

Roydon Parish Council

**Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 22nd March 2023**

Councillors Present:		
Jane Jennifer	JJ	Chair
Trevor Ault	TA	Vice Chair
Angela Brown	AB	
Paul Curson	PC	
Andrew Daniels	AD	
Pam Murton	PM	
Jenny Shorter	JS	
Elizabeth Taylor	ET	
Councillors Absent:	David Bartrum	DB
In Attendance:	Wendy Benson	WB Clerk & RFO
5 members of the public		
		Action
1.	Apologies for absence: Accepted from: Cllr D Bartrum, County Councillor K Kiddie, District Councillors G Minshull & J Wilby	
2.	Declarations of Interest: Item 10 JJ, PC, TA	
3.	Public Forum: Electronic SAM not working. West end of village No Dumping sign corner of Bellrope Lane & Swamp Lane Pothole Brewers Green/Snow Street, which have already been reported Increase traffic has caused damage to the edges of the lanes. This has already been reported to KK asking for action Churchyard railings have been repaired whilst road has been closed. But reflective signs on roadside of the railings need replacing. Pictures to be supplied. Flooding in Tottington Lane still a problem. Culvert has been cleaned out. This has been reported via Fix My Street by TA. Needs reporting again. Road floods outside Greenways culvert needs doing again. Clarification was sought on the purpose of the Flood Group; TA explained it was set up with information from Norfolk Flood Alliance, and its purpose was for collation of information about flooding in the village and about how residents can get help and advice with flooding issues.	
4.	Approval of the Minutes of the Parish Council Meeting held on 22nd February 2023: Approved unanimously.	
5.	Matters arising from the above minutes (for information only and not on current agenda): Item 10 – Dog posters, 2 were graffitied. Resident cleaned these off. Query of placement on Brewers Green from resident. Confirmed that it was placed so that those using Brewers Green could see it. ET reported that some are rain damaged, posters to be taken down now and would be put back up again in a couple of months’ time. School agreed to do some new posters. Item 11 – Coronation, deferred until Aprils meeting after BG have met.	

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	Item 15 – Essex, Suffolk, Norfolk Pylon campaign representative was not able to attend the Annual Parish Meeting.	
6.	Clerk’s Report: • Unable to order the pickers and hoops as they are currently out of stock but we have time before the next Litter Pick to get these. • Signed up for the South Norfolk Big Litter Pick so we should get our £20 for taking part. • Election Forms: Information regarding Electoral Numbers can be obtained from me.	
7.	Financial Matters and Banking: Bank Balances and Bank Reconciliation. Receipts noted and payments to be authorised. To receive End of Year Budget v Actual - Balances and reconciliation were accepted and copies signed by the Chair including bank statements. - All receipts and payments were received and agreed unanimously. - RFO noted that these figures were subject to no further invoices being received prior to year end. No queries raised.	
8.	Planning: Applications and Decisions. Applications considered by planning councillors: None Decisions received from SNDC: None Applications for Consideration by Full Council: None Late Applications or Decisions not included on the agenda. None	
9.	Governance Documents: To approve or review, update and approve the following documents: Standing Orders. Financial Regulations & BACS Supplement. Code of Conduct. Asset Register. Internal Control. Effectiveness of Internal Control. To review the effectiveness of Internal Control in accordance with the Effectiveness of Internal Control document. Publication Scheme. To review and approve ICO (Information Commissioner’s Office) Model Publication Scheme, including RPC Guide to Information Published & Schedule of Charges. - Alteration to section 3i to reflect advice received about current wording. Using NALC model SO. Agreed unanimously.	

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	b. Using NALC model FR, plus supplementary sheet regarding BACS payments. Agreed unanimously. c. Minor changes/additions to current document. Agreed unanimously. d. Updated to reflect additional litter equipment. Agreed unanimously. e. Agreed unanimously. f. Internal Control effectiveness reviewed. It was agreed that financial controls are effective and that following the change to BACS payments wherever possible, the addition of the supplementary sheet to the FR covered this change. No additional actions were advised by the Internal Auditor. All processes are in place to protect the integrity of the Council. g. The ICO Publication Scheme is used in conjunction with the Parish Council Guide to Information Published and Schedule of Charges. It was noted that most information was freely available on the PC website but if hard copies were required the charges noted would be levied. These have been increased to reflect the increase in cost. Agreed unanimously.	
10.	D & DNP: To receive a report on progress of the Plan. PC reported that David Burn, Chair of the Steering Group, has informed us he will soon receive the report from the Examiner for final fact checking by all parishes, before it can be passed for referendum. PC encouraged all residents to support it to protect the village.	
11.	Notice Board Update: To receive a progress report on Noticeboards and discuss and approve changes to size of MRC Board. Following the previous discussion and agreement to place a board by the MRC. Further investigation revealed that there is a smaller board that may suit the site better. However, it was agreed that the smaller one would not give enough room. Therefore it was agreed to continue to go forward with the large one. Unanimous agreement.	
12.	Fair Green. Green Fair: To discuss and decide on proposal to have a stall at the Fayre. TA – The Fair Green committee have asked if the Parish Council would like a stall at the fair on Monday 8th May. May need a small amount of copying for the stall. TA will contact Councillors in due course for help on the day. Agreed unanimously to have a stall.	
13.	Community Speed Watch: To discuss the proposal to support a community organised CSW. Following an email from a resident who is trying to set up a Community Speed Watch the following issues were discussed: The speed signs along Snow Street were either missing or not easily visible. Clerk informed Council that this has been reported to NCC who will take action. Could the Footpath along Snow Street be reinstated. This has not been useable for a number of years and it was clarified that this was raised with NCC a few years back and following detailed investigation by Highways in	April Agenda

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	conjunction with the Parish Council, Highways reported that no action would be taken. The local Policing team have been contacted regarding the report of speeding in Snow Street and possible action is being discussed. The CSW have stated that support should be sought from the Parish Council by residents wanting to set up a scheme and clarification on what this support should be is being sought.	
14.	Graffiti: To discuss the problem of graffiti on village signs and decide on possible action, including expenditure. Reports of road signs around Baynards Lane and Swamp Lane and Dog waste bins being graffitied was received. This has caused problems with the extra traffic due to the work on the A1066. Highways have acknowledged these are in need of attention and will be actioned. JJ spoke to KK who strongly advised and discouraged both Councillors or the public to do this ourselves due to personal safety and damage possible to the reflective surface if the wrong solution was being used. Dog bins are graffitied along Swamp Lane and have been advised that it is South Norfolk's responsibility and they will do this when they can. Insurance would not cover us for personal or third-party injury. Suggested to report graffiti to Police. Can report on Fix My Street everyone encouraged to do this. A report to be added in the next RRU.	
15.	Any other business: For discussion only or items to be included on next agenda. None	
18.	Date & Time of Next Meetings: To confirm the date of 26th April 2023 for the next Full Council meeting. Noted.	

Meeting closed at 9.37pm

A: Bank Reconciliation as 31/03/23

Bank account Balances @ 22/03/23			
Current Account	£28,283.24		
Savings Account	£500.00		
Total Balances			£28,783.24
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£32,962.92	
Accounts Receipts Ledger YTD		£32,390.25	
Unprocessed Payments @ 22/02/23			
BACS 028	£929.04		
BACS 029	£10.00		
BACS 030	£584.03		
BACS 031	£21.20		
CHQ 300004	£18.82		
		(£1,563.09)	
Actual Balance			£27,220.15

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B: Payments/Receipts to be authorised and noted to 31/03/23

Date		Payee	Narrative	Receipt	Payment Gross	Net	VAT
07/03/2023	BACS 026	Town & Country Printing	RRU issue 10 printing		£133.00	£133.00	£0.00
07/03/2023	BACS 027	Diss Town Council	DDNP Contribution		£900.00	£900.00	£0.00
22/03/2023	BACS 028	South Norfolk DC	Dog Bin Annual Charge		£929.04	£774.20	£154.84
22/03/2022	CHQ 300004	J Jennifer	APM Refreshments		£18.82	£18.82	£0.00
22/08/2023	BACS 029	Roydon Village Hall	Hall Fee		£10.00	£10.00	£0.00
28/03/2023	BACS 030	W Benson	Employment Costs & Office Supplies		£584.03	£584.03	£0.00
28/03/2023	BACS 031	HMRC	PAYE		£21.20	£21.20	£0.00

C. Final Quarter: Budget v Actual

BUDGET 2022/2023		Spend to 31 March 2023	% Budget Spent
Allotments	£500.00	£0.00	
Auditors	£450.00	£535.00	119
CIL		£141.00	
Clerks Employment Costs	£6,350.00	£6,861.24	108
Expenses	£150.00	£99.10	66
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	£774.20	90
Loan Repayments	£4,181.00	£4,234.22	101
Other	£3,057.00	£2,396.32	78
S137	£1,300.00	£660.00	50
Streetlight maintenance	£1,200.00	£748.75	62

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Streetlight replacement	£1,000.00	£4,707.00	235
Subscriptions	£500.00	£448.51	89
Utilities	£1,500.00	£2,841.54	189
Village Hall	£500.00	£10.00	2
	£28,298.00	£30,874.16	109

Figures correct at time of meeting and subject to any late amendments needed by year end of 31 March.

DRAFT