

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 24th September 2024 at 7.00pm

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

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Minshull, and 5 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 Best due to being out of the parish.

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.

Cllr Curson – Item 8

Cllrs Waterman, Brown and Finch – Item 11

Cllr Finch - Item 12

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

County Councillor Kiddie reported the following

- Norfolk Devolution Deal is now being reevaluated due to the change in Government. The County Council are unsure of what a new deal may look like.
- There had been an uplift in applications for solar farms in Norfolk particularly along the proposed pylon route.
- Work on Tottington Lane is being completed by the Highways department. Including removal of sludge, treating potholes, clearing and re-digging ditches. Council noted that the Clerk should refrain from sending the flooding letter to this location until clarification is received from Cllr Kiddie.
- Further jetting and investigation work to take place on Bellrope Lane regarding the drainage in the area to prevent further flooding.
- Diss Beacon Cycle path signs have now been replaced.
- Work on the entrance to the Village Hall was completed over the summer.

District Councillor Minshull reported the following

- The District Council are starting work on the new Design Code for South Norfolk and Broadland.
- The District Council will be running two main campaigns over the winter.
 - Republishing Flood information

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- Promoting keeping in touch with vulnerable neighbours and looking out for others in the community during the cold winter months.

- Diss Swimming Pool refurbishment has been delayed by a month due to unforeseen works that need to be undertaken in the changing area.
- This year is the 10th birthday of the Help Hub. What started as a small venture now has the involvement of 46 organisations and over 100 staff helping those in need in the district. The model was the first of its kind and is now being rolled out countrywide.

Other comments received concerned

- A streetlight on Cricks Walk – The Clerk confirmed that this had been reported to the contractors again earlier in the week.
- Remembrance Wreath – Cllr Ault confirmed that the wreath was still in good condition from last year and Cllr Daniels requested that the cost of a new wreath be donated to the Royal British Legion.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 27th August 2024

Noted a changed on item 17 should say Village and not Town sign. Change made during the meeting.

Minutes were unanimously agreed and signed by the Chair

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

Noted

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 14th September 2024

Noted

b) Receipts noted and payments to be noted/authorised for September 2024.

Noted and agreed

c) To note the second quarter financial report

Noted

8. Planning applications received

a) To note the planning appeal for application [2024/0299](#)

Noted the appeal.

9. To receive and consider the SE4019 Denmark Lane Diss - POS Area Adoption Invite

The matter was discussed at length.

Cllr Waterman and Cllr Daniels expressed that Diss Community Woodland Project was keen to take on the management of the site.

The Parish Council agreed that the Clerk would reply to the Places for People confirming that the Parish Council do not wish to take on the land but would back the proposal of Diss Community Woodland Project should they agree this is a project that they wish to pursue.

Action – Parish Clerk

10. Parish Grass cutting – To receive feedback from councillors and the Parish Clerk

a) Agree next steps

Councillors agreed that the list received from the Highways Engineer was not adequate.

They had information from Scole Parish Council that they had been provided with maps of the grass cutting areas before the parish took on the cutting.

Parish Clerk to request maps from the Highway Engineer and circulate to councillors once

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received.

Action – Parish Clerk

11. Allotments

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

The Clerk confirmed that an inspection had taken place and letters sent to those plots that did not look cultivated or in use.

The letters had prompted one plot to be relinquished with a further plot being reduced.

The Clerk confirmed that at present three plots were available, and an advert had been put on Facebook and the website to encourage applicants to get in touch.

12. Footpath Update

Cllr Jeniffer provided the following update.

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

Resolved:

- New fingerpost now in place at the Snow Street end thanks to NCC..

Ongoing:

- Awaiting replacement ditch bridge and handrail at Snow Street end. Request made to NCC and the need acknowledged.

New::

- We're aware of overhanging trees across the path, necessitating crouching to pass under.
- The Japanese knotweed at one corner continues to encroach through the year. The PRow runs through the field owners' land at these points and RPC will write and request action is taken asap.

FP18 along the parish boundary on the west side of Diss Football Club from Factory Lane to Brewers Green Lane.

- The PRow remains overgrown and we will arrange a small work party of volunteers to trim back the overgrowth.

FP9 between Baynards Lane and Snow Street

We received an email from Frances Salway, the Countryside Access Officer at NCC:

- She reports discussing the situation again with the Highways Manager for South Area and is waiting on a response to a query raised with their Highway Boundaries Team which will have a bearing on what course of action NCC decides to take. She hopes to be able to advise us of their intended course of action within a few weeks.
- RPC will email again requesting an update.:

FP21 from north of Tottington Lane & Sandstone Way to the A1066

- A new fingerpost has been erected which combines the FP21 PRow sign with Angles Way signage. This is an effective way of replacing the knocked over Angles Way fingerpost that was previously sited on Tottington Lane, opposite the junction with Potash Lane.
- One resident of Tottington Lane has been taking overall care of the overgrowth along this PRow, whether it be from the side or under foot. He has mowed it twice this year along its length and cut back encroachment from the sides. He's carried out this maintenance for at least the past 25 years. He contacted the parish council to let us know he is unable to continue with this.
- RPC will send a letter to each resident backing onto the PRow reminding them of their responsibilities as landowners to keep the path clear of overgrowth.
- An additional letter will be sent to the field landowner at the Sandstone Way end to again remove the bramble encroachment from his land onto the footpath.
- A letter of thanks from RPC will be sent to the resident who has taken such care of the PRow for so many years.

Action - Cllr Jennifer and Clerk

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

Mr John Taylor expressed an interest in refurbishing the Village sign. He proposed to regROUT the top, replace the oak slats on the bench and fix the post.

He would provide the council with costings and undertake the work in his own time.

Cllr Daniels proposed to move forward with Mr Taylor's offer and Cllr Brown seconded the motion.

Motion was unanimously agreed

Action – Mr Taylor

14. Big Green Week 2025

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

Cllr Ault gave a brief background of events so far.

Councillors agreed in principle to create a working party that was made up of both councillors and residents.

Cllr Waterman recommended working with Diss Town Council to expand the scope of the week.

It was agreed that the first step was to gauge interests through social media. Cllr Waterman to provide wording for publicity for the Clerk to administer,

Action - Cllr Waterman and the Parish Clerk

15. Flooding Update

Letters had been composed to specific landowners, but the Clerk had not yet sent.

Clerk agreed to send by the end of the week.

The Clerk was also requested to contact the Highways Engineer concerning additional drainage work required on Snow Street.

Bellrope Lane possible solution in place. Thanks, given to Mr Jones for his investigation and persistence in pursuing a resolution with both County and District Councils.

Action – Parish Clerk

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

Future Agenda items

- Roydon Loke Update
- Biodiversity Update
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17. Date & Time of Next Meetings: To confirm the date of Tuesday 29th October 2024, 7 pm for the Parish Council meeting.

Unanimously agreed

Meeting closed at 20.41

Signed P. Curson

Date 29th October 2024

Emma Chandler, Parish Clerk & RFO

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

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		£495.88	
BACS 43		£119.00	
Total		£1,381.11	
Income Less Expenditure at 31/09/2024			£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

Signed - G Waterman