

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 29th October 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: 24th October 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 24th September 2024 (Copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda) (Copy herewith)
7. Financial Matters and Banking
 - a) To note the Bank Balances and Bank Reconciliation as of 21st October 2024(Copy herewith)
 - b) Receipts noted and payments to be noted/authorised for October 2024. (Copy herewith)
8. To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.
9. To discuss the request from the Norfolk ALC President circulated to members on the 17th October 2024 and agree a response.
10. Planning Applications Received
 - a) Amended Planning Application [2024/1235](#)
Proposal: Erection of two new build barn style dwellings, cart sheds & additional residential land
Location: Barn Adj To Willow Farm Darrow Lane Roydon Norfolk

Roydon Parish Council

Applicant: Mr D Ward

Application Type: Full Planning Permission

- b) Amended Application [2024/2187](#)
Proposal: Retrospective application for home gym and storage barn buildings at Riverside House
Location: Riverside House Wortham Ling Roydon Norfolk IP22 1SU
Applicant: Mr Baker
Application Type: Householder
- c) Amended Application [2024/2186](#)
Proposal: Change use from holiday let to annex
Location: Riverside House Wortham Ling Roydon Norfolk IP22 1SU
Applicant: Mr Baker
Application Type: Change of Use
- 11. To review the planning application for Roydon Primary School and agree comments for the consultation.
- 12. To receive, review and approve the Social Media Policy (copy herewith),
- 13. Flooding Update
 - a) Feedback from the Clerk and Chairman regarding letters to landowners and actions that have been taken. Agree any next steps
 - b) To discuss in detail the flooding issues at Tottington Lane and agree next steps
- 14. Parish Grass cutting – To receive an update from the Clerk
 - a) Agree next steps
- 15. Allotments
 - a) To receive an update from the Clerk regarding vacant plots and payment of fees
- 16. To consider the proposal to fell four trees on Brewers Green and agree next steps
- 17. Footpath Update
- 18. Brewers Green Update
- 19. Loke and Verges Update
- 20. DDNP Update
- 21. Big Green Week 2025
 - a) Feedback on the social media campaign to recruit volunteers
- 22. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
- 23. Date & Time of Next Meetings: To confirm the date of Tuesday 26th November 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 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
-

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

Date

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			
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

Roydon Parish Council September 2024 Meeting Action

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
24 th Sept 2024	Item 9	SE4019 Denmark Lane Diss - POS Area Adoption Invite	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.	Parish Clerk	ASAP	Places for People contacted. Matter closed
24 th Sept 2024	Item 10	Grass Cutting	Parish Clerk to request maps from the Highway Engineer and circulate to councillors once received.	Parish Clerk	ASAP	Highway Engineer emailed. Maps not available. Solution sought at next meeting Matter closed
24 th Sept 2024	Item 13	Village Sign	Mr. Taylor to complete the refurbishment	Mr. Taylor	In own time	Matter Closed
24 th Sept 2024	Item 14	Big Green Week	Cllr Waterman to provide wording for publicity for the Clerk to administer,	Cllr Waterman and Parish Clerk	ASAP	Wording agreed and added to Facebook and the website Matter Closed
24 th Sept 2024	Item 15	Flooding Update	Clerk to send out letters to landowners by end of week. Clerk to contact Highways regarding flood sites in Snow Street request a meeting	Parish Clerk	ASAP	Letters sent Meeting request sent to the Highways Engineer. Matter Closed

Bank account Balances @ 21/10/2024			
Business Current Account		27,642.28	
Business Savings Account		21,300.69	
Total Balances			£48,942.97
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£16,168.74	£18,077.57	
Accounts Receipts Ledger YTD Income	£15,470.90	£30,642.38	
Expenditure			
SSE		£95.70	
Account Charge		£18.00	
BACS 44		£92.39	
BACS 45		£9.00	
BACS 46		£252.00	
Total		£467.09	
Income September/October 2024			
Precept Payment		£14,740.85	
Allotment Rent Plot 3 Central		£18.00	
Allotment Rent Plot 12		£18.00	
Allotment Rent Plot 8 South		£18.00	
Allotment Rent Plot 4 East		£18.00	
Allotment Rent Plot 3 East		£18.00	
Allotment Rent and Deposit Plot 2a		£68.00	
Allotment Rent Plot 1a East		£18.00	
Allotment Rent Plot 11 South		£18.00	
Savings Account Interest		£146.63	
Allotment Rent Plot 8 North		£18.00	
Allotment Rent Plot 10 South		£18.00	
Allotment Rent Plot 7		£36.00	
Allotment Rent Plot 5 West		£18.00	
Total		£15,171.48	
Unprocessed Payments			
BACS 47		£191.95	
BACS 48		£425.00	
BACS 49		£174.00	
BACS 50		£35.91	
BACS 51		£495.88	
BACS 52		£119.00	
Total		£1,441.74	
Income Less Expenditure at 31/10/2024			£47,501.23

Payments List as at 3rd October 2024						
Date	Payee	Service	Gross	Net	VAT	
BACS 44	S Finch	Autumn Bulbs	£92.39	£86.40	£5.99	Paid 3/10
BACS 45	P Curson	Compost	£9.00			Paid 3/10
BACS 46	PKF LittleJohn	External Audit	£252.00	£210.00	£42.00	Paid 3/10
BACS 47	Excite Solutions	Grounds Maintenance	£191.95	£159.96	£31.99	
BACS 48	JM Crerar	Grounds Maintenance	£425.00			
BACS 49	Town and Country Printers	Roydon Round Up	£174.00			
BACS 50	Wave (Anglian Water)	Water Bill	£35.91			
BACS 51	E Chandler	Clerk Salary	£495.88			
BACS 52	HMRC	PAYE	£119.00			
Totals			£1,795.13	£456.36	£79.98	

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **ROYDON PARISH COUNCIL - NO0368**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 2 has been incorrectly completed, the smaller authority has not reviewed its internal controls in the year. This is consistent with the Internal Auditor’s response to Internal Control Objective C.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure in Section 2, Box 9 when removing assets that do not belong to the smaller authority from the asset register. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

21/09/2024

Roydon (Diss) Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Roydon (Diss) Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Roydon (Diss) Parish Council on application to: (a) <u>Emma Chandler</u> <u>The Old Store House</u> <u>Hall Lane, Yaxley, Suffolk</u> <u>IP23 8BY</u> (b) <u>Monday, Tuesday and Thursday 3-5pm</u> <u>_____</u> <u>_____</u> 3. Copies will be provided to any local government elector of the area on payment of <u>£ 3.00</u> (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>Emma Chandler (Cerk and RFO)</u> Date of announcement: (e) <u>26th September 2024</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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Communities & Environment
Planning Services
County Hall
Martineau Lane
Norwich
NR1 2SG

[Redacted] Parish Council

NCC general enquiries: 0344 800 8020
Text relay no: 18001 0344 800 8020

Your Ref:
Date: 17 October 2024

My Ref: FUL/2024/0044
Tel No.: 01603 708210
Email: MaWP@norfolk.gov.uk

Dear Sir/Madam

**Roydon (Diss): Roydon County Primary School, Manor Road, Roydon IP22 5QU:
Proposed single-storey extension to existing building with external landscaping
works including soft landscaping, hard play area and car park.: Norfolk County
Council**

You will find full submission documentation of the above planning application on our web page: <http://eplanning.norfolk.gov.uk/Planning/Display/FUL/2024/0044>

I should be grateful if you would let me have your comments within 21 days of the date of this letter, **excluding public holidays**. You can do this by emailing MaWP@norfolk.gov.uk or by telephoning the case officer, Sophie Mezzetti on 01603 708210.

Should additional time be required a request for an extension to the period should be made within 14 days, giving reasons for the request, and specifying the date by which your comments will be submitted.

Yours faithfully

A handwritten signature in black ink, appearing to read "Nick Johnson".

Nick Johnson
Head of Planning

Roydon Parish Council

Policy for use of Social Media

Adopted by Roydon Parish Council at the meeting held on 6th October 2020

To be reviewed every year - Next review October 2023

Reviewed 30th October 2023 – Next Review October 2024

The aim of this policy is to set out a code of practice to provide guidance for staff and all parish councillors in the use of social media.

Nominated members of staff /councillors will be responsible for posting and monitoring content of the council's Meta page. They will have the authority to remove any comments made by third parties which are deemed to be defamatory, libellous, racist, sexist, obscene, include threatening language or are derogatory. Such posts must be reported to Meta and the Clerk.

The Parish Council Meta page will be used to:

- Distribute agendas, post minutes and dates of meetings.
- Advertise events and activities.
- Publish news stories.
- Advertise vacancies.
- Share information e.g., Police, Library, Health, schools, clubs etc.
- Announce new information.
- Carry out surveys.
- Upload images.

When using social media parish councillors, volunteers and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative. Content should be accurate, objective, balanced and informative and should avoid guesswork, exaggeration and offensive and obscene language. When councillors wish to post on social media as councillors or in a council capacity it should be with the express permission of the council and the posts should be posted by the clerk

Parish councillors, volunteers and council staff must not

- Hide their identity using false names or pseudonyms.
- Present personal opinions as those of the council or in a way that might cause embarrassment to the council.
- Post content that is contrary to the democratic decisions of the council.
- Post controversial or potentially inflammatory remarks.
- Engage in personal attacks, online fights and hostile communications.
- Use an individual's name unless given written permission to do so.
- Publish photographs or videos of minors without parental permission.
- Post any information that infringes the copyright of others.
- Post any comments that are defamatory, libellous, racist, sexist, obscene, threatening language or derogatory.
- Post online activity that constitutes bullying or harassment.

Comments posted on Meta will be monitored and moderated. However, replies to posts are not guaranteed and any important issues or those requiring a reply should be raised directly to the Parish Council through the Clerk at clerk@roydon-southnorfolk-pc.gov.uk

Councillors' views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors volunteers, council staff or residents should report them to the Clerk of the Council.