

Roydon Parish Council

Minutes of the Annual Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 17th May 2023

Councillors Present: Trevor Ault TA Chair Keith Best KB Angela Brown AB Paul Curson PC Andrew Daniels AD Stephen Finch SF Vice Chair Jane Jennifer JJ Elizabeth Taylor ET Councillors Absent: Pam Murton PM In Attendance: Wendy Benson WB Clerk & RFO Graham Minshull GM District Councillor Keith Kiddie KK County & District Councillor 4 members of the public		
		Action
1.	Election of Chair of the Parish Council: Nominations TA. Agreed unanimously. Duly elected. Declaration of Acceptance of Office signed.	
2.	Election of other offices of the Parish Council: a. Vice Chair b. Finance i)Bank Signatories x4 ii) Quarterly check of cashbook c. Allotments Officer d. To Propose our delegated representatives to the steering group of the Diss & District Neighbourhood Plan e. Brewers Green Management Committee (Advisory) f. Village Hall Committee g. Footpath Group Coordinator h. Flood Group Coordinators i. Verge Group Coordinator j. Roydon Round-Up Editor & Co-Editor a. Nominations SF. Agreed unanimously. Duly elected. b. i) JJ, SF, PC, KB ii) PC c. AB d. TA, PC, JJ e. TA, PC, KB, ET AB f. AB g. JJ h. TA, PC, PM i. TA j. SF Editor, PC Co-Editor k. Defibrillator PC	
3.	Apologies for absence: Accepted from: Cllr Pam Murton, District Councillor Kieran Murphy	
4.	Declarations of Interest: Item 12 JJ, TA, PC	
5.	Public Forum:	

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	GM Reported - Delighted to say KK & GM are joined by Kieran Murphy. There have been changes in the party seats on the council. 26th May finally moving out of temporary accommodation and into the new building which will be open on 30th May. Impressive carbon neutral building with areas being available for external hire to generate income. Cabinet positions are yet to be announced. KK Reported - Cllr Kieran Murphy has been elected as Mayor of Diss. Roads – now at the end of the planned major works in Roydon and Diss. Although the potholes and patching works continue to be sorted when reported. Scheme in place to update the station access to allow for buses to go to the station, just awaiting Network Rail to go forward with it. JJ to contact KK about memorial tree. New country park in the pipeline for Norfolk and it would be good to push for it to be in this area of Norfolk. Councillor grants have now been renewed so contact KK or GM with any ideas or requests. Resident raised concerns regarding Sawmills flooding, KK to investigate further. It was raised to KK regarding the splay into the Village Hall as this was not resurfaced when the A1066 was done. Resident - Triangle at the Brewers Green/Manor Road junction needs cutting for safety. Pothole on the triangle needs attention. Resident - asked about AD plant. GM clarified the time for appeal runs out at the end of this month. If no appeal received an enforcement notice will be served for return to original condition i.e. farm land. Concerns raised over traffic for removal of materials. Resident - Dangerous hanging branch on the west side of Brewers Green Lane near the end of the high hedgerows before they meet the football ground. Resident – Reported there is a new upright no dumping sign at the Swamp Lane/Baynards Lane junction. TA proposed a vote of thanks to Jane Jennifer as Chair for the past year and also to Jenny Shorter and David Bartrum who retired as Councillors at the last election.	Clerk
6.	Approval of the Minutes of the Parish Council Meeting held on 26th April 2023: Approved unanimously.	
7.	Matters arising from the above minutes (for information only and not on current agenda): PC Item 3 Mentioned about double bends at west end of the Village. 4 vehicles through hedge in last 8 months. Lacks visible and effective signage to say it is a double bend or a cross roads. Signs need to be asked for plus looking at extending the 30mph speed limit. This is unsafe and a dangerous situation for motorists, pedestrians & cyclists.	KK to follow it up
8.	Clerk's Report: Election: Declaration of Acceptance of Office forms were signed & witnessed prior to the start of this meeting. Clerk will keep these on file. It was agreed that absent Councillors could sign theirs prior to the next meeting. It was noted that copies of the	

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	Standing Orders, Financial Regulations and Code of Conduct were sent to Councillors with the documents for this meeting. • .GOV.UK website through NALC. New information has been received from NALC regarding this and it will be limited to 15 Norfolk Councils with Councils needing to register their interest before 1st July. Due to the cost implications this will be on the agenda for discussion in June. • Highways: A report from a resident has been received regarding the pathway along the Old High Road, with overhanging vegetation restricting the width of the path. This will be reported to NCC. • Parking near School. I have received another email from a concerned resident with regards to the dangerous parking around the school. This will be passed on to the SNT and the school. • AGAR. The returns have been sent to the External Auditor and an acknowledgement of receipt received.	June Agenda Clerk Clerk to pass on to SNT & school
9.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. 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. Copy of these documents attached to the end of these minutes.	
10.	Planning: Applications and Decisions. a. Decisions received from SNDC: None b. Applications for Consideration by Full Council: 2023/1114. Far End Harley Cottages, 80 Louies Lane, IP22 4EQ. Two storey side extension (revised). c. Late Applications or Decisions not included on the agenda. None b. Noted that this was a revision of application 2022/0986 from May 2022 which was approved. Decision – No objection.	
11.	Clerk Recruitment: To form Working Party and discuss the timeline and details for recruitment. 4 Councillors TA, JJ, PC, SF have volunteered to form the working party and have been working on this. Help received from NALC. Clerk finishes on 31 July. Proposed new Clerk to start 15th July allowing for a 2 week handover. Vacancy advert to go out as soon as possible with interviews at beginning of June.	
12.	D & DNP: Report.	

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	PC reports. All authorities have responded to errors and the Examiner is drafting the final document which is to go forward to referendum. Please do take the time to vote when this comes up.	
13.	Fair Green Green Fair: Report. Lots of stalls and events taking place. The Parish Council stall was well received. Thanks for the help running the stall and thanks to TA for organising the stall. The walk leaflets were very popular.	
14.	Litter Pick & Big Green Week: To Confirm the arrangements for the next litter pick on 10th June and confirm arrangements for the Big Green Week. First year of doing the Big Green Week which is a national event. The updated programme has been put on the Website, Social Media and posters around the area. Thanks to TA for pulling this together.	
15.	Councillor Training: To discuss full council training, to receive costs, decide on provider and possible dates and agree expenditure. IT was agreed that the shorter evening training would be more suitable by a 7-1 majority. This would be provided by NPTS. Barclay room is to be booked if possible, for a Wednesday evening. Clerk to establish available dates from the provider and the hall.	
16.	Roydon Round-Up: To discuss the next edition and identify members to help with distribution. Help needed to get the newsletter out. Tasks include contacting 14 volunteer deliverers to ensure availability to deliver. Collect from printer, divide up the sheets, check who is able to fold sheets, and drop off to the deliverer. Usually, 3 or 4 issues per year. Help offered from KB, PC, SF and AB. JJ will co-ordinate the next issue. Thanks again to all who help.	
17.	Date & Time of Next Meetings: To discuss and approve the dates of the meetings for the coming year including the Annual Parish Meeting and the Annual Parish Council Meeting. APM date to be discussed at the next meeting. Parish Council meeting dates are: 2023 - 28/6, 26/7, 27/9, 25/10, 22/11 2024 – 24/1, 28/2, 27/3, 24/4. Annual Parish Council Meeting 22/5.	June Meeting

Meeting closed at 9.25pm

A: Bank Reconciliation as 31/05/23

Bank account Balances @ 17/05/23			
Business Current Account		£18,064.55	
Business Savings Account		£20,501.03	
Total Balances			£38,565.58
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross		£5,071.21	
Accounts Receipts Ledger YTD		£15,355.55	
Unprocessed Payments			
CHQ 300005	£566.21		

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CHQ 300006	£587.45		
CHQ 300007	£5.40		
		(£1,159.06)	
Actual Balance			£37,406.52

B: Payments/Receipts to be authorised and noted to 31/05/23

Date		Payee	Narrative	Transferred Funds	Receipt	Payment Gross	Net	VAT
28/04/2023	Credit	South Norfolk DC	Precept		£14,596.50			
29/04/2023	Transfer	Current A/C	Savings A/C	£20,000.00				
02/05/2023	D/D	Public Works Board	Loan Repayments			£2,117.11	£2,117.11	£0.00
17/05/2023	CHQ 300005	Norfolk ALC	Annual Subscription & Website Fee			£566.21	£566.21	£0.00
28/05/2023	CHQ 300006	W Benson	Clerks Employment Costs			£587.45	£587.45	£0.00
28/05/2023	CHQ 300007	HMRC	PAYE			£5.40	£5.40	£0.00