

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 28th May 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.

In Attendance – Emma Chandler (Parish Clerk)

Public – four members of the public

1. Election of Chair of the Parish Council

Cllr Jennifer nominated Cllr Curson for the position of Chair.

Cllr Ault seconded the nomination.

Unanimously agreed.

Declaration was signed by Cllr Curson and the Parish Clerk

2. Election of Vice Chair of the Parish Council

Cllr Ault nominated Cllr Finch for the position of Vice Chair.

Cllr Best seconded the nomination.

Unanimously agreed.

3. Co-option

a) New candidate to introduce themselves to Members and explain why they seek to become a Member of the Council. (This introduction should be informal and should not exceed 5 minutes).

Mr George Waterman introduced himself to the council. He gave a short but detailed brief about his experience and reasons for wanting to join the Parish Council and then invited questions.

b) Existing Councillors are allowed a maximum of ten minutes to ask prospective candidates any clarification questions.

Following his comprehensive brief councillors only expressed enthusiasm for George joining the Council

c) Consider co-opting a candidate for Council vacancy conduct a confidential ballot

after candidate presentations, with the Chair or Clerk counting written votes. If appointed, the new Councillor signs the Declaration of Acceptance of Office.

The confidential ballot gave unanimous agreement to George Waterman's co-option to the council.

Declaration was signed by Cllr Waterman and the Parish Clerk

4. Election of other offices of the Parish Council:

i. Finance

i) Bank Signatories x4

Cllrs Finch, Best, Curson and Jennifer

ii) Quarterly check of cashbook.

Cllr Waterman

ii. Allotments Officer

Cllr Brown

iii. To Propose our delegated representatives to the steering group of the Diss & District Neighbourhood Plan

Noted that the steering group no longer exists from 19th May but there will be a continuation of the group to oversee the management of the plan which started on 20th May with the first meeting being held on the 13th June.-

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Cllrs Curson, Jennifer and Ault with Cllr Finch as a possible observer. A report to be provided at the next meeting.

- iv. **Brewers Green Management Committee (Advisory)** –
Cllrs Brown, Taylor, Best, Ault and Curson, next meeting walk around on June 12th.
- v. **Village Hall Committee**
Cllr Brown
- vi. **Footpath Group Coordinator**
Group now disbanded
- vii. **Flood Group Coordinator**
Group now disbanded
- viii. **Verge Group Coordinator**
Cllr Ault
- ix. **Roydon Round-Up Editor & Co-Editor**
Cllrs Finch and Waterman
- x. **Accounts Scrutineer**
Cllr Waterman

Extra Responsibilities proposed at the meeting:

- xi. **Defibrillator Manager**
Cllr Curson
- xii. **Loke Management Volunteering**
Cllr Ault suggested that this is combined with the Verge Group Co-ordinator and becomes Loke and Verge Management.
Unanimously Agreed

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

No apologies received.

6. 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.

None declared.

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

Meeting closed at 7.35

Bellrope Lane Flooding another 48 hours of flooding. Jet washing and mapping due to take place on 3rd June.

Meeting reopened at 19.42

- 8. Approval of the minutes of the Parish Council meeting held on**
a. **Tuesday 30th April 2024 (formatting's gone a bit up the creek from now on! Seem to go into a. and then the items start numbering from 1 again ...?!)**
Minutes were agreed and signed by the Chair

- 9. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda).**
All matters had been resolved.

10. Financial Matters and Banking

- a) **To note the Bank Balances and Bank Reconciliation as of 21st May 2024**

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Noted (Appendix A)

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

Noted and authorised. (Appendix B)

c) To receive the draft report from the Internal Auditor

Only received on the previous Friday so will be discussed at the next meeting along with the signing of the AGAR.

Action – Parish Clerk

11. To agree the final submission document for the Norwich to Tilbury Pylon Consultation.

Due to the announcement of the General Election more time is now available to agree the final submission as the closing date will now fall after the election. Agreed to finalise the document at the next meeting. Clerk to send round the amended documents as soon as possible.

Action – Parish Clerk

12. Planning Applications and Decisions.

a) To review and discuss the following applications.

i. Application - [2024/1110](#)

Applicant: Mr D Duffin

Location: The Coach House Hall Lane Roydon Norfolk IP22 5XL

Proposal: Internal and external alterations and improvements to the building to include repositioned flue, replacement of garage doors with glazed and panelled timber doors with revised internal layout.

Application Type: Householder

Parish Council Comment – Neutral - No comment

ii. Application - [2024/1111](#)

Applicant: Mr D Duffin

Location: The Coach House Hall Lane Roydon Norfolk IP22 5XL

Proposal: Internal and external alterations and improvements to the building to include repositioned flue, replacement of garage doors with glazed and panelled timber doors with revised internal layout.

Application Type: Listed Building Consent

Parish Council Comment – Neutral - No comment

iii. Application - [2024/1162](#)

Applicant: Mr Robert Bowden

Location: Land To South Of Home Farm Roydon Diss IP22 5XL

Proposal: Erection of new dwelling & cart shed

Application Type: Full Planning Permission

Parish Council Comment – Object - The Parish Council objects to the planning application as it is outside the settlement boundary. The development falls outside of the housing needs requirements stated in the DDNP Policy 4 which supports the need for one and three bedroom homes. The Parish Council would also like to highlight that the newly adopted GNLP confirms there is now a five year land supply and therefore no need for additional houses.

iv. Application - [2024/1235](#)

Applicant: Mr D Ward

Location: Barn Adjacent To Willow Farm Darrow Lane Roydon Norfolk

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Proposal: Erection of two new build barn style dwellings, cart sheds & additional residential land

Application Type: Full Planning Permission

Parish Council Comment – Object - The Parish Council objects to the planning application as it is outside the settlement boundary. The development falls outside of the housing needs requirements stated in the DDNP Policy 4 which supports the need for one and three bedroom houses. The Parish Council would also like to highlight that the newly adopted GNLP confirms there is now a five year land supply and therefore no need for additional houses.

Concerns regarding light pollution within the development have been raised and the Parish Council highlight DDNP Policy 6 stating that likely light spill from within buildings should be minimized through good design.

The Parish Council also have concerns about the number of cars that could potentially be located at the development with 6 spaces for cars in the planning application. Darrow Lane is a single lane road with no formal passing places.

The Parish Council notes that application 2022/2062 applied for at this location for 1x4bd two storey house with detached garage and a 3bd one storey home with car port was refused. The planning permission currently granted for this plot (2023/0023 and 2023/2338) is for a total of 3 x 1bd, one storey dwellings granted under permitted development rights of two Nissen huts and a small barn.

v. **Application [2024/1438](#)**

Applicant: Mr & Mrs Bannon

Location: 9 Brushmakers Way Roydon Norfolk IP22 4QZ

Proposal: First floor extension

Application Type: Householder

Parish Council Comment – Neutral - No comment

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

i. **Application : 2024/0819**

App Type : Householder

Parish: Roydon

Location : 15 Tottington Lane Roydon Norfolk IP22 5BJ

Proposal : Single storey rear extension

Decision : Approval with Conditions (Delegated)

Date of decision : 8 May 2024

Noted

13. To review the following policies

a) **Internal Controls**

b) **Review of Effectiveness of Internal Control**

Unanimously agreed both policies

Action – Parish Clerk

14. To receive feedback following the recent visit from the Surface Water Drainage Officer.

All letters that had been sent out by the Surface Water Drainage officer were discussed. Councillors were unsure that all of the addresses were correct. Cllr Waterman agreed to speak with his contacts at DTC to see if we can confirm addresses of landowners so that RPC can write follow up letters.

Action – Cllr Waterman

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

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Parish Clerk to provide a Meeting calendar for the year 24-25 at the next meeting

Roydon Big Green Week – Debrief from Cllr Ault

Cllr Curson noted that the instructions for the defibrillator had now been updated.

Parish Clerk to complete a new rota for councillor checks on the Recycle centre

Action – Parish Clerk

16. Date & Time of Next Meetings: To confirm the date of Tuesday 25th June 2024 for the Parish Council meeting.

Agreed

21.03 meeting closed

Signed P. Curson

Dated 25th June 2024

Emma Chandler, Parish Clerk & RFO

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

Bank account Balances @ 21/05/2024			
Business Current Account		£24,931.58	
Business Savings Account		£21,010.01	
Total Balances			£45,941.59
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£1,206.75	£5,989.67	
Accounts Receipts Ledger YTD Income	£0.00	£14,740.85	
Expenditure			
Public Works Loan - 1st May		£2,117.11	
SSE Direct Debit - 1st May		£258.35	
SSE Direct Debit - 2nd May		£153.47	
Total		£2,528.93	
Income April/May 2023			
Precept - 26th April		£14,740.85	
Total		£14,740.85	
Unprocessed Payments			
BACS 5		£40.00	
BACS 6		£48.63	
BACS 7		£174.00	
BACS 8		£70.00	
BACS 9		£521.48	
BACS 10		£48.00	
BACS 11		£36.00	
BACS 12		£686.01	
BACS 13		£495.88	
BACS 14		£119.00	
BACS 15		£14.99	
Total		£2,253.99	
Income Less Expenditure at 31/05/2024			£43,687.60

Payments List as at 21st May 2024						
Date		Payee	Service	Gross	Net	VAT
28/05/2024	BACS 5	Roydon Village Hall	Hall Hire	£40.00		
28/05/2024	BACS 6	Wave	Water Bill Allotments	£48.63		
28/05/2024	BACS 7	Town and Country Printers	RRU Printing May Issue	£174.00		
28/05/2024	BACS 8	NALC	Website Fee	£70.00		
28/05/2024	BACS 9	NALC	Membership Fee	£521.48		
28/05/2024	BACS 10	NALC	Charitable Trust Training (TA)	£48.00	£40.00	£8.00
28/05/2024	BACS 11	NALC	Biodiversity Training (TA)	£36.00	£30.00	£6.00
28/05/2024	BACS 12	Clear Insurance	Insurance Premuim	£686.01	£617.33	£68.68
28/05/2024	BACS 13	E Chandler	Clerk Salary	£495.88		
28/05/2024	BACS 14	HMRC	PAYE	£119.00		
28/05/2024	BACS 15	T Ault	Deer Fencing	£14.99		
Totals				£2,253.99	£687.33	£82.68