

Roydon Parish Council

<http://roydon-disspc.norfolkparishes.gov.uk>

Notice is hereby given that you are summoned by the Clerk to attend the next meeting of Roydon Parish Council which will be held at the Village Hall, Roydon on Monday 30th October 2023 at 7.15pm

Members :	Trevor Ault (Chair)	Stephen Finch (Vice Chair)
	Keith Best	Angela Brown
	Paul Curson	Andrew Daniels
	Jane Jennifer	Pam Murton
	Elizabeth Taylor	

Signed: Emma Chandler - Parish Clerk

Date: 23rd October 2023

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at agenda item 4**

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.
5. Approval of the minutes of the Parish Council meeting held on Tuesday 26th September 2023 (copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (copy herewith) (for information only and not on current agenda).
7. Clerk's Report.
8. Financial Matters and Banking:
 - a) Bank Balances and Bank Reconciliation.
 - b) Receipts noted and payments to be noted/authorised.
 - c) To consider the set up of a direct debit for the street lighting.
 - d) To note the set up of a direct debit for the ICO registration.
9. Planning Applications and Decisions.
 - a) Applications considered by councillors:
Planning Application 2023/1930 amended application.
Parish Council has no further comments on the application.
 - b) Decisions received from SNDC:
 - c) Late Applications or Decisions not included on the agenda.
10. D & DNP: To receive a report
11. Brewers Green: To receive a report

Roydon Parish Council

12. Allotments: To receive a report (copy herewith)
13. Flood Group: review the leaflet relating to flooding in the local area. (copy herewith) and discuss recent events. Set actions to mitigate further flooding where possible.
14. To receive, review and make amendments to the Equalities Policy.(copy herewith)
15. To receive review and make amendments to the Social Media Policy (copy herewith)
16. D-Day 80: To discuss how the Parish Council would like to commemorate the occasion, plan next steps and set a budget. (copy herewith)
17. Date & Time of Next Meetings: To confirm the date of 28th November 2023 for the next Parish Council meeting.

Emma Chandler, Parish Clerk & RFO

Email clerk@roydon-southnorfolk-pc.gov.uk Telephone: 07707 495297

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon, on Tuesday 26th September 2023 at 7.15pm

Councillors Present – Trevor Ault (Chair), Stephen Finch (Vice Chair), Angela Brown, Paul Curson, Andrew Daniels, Jane Jennifer, , Pam Murton, Keith Best

Not in attendance - Elizabeth Taylor

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Keith Kiddie, District Councillor Kieran Murphy and 4 members of the public

1. Welcome

Cllr Ault welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies were received from Cllr Taylor

Unanimously agreed to accept apologies.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

Cllr Ault, Cllr Curson and Cllr Jennifer declared an interest in item 11 - DDNP

Cllr Finch and Cllr Brown declared an interest in item 13 - Allotments

4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.

County Councillor Kiddie reported on the following:

- Neighbourhood Plan Referendum – Highlighting the importance of people voting on the 28th September. Advertising for the referendum had been in the local newspapers and on Park Radio.
- Action Day on the 30th September 2023 regarding the pylons. KK has been in liaison with Mid Suffolk and Richard Bacon. He highlighted the importance of the general public understanding the possible devastation to the land.
- Reported that the meeting with the highways engineer had been postponed.
- The splay at the village hall will cost in the region of 12k to complete. Cllr Kiddie will source further funds for the work to be completed.
- The investigation into the major Road Traffic Accident in Diss the previous week showed driver error as the cause.
- NCC are running a campaign to encourage people to foster or adopt in the county.
- Confirmed that the schools in Roydon and Diss do not have a problem with RAAC but Diss Youth and Community Centre is completing a full survey of their building.

District Councillor Murphy reported the following:

- District Council have secured 2.5 million to renovate Diss Swimming Pool

Roydon Parish Council

- Confirmed the purchase of the John Grose site.

Other items discussed:

- Thanks to the members for the work that had been completed on the Neighbourhood Plan
- Concerns about the use of the Park Hotel for asylum seekers as this is the only hotel in Diss and could have a detrimental effect on tourism in the area. KK confirmed that the Home Office had told SNDC that this site should be used and that SNDC had requested that it be used by families rather than young single men. There were also fears that the facilities would not be adequate, but KK confirmed that all residents had access to full board facilities.
- Pylon Protest on the 30th September at 10am. Councillors were encouraged to spread the word. There was hope that lots of people would be in attendance on the day. They highlighted that offshore was the preferred option but there is a need for a fall back option and mitigation for the River Waveney.
- Concerns about potholes under the sign for Snow Street and the hedge outside White House Farm. KK to investigate.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 27th July 2023

Spellings were corrected by hand at the meeting and the minutes were subsequently unanimously approved. Cllr Ault signed and dated the minutes.

6. Matters arising - To note progress on decisions made at the last meeting

Questions were asked about levelling of the path from the Old High Road down to the A1066 opposite Tottington Lane

Cllr Finch questioned if Fix my Street actually works. Cllr Kiddie to make enquiries.

Action – County Councillor Kiddie

Cllr Jennifer asked whether, if the areas have been marked by NCC, is this enough for us to know that the work is in the pipeline.

Council requested that photos and comments are resubmitted to Highways. The Clerk requested that photos and maps are provided for the resubmission – Cllr Finch to complete.

Action – Parish Clerk and Cllr Finch

All further items were noted.

7. Clerk's Report.

Noted

8. Financial Matters and Banking:

a) Bank Balances and Bank Reconciliation.

Approved and signed by Cllr Ault at the meeting.

b) Receipts noted and payments to be noted/authorised.

Approved and signed by Cllr Ault at the meeting.

c) To consider and approve for bin to be resited by Mr Crerar at a cost of £150.00

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Unanimously Agreed

Action – Parish Clerk

9. Planning Applications and Decisions.

a) Applications considered by councillors

2023/2061 – 20 Snow Street – extend cartlodge and change use to habitable annexe. Neither objecting to or supporting the Planning Application. The Parish Council have reservations regarding any additional parking that may be needed and ask that the planning authority determine the application.

2023/2185 – Cherry Blossom, Denmark Lane – erection of shed/summer house (retrospective) – no comment

b) Decisions received from SNDC

2022/1976 – Land west of Denmark Lane – approved by SNC Development Management Committee on 30/8/23 but still pending final decision. Delegated report is 20 pages and all RPC concerns have been addressed bar the point on ingress. All others are recommended to be covered by conditions from SNDC.

Advice for councillors when looking at results of applications to always read the officers' report as the conditions will appear here.

c) Applications for Consideration by Full Council:

i. Application [2023/2338](#)

Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)

Location: Willow Farm Darrow Lane Roydon Norfolk IP22 5XP

Applicant: Danny Ward Builders

Application Type: Prior Notification - Agricultural to Residential

Barn 4 on that site.

1 bed 1 person

It was agreed that the council would object to this application and Cllr Jennifer would send the Clerk the comments that the council would like to submit.

Action – Cllr Jennifer and the Parish Clerk

ii. Application [2023/2372](#)

Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)

Location: Willow Farm Darrow Lane Roydon Norfolk IP22 5XP

Applicant: Danny Ward Builders

Application Type: Prior Notification - Agricultural to Residential

Barn 1 2 bed 3 person dwelling size reduced

It was agreed that the council would object to this application and Cllr Jennifer would send the Clerk the comments that the council would like to submit.

Action – Cllr Jennifer and the Parish Clerk

iii. Application [2023/2373](#)

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Applicant: Mr Nick King

Location: 14 De Morley Close Roydon Norfolk IP22 5SH

Proposal: Front dormer extension

Application Type: Householder

Neutral and no comment

Action – Parish Clerk

iv. Application [2023/2598](#)

Applicant: Mr Duffin

Location: Roydon Hall, Hall Lane Roydon Norfolk IP22 5XL

Proposal:

Variation of condition 1 of 2022/1572 to allow for revised design to Swimming Pool (now open air) and incorporate changes to previously approved Orangery on west elevation of main house with fenestration changes and installation of solar panels on roof

Application Type: Removal/Variation of Condition (S73 / S19)

Neutral and no comment

Action - Parish Clerk

d) Late Applications or Decisions not included on the agenda.

2023/2558 Roydon Hall, variation of condition 1 of 2022/1606 – revised design to swimming pool and changes to orangery.

No comment

10. National Grid Norwich to Tilbury update

Cllr Ault gave the following update.

There have been two non-statutory consultations so far which the Parish Council have responded to.

The statutory consultation to take place next year.

There is a need to collate information over time to be ready for this.

Residents are providing lots of information about the ecological impact.

We are receiving updates from Essex, Suffolk and Norfolk Pylons campaign.

It has been highlighted that it is not a good idea to only offer one option. We would prefer the offshore route but if this is not possible the underground route through the valley and even better to go to the East of Diss where there could be less impact would be better options.

Cllr Finch commented that undergrounding is good as the visual impact is less, but we need to think about the ecological impact this would have. Underground does make a permanent mark on the landscape in respect of hedges and woodland.

Possibly contact the Suffolk and Norfolk Wildlife Trusts and the River Waveney Trust.

11. D & DNP: To receive a report

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Cllr Curson reported that leaflets about the referendum had been delivered to all houses and the RRU went out last week with further information.

Posts have been put on the website and Facebook throughout September.

There were very specific guidelines that needed to be followed regarding the posts that have been released.

It was noted that Diss might put something on TikTok to target the younger residents.

Highlighted that referendum will take place like a normal election.

Thanks were given to all those that delivered the flyers and the RRU this month.

It was noted that RPC had clarified on the Parish Council Facebook page that application 2022/1976 (which constitutes the majority of DDNP6) is a 'carried over' site from South Norfolk Council's Local Plan allocations of 2015 and has been included in the DDNP throughout its development. It has always been part of Diss's allocation as it will lie within Diss's settlement boundary.

Also noted on the Parish Council Facebook page that the 2022/1976 (DDNP6) site does not erode the DDNP's Local Gap between the Roydon and Diss Settlement Boundaries. The DDNP Local Gap was always to the west of this site and stretches across to the eastern boundary of the Roydon Village DDNP allocation (DDNP8) on land south of the Primary School.

12. Brewers Green: To receive a report

The green has had the annual cut. Arisings will start to be collected this week.

Pikes Pond has been cleared by the working party.

County Councillor Kiddie agreed to fund pollarding the trees around the pond and the fallen willow. A member of the working party has obtained two quotes cost £750 for both trees. County Councillor Kiddie agreed to the cost for it to be completed in December or January

Action- County Councillor Kiddie

- a) To consider and agree to reimburse funds that are not used in the purchase and siting of the new bench should there be outstanding funds.**

Parish Clerk to order the bench.

Agreed to reimburse and agreed to proceed. Cllr Curson to send the Clerk details.

Action – Parish Clerk

- b) To note the area of the saplings planted by the Rotary Club on Brewers Green has been cut by Peter Frizzell using a suitable piece of machinery for dealing with this area in a proper manner, in line with the rest of the non-amenity part of the Green, and in accordance with the management plan.**

Noted

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13. Allotments: To receive a report (copy herewith)

a) To agree and adopt the following:

- i. Allotment Policy**
- ii. Allotment Risk Assessment**
- iii. Allotment Rules, Regulations and Tenancy Agreement**

Cllr Jennifer highlighted a number of small alterations. It was agreed for the Clerk to send the documents to Cllr Jennifer for review.

Council agreed to the amendments and the adoption of all documents.

Action – Parish Clerk and Cllr Jennifer

Allotment holders' meeting to take place 30 mins before the Annual Parish Meeting.

Unanimously Agreed

Action – Parish Clerk

14. To receive an update from the Clerk on the NALC pilot .GOV.UK email scheme

The Clerk informed that all the email addresses had been set up with half of councillors now able to access the new email.

Cllr Finch offered to help set up those having problems.

15. To consider and agree the response to SNC's formal consultation: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour

Unanimously agreed.

Clerk to put through comments to South Norfolk District Council.

Action – Parish Clerk

It was suggested to set up future meetings with Sgt Butler and invite a representative to the annual parish meeting.

Action – Parish Clerk

16. To receive a proposal from Cllr Ault regarding the Big Green Day.

a) To agree to the proposal and discuss next steps.

To be held on the day of the litter pick in February 2024: Sat 3rd Feb 2024.

The whole Village Hall is available all day at a cost of £45

Unanimously Agreed

17. To receive and note a brief from Cllr Jennifer regarding the Community Biodiversity Scheme.

Cllr Jennifer provided a short report that informed councillors that there is already lots of work taking place in the community and thought this item should not be pursued at this time.

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Cllr Finch queried that the High Road verges are mown in wildflower season. County Councillor Kiddie confirmed that verges are mown by NCC and may be done more often for safety reasons.

18. Any Other Business. For discussion only or items to be included on next agenda.

Notice boards – Need to contact Highways again for permission to replace parish noticeboards Louie's Lane and one by the recycling centre.

Action - Parish Clerk

19. Date & Time of Next Meetings: To confirm the date of 31st October 2023 for the next Parish Council meeting.

Cllr Ault proposed the 24th October 2023 for the next meeting.

Unanimously agreed.

21.16 meeting closed.

Roydon Parish Council July Meeting Action Plan

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
26/09/2023	Item 6	Fix my street	Cllr Kiddie to investigate if Fix my street works	KK		
26/09/2023	Item 6	Fix my street	Council requested that photos and comments are resubmitted to Highways. The Clerk requested that photos and maps are provided for the resubmission – Cllr Finch to complete.	SF and Parish Clerk		
26/09/2023	Item 8c	Bin resiting	Clerk to contact Mr Crerar to confirm agreement for resiting of bin	Parish Clerk	9/10/2023	Mr Crerar contacted and confirmed work would take place after the grass cutting season had finished
26/09/2023	Item 9 Ci	Planning	Application 2023/2338 It was agreed that the council would object to this application and Cllr Jennifer would send the Clerk the comments that the council would like to submit.	JJ and Parish Clerk	ASAP	Completed
26/09/2023	Item 9 Cii	Planning	Application 2023/2372 It was agreed that the council would object to this application and Cllr Jennifer would send the Clerk the comments that the council would like to submit.	JJ and Parish Clerk	ASAP	Completed
26/09/2023	Item 9 Ciii	Planning	Application 2023/2373 Neutral and no comment	Parish Clerk	ASAP	Completed
26/09/2023	Item 9 Civ	Planning	Application 2023/2598 Neutral and no comment	Parish Clerk	ASAP	Completed

Roydon Parish Council July Meeting Action Plan

26/09/2023	Item 12	Brewers Green	County Councillor Kiddie agreed to fund pollarding the trees around the pond and the fallen willow. A member of the working party has obtained two quotes cost £750 for both trees. County Councillor Kiddie agreed to the cost for it to be completed in December or January	KK		
26/09/2023	Item 12	Brewers Green	Parish Clerk to order the bench. Agreed to reimburse and agreed to proceed. Cllr Curson to send the Clerk details.	Parish Clerk	ASAP	PC confirmed with Mr Crerar delivery of the bench to his yard. Bench to be ordered
26/09/2023	Item 13	Allotments	Agreed for JJ to review the documents and return to the parish clerk for publishing	JJ and Parish Clerk	ASAP	Completed
26/09/2023	Item 15	PSPO Vehicle Related Anti-social behaviour	Clerk to send through the response from the parish council	Parish Clerk	ASAP	Completed
26/09/2023	Item 18	Notice Boards	Clerk to contact Highways to investigate	Parish Clerk	ASAP	Highways have been contacted. Confirmed that replacement can take place straight away and new boards need to be applied for. Completed

Item 7

Parish Clerk Report October 2023

Topic	Action
Planning	Clerk attended planning training on the 22 nd September
NALC	Clerk attended the NALC AGM at the Nest 4 th October
Bench	Clerk contacted Mr Crerar to ascertain the possibility of having the bench delivered to his yard for storage before the installation. Mr Crerar has replied to say this would be fine. Bench to be ordered.
Notice Boards	Clerk contacted Highways to ascertain if noticed boards need permission. Replacements do not need permission, but application need to be submitted if new are required.

Bank account Balances @ 21/10/2023			
Business Current Account		£26,778.29	
Business Savings Account		£20,723.30	
Total Balances			£47,501.59
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross	£11,819.98	£11,837.98	
Accounts Receipts Ledger YTD	£16,947.09	£32,217.39	
Expenditure			
Unity		£18.00	
Total		£18.00	
Income SEPT/OCT			
Unity Interest on Savings		£139.80	
Allotment Income		£384.00	
Allotment Deposits		£150.00	
Precept		£14,596.50	
Total		£15,270.30	
Unprocessed Payments			
BACS 29		£720.00	
BACS 30		£10.00	
BACS 31		£56.18	
BACS 32		£1,219.90	
BACS 33		£2,222.40	
BACS 34		£112.00	
BACS 35		£468.21	
Total		£4,808.69	
Income Less Expenditure at 22/10/2023			£47,501.59
Bank Balance as at 31/10/2023			£42,692.90

Payments List September 2023 as at 18th September 2023

Date		Payee	Service	Gross	Net	VAT	
28/10/2023	BACS 29	JM Crerar	Grounds Maintenance	£720.00	£720.00	£0.00	Payment
28/10/2023	BACS 30	Roydon Village Hall	Hall Hire	£10.00	£10.00	£0.00	Payment
28/10/2023	BACS 31	TT Jones	Streetlight Maintenance Contract	£56.18	£46.82	£9.36	Payment
28/10/2023	BACS 32	SSE	Electricity for Street Lights Feb23 - Sept 23	£1,219.90	£1,157.15	£62.75	Payment
28/10/2023	BACS 33	Peter Frizzell LTD	Brewers Green Annual Cut	£2,222.40	£1,852.00	£370.40	Payment
28/10/2023	BACS 34	HMRC	PAYE	£112.00	£0.00	£0.00	Payment
28/10/2023	BACS 35	E Chandler	Salary	£468.21	£0.00	£0.00	Payment
Totals				£4,808.69	£3,785.97	£442.51	

Item 12

Plot Number	Rent Due £	Invoice No	Amount Received	Date Received	Method	Form returned
1	16	1	£16.00	26/09/2023	cash	
1A WEST	16	3	£16.00	26/09/2023	cheque	
1A EAST	16	2	£16.00	20/09/2023	BACS	
2	32	4				
3 EAST	16	5	£16.00	20/09/2023	BACS	
3 CENTRAL	16	23	£16.00	02/10/2023	BACS	£50 deposit
3 W	16	6	£16.00	26/09/2023	cash	
4 WEST	16	8	£16.00	20/09/2023	BACS	
4 EAST	16	7	£16.00	02/10/2023	BACS	
5 WEST	16	10	£16.00	18/09/2023	BACS	
5 EAST	16	9	£16.00	26/09/2023	cash	
6A	32	11	£32.00	26/09/2023	cheque	
6B	16	12	£16.00	26/09/2023	cheque	
6 CENTRAL	16	13	£16.00	05/10/2023	BACS	
7	32	14	£32.00	16/10/2023	BACS	
8 NORTH						
8 SOUTH	16	15	£16.00	19/09/2023	BACS	
9 NORTH	16	16	£16.00	26/09/2023	cheque	
9 SOUTH	16	17	£16.00	18/09/2023	BACS	
10 SOUTH	16	20	£16.00	26/09/2023	cash	
10 NORTH	16	18	£16.00	10/10/2023	BACS	£50 deposit
11 SOUTH	16	22	£16.00	19/09/2023	BACS	£50 deposit
11 NORTH						
12	32	21	£32.00	29/09/2023	BACS	
Total	416		£384.00			£150
24 Plots						
20 X Single						
4 X Double						
Total Received	416		£534.00			

Potential Flooding in Roydon: Be Prepared

The winter of 2020-21 saw unprecedented flooding across South Norfolk, with homes and businesses badly damaged by flood water.

Roydon was not too badly affected, but one property flooded is one too many. It is best to be prepared.

One of the most important things we can do to prepare is to **BE A GOOD NEIGHBOUR**: If there is a ditch next to your property, check to see if you own that boundary. If you do, it is your legal responsibility to keep the ditch clear.

Here are some other things we can do to prepare:

- **Register** for flood alerts. Find out if you are at risk of flooding at www.gov.uk/check-flood-risk and register to receive live flood alerts, or call the Environment Agency's Floodline on 0345 988 1188
- **Prepare your home** (e.g. with air brick covers) – visit www.gov.uk/prepare-for-flooding/future-flooding
- Know how to turn off **gas, electricity and water** supplies in your property
- Put together an **emergency kit** and prepare a household **emergency plan**. For example, think about where you would evacuate to if necessary and how to protect your possessions, such as furniture. Keep your insurance documents and photos of your valuables in your emergency kit. You can find a household emergency plan template on the Norfolk Prepared website: <https://www.norfolkprepared.gov.uk/prepare/>
- **Listen to the local radio** for updates on the weather and flood information.
- **Check your insurance**. Make sure you are adequately covered for flood risks, have new for old cover and have correctly valued your contents. If you have a vehicle, check that you have it covered for flood damage

HELP US LOCATE ROYDON'S FLOODING RISKS:

Roydon Parish Council wants to build up a comprehensive picture of where flooding risks occur in the parish. Please help us by reporting any relevant information for us to monitor, log and map, to the Parish Clerk at roydondiss@gmail.com or 07707 495297.

IN AN EMERGENCY: call 999 if in immediate danger

REPORT YOUR FLOOD: call 0344 800 8013 to report all floods

Please keep this leaflet

where you can find it for reference



ROYDON PARISH COUNCIL

Equality Policy

Adopted: 26th November 2018
Reviewed September 2022
Reviewed September 2023
Next Review September ?????

POLICY STATEMENT

1. Roydon Parish Council recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Council and its employees to utilise the skills of the total workforce. It is the aim of the Council to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Council's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

1. To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
2. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
3. Training, development and progression opportunities are available to all staff.
4. To promote equality in the workplace which we believe is good management practice and makes sound business sense.
5. We will review all our employment practices and procedures to ensure fairness.
6. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
7. The policy will be monitored and reviewed annually.

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Members and Parish Clerk. Members will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each will ensure that:

1. All their staff are aware of the policy and the arrangements, and the reasons for the policy.
2. Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
3. Proper records are maintained.
4. The Personnel Committee will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there are no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

1. comply with the policy and arrangements.
2. not discriminate in their day-to-day activities or induce others to do so.
3. not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
4. ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
5. inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties. Roydon Parish Council will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. Roydon Parish Council will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The Council policies will be reviewed regularly, and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

The Council attaches particular importance to the needs of disabled people.

Under the terms of this policy, Members are required to:

1. make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
2. include disabled people in training/development programs.
3. give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUALITY TRAINING

Training will be provided on this policy and the associated arrangements.

MONITORING

The Council deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring will be introduced to measure the effectiveness of the policy and arrangements.

The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion/beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.

There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.

We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that the Council, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Council, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Council policies and practices as well as consideration of taking legal Positive Action.

GRIEVANCES/DISCIPLINE

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Council Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences, and they will be dealt with under the Council Disciplinary Procedure.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually.

Roydon Parish Council

Policy for use of Social Media

Adopted by Roydon Parish Council at the meeting held on 6th October 2020

To be reviewed every three years - Next review October 2023

Reviewed 30th October 2023 – Next Review October 2026

The aim of this policy is to set out a code of practice to provide guidance for staff and all parish councillors in the use of social media (Facebook and Twitter).

Nominated members of staff /councillors will be responsible for posting and monitoring content of the councils Facebook page. They will have the authority to remove any comments made by third parties which are deemed to be defamatory, libellous, racist, sexist, obscene, include threatening language or are derogatory.

Such posts must be reported to Facebook and the Clerk.

The Parish Council Facebook will be used to:

- Distribute agendas, post minutes and dates of meetings.
- Advertise events and activities.
- Publish news stories.
- Advertise vacancies.
- Share information e.g., Police, Library, Health, schools, clubs etc.
- Announce new information.
- Carry out surveys.
- Upload images.

When using social media parish councillors, volunteers and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative. Content should be accurate, objective, balanced and informative and should avoid guesswork, exaggeration and offensive and obscene language.

Parish councillors, volunteers and council staff must not

- Hide their identity using false names or pseudonyms.
- Present personal opinions as those of the council or in a way that might cause embarrassment to the council.
- Post content that is contrary to the democratic decisions of the council.
- Post controversial or potentially inflammatory remarks.
- Engage in personal attacks, online fights and hostile communications.
- Use an individual's name unless given written permission to do so.
- Publish photographs or videos of minors without parental permission.
- Post any information that infringes the copyright of others.
- Post any comments that are defamatory, libellous, racist, sexist, obscene, threatening language or derogatory.
- Post online activity that constitutes bullying or harassment.

Comments posted on Facebook will be monitored and moderated, however, replies to posts are not guaranteed and any important issues or those requiring a reply should be raised directly to the Parish Council through the Clerk at clerk@roydon-southnorfolk-pc.gov.uk

Councillors' views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors volunteers, council staff or residents should report them to the Clerk of the Council.



Dear Town or Parish Clerk,

Item 16

TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in commemoration/celebration of the 80th Anniversary of the D-Day landings, in Normandy, France, on 6th June 1944. This will enable our Town, Parish and Community Councils to use their involvement as their 'tribute' to those many, many thousands that gave so much on the Beaches in Normandy, to help ensure our freedom we share today, especially as many members of your community will have had relatives that were either involved in the D-Day landings and/or WWII as a whole.

We feel sure you will agree with us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. With this in mind, we would like to encourage your Town, Parish or Community Council to take part in D-Day 80 on 6th June next year by lighting a Beacon. We are aiming to achieve the lighting of at least **14 Beacons** per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will receive a Certificate of Grateful Recognition, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated.

The Guide To Taking Part, message from the Prime Minister and other aspects of the event, including the Lamp Light of Peace are available to download from the D-Day 80 website - www.d-day80beacons.co.uk

From inside the Guide, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night. **(However, those that have existing Beacons, (including the gas fuelled ones used last year), are being encouraged to re-light these to save on funding).**

Those taking part are being asked to provide the following:

Name of Country, Name of County, Name of Town or Parish Council, Name of Contact, Email, Beacon Location, **Public or Private Beacon**.

Please forward this information to [REDACTED] as soon as possible.

We do hope that your Town, Parish or Community Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek



www.d-day80beacons.co.uk