

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 25th June 2023 at 7.00pm

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

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Minshull, District Councillor Murphy and 3 members of the public

1. Welcome

Cllr Curson welcomed everyone to the meeting

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

Apologies were received from Cllr Taylor due to illness.

Apologies were unanimously accepted

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

Cllrs Jennifer, Ault, Curson and Finch declared an interest in item 14 DDNP

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

Meeting closed at 7.05

One member of the public queried, for the second time, about the hard landscaping that can be seen at a property as you enter the village. District Councillor Minshull clarified that he had looked into the matter and informed that as the development was over 20 years old the regulations were no longer enforceable. This decision would be in the remit of the management company running the development.

Cllr Jennifer noted that there was now a new finger post located at the Brewers Green end of Roydon's Footpath 8, from Brewers Green to Louie's Lane, and a replacement waymarker had been placed on the field side of the ditch bridge as the path leaves the Old Sewage Works.

Cllr Finch mentioned the overgrown hedges along Hall Lane and hedges along Swamp Lane were also highlighted. The Clerk will write a Standard Draft Letter that can be delivered to addresses where councillors feel that hedges need to be cut back.

Action – Parish Clerk

County Councillor Kiddie reported on the following

- This week is Armed Forces week and a flag was raised at County Hall in recognition. He informed that there would be a gathering on Saturday on Diss market place to celebrate Armed Forces Day.
- Surface dressing work has taken place on Victoria Road and Shelfhanger Road in Diss.

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- Shared disappointment in the new signs that had been installed on the Diss Beacon Cycle path had been stolen or vandalised. He will attempt to get the Rangers to clean the remaining signs as soon as possible.
- Work on the entrance to the Village Hall is booked for August.

District Councillor Minshull reported on the following

- Apologised for non-attendance at the last meeting.
- Informed that the Deal Farm public enquiry had opened on this day and would end on Friday followed by a two week break.
- Clare House is now open and available for homeless and emergency accommodation.
- Diss Leisure Centre refurbishment is on target both in budget and time to open in November.
- Informed that he was working with the Village Hall Committee to obtain grant funding for work on drainage in the car park at the hall.

District Councillor Murphy reported the following

- Diss Carnival had been very well attended this year.
- Gave thanks to Cllr Waterman for his help on Carnival day.

Meeting reconvened at 7.25

5. Approval of the minutes of the Parish Council meeting held on

a) Monday 20th May 2024

Unanimously agreed

b) Tuesday 28th May 2024

Unanimously agreed

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

The Clerk confirmed that the bench was no longer needed which was seconded by Cllr Curson on behalf of the Brewers Green Committee. It was agreed to pay back the money to the donor on the next payment list

Action – Parish Clerk

Clerk to send the recycle rota to all councillors

Action – Parish Clerk

7. Financial Matters and Banking

¶) To note the Bank Balances and Bank Reconciliation as of 19th June 2024

Noted and agreed (see appendix A)

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

Noted and agreed (see appendix B)

¶) Receive the first Quarter financial report.

Noted (see appendix C)

8. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2023/24 and formulate and agree any recommendations

Received and noted

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9. Presentation of the 2023/2024 End of Year Finance report

- a) **To receive and note the Annual Governance and Accountability Return (AGAR) 2023/24 Form 3**
Noted
- b) **To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2023/24**
Received and noted
- c) **To complete the Annual Governance Statement 2023/24 Section 1 and approve. Both the Chair and the Clerk to sign the hard copy**
Each question was read out by the Chair and approved by all members and then signed by the Chair and the Parish Clerk
- d) **To receive the Accounting Statements 2023/24 Section 2 and approve. Both the Chair and the RFO to sign the hard copy.**
Unanimously approved and signed by the Chair and the RFO

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

Cllr Curson proposed, and Cllr Waterman seconded the motion which was then unanimously agreed to use the draft document that had been presented in the meeting pack and submit this to the consultation 10 days before the final deadline.

The Clerk was requested to add to the website for information and assistance should anyone need help with wording on their own submissions. Also to clarify that the Parish Council reserve the right to make changes should new information become available.

Action – Parish Clerk

11. To receive a draft meeting calendar for the 24-25 year and agree dates

All dated were unanimously agreed

12. To consider the five year electrical testing proposal from TT Jones (Current Contractor for Street Lights) and agree next steps

The Clerk was asked to investigate if the tests could all be done at one time rather than over a period of time.

Clarification is also sort as to when the lights were installed and if they were tested at this time.

Clerk to report back at the next meeting

Action – Parish Clerk

13. Brewers Green Update

Cllr Curson reported the following

- No benches needed on the green.
- The ditching work has been appraised and seems to be working well.
- Mr Frizzel has been contacted to cut the grass in the autumn.
- Rotary Wood will also be cut using the smaller tractor.

Cllr Jennifer suggested that the arisings be put at the back of Rotary Wood for use as needed, unanimously agreed

14. DDNP Update

Cllr Curson provided a report which can be found at appendix D.

Further to this Cllr Curson confirmed that there would be a second meeting next Monday.

Cllr Jennifer confirmed that she was happy to collate a list of planning applications received since the plan had been adopted to aid retrospective analysis of each application in relation to the DDNP.

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Moving forward the Clerk would hold a folder for the comments submitted and the delegated reports for each application.

15. Big Green Week – Debrief.

Cllr Ault gave thanks to everyone that came to the different events over the week and everyone who helped.

He informed that the sessions were very well attended when the weather was good, but the final walk had to be cancelled later in the week due to the torrential rain that was experienced.

Cllr Waterman congratulated Cllr Ault on his efforts and offered some suggestions for next year which included

- Collaboration with DTC
- Inclusion of sites in Diss such as Frenze Beck, Parish Fields, Rectory Meadow.
- Further develop links with the River Waveney Trust who now have a new community officer.

Cllr Jennifer echoed thanks to Cllr Ault and questioned if he was happy to collaborate. Following short discussion it was suggested that a working group be formed to take the initiative forward.

Cllr Ault confirmed that next year's litter pick day would be 31st May to coincide with the District Council's big litter pick.

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

Cllr Curson informed councillors of an agreement that another local parish council has with the Highways department regarding grass cutting in their village. He suggested that this might be something that the Parish Council may consider.

The Clerk was requested to contact the Highways department to find out if this would be possible, the areas that the highways team currently cut and the calendar of grass cutting. Also if it was necessary to cut everywhere or could some areas be left to grow for biodiversity purposes whilst still looking tidy. Clerk to report back to the next meeting

Action – Parish Clerk

Cllr Finch requested that Biodiversity appear on the agenda

Clerk was asked to write draft letters to those landowners who had received letters from the Surface Water Drainage Officer as a follow up to encourage action before the weather changes in the autumn/winter season.

Action – Parish Clerk

17. Date & Time of Next Meeting: To confirm the date of Tuesday 27th August 2024 for the next Parish Council meeting.

Unanimously agreed

Meeting ended at 8.42pm

Signed P. Curson

Date 27th August 2024

Emma Chandler, Parish Clerk & RFO

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