

Roydon Parish Council

Minutes of the Annual Parish Council Meeting held at the Village Hall, Roydon, on Wednesday 28th June 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	
	Pam Murton	PM	
	Elizabeth Taylor	ET	
Councillors Absent:	None		
In Attendance:	Wendy Benson	WB	Clerk & RFO
	Graham Minshall	GM	District Councillor
	5 members of the public		
			Action
1.	Apologies for absence: Accepted from: KK		
2.	Declarations of Interest: Item 10 JJ, TA, PC Item 16 AB, SF		
3.	Public Forum: GM – From KK bends west of Roydon, new sign regarding bends and the turning and this will have the surface re-stoned. Pylons up for consultation, in Diss on 7th July. KK has portfolio for waste, GM people and communities. New to District Councillors but going live soon is the Parish Dashboard with lots of information to access regarding local issues and data. Resident questions- Asked about 30mph limit around the bends. To raise with Keith Kiddie at next meeting. Issues raised - Potholes outside the Friary still very bad. Overhanging hedges along Snow Street, especially outside Whitehouse Farm & Purbeck. Letter to go to householders. Also, along Baynards Lane and Brewers Green Lane. Bollards outside Church have been sorted out. Pylons. National Grid 2nd consultation is now open until 31st August. The changes to the route impact Roydon. There is a map on the National Grid website which can also be changed to the geographical view making it easier to pinpoint where the pylons are intended to be placed. Footpath 21 has brambles encroaching on the footpath, residents have been trying to keep it clear. Land owner to be contacted to ask if it can be cleared back from footpath.		Clerk to send letters JJ to contact
4.	Approval of the Minutes of the Parish Council Meeting held on 17th May 2023:		
	Approved unanimously.		

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5.	Matters arising from the above minutes (for information only and not on current agenda): No matters arising.	
6.	Clerk's Report: • Election: Declaration of Acceptance of Office form for PM was signed & witnessed prior to the start of this meeting. • Highways: A report from a resident has been received regarding rats invading gardens. This was referred to SNDC who have advised me to pass their contact details to the resident so they can discuss the problem further. • AGAR. I have received an email from the external auditor asking for more detailed information on some aspects of the return which will be done before their 7th July deadline. • Footpaths: A number of issues have been raised with me and these have been passed on to JJ for further investigation. • Swamp Lane Wood: I have been informed of a tree that is leaning over in these woods and will report this to SNDC. • Litter Pick: I have returned the Completion Confirmation form to SNDC to enable payment of the £20.	To SNDC
7.	Financial Matters and Banking: Bank Balances and Bank Reconciliation. Receipts noted and payments to be authorised. To receive the 1st Quarter (April-June) report Budget v Actual - Balances and reconciliation were accepted and copies signed by the Chair including bank statements. - All receipts and payments were received and approved unanimously. - Report received and no queries raised Copy of these documents attached to the end of these minutes.	
8.	Planning: Applications and Decisions. Applications considered by councillors: None Decisions received from SNDC: 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). REFUSED. 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). REFUSED. 2023/1114: Far End Harley Cottages, 80 Louies Lane, IP22 4EQ. Two storey side extension (revised). APPROVED.	

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	c. Applications for Consideration by Full Council: None d. Late Applications or Decisions not included on the agenda. Boundary Farm. Has been approved. This is outside the Parish but comments were submitted as councillors had some information regarding the history of the business run at this site. 2022/1976. Residential development with associated access, parking, landscaping and associated infrastructure. Suggest deferring this onto the next agenda. Clerk to ask for an extension to the deadline to allow for the Neighbourhood Plan to be considered by SNDC at which point comments can be submitted in conjunction with the Plan especially regarding housing density and parking. Deal Farm. South Norfolk rejected Lawful Certificate. New proposals - Reduced the height and changing the lagoon information. Traffic can be controlled by weight restrictions. Number of traffic movements would be reduced but the number of heavy vehicles may increase. Councillors commented that there seems to be little fundamental change. Any agreements would be difficult to monitor. Re-iterate our previous comments regarding traffic routes i.e. the road system as a whole around the area are not suitable for this type of traffic with walkers, cyclists and riders using the lanes. Plus raise issues regarding passing places. Traffic routes are still unsuitable.	Clerk to contact SNDC
9.	Big Green Week: To receive a report. Nine events were held which were well attended and went well. Unfortunately, the film was not successful due to technical issues, hopefully this can be shown at some point in the future. Thanks were expressed to TA for organising this.	
10.	D & DNP: To receive a report on progress of the Plan. The examiners' report was issued on 19 May and will go in front of SNDC in July after which time the referendum, organised and funded by the District Council, will be presented for a public vote. PC again stressed how important it is for residents to support this to enable the Village to have control over development in the Parish.	
11.	Brewers Green: To receive a report. A meeting of the committee was held last Wednesday. Issues that were discussed were -considering the offer of funding of a bench from a member of the public. It was agreed that a bench under the Copper Beech would be acceptable. The Rotary wood was discussed, brambles and grass have been cut but many of the saplings have not survived. No areas left uncut by residences due to a possible increase to fire risk or the area around the triangle due to road safety. Various other areas have been agreed on to be left uncut to help the wildlife. The pond to the North East	

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	was looked at and it will not be discussed in the future unless it affects the management of the green. JJ mentioned that KK had offered to look into a tree and the green committee agreed that no more trees were needed. Posts need strimming round by the pond. Clerk to ask contractor to do this.	Clerk
12.	The Loke: To receive a report. Background information - Permission was granted from County Council in late 2019/early 2020 to allow the Parish Council to work in this area. This is a cycling and pedestrian route which is kept clear and verges are managed for the benefit of plants and birds including the planting of two new shrubs/trees.	
13.	Flood Group. To receive a report. Highways have been to clear the drains along Snow Street to alleviate flooding, and the workers mentioned a pond which no longer seems visible. Highways may need to clear this area more regularly to ensure this does not keep flooding. To raise this with KK. No further reports on Tottington Lane flooding, KK to be addressed with this and this could be reported again when it has rained in order to be able to better assess the issue.	
14.	Clerk Recruitment: To receive an update of progress to recruit a new clerk. Interview panel was TA, PC & SF. Interviews took place 2 weeks ago for the four applicants who were all very strong. Emma Chandler was appointed and will start on 15th July allowing for a 2 week hand over with the current Clerk. Any information regarding the unsuccessful candidates will be removed from Councillors and the Council laptops and email accounts to conform with data protection.	
15.	Village Hall: To clarify the Parish Councils responsibilities as Custodian Trustees, review the information from Community Action Norfolk and adjust the Asset Register accordingly. The email received from Community Action Norfolk had been passed on to councillors prior to the meeting. A copy of this will be filed with the village hall information for future reference. This clarifies that the Parish Council are Custodian Trustees and that the Land Registry has been placed in the Parish Council name. The Council has no financial responsibility towards the running of the hall. We have also been advised that the village hall should be shown on the Asset Register as a nil value. This will be changed.	
16.	Allotments: To discuss the vacant plots and agree action to rent these out prior to the October renewal date. To discuss any further issues. Clerk to write to all plot holders prior to the three month deadline for those not wishing to renew their tenancy as per the tenancy conditions. The Clerk will contact the people on the waiting list to advise that there	

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	will be vacant plots available this autumn, some may be available prior to 11 th October as a couple of tenants have already vacated their plots. The letter will also include a comment regarding the front gate being locked open, which is against the tenancy agreement conditions, asking that this be rectified.	
17.	Norfolk ALC Parish Council Elected Representative: To approve appointment of Councillor as the NALC representative. JJ volunteered to represent Roydon. Agreed Unanimously.	
18.	Mini Recycling Centre Adopter Agreement: To discuss and decide on whether to continue with the adopter payment for the MRC 2023/2024. Agreed by majority.	
19.	Full Council Training: To confirm date of 12th July, discuss training topics and approve expenditure for refreshments. Six topics were agreed and refreshments will be provided by councillors.	Clerk to contact NPTS
20.	.GOV.UK email through NALC. To discuss and decide whether to go forward with applying to use this service. To receive and agree the cost, if decided to proceed. Cost would be £120 over two years (we already paid the £70 website fee). Only fifteen councils will be chosen to participate in this pilot scheme. Agreed unanimously to put the council forward for consideration.	
21.	Annual Parish Meeting 2024: To discuss and agree on date of the APM 2024. Suggested Tuesday 16 th April. Agreed unanimously.	TA to book Hall
22.	Any other business. For discussion only or items to be included on next agenda. None	
17.	Date & Time of Next Meetings: To confirm the date of 26th July 2023 for the next meeting. To agree that the next meeting will be Tuesday 25 th July. Thereafter the meeting will be the last Tuesday of the month in the Parish Room (in the Church). Village Hall booking to be cancelled.	Clerk

Meeting closed at 9.40pm

A: Bank Reconciliation as 27/06/23

Bank account Balances @ 27/06/23			
Business Current Account		£17,030.56	
Business Savings Account		£20,501.03	
Total Balances			£37,531.59
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross		£6,454.49	
Accounts Receipts Ledger YTD		£15,644.62	
Unprocessed Payments			
CHQ 300009	£455.00		

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CHQ 300010	£166.44		
CHQ 300011	£4.99		
CHQ 300012	£587.45		
CHQ 300013	£5.40		
		(£1,219.28)	
Actual Balance			£36,312.31

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

Date		Payee	Narrative	Transferred Funds	Receipt	Payment Gross	Net	VAT
19/06/2023	Credit	NPower	Electricity Credit		£289.07			
28/06/2023	CHQ 300009	JM Crerar	Grounds Maintenance			£455.00	£455.00	£0.00
28/06/2023	CHQ 300010	W Benson	Litter Pick Equipment			£166.44	£138.69	£27.75
28/06/2023	CHQ 300011	P Curson	Printer Ink			£4.99	£4.16	£0.84
28/06/2023	CHQ 300012	W Benson	Clerks Employment Costs			£587.45	£587.45	£0.00
28/06/2023	CHQ 300013	HMRC	PAYE			£5.40	£5.40	£0.00

C: 1st Quarter (April – June) Budget v Actual

BUDGET 2023/2024		Spend to 30 June 2023	% Budget Spent
Allotments	£0.00	£0.00	0
Auditors	£450.00	£240.00	53
CIL		£0.00	0
Clerks Employment Costs	£7,454.00	£1,778.55	24
Expenses	£150.00	£0.00	0
Grants		£0.00	0
Grounds maintenance	£5,406.00	£555.00	10
Insurance	£1,732.00	£645.73	37
Loan Repayments	£4,234.22	£2,117.11	50
Dog Bins	£903.00	£0.00	0
Other	£2,707.00	£327.65	12
S137	£1,000.00	£0.00	0
Streetlight maintenance	£180.00	£41.25	23
Streetlight replacement	£1,000.00	£0.00	0
Subscriptions	£500.00	£566.21	113

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Utilities	£3,700.00	£137.73	4
Village Hall	£500.00	£0.00	0
	£29,916.22	£6,409.23	21