

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 30th January 2023 at 7.15pm

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

Not in attendance – Pam Murton

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillors Graham Minshall and Kieran Murphy and 3 members of the public,

1. Welcome

Trevor welcomed everyone to the meeting.

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

Apologies were received from Cllr Murton

Unanimously accepted.

Apologies were also received from County Councillor Kiddie which were also accepted.

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.

Cllrs Brown and Daniels – Village Hall

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

Cllr Minshall reported the following.

- The rising need for housing with 200 families now in temporary accommodation.
- 225 houses have been provided which exceeds the target for the quarter.
- Diss Leisure Centre closes for refurbishment in mid-February. Work has already started and the completion date in November is looking positive.
- Clare Housing will be providing 40 flats for emergency accommodation, due to be completed in May 2024.
- Drawings of the Park Road plans and the new Leisure centre are now available to view.

Cllr Murphy did not have anything to add.

Cllr Jennifer enquired about the dissatisfaction from some residents about the loss of the sauna and steam room at the Leisure Centre, Cllr Minshall replied that there were many reasons that this decision had been taken including the expansion of the changing facilities to provide improved disabled and family access needed for the 5000 children and adults that are on the learn to swim program in the district. There were also cost implications when running this type of service and when looking at the usage figures of the different activities it was found that the sauna and steam was not as well used and therefore the space could be better utilised to improve the service for those using the pool.

Cllr Finch enquired about the Deal Farm Planning appeal. Cllr Minshall informed that the ap-

Roydon Parish Council

peal had been postponed due to new evidence that had been allowed by the planning inspector and that it will now be reconsidered. No date has been confirmed.

A representative from Diss Town Council expressed their personal support for item 11 – Roydon Primary School - 16 place Specialist Hub of Inclusion Practice (SHIP). He gave accounts of his personal experiences of SEND provisions giving councillors further information on the current issues that families with SEND children may encounter. Cllr Brown agreed with his comments having also experienced the past provision.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 9th January 2023

Unanimously approved and Cllr Ault signed and dated the minutes.

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

The clerk confirmed that the notice boards have now been delivered to the contractor.

7. Clerk's Report.

The Clerk reported that she would be attending the World Café Training in February.

8. Budget

a) To agree the budget for 24-25

Unanimously agreed.

b) To agree the Earmarked Reserves for 24-25

Unanimously agreed.

c) To agree the Precept Request for 24-25

Unanimously agreed.

The Clerk highlighted that there would be a 1% increase to the precept which equated to a 34p increase to the precept for average tax band D properties.

Clerk to send the Precept request of £29,481.70 to South Norfolk District Council.

Action – Parish Clerk

9. Financial Matters and Banking:

a) Bank Balances and Bank Reconciliation.

Noted and signed by Cllr Ault

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

Noted and signed by Cllr Ault

10. To agree for the Clerk to obtain quotes for audit and appoint an auditor in liaison with the Chair and Vice Chair

Unanimously agreed.

Action – Parish Clerk

10. To receive and discuss the consultation from Roydon Primary School for a 16 place Specialist Hub of Inclusion Practice (SHIP).

a) Compile a response to the consultation.

Councillors discussed the matter in detail and decided that the council would strongly support the proposal.

Clerk to collate the comments and information for submission to the consultation by the 16th February 2024.

Action – Parish Clerk

11. Planning Applications and Decisions.

Roydon Parish Council

There were no new planning applications to review.

Cllr Ault highlighted that at the last meeting the council made the first comment on an application that makes specific reference to the DDNP. This was now available to view on the planning portal.

Cllr Finch enquired if enforcement had been informed about a shed being built on Snow street. Cllr Minshall confirmed that this had been raised to the planning department and owners have been informed that planning permission is needed.

Cllr Jennifer informed the council about an infrastructure meeting at Diss Town Council that had been attended by Roydon's DDNP reps.. She requested that this is included on the next agenda to inform the whole council.

Action – Parish Clerk

12. To review and approve the following policies.

a) Brewers Green

Minor changes made to include the Biodiversity Policy. Cllr Ault to make the changes and forward to the Clerk.

Action – Cllr Ault

b) GDPR

Cllr Ault suggested that the audit should take place of information held by the council when the policy is reviewed. The Clerk confirmed that information was held concerning the allotments and deleted when tenants relinquish their plots.

Cllr Jennifer informed that she held email addresses of those that were involved with the footpath group.

Cllr Minshall informed that it was best practice to ask permission before passing on any details. The Clerk confirmed that this process is in place.

Action – Parish Clerk

13. To review the Biodiversity Inventory and make amendments where necessary.

The inventory had been provided before the meeting. A few minor changes to wording were made during the meeting. Cllr Ault to update and send to the Clerk.

Action – Cllr Ault

14. Brewers Green – Update

Cllr Curson reported that the arisings have not yet been removed. He has contacted Greenways to clear.

He also informed that the next committee meeting would take place the following week when the ditching work that was recommended by the Surface Water Drainage Officer will be discussed.

The Brewers Green Committee and the Parish Council gave thanks to County Councillor Kid-die for the grant provided that enabled the tree coppicing at the end of 2023.

Cllr Curson asked for opinions on the tree that had been felled during the recent storms. Suggestions from councillors were leaving it as a climbing frame and seating around the ponds. This will be discussed at the Brewers Green committee meeting the following week.

15. Flooding – Update

Grip clearance has been completed in Tottington Lane to good effect. Snow Street has experienced lots of flooding during recent storms.

Roydon Parish Council

The Clerk was requested to follow up with the Surface Water Drainage officer to complete the review of Roydon and ascertain if the landowners identified in the last inspection had been contacted.

Action – Parish Clerk

Cllr Minshall informed that he would also follow up with the Surface Water Drainage Officer and advised that residents should report faults on both the Fix My Street and County Council website reporting service.

16. Village Hall – Clerk Update

The Clerk informed the council of the recent correspondence from the Village Hall committee about ownership of the hall. The Clerk confirmed that Community Action Norfolk had been contacted to confirm the actions that the previous Clerk had taken. It was confirmed that the Parish Council are Custodian Trustees of the Village Hall only. The Village Hall Committee are the Managing Trustees, and this should be reflected in the insurance documents for the hall.

The Clerk was requested to write to the Village Hall committee to confirm that the Parish Council is not named on the insurance documents and provide details of training that can be obtained on the roles and responsibilities of Trustees.

Action – Parish Clerk

- a) **To discuss and consider for training to take place for both the Parish Council and members of the Village Hall committee for Joint Trustee Training at a cost of £150 for up to 20 people for a 2 hour online course.**

Cllr Curson proposed that the Council would not organise the training and Cllr Finch seconded the motion as this was available to the Village Hall Committee through CAN should they wish to gain further knowledge.

Unanimously agreed.

17. To finalise the details of the Winter Green Day being held on the 3rd February 2024.

Cllr Ault gave a final brief for the day and gave thanks to everyone who had been and will be involved on the day.

18. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda

Allotments to note that there is a plot available and another in arrears

£300 Pride in Bloom – consider how to spend the grant.

Annual Parish Meeting – discuss possible arrangements and invited speakers.

Feedback on Roydon's DDNP reps' attendance at DTC's January infrastructure meeting re: development proposals for South of Park Road.

Action – Parish Clerk

19. Date & Time of Next Meetings: To confirm the date of Tuesday 27th February 2024 for the next Parish Council meeting.

The Clerk proposed the start time of the meeting to change to 7pm from 7.15pm

Unanimously agreed.

SIGNED Cllr T Ault

DATE 27th February 2024