

Roydon Parish Council

<https://roydon-southnorfolk-pc.gov.uk>

Notice is hereby given that you are summoned by the Clerk to attend the Parish Council Meeting of Roydon Parish Council which will be held at the Parish Room at St Remigius Church, Roydon on Tuesday 24th September 2024 at 7.00pm

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

Signed: Emma Chandler - Parish Clerk

Date: 17th September 2024

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

Agenda

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.
5. Approval of the minutes of the Parish Council meeting held on
 - a. Tuesday 27th August 2024 (Copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda).
7. Financial Matters and Banking
 - a) To note the Bank Balances and Bank Reconciliation as of 14th September 2024(Copy herewith)
 - b) Receipts noted and payments to be noted/authorised for September 2024. (Copy herewith)
 - c) To note the second quarter financial report (Copy herewith)
8. Planning applications received
 - a) To note the planning appeal for application [2024/0299](#)
9. To receive and consider the SE4019 Denmark Lane Diss - POS Area Adoption Invite (Copies received in advance of the meeting)
10. Parish Grass cutting – To receive feedback from councillors and the Parish Clerk
 - a) Agree next steps
11. Allotments

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a) To receive an update from the Clerk following the Allotment inspection

12. Footpath Update

13. To consider and agree next steps regarding the refurbishment of the Town Sign.

14. Big Green Week 2025

a) To consider the set up of a working party to organise the week of events.

15. Flooding Update

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

17. Date & Time of Next Meetings: To confirm the date of Tuesday 29th October 2024 for the Parish Council meeting.

Emma Chandler, Parish Clerk & RFO

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

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 27th August 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 – District Councillor Minshull, District Councillor Murphy and 6 members of the public

1. Welcome

Councillor Curson welcomed everyone to the meeting

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

Apologies were received from Councillor Taylor due to health issues.

Apologies were unanimously accepted

Apologies were also received from County Councillor Kiddie

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.

Item 13 - Allotments – Cllrs Brown and Finch

Item 14 - Footpaths – Cllr Finch

Item 15 - DDNP – Cllrs Curson, Ault, Jennifer

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

19.01 Cllr Curson closed the meeting

Cllr Minshull reported the following

- Highways have completed the work on the entrance to the Village Hall.
- Following the announcement from government about the cutting of the winter fuel allowance SNDC are putting support in place for those in need including advice on benefits to ensure that those that are eligible are claiming the right benefits.
- The new government has pledged 1.5 million extra homes. For SNDC this equates to 22,000 homes and in turn for Diss and Roydon a further 400 homes.
- There are fears that Neighbourhood Plans will be overlooked to achieve these targets.
- Mindful Towns and Villages is now in place with the next course being held in Poringland in September. Councillor Minshull will send the information to the Clerk for circulation.

Councillors asked the following questions on the above

- Clarification that the 400 houses is over and above the existing required amounts.
- Confirmation that because of the above there would no longer be a 5 year land supply.
- Clarification if the housing mix would remain on new developments.

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Cllr Minshull confirmed that SNDC was awaiting clarification from government on all of the above.

19.10 Meeting reconvened.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 25th June 2024

Minor typos were highlighted and changed in the meeting.

Cllr Waterman proposed approval and Cllr Finch seconded the motion.

Unanimously agreed

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

The Clerk confirmed that a draft letter had been produced concerning hedges that could be delivered to houses where it was felt that hedges needed attention to ensure the safety of local residents walking in the area.

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 19th July 2024

Noted and agreed

b) To note the Bank Balances and Bank Reconciliation as of 19th August 2024

Noted and agreed

c) Receipts noted and payments to be noted/authorised for July and August 2024.

Noted and agreed

8. Planning applications received

a) Application [2024/2186](#)

Applicant: Mr Baker

Location: Riverside House Wortham Ling Roydon Norfolk IP22 1SU

Proposal: Variation of condition 3 of 2013/2046 - remove timeframe limit/change use from holiday let to annex

Application Type: Removal/Variation of Condition (S73 / S19)

Parish Council Comment – Only 2013/2046 was available on the planning portal so councillors were not able to comment as the Proposal summary does not make clear whether or not the conversion to holiday let was carried out.

Cllr Minshull to investigate and get back to the Clerk

Action – Parish Clerk

b) Application [2024/2229](#)

Applicant: Mr & Mrs Foulkes

Location: 43 Tottington Lane Roydon Norfolk IP22 5SF

Proposal: Single storey side/rear extension, erection of front porch, erection of chimney and flue, installation of rooflights and demolition of existing conservatory

Application Type: Householder

Parish Council Comment - Neutral - No Comment

Action – Parish Clerk

9. To receive and consider the proposed street lighting design for the Denmark Lane Development.

Councillors agreed to request that lights are also turned on at 5.30am each morning until dawn during the darker winter months in addition to the stated times.

Councillor Curson agreed to contact the contractor to request.

Action – Cllr Curson

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10. To receive feedback from TT Jones Electrical regarding the five year electrical testing proposal discussed at the June Parish Council meeting.

The Clerk informed that there are 66 lights in total - 4 installed in 2018, 1 in 2020 and the rest in 2021.

Proposed to program in the oldest 5 as soon as possible in the new financial year along with a further 28 (50%) then the remaining 33 the following year. Cost £495+VAT per year. Following this a rolling program of 13/14 per year to include the new lights on the Denmark Lane Development.

Cllr Curson proposed agreement with Cllr Ault seconding the motion

Unanimously agreed

11. To receive an updated Biodiversity Policy and provide comments or improvements that could be made at the meeting.

It was noted that this was a plan that sits alongside the policy.

Cllr Finch informed that he had received guidance for the plan and will be working on including justification for the plan and the work that is involved. There is also some work to do on risk assessments and volunteers.

Cllr Ault suggested that Wortham Ling is not included in the plan as it does not fall within Roydon and Cllr Daniels was in agreement.

Cllr Curson asked how an area is defined as an ecological site and requested Brewers Green be included in the list of ecological sites within the plan.

Cllr Waterman informed councillors that the Diss Community Woodland Project is the official name of the management for Quaker Wood.

Cllr Jennifer reported that the Norfolk Wildlife Trust recommend the use of Community Green Space Wildlife surveys available on the Natural History Museum website.

Clarification was also sought on NCC's current policy on street lighting as some areas included in the plan have streetlights that belong to NCC. Clerk to investigate.

Cllr Waterman to obtain a quote from Richard Mabey to go at the start of our Biodiversity plan, explaining why particular management of our green spaces and others within Roydon to benefit biodiversity is essential.

Agreed for Cllr Finch to continue with the plan and report back to council.

Cllr Jennifer gave thanks to Cllrs Finch and Ault for the work that had been completed on the plan so far.

**Action – Cllrs Finch and Waterman
Parish Clerk**

12. Grass cutting – To receive an update from the Clerk regarding grass cutting in the parish.

The Clerk had received information on the grass cutting regime from the Highways department the day before the meeting. It was confirmed that NCC would be prepared to pay the Parish Council 12p per m2.

The Clerk was requested to send the information received to all Councillors and contact the existing contractors to see if they would be interested in taking on a new grass cutting contract.

Action – Parish Clerk

13. Allotments

a) To consider and agree a possible price increase for allotment rental to commence in 2025.

Unanimously agreed to keep the price the same.

b) To review and agree the Allotment Rules and Regulations for 2024/25

Reviewed with minor alterations made during the meeting.

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Cllr Best to provide the Clerk with an addition to the document covering the use of weedkiller/pesticides.

Unanimously agreed to accept the addition and alterations

Action – Cllr Best

14. Footpath Update

Cllr Jennifer provided a report which can be found at appendix A.

Regarding FP9 a resident suggested that the Parish Council request the use of the field side of the ditch.

Cllr Minshull to update County Councillor Kiddie and request help in resolving the problem.

Action – Cllr Minshull

15. DDNP Update

Cllr Curson provided the following information.

- New group formed called the DDNP Monitoring and Review Group.
- A review of the governing documents for the group has been completed
- Will meet every three months or more often if necessary
- Parish Council to monitor every planning application and scrutinise the delegate reports to ensure that the Neighbourhood Plan is followed.

16. Flooding Update

Thanks were given to Steve Jones for his help regarding the Bellrope Lane flooding issues. It is hoped that with the information that he has provided to SNDC will enable them to resolve the problem.

The Clerk will write letters to the landowners that have already received letters from the Surface Water Drainage Officer. Letters will be approved via email and should include an acknowledgment of receipt.

Cllr Ault suggested that information for landowners and their responsibilities regarding the clearing of ditches on their land should feature in the next RRU.

Cllr Curson to email the Surface Water Drainage Officer to ascertain if a reply had been received from any of the letters that had been sent out earlier in the year.

Action – Cllr Curson and Parish Clerk

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

Cllr Waterman reported vandalism at Quaker Wood has been reported to the police. Very disappointing as everything that is undertaken in the wood is completed by volunteers.

Cllr Ault informed that the next litter pick will be held on 12th October 2024

For inclusion on the next agenda:

Refurbishment of the town sign

Big Green week – setting up a working group

18. Date & Time of Next Meetings: To confirm the date of Tuesday 24th September 2024 for the Parish Council meeting.

Agreed

Meeting Closed at 8.45pm

Signed

Date

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Appendix A

Footpath Update for RPC meeting 27 August 2024

Firstly, our thanks go to the many landowners who keep clear the public rights of way (PRoW) that run through their land. It is the responsibility of these landowners to keep clear all that grows from the side/s and this needs attending to throughout the year.

Unfortunately, there are some landowners who don't carry out their responsibilities either with the regularity needed or at all, despite requests from the parish council, and our thanks must go to those residents who volunteer their time, energy and sometimes machinery to keep certain public rights of way passable in these circumstances: Mike Stratton, Julie and Jeremy Hatton are just of few who are known to us and have kept certain paths clear over many years but there are other residents who we don't know. All of you who volunteer your time do the parish a huge service by helping to keep these public rights of way clear. Thank you.

Updates on some specific footpaths:

FP5 north from Little Green, Snow Street to the 'sheep field'

- We submitted a request to Norfolk County Council (NCC) for a replacement fingerpost at the southern end and this has been acknowledged as needed and awaiting action.
- We submitted a request to NCC for a replacement ligger bridge and handrail over the ditch at the southern end of footpath. The request has been received but not yet responded to.

FP18 along the parish boundary on the west side of Diss Football Club from Factory Lane to Brewers Green Lane. This needs about a twice yearly cut back of encroachment of brambles etc from all sides. Volunteers from the parish have done most of these trims but we are currently in liaison with the Football Club to negotiate the current cut back. They will either arrange it themselves or they will take up our offer of a joint volunteer resident/Football Club cut back. Unfortunately, the owners of the encroaching overgrowth from the west side are not local and don't respond to our requests to keep the path clear.

FP9 between Baynards Lane and Snow Street

This path has been treacherous to walk along for a number of decades now but the need for it to be fully accessible is obvious as the only other way to get from Baynards Lane to Snow Street by foot is around the double blind bends which is unsafe for any walker, let alone someone pushing a buggy or a wheelbarrow.

No progress has been made on this path since the farmer removed the hedge and cleared the ditch on the east side of the path. It is awaiting action from the Countryside Access Officer (CAO) who is to inform all landowners along the length of the path of the PRoW's exact route and the

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landowners' responsibilities to enable access along the route. We have requested an update from the CAO but not yet heard back. Meanwhile, any clear access along this path is down to a few residents along the route who keep some of it clear and to one resident in particular who is a regular user and keeps the whole stretch passable.

However, it is passable by only the most nimble and this resident has requested that the parish council consider what can be done to move this along. They question whether NCC will ever inform the landowners of the path's route and, while we wait, is there something we can do as a parish council, with the help perhaps of County and District grants alongside liaison with the CAO to make a safe and accessible path? Any advice and recommendations from all councillors is welcome.

Bank account Balances @ 19/06/2024			
Business Current Account		£19,124.12	
Business Savings Account		£21,154.06	
Total Balances			£40,278.18
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£9,704.44	£11,944.20	
Accounts Receipts Ledger YTD Income	£14,740.85	£15,159.90	
Expenditure			
Bank Service Charge		£18.00	
SSE		£95.70	
Total		£113.70	
Income June/July 2023			
SNDC		£275.00	
Bank Interest		£144.05	
Total		£419.05	
Unprocessed Payments			
BACS 27		£320.00	
BACS 28		£188.35	
BACS 29		£2.83	
BACS 30		£1,000.00	
BACS 31		£495.88	
BACS 32		£119.00	
Total		£2,126.06	
Income Less Expenditure at 31/07/2024			£38,152.12

Bank account Balances @ 19/08/2024			
Business Current Account		£16,905.44	
Business Savings Account		£21,154.06	
Total Balances			£38,059.50
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£11,944.20	£14,077.05	
Accounts Receipts Ledger YTD Income	£15,159.90	£15,159.90	
Expenditure			
SSE		£92.62	
Total		£92.62	
Income July/August 2024			
Total		£0.00	
Unprocessed Payments			
BACS 33		£1,030.00	
BACS 34		£188.35	
BACS 35		£162.00	
BACS 36		£45.00	
BACS 37		£495.88	
BACS 38		£119.00	
Total		£2,040.23	
Income Less Expenditure at 31/08/2024			£36,019.27

Payments List as at 19th July 2024						
Date		Payee	Service	Gross	Net	VAT
26/07/2024	BACS 27	Diss Town Council	DDNP Contribution 2024-2025	£320.00	£320.00	
26/07/2024	BACS 28	Excite Solutions	Grounds Maintenance	£188.35	£156.96	£31.39
26/07/2024	BACS 29	Wave	Water Bill Apr-Jul 24	£2.83	£2.83	
26/07/2024	BACS 30	Lesley O'Neill	Refund of donation for bench	£1,000.00	£1,000.00	
26/07/2024	BACS 31	E. Chandler	Clerk Salary	£495.88	£495.88	
26/07/2024	BACS 32	HMRC	PAYE	£119.00	£119.00	
Totals				£2,126.06	£2,094.67	£31.39

Payments List as at 19th July 2024					
Date	Payee	Service	Gross	Net	VAT
BACS 33	JM Crerar	Grounds Maintenance	£1,030.00	£1,030.00	
BACS 34	Excite Solutions	Grounds Maintenance	£188.35	£156.96	£31.39
BACS 35	Community Hearbeat Trust	Annual Support	£162.00	£135.00	£27.00
BACS 36	Roydon PCC	Parish Room Hire April, May , June	£45.00		
BACS 37	E. Chandler	Clerk Salary	£495.88		
BACS 38	HMRC	PAYE	£119.00		
Totals			£2,040.23	£1,321.96	£58.39

Roydon Parish Council August 2024 Meeting Action Plan

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
27 th August 2024	Item 8 Application 2024/2186	Planning	Cllr Minshull to investigate and get back to the Clerk	Cllr Minshull	ASAP	Clarification received and neutral, no comment submitted Matter Closed
27 th August 2024	Item 8 Application 2024/2229	Planning	Clerk to submit comments	Parish Clerk	ASAP	Comments submitted Matter Closed
27 th August 2024	Item 9	Street Lighting Denmark Lane	Councillors agreed to request that lights are also turned on at 5.30am each morning until dawn during the darker winter months in addition to the stated times. Councillor Curson agreed to contact the contractor to request.	Cllr Curson	ASAP	Request sent Matter Closed
27 th August 2024	Item 11	Biodiversity	Cllr Waterman to source quote from Mr Mabey Cllr Finch to continue with the plan and report back to council	Cllr Finch and Waterman	September Meeting	Cllr Waterman received a quote and forwarded to Cllr Finch. Plan ongoing Matter Closed
27 th August 2024	Item 12	Grass Cutting	The Clerk was requested to send the information received to all Councillors and contact the existing contractors to see if they would be interested in taking on a new grass cutting contract	Parish Clerk	September meeting	Information sent and request sent to two existing contractors. Matter Closed
27 th August 2024	Item 13	Allotments	Cllr Best to provide the Clerk with an addition to the document covering the use of weedkiller/pesticides.	Cllr Best	September meeting	Wording provided to the Clerk Matter Closed
27 th August 2024	Item 14	Footpaths	Cllr Minshull to update County Councillor Kiddie and request help in resolving the problem.	Cllr Minshull	ASAP	

Roydon Parish Council August 2024 Meeting Action Plan

27 th August 2024	Item 16	Flooding	The Clerk will write letters to the landowners that have already received letters from the Surface Water Drainage Officer. Letters will be approved via email and should include an acknowledgment of receipt.	Parish Clerk	ASAP	Letters Drafted and sent Matter Closed
27 th August 2024	Item 16	Flooding	Cllr Curson to email the Surface Water Drainage Officer to ascertain if a reply had been received from any of the letters that had been sent out earlier in the year.	Cllr Curson	ASAP	Email sent and reply received Matter Closed

Bank account Balances @ 14/09/2024			
Business Current Account		£15,080.51	
Business Savings Account		£21,154.06	
Total Balances			£36,234.57
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£14,077.05	£15,553.86	
Accounts Receipts Ledger YTD Income	£15,159.90	£15,470.90	
Expenditure			
SSE		£95.70	
Total		£95.70	
Income August/September 2024			
Plot 5 West		£18.00	
Plot 9 South		£18.00	
SNDC		£275.00	
Total		£311.00	
Unprocessed Payments			
BACS 39		£58.76	
BACS 40		£188.35	
BACS 41		£1,134.00	
BACS 42			
BACS 43			
Total		£1,381.11	
Income Less Expenditure at 31/08/2024			£34,853.46

Payments List as at 14th September 2024					
Date	Payee	Service	Gross	Net	VAT
BACS 39	TT Jones Electrical	Street Light Mainenance	£58.76	£48.97	£9.79
BACS 40	Excite Solutions	Grounds Maintenance	£188.35	£156.96	£31.39
BACS 41	SNDC	Dog Bin Annual Charge	£1,134.00	£945.00	£189.00
BACS 42	E. Chandler	Clerk Salary	£495.88		
BACS 43	HMRC	PAYE	£119.00		
Totals			£1,995.99	£1,150.93	£230.18

BUDGET 2022/2023		Spend to 30th September 2024	% Budget Spent
Allotments	£500.00	£0.00	0.00
Auditors	£500.00	£300.00	60.00
CIL	£540.53	£0.00	0.00
Clerks Employment Costs	£7,735.44	£3,689.28	47.69
Expenses	£150.00	£0.00	0.00
Grants	£1,000.00	£0.00	0.00
Grounds maintenance	£7,133.00	£3,387.03	47.48
Insurance	£735.00	£617.33	83.99
Dog Bins	£948.15	£945.00	99.67
Loan Repayments	£4,234.22	£2,117.11	50.00
Other	£2,367.00	£1,987.79	83.98
S137	£1,300.00	£0.00	0.00
Streetlight maintenance	£200.00	£107.73	53.87
Streetlight replacement	£1,000.00	£0.00	0.00
Subscriptions	£621.48	£591.48	95.17
Utilities	£1,474.95	£712.10	48.28
Village Hall / Parish Room	£361.46	£85.00	23.52
	£30,260.70	£14,539.85	48.05