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 30th April 2024 at 7.00pm

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

Signed: Emma Chandler - Parish Clerk **Date: 25th April 2024**

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

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1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To note the resignation of Cllr Pam Murton effective from the 16th April 2024
4. 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.
5. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.
6. Approval of the minutes of the Parish Council meeting held on Tuesday 26th March 2024 (copy herewith)
7. Matters arising - To note progress on decisions made at the last meeting (copy herewith) (for information only and not on current agenda).
8. Clerk's Report.
9. Financial Matters and Banking
   a) To note the Bank Balances and Bank Reconciliation as of 31st March 2024(Copy herewith)
   b) To note the Bank Balances and Bank Reconciliation as of 21st April 2024(Copy herewith)
   c) Receipts noted and payments to be noted/authorised. (Copy herewith)
10. To discuss and confirm a date for and extra meeting to gather local information on the Norwich to Tilbury Transmission Project for inclusion in Parish Council comments to the consultation.
11. Planning Applications and Decisions.
    a) To note the following comments reviewed and confirmed via email.

i. 2024/0819 | Single storey rear extension | 15 Tottington Lane Roydon Norfolk IP22 5BJ
Parish Council Comment – Neutral – No Comment

ii. 2024/0783 | Demolition of existing conservatory and hipped roof extension and construction of a new rear flat roof extension. New enclosed front porch to replace cantilevered open porch | 12 High Road Roydon Norfolk IP22 5RB
Parish Council Comment – Neutral – No Comment

b) To review and discuss the following applications.

i. Application - 2024/0299
Applicant: Mr Leighton Ward
Location: The Warren Snow Street Roydon Norfolk IP22 5SB
Proposal: New carport (retrospective)
Application Type: Householder

c) To note decisions made since the last meeting of the council.

12. To receive information regarding planning ref 2022/1976 Denmark Lane Development (Copy herewith)
    a) Discuss and confirm the Parish Council's decision on the provision of street lighting on the development.
    b) Discuss the request for street names and provide options to be sent to the developer.

13. To review and approve the following policies.
    a) Financial Regulations (Copy herewith)
    b) Code of Conduct (Copy herewith)

14. Notice Boards
    a) To discuss how the community notice board is used.
    b) To confirm the wording on the on the standard notice from the Parish Council

15. To receive correspondence from two local residents regarding requests for new traffic orders and signage. (Copy herewith)
    a) Decide on next step action for Louie's Lane
    b) Decide on next step action for Tottington Lane

16. Annual Parish Meeting – Debrief

17. DDNP Update (Copy herewith)

18. Biodiversity Action Plan – Update

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

20. Date & Time of Next Meetings: To confirm the date of Tuesday 28th May for the Annual 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 26th March 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 Kidde**,** District Councillor Graham Minshull and 4 members of the public,

1. **Welcome**
   Cllr Ault welcomed everyone to the meeting.

2. **To receive and consider accepting apologies from members unable to attend.**
   Apologies received from Cllr Murton
   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.**
   Cllr Daniels for item 13

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

   District Councillor Minshull reported the following:

   - The final stage of the Greater Norwich Plan has now been signed off. This is designed to work alongside the Neighbourhood Plan.
   - From the 1st April the new members grants will be available. Each member has £1000 for small local group use.

   County Councillor Kiddie reported the following:
   - There is now budget available to complete the resurfacing of the entrance to the Village Hall. He asked that the Clerk work directly with the Highway Engineer to get this programmed in at the most convenient time.
   - The Norwich to Tilbury Pylon project will be on the agenda for the Scrutiny Committee in May 2024. He has pushed for this as there had not been much information forthcoming over the last few months and he sees this as a priority.
   - He encouraged residents to report potholes on either the 'Fix my Street' app or directly onto the County Council website portal.
   - Confirmed that the flooding on Bellrope Lane had now been cleared with contractors jetting 75 metres of piping. He confirmed that further investigations would take place after the Easter break because the cause of the flood had not been found.
   - There are grants available for tree planting and bulbs for Parish and Town Councils.

- Asked if there were any areas in the Parish that are prone to fly tipping and to let him know if there were any areas of concern. Cllr Jennifer cited Swamp Lane/Hose Avenue Wood as a prime area for garden waste fly tipping.

Cllr Finch inquired if the jetting had worked on Bellrope Lane, Cllr Kiddie confirmed the ongoing investigation.

Cllr Jenniffer inquired about the possibility of the landowners of Heron Meadow putting up signs along Doit Lane concerning litter dropping. Cllr Kiddie advised that a map be sent to the Clerk in order that they could send to the Highway Engineer for permission.

Action – Cllr Jennifer and Parish Clerk

Cllr Daniels highlighted that the repairs to the pavement between Tottington Lane and the bungalows on the A1066 had not been repaired since they were reported last year. Advised for the Clerk to report again.

Action – Parish Clerk

Cllr Ault informed that the Pylons would be a topic of discussion at the Annual Parish Meeting this year and inquired if it would be acceptable to mention that the project is also on the agenda for the Scrutiny Committee at the County Council.

A resident queried how the Planning Department deal with planning conditions that may have been breached in respect of some houses that have removed soft landscaping in favour of a paved front garden and brick walls.

Cllr Curson confirmed that the defibrillator had been used over the weekend and was now back in action. He confirmed that new pads had been ordered and would be delivered to him directly. He did request that another councillor receive some training with regards to the checks that need to be done weekly if Cllr Curson is out of Parish for any extended period of time. Cllrs Finch and Jennifer volunteered to meet with Cllr Curson to receive the training.

Action – Cllrs Curson, Finch and Jennifer

Cllr Daniels reported some streetlights that were not working correctly and remained on all day. The Clerk confirmed that this had been reported to the maintenance provider.

5. **Approval of the minutes of the Parish Council meeting held on Tuesday 27th February 2024**
   Unanimously approved and signed by the chair.

6. **Matters arising - To note progress on decisions made at the last meeting**
   Cllr Ault reported that the owners of the Pylon sign on the bends of the A1066 have been contacted and they have said that they will take it down. Though this has not yet happened.
   Trevor contacted the flood group and informed them of the disbanding of the group.

7. **Clerk's Report.**
   The Clerk reported an altercation that occurred at the allotments between a plot holder and a contractor who was in the process of replacing fencing along the driveway. Unfortunately, the individuals involved in the incident could not be identified. As a result, a letter has been prepared to be sent to all plot holders to reiterate that such behaviour is unequivocally unacceptable at any time. Furthermore, any future incidents of a similar nature will not be tolerated.

8. Financial Matters and Banking

   a. **To note the Bank Balances and Bank Reconciliation as of 17th March 2024**
      Noted and approved.
   b. **Receipts noted and payments to be noted/authorised.**
      Noted and approved.
   c. **To receive the end of year budget v actual**
      Noted and approved.

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.
The Clerk explained how the council met the eligibility.
Unanimously agreed.

10. Planning Applications and Decisions.

   a. **Application 2024/0564**
      Applicant: C Carrier
      Location: 17 Millway Avenue Roydon Norfolk IP22 4QL
      Proposal: Porch replacement and extension (resubmission)
      Application Type: Householder
      This application was considered during the month and agreed.
      Comment for the Parish Council – Neutral – No Comment
   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
      Noted

11. To review and approve the following policies.

   a. **Publications**
      Clerk to make minor changes to class 3 to include the DDNP noted at the meeting.
      Approved with the changes.

Action – Parish Clerk

   b. **Standing Orders**
      The Clerk informed of the changes to 18c, and 18 f and g and the subsequent changes to the footnotes on the Financial Regulations.
      Cllr Jennifer requested that 13b be changed to use more inclusive language.
      Cllr Finch questioned 18d,4 and it was confirmed to add the use of email to receive tenders.
      Changes noted and approved.

Action – Parish Clerk

   c. **Asset Register**
      Clerk informed of the removal of the Village Hall and Gates as they are no longer assets of the council.

Agreed to remove the badminton equipment and carpet bowls and contact the Village Hall Committee to gift to the hall.
Add a notice board and litter bin to the register.
Changes agreed and the register approved.

Action – Parish Clerk

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.
Cllr Jennifer gave a brief update on the item and how the group formed, highlighting the ongoing issues that no longer require the need of a large group. Cllr Jennifer is happy to continue liaising with the NCC and SNDC.
Any concerns should now be sent directly to the Clerk.
Cllr Jennifer to seek permission to keep contact details of those who wish to continue to help when needed.
Unanimously agreed.

Action – Cllr Jennifer

13. To consider the request from the Church warden for a donation towards grass cutting in the churchyard for 24/25.
Note that this should be for 23/24 as it is retrospective.
Cllr Daniels provided detail that the cost was £1320.
Cllr Curson provided detail of the previous agreement of paying two thirds of the cost which would be £880.00 for the 23/24 period.
The Clerk confirmed that this would need to be paid this week to fall into the correct financial year and that the funds were available. It was also noted that this should appear on the agenda in November each year for consideration.
Unanimously agreed.

Action – Parsh Clerk

14. To review the proposed plan for the £300 Pride in Bloom Grant and agree to the proposed expenditure.
Councillors favour the suggestion of 1, 2 and 3.
Numerous councillors expressed that they would favour local suppliers over internet purchases even if they were slightly more expensive.
Cllr Finch to purchase some plants for spring and the rest will be spent in the Autumn.

Action – Cllr Finch

15. Brewers Green – Update
A small section of arisings remains at the Rotary Wood end. It has been proposed that councillors relocate these arisings using wheelbarrows to the back of the area, where they will be out of sight, allowing them to naturally decompose. This proposal has been unanimously agreed upon.
Cllr Curson to source quotes for digging the silt from the Molly Pond.

Action – Cllr Curson

16. Flooding – Update
Flooding discussed as part of the open forum.
Clerk to confirm the second visit from the Surface Water Drainage Officer as soon as possible to complete the survey of the Parish.

Action – Parish Clerk

17. Annual Parish Meeting – Update
Cllr Ault confirmed Wednesday 17th April 2024. Starts at 7.30 with café. He requested volunteers as soon as possible after 7pm to help set up the room.
Cllr Ault then spoke briefly about the evening and the programme.

18. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
None at this time

19. Date & Time of Next Meetings: To confirm the date of Tuesday 30th April 2024 for the next Parish Council meeting.
Unanimously agreed.

Meeting ended at 8.45pm

Emma Chandler, Parish Clerk & RFO

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

Signed Dated

Roydon Parish Council March 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	Cllr Curson met with the contractor to confirm locations. Will be fitted asap. **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 Feb, March and April awaiting feedback. **Ongoing**
26/03/2024	Matter Arising	Heron Meadow	Cllr Jenniffer inquired about the possibility of the landowners of Heron Meadow putting up signs along Doit Lane concerning litter dropping. Cllr Kiddie advised that a map be sent to the Clerk in order that they could send to the Highway Engineer for permission.	Cllr Jennifer and Parish Clerk	ASAP	Action completed. **Matter Closed**
26/03/2024	Matter Arising	Reporting pavement repairs on A1066	Cllr Daniels highlighted that the repairs to the pavement between Tottington Lane and the bungalows on the A1066 had not been repaired since they were reported last year. Advised for the Clerk to report again.	Parish Clerk	ASAP	Action completed. **Matter Closed**
26/03/2024	Matter Arising	Defibrillator maintenance training	Cllrs Finch and Jennifer volunteered to meet with Cllr Curson to receive the training.	Cllrs Curson, Finch and Jennifer	ASAP	
26/03/2024	Item 11	Publications Policy	Clerk to make minor changes to class 3 to include the DDNP noted at the meeting.	Parish Clerk	ASAP	Changes Made

Roydon Parish Council March 2024 Meeting Action Plan

26/03/2024	Item 11	Standing Orders	The Clerk informed of the changes to 18c, and 18 f and g and the subsequent changes to the footnotes on the Financial Regulations. Cllr Jennifer requested that 13b be changed to use more inclusive language. Cllr Finch questioned 18d,4 and it was confirmed to add the use of email to receive tenders.	Parish Clerk	ASAP	Changes Made
26/03/2024	Item 11	Asset Register	Agreed to remove the badminton equipment and carpet bowls and contact the Village Hall Committee to gift to the hall. Add a notice board and litter bin to the register.			Items removed and added accordingly. **Matter Closed**
26/03/2024	Item 12	Footpath Group	Cllr Jennifer to seek permission to keep contact details of those who wish to continue to help when needed.	Cllr Jennifer	ASAP	Action completed. **Matter Closed**
26/03/2024	Item 13	Donation for Grass Cutting to Church	Cllr Daniels provided detail that the cost was £1320. Cllr Curson provided detail of the previous agreement of paying two thirds of the cost which would be £880.00 for the 23/24 period. The Clerk confirmed that this would need to be paid this week to fall into the correct financial year and that the funds were available. It was also noted that this should appear on the agenda in November each year for consideration.	Parish Clerk	ASAP	Action Completed **Matter Closed**
26/03/2024	Item 14	Pride in Bloom	Cllr Finch to purchase some plants for spring and the rest will be spent in the Autumn.	Cllr Finch		
26/03/2024	Item 15	Brewers Green	Cllr Curson to source quotes for digging the silt from the Molly Pond	Cllr Curson		

Bank account Balances @ 31/03/2024			
Business Current Account		£13,926.41	
Business Savings Account		£21,010.01	
Total Balances			£34,936.42
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23		£27,122.18	
Accounts Payments Ledger YTD gross Expenditure	£27,042.17	£27,060.17	
Accounts Receipts Ledger YTD Income	£34,731.33	£34,874.41	
Expenditure			
Bank Service Charge		£18.00	
Total		£18.00	
Income March 2023			
Interst on account		£143.08	
Total		£143.08	
Unprocessed Payments			
Total		£0.00	
Income Less Expenditure at 31/03/2024			**£34,936.42**

Bank account Balances @ 21/04/2024			
Business Current Account		£13,926.41	
Business Savings Account		£21,010.01	
Total Balances			£34,936.42
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23		£34,936.42	
Accounts Payments Ledger YTD gross Expenditure		£1,206.75	
Accounts Receipts Ledger YTD Income		£0.00	
Expenditure			
SSE Direct Debit		£97.87	
Total		£97.87	
Income March 2023			
Total		£0.00	
Unprocessed Payments			
BACS 1		£320.00	
BACS 2		£174.00	
BACS 3		£496.08	
BACS 4		£118.80	
Total		£1,108.88	
Income Less Expenditure at 31/03/2024			**£33,729.67**

Payments List as at 22nd April 2024						
Date		Payee	Service	Gross	Net	VAT
28/04/2024	BACS 1	JM Crerar	Grounds Maintenance	£320.00	£320.00	
28/04/2024	BACS 2	Town and Country Printers	RRU Printing	£174.00	£174.00	
28/04/2024	BACS 3	E Chandler	Clerk Salary	£496.08	£496.08	
28/04/2024	BACS 4	HMRC	PAYE	£118.80	£118.80	
Totals				**£1,108.88**	**£1,108.88**	**£0.00**

Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

via e-mail
Emma Chandler
Clerk to Roydon Parish Council

cc: J Larter - NCC Developer Services

Your Ref:
Date: 22nd April 2024

My Ref: KHU 9/7/22/1976
Tel No.: 01603 224314
Email: streetlighting.pt@norfolk.gov.uk

Dear Emma Chandler,

Development at Denmark Lane, Roydon.
By: Places for People.

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard, (Where no street lamp is mounted above 13 feet (3.9 metres) or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system) but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours sincerely

Daniel Marshall
Street Lighting Technician

Encl

Continued…/

To: Highways Maintenance Manager
Community and Environmental Services
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Denmark Lane, Roydon.
By Places for People.

Please select which statement applies to your Council, as the local lighting authority:

(Please tick one statement only)

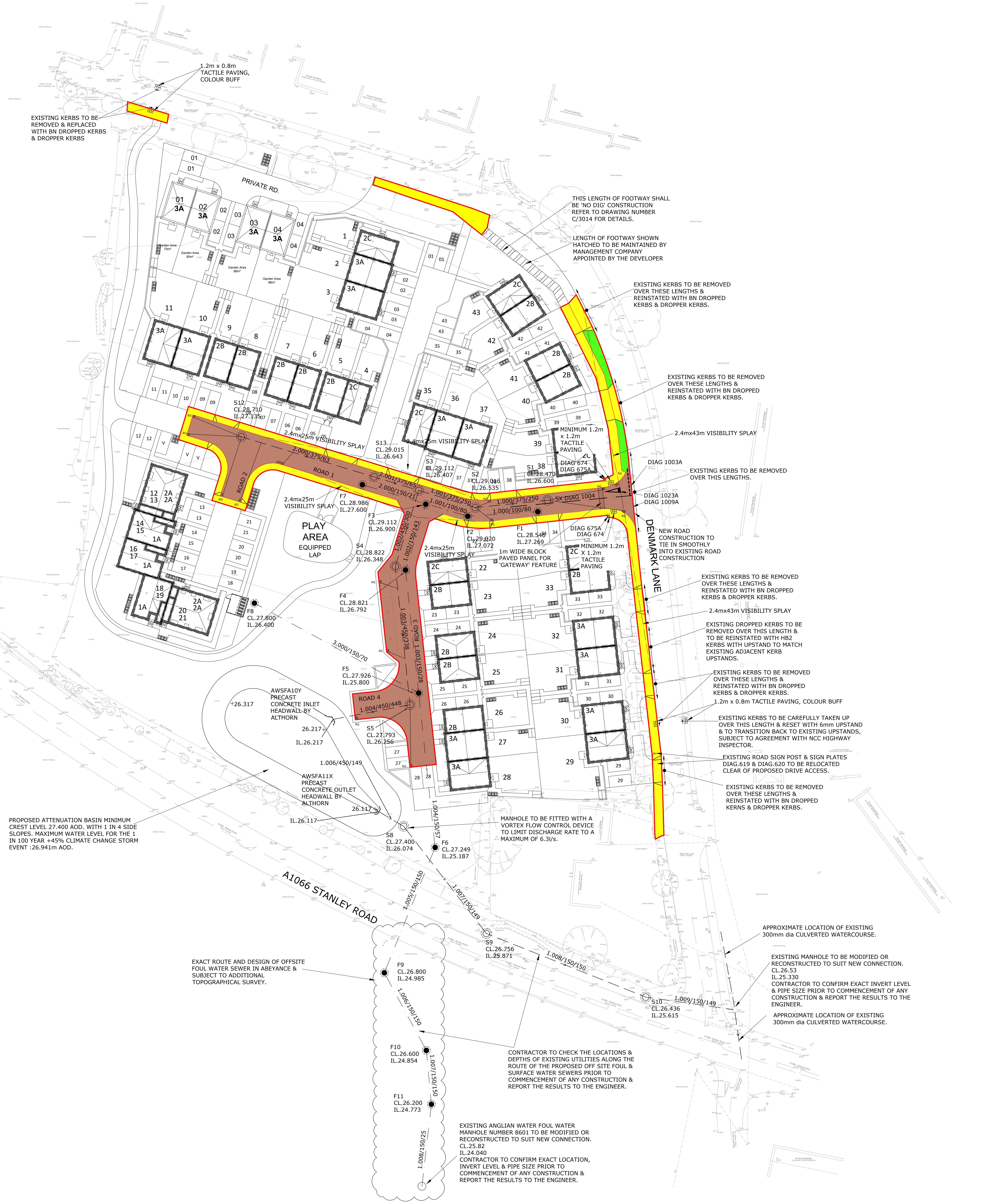
The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): ____________________Signed: ________________________

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.

DO NOT SCALE



N

ADOPTABLE WORKS NOTES

1. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL RELATED RICHARD JACKSON LTD, ARCHITECTS & SUB-CONTRACTORS DRAWINGS. IN THE CASE OF DISCREPANCIES BETWEEN DRAWINGS REFER TO RJLTD FOR CLARIFICATION.

2. THE CONTRACTOR SHALL, BEFORE COMMENCING THE WORKS, VERIFY ALL SITE AND SETTING OUT DIMENSIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE TRUE AND PROPER SETTING OUT OF THE WORKS AND FOR THE CORRECTNESS OF THE POSITION, LEVELS, DIMENSIONS, AND ALIGNMENT OF ALL PARTS OF THE WORKS.

3. ALL ADOPTABLE HIGHWAY WORKS TO BE IN ACCORDANCE WITH NORFOLK COUNTY COUNCIL REQUIREMENTS AND SPECIFICATIONS.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL EXISTING SERVICES AFFECTED BY THE WORKS.

5. ALL ROAD MARKINGS TO BE IN ACCORDANCE WITH THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016.

6. ALL ADOPTABLE FOUL WATER AND SURFACE WATER (OTHER THAN HIGHWAY DRAINS) DRAINAGE SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE SEWERAGE CODES BY THE WATER AUTHORITIES ASSOCIATIONS AND ANY AMENDMENTS TO THAT DOCUMENT.

7. TOPOGRAPHICAL SURVEYS UNDERTAKEN BY: SURVEY SOLUTIONS, DATED 11.05.21

8. THIS DRAWING IS BASED ON THE SITE LAYOUT PLAN PRODUCED BY BM3, DRAWING NUMBER 71327-D01.

ADOPTION LEGEND

	DENOTES EXTENT OF PROPOSED HIGHWAY LAND TO BE OFFERED FOR ADOPTION TO NORFOLK COUNTY COUNCIL
	DENOTES EXTENT OF PROPOSED FOOTWAY LAND TO BE OFFERED FOR ADOPTION TO NORFOLK COUNTY COUNCIL
	DENOTES EXTENT OF PROPOSED VERGE LAND TO BE OFFERED FOR ADOPTION TO NORFOLK COUNTY COUNCIL
	DENOTES EXTENT OF PROPOSED LAND TO BE OFFERED FOR ADOPTION TO NORFOLK COUNTY COUNCIL
	DENOTES ADOPTABLE SURFACE WATER PIPE
	DENOTES ADOPTABLE FOUL WATER PIPE
	DENOTES ADOPTABLE SURFACE WATER MANHOLE
	DENOTES ADOPTABLE FOUL WATER MANHOLE

NOTE
CONTRACTOR TO CONFIRM DENMARK LANE IS MINIMUM 6m WIDE AROUND SITE FRONTAGE PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION & REPORT RESULTS TO THE ENGINEER. IF IT IS FOUND TO BE LESS THAN 6m WIDE THE WESTERN KERBLINE SHALL BE OFFSET 6m FROM THE EXISTING EASTERN KERBLINE.

STREETLIGHTING SUBJECT TO REQUIREMENTS OF THE LOCAL COUNCIL & IF REQUIRED, SHALL BE SUBJECT TO THE DESIGN BY AMEY.

REV	DATE	DESCRIPTION	DRAWN	CHKD
P3	12.03.24	SURFACE AND FOUL WATER DRAINAGE UPDATED TO SUIT UPDATED ROAD PROFILES	SLS	SJH
P2	07.02.24	OFF SITE FOUL SEWER UPDATED.	SJH	KRT
P1	26.01.24	PRELIMINARY ISSUE	SLS	SJH

REVISIONS

This drawing is to be read in conjunction with all other Engineer's drawings and all other project information. Any discrepancy between the Engineer's drawings and other project information is to be reported to the Engineer immediately.

Project
DENMARK LANE
DISS

Title
SECTION 38 GENERAL ARRANGEMENT

Client
Places for People

Richard Jackson Engineering Consultants

847 The Crescent, Colchester, Essex CO4 9YQ — Tel: 01206 228800
6th Floor, 1 St. Katherine's Way, London, E1W 1UN — Tel: 020 7448 9910
5 Quern House, Mill Court, Great Shelford, Cambs CB22 5LD — Tel: 01223 314794
4 The Old Church, St. Matthews Road, Norwich, Norfolk NR1 1SP — Tel: 01603 230240
New World Business Centre, Station Road, Warmley, Bristol, BS30 8XG — Tel: 01172 020070
Email Address: mail@rj.uk.com — Website: http://www.rj.uk.com

Scale	Drawn	Date
1:500 @ A1	SLS	JANUARY 2024
Project Manager	Checked	Approved
SJH	SJH	KRT

Status	Suitability Description	RJL Project No :
S4	STAGE APPROVAL	62509

project number	element	number	revision
SE4019	C	3001	P3

INSPECTIONS REQUIRED BY THE HIGHWAYS INSPECTOR

THE CONTRACTOR SHALL GIVE ADVANCE NOTICE TO NORFOLK COUNTY COUNCIL TO ALLOW THE INSPECTOR PROPER INSPECTION AND CHECKING OF THE WORKS AT THE FOLLOWING DESIGNATED STAGES:

1. PRIOR TO START OF WORKS A PHOTOGRAPHIC RE CORD OF EXISTING HIGHWAY CONDITION ADJACENT TO DEVELOPMENT TO BE AGREED AND RECORDED.
2. START OF WORKS
3. BEFORE BACK FILLING ANY TRENCHES UNDER NEW HIGHWAY
4. COMPLETION OF FORMATION
5. COMPLETION OF SUB-BASE
6. ARRIVAL AND PLANTING OF TREES
7. LAYING OF BASE
8. LAYING OF BINDER COURSE
9. LAYING OF SURFACE COURSE
10. ALL DAMAGE TO EXISTING HIGHWAY RESULTING FROM CONSTRUCTION TRAFFIC TO BE REPAIRED BEFORE THE INSPECTOR WILL RECOMMEND WORKS FOR INTERIM/ ADOPTION.

NO STREET LIGHT SHALL BE INSTALLED UNTIL ITS FINAL POSITION HAS BEEN AGREED WITH THE STREET LIGHTING ENGINEER

ALL THE EXISTING UTILITIES COVER WILL REMAIN ON THE SAME LEVEL.

A1

Email Regarding Steet Names for Denmark Lane Development

Morning

We are soon to be starting on the above new build scheme [planning ref: 2022/1976]

We are just about to apply for the postal addresses and would like to see if you have any proposals or comments on ours.

Attached is the site plan. We will most likely need 2 names for “adopted road” & “shared road” as noted on plan. Council might equally just have one name due to size of site.

Since starting we have taken note of the resident ducks that like to sit on the neighbour’s lawn and watch so thought “Mallard Way” might be one suggestion.

Some other suggestions / links

“Market drive” – as know for its antique markets
“Kings Mews” – links to the crown in the early says
“Anglo drive” – links with Anglo-Saxon times.

Due to the time scales involved with the naming and numbering process. I would appreciate it if I could have any comments within the next couple of weeks.

Any problems please don’t hessite to contact me.

Regards

Lucas Sim
Technical Manager

ACCOMMODATION SCHEDULE

HOUSE TYPES			STOREYS	AREA (m²)	AMOUNT
1A	1B/2P	MAISONETTE	2	57.50	06
2A	2B/3P	MAISONETTE	2	72.50	04
2B	2B/4P	HOUSE	2	79.12	14
2C	2B/4P	HOUSE	2	79.12	07
3A	3B/6P	HOUSE	2	102.2	12
				TOTAL	43

TOTAL POS: 4800m^2

KEY

PROPOSED TREE

POS

RETAINED EXISTING TREE/VEGETATION

REMOVED EXISTING VEGETATION

0m 10m 20m 30m 40m 50m

PLANNING

N

Notes	Revision	Date	By	Chkd	CDM Notes
Copyright in this drawing remains the property of BM3 Architecture Limited.	**W**. Updated to reflect the latest discussions and comments.	19.01.23	BR	JJ	
Do not scale this drawing. "unless for the purposes of verifying or determining any Planning Application".	**X**. Updated to include the latest comments from Discussion with Senior Heritage & Design Officer	01.02.23	BR	JJ	
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Project	Drawing	Client
LAND AT DENMARK LANE DISS	SITE LAYOUT	INSIDE LAND GROUP

Scale	Dated	Job No.	Drawing No.	Drawn by	Checked	CiSfb Element	Revision
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ROYDON PARISH COUNCIL

FINANCIAL REGULATIONS POLICY

Adopted: November 2019

Reviewed: March 2023

Next Review: March 2024

CONTENTS

These Model Financial Regulations are based on the template produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;

[1] Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £100
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £100.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £0 or 0% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

> a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
>
> b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
>
> c) fund transfers within the councils banking arrangements up to the sum of £2,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £0 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £100 unless authorised by council in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, [4] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain at least 3 quotations unless agreed otherwise by full council (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain at least 2 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[3] Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

[4] Based on NALC's Model Standing Order 18d ©NALC 2018

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15. Risk management

15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

15.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

16.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Online Banking Procedure

Supplementary information to Financial Regulations (to be read in conjunction with FR).

Roydon Parish Council operates a Unity Trust Bank Account and Savings Account.

The Parish Council acknowledges the need to maintain robust controls over online payments as an integrated part of its overall financial control system. The Parish Council's Unity Trust Bank accounts require internet payments to be authorised by two Councillor signatories.

a) Payments will be made by internet banking BACS whenever possible following the procedures set out below:
   i) All requests for payment will be verified for accuracy by the RFO and once authorised, the RFO will set up the bank payments and inform two Councillor signatories by email with a copy of the payment schedule and invoices.
   ii) On receipt of the email from the RFO the Councillor will authorise the payment, cross referencing with the payment schedule and the invoices.
   iii) A return email to the RFO will indicate that this has been done and a copy of this email will be kept on file.
   iv) At the next meeting of the Council, Councillors who authorised the payments will initial the invoices.

ROYDON PARISH COUNCIL

CODE OF CONDUCT

June 2018

Adopted: October 2019
Reviewed: March 2023
Next Review: March 2024

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor. This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor. Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

1. Expected Behaviors

1.1 Roydon Parish Council has adopted this Code setting out the expected behaviours required of its members or co-opted members, acknowledging that they each have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

1.2 In accordance with the Localism Act provisions, when acting in this capacity all Councillors must be committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

1.3 As a Member of Roydon Parish Council, your conduct will in particular address the statutory principles of the code of conduct by:

I. Championing the needs of residents – the whole community and in a special way your constituents, including those who did not vote for you - and putting their interests first.

II. Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.

III. Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the parish or the good governance of the Authority in a proper manner.

IV. Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties as a member/co-opted member of this Authority.

V. Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

VI. Being accountable for your decisions and co-operating when scrutinised internally and externally, including by local residents.

VII. Contributing to making this Authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other members to account but restricting access to information when the wider public interest or the law requires it

VIII. Behaving in accordance with all your legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources.

IX. Valuing your colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between you that is essential to good local government.

X. Always treating people with respect, including the organisations and public you engage with and those you work alongside.

XI. Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

2. Declaration of Interests

2.1 The Localism Act 2011 provides for registration and disclosure of interests and in Roydon Parish Council this will be done as follows:

- On taking up office a member or co-opted member must, within 28 days of becoming such, notify the Monitoring Officer of any 'disclosable pecuniary interests', as prescribed by the Secretary of State.

- On re-election or re-appointments, a member or co-opted member must, within 28 days, notify the Monitoring Officer of any 'disclosable pecuniary interests not already included in his or her register of interests.

- If a member or co-opted member is aware that they have a 'disclosable pecuniary interest' in a matter they must not participate in any discussion or vote on the matter at a meeting.

- If a member or co-opted member is aware of a 'disclosable pecuniary interest' in a matter under consideration at a meeting but such interest is not already on the Council's register of interests or in the process of entry onto the register having been notified to the Monitoring Officer, the member or co-opted member must disclose the 'disclosable pecuniary interest' to the meeting and register it within 28 days of the meeting at which it is first disclosed.

2.2 Disclosable Pecuniary Interests

The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Personal Interests) Regulations 2012 No.1464 as follows:

Subject	***Prescribed description***
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(**1**).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

2.3 <u>Gifts and Hospitality</u>

2.3.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the Authority.

2.3.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

2.3.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose

Traffic Order Requests

1. Request from Resident of Louie's Lane

As you may know our road is quite bumpy, has sporadic pavements and many grass verges fronting our properties.
We have noticed a marked increase in traffic using our road as a cut through resulting in speeding cars, damage to the grass verges and an increased vigilance needed by pedestrians due to lack of proper pavements.
I believe these problems will markedly increase once the housing estate next to the Catholic church in Shelfhanger Lane is built, making Louie's Lane even more of a rat run.

Louie's Lane is not built for this level of traffic.

My proposal is that the top of Louie's Lane where it joins Shelfhanger Lane is made a "No entry" either by signage or by blocking it off completely.
I will be raising a petition with the neighbours, going from door to door to check if they believe these issues are as relevant as I do.

Would you be kind enough to let me know how I would proceed from here .

Many thanks.

2. Request from Tottington Lane

We live down Tottington Lane and two weeks ago we had an artic lorry come down our road to get to Monarch Water on Fair Green. We often get big lorries come down. This lorry tried to get around the corner and unfortunately the lorry went over on to its side. After speaking to the police and fire brigade that attended, they said that the road was unsuitable for these types of vehicles and that there should be a sign at the top of the road. Ideally one that says 'Unsuitable for heavy goods vehicles'. The police did say they would speak to the council. Since then, we have had several very big lorries come down our single-track road to get to Monarch Water (They follow the SatNav). The lorries are taking out the trees which hang low, the sides of the roads and banks and the road is breaking away in areas.
I rang the Highways to see about potentially requesting a sign for the top of the road but was told although they put them up it was the local parish council that get to decide if one should go up.

So, I am writing to you to ask if this is something that you would consider.

Report on DDNP Steering Group meeting,

Thursday, 18th April, 2024.

The Steering Group (SG) recognised that management of the policies within the DDNP was required. To assist with this, Jane Jennifer requested that the DDNP delegates be informed of the date of each Diss Town Council Infrastructure Committee meeting so that they may attend if they wish. This was agreed upon.

DDNP housing allocation policy was already being ignored in planning proposal by a developer in Scole. To this end, SG Chair, David Burn (DB), had approached Louise Cornell (LC), one of our professional advisers extensively involved in developing the DDNP, to produce a response to this unwanted proposal. The SG agreed unanimously to this course of action at a cost of £300.

LC has offered to speak to the current SG delegates, free of charge, to give her ideas on how the DDNP can be managed going forward. This was agreed to and DB will contact her to take up the offer. Paul Curson will make the arrangements for the meeting.

Retaining LC's professional services, when required, was discussed. This would provide mutual assurance for each parish that should DDNP policies be challenged by developers, or other bodies, then funds would be available to counter such proposals. Funding for this would be provided, as before, by all the parishes in proportion to their populations. However, when reviewing the DDNP policies in future, grant funding would once again be available.

It was agreed that the expense of maintaining the DDNP website was no longer justifiable and its shut down was agreed upon. DDNP information, with links to SNDC and MSDC websites, would be made available on individual PC websites. Any enquiries with regard to the DDNP will be directed to parish clerks who will then contact the appropriate persons/bodies to deal with the matter raised.

The SG agreed to formally disband itself. A new management team will be formed, after advice from LC, with parish councils putting forward delegates to the new body.

DB will no longer be involved with the DDNP and he was thanked for his valued input and guidance during the Plan's development.

Paul Curson and Jane Jennifer,

Roydon DDNP SG Delegates.