

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 26th March 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: 21st March 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 27th February 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 17th March 2024
 - b) Receipts noted and payments to be noted/authorised.
 - c) To receive the end of year budget v actual
9. To resolve that from 26th March 2024 this council has met the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for Roydon Parish Council to adopt the General Power of Competence
10. Planning Applications and Decisions.
 - a) Application 2024/0564
Applicant: C Carrier
Location: 17 Millway Avenue Roydon Norfolk IP22 4QL

Roydon Parish Council

Proposal: Porch replacement and extension (resubmission)

Application Type: Householder

Comments to be submitted by 20th March 2024

b) Decisions

Application: 2023/0763

App Type : Householder

Parish: Roydon

Location : Eden Cottage Old High Road Roydon Norfolk IP22 5XJ

Proposal : New drive and parking bay

Decision : Withdrawn

11. To review and approve the following policies.

- a) Publications
- b) Standing Orders
- c) Asset Register

12. To consider the suggestion from Cllr Jennifer to disband the footpath working group as the work that was completed by the group is no longer needed.

13. To consider the request from the Church warden for a donation towards grass cutting in the churchyard for 24/25

14. To review the proposed plan for the £300 Pride in Bloom Grant and agree to the proposed expenditure.

15. Brewers Green - Update

16. Flooding – Update

17. Annual Parish Meeting – Update

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

19. Date & Time of Next Meetings: To confirm the date of Tuesday 30th April 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 27th February 2023 at 7.00pm

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 – County Councillor Keith Kiddie, District Councillors Graham Minshall and Kieran Murphy and 5 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 Murton due to family matters.

Apologies were unanimously 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 Ault and Jennifer for item 13

Cllrs Finch and Brown for item 11

Noted

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

Cllr Kiddie reported the following:

- The highways engineer will be visiting Roydon as soon as possible to investigate flooding in the area.
- Further quotes have been received for the resurfacing of the entrance to the village hall which will likely be completed in the new financial year, possibly June.
- Diss Station car park and exit are now ready for use by the buses and are likely to be in use by Easter.

A member of the public asked Cllr Kiddie specifically about flooding on Bellrope Lane where they were still experiencing up to a foot of standing water which was not dispersing despite the drains being jetted on two occasions in recent times. He requested that County Council pump out the standing water in order that he, and his elderly neighbours could safely access their houses. Cllr Kiddie replied that he would report this back to the Highways team and try to get the situation rectified.

A further member of the public reported that fencing on the High Road has sustained damage. Cllr Kiddie will also report this to the relevant department for rectification.

Cllr Kiddie's attention was drawn, by another member of the public, to the possible danger caused by the Pylons Campaign banner which faces the High Road at the corner of Doit

Roydon Parish Council

Lane. There is evidence that vehicles slow down here to read the banner, which is particularly hazardous as the vehicles will slow on Roydon Bends, which gives little time for those following to realize what is happening. Cllr Kiddie said the question of responsibility depended on whether the banner was on the council verge or the farmer's land. Cllr Ault said he would enquire of the pylons campaign group.

Cllr Minshall reported the following.

- The budget was considered by the district council. The district council has healthy reserves and is highly rated by the Government for spending power. Increased funds have been allowed for flooding, planning enforcement, supporting the leisure facilities and household support. He reiterated that if people were struggling with the cost of living, they should contact the help hub at South Norfolk District Council who will endeavour to help. The overall outcome of the budget will result in a £5 increase in council tax for the average tax band D properties.
- Work has started on the Long Stratton Bypass.
- The refurbishment of Diss Leisure Centre has also started with a completion date of November/December 2024.
- Money has been put aside in the forthcoming budget to fund building a new doctors surgery in Diss.
- Food waste collections have been requested from DEFRA but SNDC do not feel that this is commercially viable due to the rural nature of the area with many families not requiring this type of service. Talks will be ongoing with DEFRA
- 100k has been allocated to the Community Action Fund for 24/25 for local organisations.
- The Horizon building that South Norfolk and Broadland now operate from is one of the greenest buildings in the county.

Cllr Finch inquired about the Surface Water Drainage officer due to the Clerk emailing the team on numerous occasions over the last month to book an appointment to finish the survey that was started in November 2023 with no reply. Cllr Minshall said he would chase the matter with the team.

A member of the public spoke about the flooding that she had experienced due to work that had taken place clearing drainage channels on Brewers Green. She asked Cllr Minshall to ensure the event was noted by SNDC's flood team. She gave thanks to Cllr Curson and Dave Powley for pumping the water out of her garden and that of her neighbour.

Cllr Murphy reported the following:

- The outcome of the consultation for the specialist hub at Roydon Primary School was that the hub will go ahead and will be ready for use in September 2025.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 30 January 2024.

A query was made about the wording of the allotment matter. This was confirmed to be correct by the Clerk.

Minutes were unanimously accepted.

Roydon Parish Council

Minutes were signed and dated by Cllr Ault

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

Winter Green Day – Cllr Jennifer gave thanks to Cllr Ault for a fabulous Winter Green Day. It was the best attended litter pick with 28 people taking part. The children's activities and all other sessions were very well attended.

Cllr Ault reported that because Café for the Winter Green Day was open all day it made £50 in donations on the day. This will be used to replenish goods for further cafes in the future.

7. Clerk's Report.

The Clerk reported her attendance to training on improving Agendas and Minutes and End of Year audits.

Training had also been attended on the World Café which will be taking place in Diss in April. Dates and locations will be confirmed following organisational meetings throughout March and if anyone wants to get involved, they should contact the Clerk.

Trevor Brown has been appointed as the auditor for this year.

8. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 27th February 2024

Noted

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

Noted

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

The Clerk confirmed that a neutral stance with no comment has been submitted to the planning portal for this application following email confirmation from councillors by the closing date.

10. To review and approve the following policies.

a) Risk Assessments

Noted to take the Village Hall off of the asset register.

Confirmed to review on a yearly basis.

Action – Parish Clerk

b) Working Parties

No changes required.

Confirmed to review on a yearly basis.

Action – Parish Clerk

11. Allotments - Update

Roydon Parish Council

The Clerk confirmed that the last payment had been received for this year. The Clerk to confirm with Cllr Brown the last remaining plot before allocating to the next person on the waiting list.

Action – Parish Clerk

12. Brewers Green – Update

Cllr Curson confirmed that most of the arisings had now been cleared.

He thanked Cllr Kiddie for the fund to pollard the trees.

Following discussion with the Brewers Green Committee about the felled tree on Brewers Green they felt that the risk of injury was no different to if the tree was still standing regarding people/children climbing and therefore they would leave the remaining trunk in situ.

It was noted that the pond by the felled tree does have a life belt located in close proximity.

13. Flooding – Update

Due to flooding dominating the public forum it was felt that no further update was needed at this time.

14. To agree the proposal from Cllr Ault to disband the old flood working party.

Cllr Ault gave further explanation for the disbanding of the group.

Cllr Ault to email the existing residents who are part of the group to see if they would be happy to continue to offer expertise in the future if necessary.

Unanimously agreed.

Action – Cllr Ault

15. Pride in Bloom – To discuss and agree how the £300 grant is utilised.

Ideas were bulbs (native daffodils) along the main road, planting around the village sign at the Village Hall – herbaceous perennials

Cllr Ault – Replenish plants in recesses opposite the church.

Cllr Curson suggested lavender along the walls between the recesses.

Cllr Finch to cost out and report to the next meeting.

Action – Cllr Finch

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.

Clerk to look for an evening course for Cllr Finch, Curson and Brown

Cllr Ault is happy to attend the daytime course.

Unanimously agreed.

Action – Parish Clerk

17. To review and vote on the proposed format for the Annual Parish Meeting on Wednesday 17th April 7.30 – 9.00pm

Café to start from 7pm where small group tables will be available for residents to talk to councillors.

Beginning of the meeting a brief update of what has happened over the year with questions taken by Councillors.

Local Police give a talk and take questions. James Butler and Andy Baker from the local Police are available.

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An update on the pylon campaign from Christine Murton who has agreed to do this.
Unanimously agreed.

Cllr Finch requested that councillors that are responsible for different areas of the parish complete a short report for the yearly update and send to him as soon as possible.

Action – All Councillors

18. To review and agree Cllr Ault to lead on the organisation of the Big Green Week from the 8th to 16th June 2024.

Unanimously agreed.

Action – Cllr Ault

19. Infrastructure – Feedback from Diss Town Council meeting.

Cllr Jennifer fed back the following:

2023/3587 Land South Of Park Road Diss Norfolk

Erection of nine new dwellings and garages, creation of new riverside walk link, ecology enhancement land and amenity land.

Pending Decision

Cllrs Curson, Ault & Jennifer, Roydon's DDNP representatives, were invited to attend the DTC Planning Committee meeting on Wednesday 10th January 2024 to contribute to the discussion about this planning application.

They had been invited along with other DDNP parish representatives as the green space and riverside walk within this application is a facility, likely to be used for leisure by the whole DDNP community.

The site forms part of the local plan allocation policy DDNP14 and lies south of Park Road A1066 and to the south of policy DIS7 (site of former Feather Factory, see additional application 2022/2424).

Doubts were expressed about whether the proposed access road into the site could adequately and safely allow for pedestrians, cyclists and vehicular transport simultaneously. The need for a continuous 3m wide cycle/pedestrian track from The Lows across to Denmark Bridge was stressed, especially as the situation for cyclists along Park Road is extremely unsafe due to the narrowness of the road. We concurred with concerns expressed about the proposed crescent shape of the housing layout unnecessarily reducing the public amenity area.

The conclusion of the meeting was to recommend refusal, whilst still supporting the principle of development. The significant serious concerns that the meeting felt needed to be addressed can be viewed on South Norfolk's planning portal. The meeting stressed the need to ensure a cohesive plan for the whole of the south of Park Road area with an access road connecting the two sites to avoid piecemeal developments and the detrimental effects these bring to the community.

20. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda.

Pride in Bloom to be included on the next agenda.

Action – Parish Clerk

21. Date & Time of Next Meetings: To confirm the date of Tuesday 26th March 2024 at 7 pm for the next Parish Council meeting.

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Unanimously agreed.

Signed

Dated

Roydon Parish Council February 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
27/02/2024	Item 10a	Risk Assessment Policy	Clerk to remove Village hall from the asset register and update policy on website	Parish Clerk	ASAP	Village Hall Removed from Asset Register for approval at next meeting. Policy Updated Matter Closed
27/02/2024	Item 10b	Working Parties Policy	Clerk to update on website	Parish Clerk	ASAP	Added to website. Matter Closed
27/02/2024	Item 11	Allotment	Clerk to confirm with Cllr Brown the remaining plot number	Parish Clerk	ASAP	Cllr Brown confirmed Matter Closed
27/02/2024	Item 14	Disbanding Flood Group	Cllr Ault to email existing members	Cllr Ault	ASAP	
27/02/2024	Item 15	Pride in Bloom	Cllr Finch to cost and report to the next meeting	Cllr Finch	March meeting	

Roydon Parish Council February 2024 Meeting Action Plan

27/02/2024	Item 16	Charitable Trust Training	Clerk to look for evening courses	Parish Clerk	ASAP	No evening courses available at present. Cllr Ault to attend stated training. Matter Closed
27/02/2024	Item 17	Annual Parish Meeting	All councillors responsible for specific areas of the parish to provide a short report to Cllr Finch for inclusion on the yearly update	All councillors	ASAP	
27/02/2024	Item 18	Big Green Week	Cllr Ault to lead in the organisation of the week	Cllr Ault	ongoing	
27/02/2024	Item 20	Items for inclusion on the next agenda	Pride in Bloom	Parish Clerk	March Meeting	Included on agenda. Matter Closed

Bank account Balances @ 17/03/2024			
Business Current Account		£14,726.66	
Business Savings Account		£20,866.94	
Total Balances			£35,593.60
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross Expenditure	£25,037.62	£26,167.17	
Accounts Receipts Ledger YTD Income	£33,477.03	£33,509.03	
Expenditure			
		£0.00	
Income February 2023			
Allotment Rent Plot 2		£32.00	
Total		£32.00	
Unprocessed Payments			
BACS 56		£420.00	
BACS 57		£13.50	
BACS 58		£56.18	
BACS 59		£495.88	
BACS 60		£119.00	
BACS 61		£24.99	
Total		£1,129.55	
Income Less Expenditure at 17/03/2024			£34,464.04

Payments List as at 17th March 2024						
Date		Payee	Service	Gross	Net	VAT
28/03/2024	BACS 56	Murton Digger Hire	Clear Ditches at allotments	£420.00	£350.00	£70.00
28/03/2023	BACS 57	ClIr Curson	Expenses	£13.50		
28/03/2024	BACS 58	TT Jones Electrical	Street Light Maintenance Contract	£56.18	£46.82	£9.36
28/03/2024	BACS 59	E Chandler	Salary	£495.88	£495.88	
28/03/2024	BACS 60	HMRC	PAYE	£119.00	£119.00	
28/03/2024	BACS 61	E Chandler	Norton Anti Virus	£24.99	£21.66	£3.33
Totals				£1,129.55	£1,033.36	£82.69

BUDGET 2023-2024	Spend to 31		
	March 2024	% Budget Spent	
Allotments	£0.00	£0.00	#DIV/0!
Auditors	£450.00	£450.00	100.0
CIL	£2,077.73	£1,203.00	57.9
Clerks Employment Costs	£7,454.00	£6,981.66	93.7
Expenses	£150.00	£13.50	9.0
Grants	£750.00	£750.00	100.0
Grounds maintenance	£5,406.00	£4,621.92	85.5
Insurance	£1,732.00	£645.73	37.3 Village Hall no longer included in the insurance cost
Litter & Dog Bins	£903.00	£867.09	96.0
Loan Repayments	£4,234.22	£4,234.22	100.0
Other	£2,707.00	£1,251.89	46.2
S137	£1,000.00	£25.00	2.5
Streetlight maintenance	£180.00	£134.89	74.9
Streetlight replacement	£1,000.00	£0.00	0.0
Subscriptions	£500.00	£664.55	132.9 Due to Clerk Subscription to SCC and higher cost for NALC subscription
Utilities	£3,700.00	£1,478.13	39.9
Village Hall	£500.00	£240.00	48.0
	£32,743.95	£23,561.58	72.0
Red not included in budget			

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Roydon Parish Council

Guide to Information Published Under the Model Publication Scheme

Reviewed: March 2023

Next Review: March 2024

All information available on the website can be downloaded free. For delivery by email or for chargeable hard copies contact the clerk to discuss your requirements.

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

Email: roydondiss@gmail.com

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Information available on website
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	No Office, Clerk works from home
Staffing structure	Clerk the sole employee
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website
Annual return form and report by auditor	Website

Finalised budget	Website
Precept	Website
Borrowing Approval letter	Hard Copy or email
Financial Standing Orders and Regulations	Website
Grants given and received	Contained within minutes published on the website
List of current contracts awarded and value of contract	Contained within minutes published on the website
Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website
Current and previous year as a minimum	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Annual Parish Meeting reports
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website, contained in minutes of meetings
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website, Notice Boards, Facebook page and Roydon Community Facebook page

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, Facebook and Roydon Community Facebook page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website – included in meeting minutes
Responses to consultation papers	Contained within minutes on website
Responses to planning applications	Contained within minutes on website and on South Norfolk Council's website
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All policies and procedures on website
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	All policies and procedures on website

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	Appended to the end of this document
Class 6 – Lists and Registers Currently maintained lists and registers only	Website; some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets register	Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	SNDC via website
Register of gifts and hospitality	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website; All newsletters delivered to households of the parish
Allotments	Hard copy/email
Seating, litter bins, clocks, memorials and lighting	Listed on Asset on website

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Schedule of Charges

This describes how the charges have been arrived at and is published as part of this guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @20p per sheet (black & white)	Actual cost*
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail 2 nd Class at time
Other	Major Enquiries	£16 per hour, in accordance with current legislation Local Government Act 2003, section 93

*the actual cost incurred

ROYDON PARISH COUNCIL

STANDING ORDERS

Adopted: October 2019

Reviewed: Meeting held on 22nd March 2023

Next Review: March 2024

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The Model Standing Orders 2018 for England were revised in 2020.

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Roydon Parish Council uses the NALC model adapted where appropriate to suit the council.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request

such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
 - i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 - r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their**

vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable**
• **pecuniary interest or another interest as set out in the Council's code of conduct**
• **in a matter being considered at a meeting is subject to statutory limitations or**
restrictions under the code on their right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the**
whole number of members of the Council are present and in no case shall the
quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the
• meeting shall be closed. The business on the agenda for the meeting shall be
• adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-**
committee whose terms of reference and members shall be determined by the
committee.
- b **The members of a committee may include non-councillors unless it is a committee**
which regulates and controls the finances of the Council.

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by 2 councillors, any 2 councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the 2 councillors.**
- c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chair of a committee or a sub-committee does not call an extraordinary meeting

within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer

at least 7 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or

legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as

an accurate record of the meeting to which the minutes relate.

- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the

requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts**

Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chair of the Council or in their absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the clerk relates to the Chair or Vice-Chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council may publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

**ROYDON PARISH COUNCIL
ASSET REGISTER MARCH 2024**

ITEM	QUANTITY	CURRENT VALUE £	NOTES
ALLOTMENT GATES & TOILET	1	£ 750.00	
ALLOTMENTS (SNOW ST)	1	£ 30,250.00	Valued Aug 18
BADMINTON EQUIPT	1	£ 1.00	Nominal Value
BENCHES	3	£ 1,000.00	Wooden
	1	£ 660.00	Circular tree purchased Aug 21
	1	£ 550.00	Recycled plastic purchased July 21
CARPET BOWLS SET	1	£ 1.00	Nominal value
DOG WASTE BINS	8	£ 880.00	2 new bins purchased 09/21
HI-VIS SAFETY VESTS	21	£ 140.00	Purchased January 2022
HOG CARVING	1	£ 1.00	Nominal value
LIFEBELTS	2	£ 200.00	
LITTER BINS	2	£ 459.00	Purchased Sept 21
LITTER PICKERS	23	£ 420.00	2021/2022
MOBILE PHONE	1	£ 50.00	Purchased April 2018
NOTICEBOARD	2	£ 3,000.00	Louie's Lane & A1066
OFFICE EQUIPMENT	1	£ 520.00	Laptop Asus Vivobook K505 purchased Feb 2019
	1	£ 50.00	Printer Epson XP452 purchased Feb 2019
	1	£ 60.00	External Hard Drive Toshiba
	1	£ 100.00	Filing Cabinet (purchased March 2021)
STREET LIGHTS x66	45	£ 54,000.00	Metal Columns and LED lights
(upgraded to LED October 2021)	21	£ 8,400.00	Wooden Pole mounted- new brackets & LED Oct 2021
VAS (vehicle activated sign)	2	£ 7,000.00	
VILLAGE SIGN	1	£ 8,000.00	Includes paving & fencing
WAR MEMORIAL	1	£ 7,000.00	
TOTAL		£ 123,492.00	

ITEMS REMOVED

OFFICE EQUIPMENT	1	£ 2,000.00	Desktop & flash-drive. Desktop decommissioned Feb 2019 replaced by laptop and printer
VILLAGE HALL	1	£ 350,000.00	Gifted Removed March 2024 No longer in ownership
VILLAGE HALL GATES	1	£ 2,000.00	Gifted Removed March 2024 No longer in ownership
TOTAL		£ 354,000.00	

Proposal to close Roydon Parish Council's Footpath Group:

Proposer: Jane Jennifer

I proposed the formation of RPC's Footpath Group in December 2020 when there were active concerns about Roydon's Public Rights of Way and a need for a group effort to help resolve matters. Most of Roydon's PRow's are now in good order and we have the excellent Roydon Walks put together by Trevor Ault available on our website for all.

The remaining issues are long-term (eg FP9 bet Snow Street and Baynards Lane) and don't require a community group effort, just a continuing RPC link with the Countryside Access Officer to nudge for updates and action. I am happy to continue with that, if RPC is in agreement with this.

I propose RPC closes its Footpath Group and that I send out a final newsletter to all on the group's mailing list to inform them of this decision and to thank them for their help, support and interest over the years. Ongoing concerns would be managed through the continued reporting, as currently happens, of any matters needing attention either directly to Emma or to me or to any other councillor who would report it to Emma. I would also ask for anyone within the Group willing to be called upon in the future to help with any volunteer maintenance matters that might arise to please let me know and give permission for their contact details to be kept on file. In accordance, with GDPR, I would then delete all other residents' contact details.

Proposal for Pride in Bloom Grant

We've received a £300 Pride in Bloom grant from South Norfolk to be used on planting in the parish. At the last meeting we considered a number of options for spending this, with the focus on the High Road. These are the options for how we could spend this money:

1. Wall recesses opposite the church. Shrubs and netting: £100 proposed by Cllr Ault.
2. Various locations on the High Road verges. Narcissus pseudonarcissus (daffodil) bulbs: eg 200 for £96.
3. Roydon village sign verges. Deer-proof perennials such as Cytisus scoparius (broom), Monarda (bergamot), Euphorbia, Verbascum 'Coneyhill Yellow', Verbena bonariensis, Oregano, Nepeta grandiflora 'Dawn to Dusk'. £75.
4. Wall recesses opposite the church. Lavender planting along the front of one of the recesses has been proposed with other drought resistant planting for a hedgerow effect along the front of the others. Approximately 20-30 lavenders would be required for one recess. Lavender World sells 24 9cm pots for £92.99.

* Options 1 and 4 are for the same place and agreeing both options would consume two-thirds of the money, focused on one section of the High Road.

* Options 1, 2 and 3 (or 2, 3 and 4) would spread spending over a greater area with greater visibility.

* Any left-over money could be used on the wall recesses or additional deer-proof spring bulbs.

For maximum impact I would recommend the options 1, 2 and 3, with 4 swapping with 1 if required.