
17.	Any other business: For discussion only or items to be included on next agenda. ET has received Dog Fouling posters (thanks to the school for doing these) for putting around the Parish. Siting of these to be discussed at next meeting. Next issue of RRU is being drafted. Roydon Footpath walks leaflets are finally done.	Feb Agenda
18.	Date & Time of Next Meetings: To confirm the date of 22nd February 2023 for the next Full Council meeting. To agree the date for the Annual Parish Council Meeting following the election, which must be held between 9th-23rd May inclusive. Next meeting date of 22 nd February noted. APCM date of Wednesday 17 th May was agreed unanimously.	

Meeting closed at 9.39pm

A: Bank Reconciliation as 31/01/23

Bank account Balances @ 25/01/23			
Current Account	£33,085.08		
Total Balances			£33,085.08
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£29,664.32	
Accounts Receipts Ledger YTD		£32,390.25	
Unprocessed Payments @ 25/01/23			
BACS 017	£1,872.00		
BACS 018	£49.50		
BACS 019	£623.63		
BACS 020	£21.20		
		(£2,566.33)	
Actual Balance			£30,518.75

B: Payments/Receipts to be authorised and noted to 31/01/23

Date		Payee	Narrative	Receipt	Payment Gross	Net	VAT
25/01/2023	BACS 017	Cozens UK Ltd	Replacement Light		£1,872.00	£1,560.00	£312.00
25/01/2023	BACS 018	TT Jones Electrical Ltd	Streetlight Maintenance Jan-Mar		£49.50	£41.25	£8.25
27/01/2023	BACS 019	W Benson	Employment Costs		£623.63	£623.30	£0.33
27/01/2023	BACS 020	HMRC	PAYE		£21.20	£21.20	£0.00

C: Quarterly Report 3rd Quarter (Oct-Dec)

Roydon Parish Council

BUDGET 2022/2023		Spend to 31 December 2023	% Budget Spent	Comments
Allotments	£500.00	£0.00	0	
Auditors	£450.00	£535.00	119	Increased cost due to increased expenditure last year.
CIL		£141.00		
Clerks Employment Costs	£6,350.00	£5,082.69	80	
Expenses	£150.00	£18.10	12	
Grants	£0.00	£0.00	0	
Grounds maintenance	£5,150.00	£4,842.80	94	
Insurance	£1,600.00	£1,574.48	98	
Litter & Dog Bins	£860.00	£0.00	0	
Loan Repayments	£4,181.00	£4,234.22	101	
Other	£3,057.00	£1,263.08	41	
S137	£1,300.00	£660.00	51	
Streetlight maintenance	£1,200.00	£707.50	59	
Streetlight replacement	£1,000.00	£3,147.00	157	Previously discussed
Subscriptions	£500.00	£448.51	90	
Utilities	£1,500.00	£2,752.75	183	Due to increase price
Village Hall	£500.00	£0.00	0	
	£28,298.00	£25,407.13	89	

Clerk presented the Budget v Actual report and explained about the over expenditure. No questions were raised and Councillors accepted this report.