

Roydon Parish Council

<https://roydon-southnorfolk-pc.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 Parish Room at St Remigius Church, Roydon on Tuesday 27th February 2024 at 7.00pm

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: 20th February 2024

**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 30 January 2024 (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) To note the Bank Balances and Bank Reconciliation as of 27th February 2024
 - b) Receipts noted and payments to be noted/authorised.
9. Planning Applications and Decisions.
 - a) Application [2024/0272](#)
Applicant: Mrs Tracey Reid
Location: Blackboard Barn Snow Street Roydon Norfolk IP22 5SB
Proposal: Change of use of outbuilding to holiday let
Application Type: Change of Use
Please return comments by 22 February 2024.
10. To review and approve the following policies.
 - a) Risk Assessments

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b) Working Parties

11. Allotments - Update
12. Brewers Green - Update
13. Flooding – Update
14. To agree the proposal from Cllr Ault to disband the old flood working party.
15. Pride in Bloom – To discuss and agree how the £300 grant is utilised.
16. Training – To discuss and agree candidates for the Charitable Trusts & Parish Councils course being held by NALC on the 17th April 2024 9.30-11.30am at a cost of £40 per person.
17. To review and vote on the proposed format for the Annual Parish Meeting on Wednesday 17th April 7.30 – 9.00pm
18. To review and agree Cllr Ault to lead on the organisation of the Big Green Week from the 8th to 16th June 2024.
19. Infrastructure – Feedback from Diss Town Council meeting.
20. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
21. Date & Time of Next Meetings: To confirm the date of Tuesday 26th March 2024 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 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-

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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

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11. Planning Applications and Decisions.

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.

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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 (was this 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

DATE

Roydon Parish Council January 2024 Meeting Action Plan

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
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	Bench Ordered awaiting delivery
30/10/2023	AOB	Notice Boards	Cllr Curson to send pictures to the Clerk for the application	Cllr Curson	ASAP	Notice boards delivered. Emailed D Crerar for update 18/2/2024 Ongoing
09/01/2024	Matter Arising	Flooding	Clerk was requested to contact the Surface Water Drainage officer to confirm letters have been sent to land owners and request dates for a second meeting to complete the survey.	Parish Clerk	ASAP	Officer emailed awaiting feedback. Ongoing
30/01/2024	Item 8	Budget and Precept	Clerk to send the Precept request of £29,481.70 to South Norfolk District Council.	Parish Clerk	ASAP	Request Sent 31/01/2024. Matter Closed
30/01/2024	Item 10	Auditor	To agree for the Clerk to obtain quotes for audit and appoint an auditor in liaison with the Chair and Vice Chair	Parish Clerk	ASAP	Emailed Auditor Matter Closed
30/01/2024	Item 11	Roydon Primary School	Clerk to collate the comments and information for submission to the consultation by the 16 th February 2024.	Parish Clerk	ASAP	Information collated and reviewed and sent to consultants. Matter Closed
30/01/2024	Item 12	Planning	Cllr Jennifer informed the council about an infrastructure meeting at Diss Town Council that had been attended by Roydon Councillors. She requested that this is included on the next agenda to inform the whole council.	Parish Clerk	Feb 2024	Added to agenda. Matter Closed

Roydon Parish Council January 2024 Meeting Action Plan

30/01/2024	Item 13a	Brewers Green TOR	Cllr Ault to make the changes and forward to the Clerk.	Cllr Ault	ASAP	
30/01/2024	Item 13b	GDPR Policy	Clerk to update the website	Parish Clerk	ASAP	Added to website. Matter Closed
30/01/2024	Item 14	Biodiversity Inventory	Cllr Ault to update and send to the Clerk.	Cllr Ault	ASAP	Policy and Inventory added to the website. Matter Closed
30/01/2024	Item 16	Flooding	Clerk requested to contact the Surface Water Drainage officer to chase last request	Parish Clerk	ASAP	Email sent 01/02/2024 and 18/2/2023 Matter Closed
30/01/2024	Item 17	Village 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.	Parish Clerk	ASAP	Email sent and confirmation received that the PC are not on the insurance documents. Matter Closed
30/01/2024	Item 19	Next agenda	Allotments £300 Pride in Bloom – grant how to spend. Annual Parish Meeting Feedback on proposals south of park road	Parish Clerk	Feb 2024	Added to agenda. Matter Closed

Bank account Balances @ 19/02/2024			
Business Current Account		£17,000.08	
Business Savings Account		£20,866.94	
Total Balances			£37,867.02
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross Expenditure	£22,732.20	£25,037.62	
Accounts Receipts Ledger YTD Income	£33,477.03	£33,477.03	
Expenditure			
		£0.00	
Income February 2023			
Total		£0.00	
Unprocessed Payments			
BACS 50		£1,537.20	
BACS 51		£98.34	
BACS 52		£45.00	
BACS 53		£10.00	
BACS 54		£495.88	
BACS 55		£119.00	
Total		£2,305.42	
Income Less Expenditure at 10/02/2024			£35,561.59

Payments List as at 19th February 2024						
Date		Payee	Service	Gross	Net	VAT
01/02/2024	BACS 50	Earth Anchors	Notice Boards	£1,537.20	£1,203.00	£256.20
09/02/2024	BACS 51	SLCC	Percentage Membership for Clerk	£98.34	£98.34	
09/02/2024	BACS 52	Village Hall	Winter Green Day	£45.00	£45.00	
09/02/2024	BACS 53	Village Hall	Annual Town Meeting	£10.00	£10.00	
28/02/2024	BACS 54	E Chandler	Salary	£495.88	£495.88	
28/02/2024	BACS 55	HMRC	PAYE	£119.00	£119.00	
Totals				£2,305.42	£1,971.22	£256.20

Roydon Parish Council

Risk Management Scheme

Adopted at the meeting held on 3 March 2020

To be reviewed yearly

Reviewed February 2023

Next review due February 2024

Definition of Risk Management. In all types of undertaking risks prevail. Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled and is a key element of the framework of governance.

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Regularly reviews, assesses and revises procedures if/when required.

Topic	Risk Identified	H/M/L	Management	Review/Assess/Revised
Finance and Management				
Business Continuity	Catastrophic Event	L	Chair to recover all council records from Clerk. Locum Clerk to be recruited for long-term absence or interim if recruiting.	Existing procedures acceptable.
Clerk/RFO	Resignation	M	Two months' notice required as noted in Clerk's contract allowing recruitment and handover time.	Adequate.
	Fraud	L	Checking procedures in place to mitigate this risk.	Adequate procedures in place.
	Incompetence	L	Training budget in place, attendance at NALC and other events to ensure Clerk is kept up-to-date. Current reference books available.	Adequate.
Precept	Adequacy of precept	M	Careful budget setting in consultation with council members. Budget monitoring throughout the year.	Existing procedures acceptable.
	Payment of Precept	L	Clerk to ensure precept request made on time and receipt acknowledged.	Clerk to report and minute action.
Insurances	Adequacy, cost, compliance, fidelity guarantee.	L	Annual review of policy before renewal, including Employers Liability, Public Liability and Fidelity Guarantee in place. In conjunction with updated Asset Register.	Clerk to review annually with at least 2 quotes to ensure competitiveness.
Financial Records & Control	Inadequate checks and financial irregularities	L	Quarterly checks on cash book carried out. Bank statements checked against monthly reconciliation and signed by Chair. Independently audited (Internal & External) at year end.	Adequate procedures in place.

Cash & Banking	Error or Loss	L	Two signatories on all cheques and stubs, checked against invoice. Payments & receipts listed and authorised at every meeting. BACS transactions, two signatories to authorise once checked against invoice. Email sent to Clerk to confirm this actioned. Cash receipts (allotments) paid in as soon as possible. Financial Regulations in place.	Current procedures adequate. Annual review of Financial Regulations.
VAT	Not reclaimed	L	Financial Regulations cover reclaiming schedule. Cashbook checking in place.	Adequate routines and guidelines in place.
Council Records (Paper)	Loss through theft, fire or damage.	L	Older records archived with NCC Record Dept. Current and recent records kept in locked cabinet, limited risk. Most records also kept electronically.	Acceptable processes.
Council Records (Electronic)	Loss through damage, fire & corruption of computer.	M	Laptop kept at Clerks house for safety. Regularly backed up to external hard drive which is kept separately from laptop. Anti-virus kept up to date. Password protected laptop and Clerk sole user.	Existing procedures adequate.
Health & Safety	At public meetings, with volunteers and working parties.	M	Health and Safety Policy kept up-to-date and public. Risk assessments undertaken for all activities. Insurance kept-up-to-date and checked for adequacy.	Procedures adequate.
Meeting Location	Loss of location	L	Meetings booked a year in advance. Alternative venue available.	Adequate
Election Costs	Unbudgeted cost	M/H	High risk in election years, with unplannable variables.	Base line cost in budget and adequate reserves allocated.

Annual Return	Not submitted within deadline or incorrectly completed.	L	Dependant on Clerk's knowledge. Presented, checked and signed at June council meeting and checked and signed by internal auditor.	In Clerk's diary and adequate procedures in place.
Data Protection and Freedom of Information	Non-compliance with regulations	M	Policies in place. Council registered with the ICO. Information available on the council website.	Yearly review to ensure continued compliance.
Assets				
Village Hall	Major Catastrophe causing monetary burden.	L	Building insurance in place, checked yearly for adequacy.	Management actions adequate.
Streetlights	Damage, natural wear & third-party liability.	L	Insurance carried for damage and liability, reviewal of limits yearly. Yearly budget allocation for replacement costs. Ongoing regular inspections. Maintenance Contract in place.	Adequate process in place.
Notice Boards	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Street Furniture Bins, Seats.	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Allotments	Health & Safety. Damage to gates & Fences.	L L	Regular inspection by Councillor responsible for allotments. Allowance built in to budget for repairs.	Adequate.
Defibrillator	Loss, damage or malfunction.	M	Regular checks (weekly) by councillor. Insurance cover. Service policy taken. Request annual check by Community Heartbeat Trust.	Mark unit to identify. Checks adequate.
Office Equipment	Staff/Councillor injury	L	Health & Safety awareness. Liability insurance in place.	Adequate
	Loss/damage/malfunction	L	Equipment kept up-to-date, insurance cover adequate.	

Liabilities				
Legal Powers	Illegal activity or payments. Working parties making decisions.	L L	Clerk advises on scope of powers. Decisions and payments agreed and minuted at meetings. Terms of Reference for workings parties issued and reviewed annually.	All processes adequate.
Minutes/Agendas/ Statutory Documents	Accuracy and legality. Non-compliance with statutory requirements	L	Timely and compliant posting of notices. Minutes approved and signed at next meeting. Statutory documents readily accessible and reviewed as prescribed.	Adequate processes. Minutes archived in a timely manner according to guidance.
Public Liability	Third-party risk.	M	Risk assessment carried out before any event and for every working party. Adequate insurance in place.	Systems adequate. Reviewed annually.
Employers Liability	Non-compliance with employment law.	L	Employers liability insurance in place. Clerk to keep updated on legislative changes.	Adequate. Update councillors of changes and record in minutes.
Members Interests	Not updated.	M	DPI forms updated post election. Interests declared as agenda item every meeting.	Suggest checked/renewed annually in May to ensure accuracy. System of declaration adequate.

ROYDON PARISH COUNCIL

Working Party

Terms of Reference

Adopted at the Full Council Meeting: 16th February 2022

Reviewed: February 2023

Next Review: February 2024

Full Council may form or disband a Working Party, which will carry out tasks as defined by Full Council. A Working Party cannot make decisions on behalf of the Council, but can explore options and present these to the council for a decision. These Terms of Reference (ToR) apply to all working parties set up and agreed by the Council at a Full Council Meeting.

The Role of the Working Party:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to the Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party Relationship:

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of the Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.

Operations of the Working Party:

- A Working Party will not have a budget.
- The number of councillors on a Working Party to be decided on at the time of formation of each Working Party.
- A Working Party is not subject to the strict rules that apply to formal Council meetings, does not meet in public therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- The leader of a Working Party must be a Councillor, appointed by the Full Council.
- A Working Party must adhere to the Council's policies in regards to Risk Assessment and Health and Safety at all times.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings, for a report to Full Council, on any activity and progress.
- To examine options and make recommendations to Full Council.
- All members of Council are to be informed of any meeting of any working party; and are able to attend and ask for any relevant Working Party documentation.

The Flood Group (Working Party)

The Flood Group was formed in 2022 in response to a request from the Norfolk Resilience Forum (and others) that Parish Councils form working groups to look at what could be done within their parishes in terms of flood prevention and information. Our group consisted of three councillors and three residents. We found in our research that we did not qualify for any of the help and funding offered – many other parishes had much worse flooding issues than we did. What we did do is produce a leaflet that was circulated to all households in the parish. It had advice about information services, helplines, and preparations that householders etc could make in case of flooding. We also examined maps of local drainage systems (they were found to be inaccurate!), and we gave advice to a local resident who had particular flooding problems. However, the council had an offer last year of a visit from the District Council's Surface Water Drainage Officer. Six councillors offered to meet with her, four of whom did accompany her and her colleague to look at some sites of flooding in the parish. This is ongoing work. At the same time, flooding problems have been reported to the clerk, and hence to the council, and have been dealt with by ad hoc council volunteers (e.g. Tottington Lane). So clearly the situation has changed, and the council as a whole has taken over from the Flood Group. Hence my proposal to officially disband that group. If agreed, I will inform the residents who were members of the group, asking them if they will be happy to be contacted in the future when we would welcome their advice, expertise, etc.

Trevor