

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 26th April 2023

Councillors Present: Jane Jennifer JJ Chair Trevor Ault TA Vice Chair Angela Brown AB Paul Curson PC Andrew Daniels AD Pam Murton PM Elizabeth Taylor ET Councillors Absent: David Bartrum DB Jenny Shorter JS In Attendance: Wendy Benson WB Clerk & RFO 5 members of the public		
		Action
1.	Apologies for absence: Accepted from: Cllr D Bartrum, Cllr J Shorter, County Councillor K Kiddie, District Councillors G Minshull & J Wilby	
2.	Declarations of Interest: Item 14 JJ, TA, PC Item 16 AD, AB Item 17 AB, PM	
3.	Public Forum: PC/Resident- Reported there had been another accident on double bends on A1066 at west end of Village. Request that this is considered for an extension of the 30mph to reduce the chance of accidents. Highways have installed new sign at Queensway. County Council have built a new replacement footbridge on footpath 23.	Clerk to pass to KK
4.	Approval of the Minutes of the Parish Council Meeting held on 22nd March 2023: Item 12 should be Fair not Fayre. Approved unanimously.	
5.	Matters arising from the above minutes (for information only and not on current agenda): Item 13 community speed watch. Response from CSW team to confirm that watches could be done wherever the local team want and all that is requested that the Council is kept informed.	
6.	Clerk's Report: - Election: Roydon is uncontested so there will be no poll on 4th May. All elected Councillors should have received a letter from SNDC. I have sent round an email regarding the Declaration of Interest forms. Declaration of Acceptance of Office forms will be completed before the start of the Annual Parish Council meeting on 17th May. - Village Hall: Tammy Bachelor contacted me asking about the repair and resurfacing of the splay into the hall which she thought was going to be done when the road was resurfaced. This concern has been passed on to KK. - Highways: The report has been sent to the Rangers for a number of jobs that they could do whilst in the area. This includes potholes along	

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	Snow Street, hedges along Brewers Green & Factory Lane, the reflectors on the fence by the Church, flooding on Tottington Lane, the Culvert along Snow Street/Brewers Green that floods, Baynards Lane triangle and the Bollards on the A1066 in need of a clean. Other matters reported to Norfolk CC have been the graffitied signs, the speed limit signs along Snow Street from Bressingham, the No Fly Tipping sign, fly tipping at the MRC, the SAM sign on the A1066. • Communication from Resident received regarding the 'Reggae Blast' event, with concerns regarding noise and traffic. • Waste Collection over the Bank Holiday period: The information received from SNDC has been put on our website and our Facebook page. • The Annual CIL report has been returned to Norfolk CC and is also on our website as legally required.	
7.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. c. To receive End of Year Bank Reconciliation. d. To receive a copy of the Cash Book for the year ending March 2023. e. To receive the end of year statement on the Public Works Board Loan. f. To discuss and agree monetary amount to be transferred to the savings account. g. To discuss and agree amounts to be carried over as earmarked reserves. a. Balances and reconciliation were accepted and copies signed by the Chair including bank statements. b. All receipts and payments were received and approved unanimously. c. RFO noted that these the figures presented at the last meeting were unchanged. No queries raised. d. All Councillors were in receipt of this document and no queries raised. e. Received and acknowledged that this is available on our website. f. RFO suggested that once the first instalment of this year's precept is received the amount in the account prior to this should be transferred. Agreed to transfer £20,000 now and reassess once new signatories are in place after the APCM to ensure there is adequate working capital, which will include the precept payment which has been notified as in the process of being paid. g. The RFO explained that the CIL money is part of the earmarked/ allocated funds and once this is taken into account, along with the previously discussed earmarked funds it would take us below our 9-12 months working capital amount stated in the Financial Regulations. Councillors agreed that having 8 months working capital was still	

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	adequate for the councils needs and felt that building reserves for the streetlights was important. Earmarked reserves agreed at the previous decided levels but to include the CIL money of £2,077.73 Agreed unanimously.	
8.	Annual Governance and Accountability Returns (AGAR): a. To receive, discuss and accept the Internal Auditor Report. b. To receive and approve Annual Governance Statement (section 1 of AGAR). c. To receive and approve Accounting Statement (section 2 of AGAR). a. Received and accepted unanimously. b. Approved unanimously and signed. c. Approved unanimously and signed.	
9.	Annual Insurance Renewal: To receive and accept the renewal with BHIB, previously agreed on a three year term (year 2). Cost £645.73 Clerk confirmed that this was checked in line with the current Asset Register and that all required cover was adequate.	
10.	NALC Membership Renewal: To receive the costs for membership renewal and decide whether to renew membership for the next year. Cost of £496.21 for membership and £70 for the website. Clerk explained that the renewal had been separated this year and the cost is higher than expected. Norfolk ALC are offering half price training to mitigate this increase. Also, there are a number of free courses and networking sessions available to subscribers which are advertised on their newsletters. Agreed to continue unanimously	
11.	Planning: Applications and Decisions. a. Applications considered by planning councillors: None b. Decisions received from SNDC: 2023/0023: Willow Farm, Darrow Lane, IP22 5XP. Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to 2 dwellinghouses (QA and QB). APPROVED. c. Applications for Consideration by Full Council: 2023/0763: Eden Cottage, Old High Road, IP22 5XJ. New drive and parking bay. 2023/0869: Barn adjacent to Willow Farm, Darrow Lane. Notification for Prior Approval for a proposed change of use and associated building works of agricultural building to a dwellinghouse (QA and QB). 2023/0843: Agricultural building south of Willow Cottage, Darrow Lane. Notification for Prior Approval for a proposed change of use and associated building works of agricultural building to a dwellinghouse (QA and QB). d. Late Applications or Decisions not included on the agenda. None	

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	c. 2023/0763. Concerns raised about fast traffic and the reduced visibility when exiting the property. However, this was offset against concerns of cars parked on the roadside as the property is located near the bend in the road. Neutral. 2023/0869. 2 double bed property. 2 parking spaces. 2023/0843. 1 bed/1 person property. 1 parking space. The concerns raised about these applications are in regards to increase traffic flow along a single-track road, which also takes agricultural vehicles needing access to land along the road. Lack of adequate parking especially for additional visitor vehicles, as previous permission has been approved for the development of two dwellings on this site. The Parish Council raised these concerns when the previous application was submitted, asking that a condition be put on that no further development could take place for these reasons. Concerns regarding surface flooding as seen in recent years with the adjoining property which suffered this problem. This is an unsustainable location for these additional dwellings as it is outside the settlement boundary and has no local amenities within easy reach, thus increasing use of motorised vehicles which makes it contrary to planning policies. The Council consider this an overdevelopment of this site as stated in the comments for the previous applications 2023/0023 that if approved, it was requested that no additional development be considered appropriate on this site. Specific to 2023/0843 the plan shows a window on the west side but this is not shown on the elevation plan. The lack of natural light due to windows only located on the North side of the building. Recommend refusal.	Clerk Clerk
12.	Big Green Week: To receive an update and discuss the draft programme. TA presented the draft programme; Big Green Week is a national event. Photography and Scything events contact Quaker Wood. To add organised by Roydon Parish Council in conjunction with local groups to the programme information sheet. To be advertised on website and Facebook page as well as posters around the village.	
13.	Coronation Projects: To receive an update on proposed projects and agree projects with approval of expenditure. Roydon Parish Council attending the Fair Green Green Fair held during coronation weekend. 8th May. Volunteers needed to help out on the stall. Suggestion of a bench with a back to be sited on Brewers Green, owner happy for a robust one to be sited there. No finance available at present and benches are expensive. Suggested that this could be considered at a point in the future if additional funds become available. Consider asking County and District Councillors at next meeting.	
14.	D & DNP: To receive a report on progress of the Plan.	

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	PC reported that the Examiners final report has been received with minor mistakes which have now been corrected. Site opposite School has been accepted with various safety designs included. DDNP6 applications, Inspector has reduced that down to 42. All green spaces and non-designated heritage assets in Roydon accepted. No public hearing is required. Once all the necessary changes for the whole plan have been addressed it will go to referendum. Inspector very complimentary of the work to get the Plan this far due to its complexity . Thanks to all those involved who have worked so hard.	
15.	Essex, Suffolk, Norfolk Pylons: To receive updated information and agree response to this. Latest briefing note circulated. Request that the Parish Council write to National Grid ESO to support ESN Pylons' request for the inclusion in their current review of all proposed wind farms in the North Sea until 2050. Agreed to endorsing ESN pylons response.	
16.	Village Hall: To discuss hire fees and approve expenditure for the forthcoming year. To discuss ownership of the Hall in regards to the Parish Council being Custodian Trustee. Parish council to be charged a minimal amount for hire of the hall. £10 for meetings and £15 for events that use the hall for a half day. Budgeted for this fee in the 2023-2024 budget. Approved unanimously. Clerk been in contact with Community Action Norfolk. Custodian Trustee is a long term 'safety box'. More information is still outstanding.	
17.	Allotments: To discuss fallen tree and decide on a course of action, to include expenditure agreement for this action. To discuss future action to ensure the culvert is kept clear. Tree not blocking ditch. Agreed to contact Mr Crerar to clear the tree as soon as possible and to do the culvert in September.	Clerk
18.	Any other business: For discussion only or items to be included on next agenda. To note receipt of Clerk's resignation. To start process of recruitment. Decide who will be on interview panel. To contact NALC for advice and guidance on the process. Current Clerk to update the job description and person specification. Councillors proposed a vote of thanks to current Clerk.	May Agenda
18.	Date & Time of Next Meetings: To confirm the date of 17th May 2023 for the Annual Parish Council meeting. Noted.	

Meeting closed at 9.28pm

A: Bank Reconciliation as 30/04/23

Bank account Balances @ 26/04/23			
Business Current Account		£27,290.50	
Business Savings Account		£501.03	

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Total Balances			£27,791.53
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross		£1,795.04	
Accounts Receipts Ledger YTD		£759.05	
Unprocessed Payments			
BACS 01	£49.50		
BACS 02	£52.31		
BACS 03	£100.00		
BACS 04	£645.73		
BACS 05	£240.00		
BACS 06	£612.40		
BACS 07	£5.40		
		(£1,705.34)	
Actual Balance			£26,086.19

B: Payments/Receipts to be authorised and noted to 30/04/23

Date		Payee	Narrative	Transferred Funds	Receipt	Payment Gross	Net	VAT
13/04/2023	Credit	HMRC	VAT Repayment		£759.05			
24/04/2023	D/D	Npower	Electricity for Streetlights			£89.70	£85.42	£4.28
26/04/2023	BACS 01	TT Jones	Streetlight Maintenance Contract			£49.50	£41.25	£8.25
26/04/2023	BACS 02	Wave	Allotment Water			£52.31	£52.31	£0.00
26/04/2023	BACS 03	JM Crerar	Grounds Maintenance			£100.00	£100.00	£0.00
26/04/2023	BACS 04	BHIB	Insurance Premium			£645.73	£645.73	£0.00
26/04/2023	BACS 05	T Brown	Internal Audit			£240.00	£240.00	£0.00
26/04/2023	BACS 06	W Benson	Clerks Employment Costs & Office Supplies			£612.40	£608.25	£4.15
26/04/2023	BACS 07	HMRC	PAYE			£5.40	£5.40	£0.00