

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 26th November 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: 21st November 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 29th October 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 ?? November 2024(Copy herewith)
 - b) Receipts noted and payments to be noted/authorised for November 2024. (Copy herewith)
8. To receive the Local Government Services Pay Agreement 2024/25 (copy herewith)
 - a) To approve, as recommended by the Local Government Association (LGA), the implementation of the 2024/25 pay award.
 - b) To approve, as recommended by the Association of Local Councils (ALC), the backdated pay adjustment effective from 1st April 2024 to be paid in December 2024
9. To discuss and finalise a collective response to the [Open Consultation titled "Enabling Remote Attendance and Proxy Voting at Local Authority Meetings."](#) which remains open for submissions until 19 December 2024.

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10. Planning Applications

a) Application - 2024/3147

Applicant: Mr B Carle

Location: Cats Cradle 36 Factory Lane Roydon Norfolk IP22 4EG

Proposal: Conversion of existing garage with single and two storey front extension elements

Application Type: Householder

11. Annual Parish Meeting in 2025.

a) Agree the date, time and location of the meeting

b) Consider topics for presentation and or discussion at the meeting.

12. To consider the addition of contextual signage for the road on the Denmark Lane Development and agree next steps.

13. Biodiversity Update from Cllr Finch

a) To agree the planting plan for the A1066 provided by Cllr Waterman in conjunction with Cllrs Finch and Ault (Copy Herewith)

14. Big Green Week 2025

a) To agree a working group for the organisation of the week and who will be the lead.

b) To agree a date for the first meeting.

15. Update from Cllr Curson and the Clerk on the South Norfolk and Broadland Town and Parish Summit.

16. Flooding Update

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

18. Date & Time of Next Meetings: To confirm the date of Tuesday 17th December 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 29th October 2023 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, District Councillor Murphy and 4 members of the public

Agenda

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 family commitments

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.

Item 15 for Cllrs Finch, Brown and Waterman

Item 17 for Cllr Finch

Item 20 for Cllrs Curson, Jennifer and Ault

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

19.05 Meeting closed for Public Forum

County Councillor Kiddie informed on the following

- Following the National budget (30th October 24) there should be a clearer picture for the County budget by the end of 2024
- Adult Social Care and SEN services are now a focus of the County Council
- Norfolk devolution deal is now off the table.
- Roadworks on the A1066 outside the new Aldi site, County Council are unsure of how long this work is likely to take.
- Work is being completed at the junction of Walcot Road and Mount Street making this area much safer for cyclists.
- The bridge into Scole has received further drainage work
- The jetting team has once again attended Bellrope Lane and are still trying to locate more man-hole covers.
- Work on Drainage on Tottington Lane is due to take place in the coming weeks.
- Tree planting is still available and there is a small pot of funding available that could be used for tree management by the Parish Council.

Cllr Jennifer expressed appreciation of the road works at the Walcot Road junction.

Cllr Minshull informed on the following

- His attendance at the Local Government Association Conference
- Temporary Housing falls within the remit of the District Council
- The referendum on Council Tax limits, at government level, could mean South Norfolk inadvertently funding other councils.

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- Car Park charges to be increased. The increase is to ensure that the car parks are adequately maintained for the future.

Cllr Jennifer inquired whether Clare house was full. Cllr Minshull informed that it was full as there is not enough permanent housing available.

Cllr Curson inquired as to how long the Planning appeal would take on Warren Street. Cllr Minshull was unsure how long it would take.

Cllr Finch asked for an update on the Deal Farm application. Cllr Minshull suggested that they should have an answer very soon.

Cllr Jennifer inquired as to when the Community Fridge is open. Cllr Minshull was not able to give an answer but Cllr Waterman said he thought it was open on Mondays and Thursdays, but he was happy to confirm this following further investigation.

19.20 Cllrs Kiddie and Minshull left the meeting

Cllr Murphy confirmed that he still had funds available should any groups or organisations need small amounts of funding.

Meeting opened to the room for general questions and feedback.

Cllr Jennifer informed the council that she had been approached by a resident about the use of weedkiller article that appeared in the last RRU. Cllr Jennifer wanted it noted that the section refers to unauthorised use of weedkiller in public spaces, as clearly stated in bold within the section.

Cllr Daniels informed that a resident had approached him regarding overhanging trees on Brewers Green and the fact that more cutting back was required. Cllr Daniels also mentioned that it was nice to see Brewers Green being cut but questioned why certain areas had been left uncut especially near a junction. Cllr Curson informed that every year different parts were left to encourage wildlife. Noted that around junctions that more care may need to be taken.

Cllr Curson reported that the arisings would be collected later that week and that some left at the back of Rotary Wood would be left for mulching the young trees.

Cllr Curson also wished to report as a member of the public on the Neighbourhood Plan. He informed the meeting that a housing development in Scole had been approved by the Development Management Committee at SNDC on the 23rd October 2024. Whilst Scole had an allocation of 3 times the required amount for the parish, including the 50 dwellings on the site in question, the development had been approved for more than double the original amount at 106 dwellings, in turn completely disregarding the Neighbourhood Plan. Cllr Curson highlighted that whilst this development was in Scole that it could have quite easily been in Roydon and should this be the case in the future that the DDNP group would be requesting support from our District Councillors. He concluded that the DDNP Monitoring Review Group may consider a judicial review on the application and emphasised his disappointment that the Neighbourhood Plan had been disregarded following the years of work and effort by many volunteers to complete the plan which was adopted by the District Council only a relatively short time ago.

Cllr Murphy added that he too was worried about setting a precedent for ignoring the Neighbourhood Plan.

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Following on from this matter Cllr Ault expressed concern about what is of greater value and Cllr Jennifer conveyed disappointment because of the precedent that had now been set. She also highlighted the effect this has on the residents as much time was spent assuring residents that the Neighbourhood Plan gave the Parish Councils a voice for the residents regarding planning applications but now it seems that the District Council can do as they please.

19.40 Meeting reopened

5. Approval of the minutes of the Parish Council meeting held on Tuesday 24th September 2024

Cllr Finch highlighted that two figures were missing from the Bank reconciliation. Clerk to rectify as soon as possible.

Action – Parish Clerk

Minutes were unanimously approved and signed by the Chair.

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

Noted

7. Financial Matters and Banking

▮ . To note the Bank Balances and Bank Reconciliation as of 21st October 2024

Noted and approved

▮ . Receipts noted and payments to be noted/authorised for October 2024.

Noted and approved

8. To receive and note the External Auditor's Report and Certificate and the Notice of Conclusion of Audit.

Received and noted

9. To discuss the request from the Norfolk ALC President circulated to members on the 17th October 2024 and agree a response.

The Council were unsure what the purpose of the EGM would be and at present did not have enough information to support the request.

Action – Parish Clerk

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

Applicant: Mr D Ward

Application Type: Full Planning Permission

Parish Council Comment – Object - The Parish Council maintains its objection to the proposed development. We respectfully submit that our previous comments and objections remain relevant, even as we acknowledge that the amended submission with a reduction from 4-bed to 3-bed dwellings now aligns with the housing needs requirement of the Neighbourhood Plan.

In addition to our standing concerns, the Parish Council wishes to highlight serious issues regarding potential flooding in this area. The proposed site lies at the lowest point within a small valley, which is particularly vulnerable to groundwater flooding. In December 2020, a neighbouring property suffered severe flooding due to rising groundwater levels. This incident underscores the potential risk to any future dwellings on this site, particularly given current

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patterns of increased rainfall and climate variability.

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

Council Comment – Neutral – No comment

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

Council Comment – Neutral – No comment

11. To review the planning application for Roydon Primary School and agree comments for the consultation.

Concerns were raised about the lighting on the current plans. There would be a need for monitoring and ensuring that lights were only used when necessary, i.e. not at weekends or evenings after a defined time. The Parish Council would also favour warm lights, not bright white lights, in keeping with all the other lighting in the village.

Action – Parish Clerk

12. To receive, review and approve the Social Media Policy.

The policy was reviewed by councillors and agreed to retain the original document for a further year

Action – Parish Clerk

13. Flooding Update

a. Feedback from the Clerk and Chair regarding letters to landowners and actions that have been taken. Agree any next steps

Letters had been sent out to agreed landowners. Meetings have been set and additional help requested from Cllr Minshull for certain properties where there maybe dispute regarding the responsibility.

Thanks, were once again given to the efforts of Steve Jones who is tirelessly pursuing the County and District Councils to solve the flooding issues on Bellrope and Swamp Lane.

b. To discuss in detail the flooding issues at Tottington Lane and agree next steps

Cllr Daniels had requested this agenda item and highlighted the following

His thoughts were that water was coming from Manor Road at the top of Tottington Lane

Because the ditches had not been cleared for many years, they now sit higher than the road and therefore the road has become the ditch.

The Clerk was requested to contact the Highway Engineer to relay these thoughts as work was due to commence on the ditches in the coming weeks.

Action – Parish Clerk

14. Parish Grass cutting – To receive an update from the Clerk

a. Agree next steps

The Clerk provided feedback from the Highways Officer detailing that no maps of the cutting regime were available.

It was agreed for councillors to collate information with pictures and a map in order for the clerk to obtain quotes from potential contractors in the future.

The Council view was that this piece of work could take some time and envisaged that if agreed this would not happen in the next financial year (25/26)

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15. Allotments

a. To receive an update from the Clerk regarding vacant plots and payment of fees

The Clerk confirmed that all payments except one had been received. The remaining two plots have had interest and are in the process of potentially taking on tenancies. If the plots are taken all plots would be rented for the next year.

16. To consider the proposal to fell four trees on Brewers Green and agree next steps

Cllr Curson to contact David Powley for a quote

Cllr Kiddie to fund the project.

Action – Cllr Curson

17. Footpath Update

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

No change – awaiting replacement ditch bridge from NCC and landowner's action re: cutting back overhanging trees, brambles and Japanese knotweed.

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

- Volunteers from the council and parish trimmed back the worst of the overgrowth from both the Football Club and the triangle of land to the west of the PRow.
- Cllr Jennifer requested action be taken by NCC to enforce the owners of the triangle to carry out their responsibilities to keep both the highways of Brewers Green Lane and Factory Lane clear of encroachment from trees and hedges and of the PRow.
- Cllr Jennifer to obtain up to date contact details of triangle owners. Cllr Curson to liaise with Cllr Kiddie to see if he has grant money to cover employment of contractor to cut back the overgrowth of the PRow from the triangle. Clerk to again report encroachment of triangle trees and hedgerows into Brewers Green Lane and Factory Lane.

FP9 between Baynards Lane and Snow Street

We received an update from Frances Salway, the Countryside Access Officer (CAO) at NCC. The Highways Boundaries Team are currently considering archival aerial photographs and other research regarding this PRow and the CAO will update us after they have had discussions. This is expected to take some weeks.

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

Letters to residents and landowners as set out in September's Footpath Update are in the process of being sent out.

Action – FP18: Cllr Jennifer, Cllr Curson, Clerk
Cllr Jennifer also highlighted that Brewers Green Lane and Factory Lane had not been cut back in a long time. Highways need to be contacted directly for hedge cutting on the roads. Agreed to consult with Cllr Kiddie.

Action – Cllr Jennifer

18. Brewers Green Update

Cllr Curson confirmed that the grass had been cut and the arisings would be collected this week. The next committee meeting was due on the 27th November 2024

19. Loke and Verges Update

Cllr Ault confirmed that work has continued throughout the summer on the Loke which is looked after by the group on behalf of the Highways department.

The team meet every two weeks throughout the summer months. They also look after the verge opposite the church.

This year everything was beginning to take shape with new wildflowers appearing and trees being planted. The grass has also been cut back this year to prevent a slippery walking surface.

20. DDNP Update

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Cllr Curson confirmed that the DDNP Monitoring Review Group had met via teams earlier in the month. The Governance document had been agreed. The group will meet once a quarter online with a physical meeting in the summer.

21. Big Green Week 2025

a) Feedback on the social media campaign to recruit volunteers

No feedback had been received. It was agreed to send out again and for Cllr Waterman to email the Diss Community Woodland Group and Frenze Beck Group.

Cllr Finch asked when the organisation of the week should start and Cllr Ault said this should be done as soon as possible.

Cllr Waterman was keen to set a date.

Cllr Jennifer was in favour of keeping the week in line with the National Big Green Week.

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

Cllr Waterman informed that he had met with Richard Pither from Diss Community Woodland Group who had initiated the idea of contextual signage for some roads in Diss when on the Diss Town Council. Cllr Waterman was keen to investigate the cost of contextual signage explaining why the Denmark Lane development road is called Bombard Way.

All councillors liked the idea and agreed for Cllr Waterman to write the draft blurb for the sign.

Cllr Daniels reminded the council about Remembrance Sunday on the 10th November. Cllr Finch agreed to attend on behalf of the Council.

Items for the November Agenda: Biodiversity Update.

23. Date & Time of Next Meetings: To confirm the date of Tuesday 26th November 2024 for the Parish Council meeting.

Agreed

Meeting Closed at 20.59

Signed

Date

Emma Chandler, Parish Clerk & RFO

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

Roydon Parish Council October 2024 Meeting Action Plan

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
29 th October 2024	Item 9	NALC EGM Request	The Council were unsure what the purpose of the EGM would be and at present did not have enough information to support the request. Clerk to reply as such	Parish Clerk	ASAP	Not needed further communication received on 30 th October 2024 Matter Closed
29 th October 2024	Item 11	Roydon Primary School Planning Application	Clerk to submit reservations but support the application	Parish Clerk	ASAP	Comments submitted Matter Closed
29 th October 2024	Item 12	Social Media Policy	Clerk to update and post to the website	Parish Clerk	ASAP	Updated on website Matter Closed
29 th October 2024	Item 13	Flooding	Clerk to email Highways Engineer to relay thoughts regarding the water source of flooding on Tottington Lane	Parish Clerk	ASAP	Highways Engineer emailed Matter Closed
29 th October 2024	Item 16	Tree Fell	Cllr Curson to contact David Powley for a quote	Cllr Curson	ASAP	Quote received Matter Closed

Bank account Balances @ 18/11/2024			
Business Current Account		24,180.41	
Business Savings Account		21,300.69	
Total Balances			£45,481.10
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£18,077.57	£21,143.53	
Accounts Receipts Ledger YTD Income	£30,642.38	£30,872.38	
Expenditure			
SSE		£92.62	
Account Charge		£5.40	
Public Works Loan		£2,117.11	
ICO		£35.00	
Total		£2,250.13	
Income October/November 2024			
Allotment Cheques		£212.00	
Allotment Payment Plot 2		£18.00	
Total		£230.00	
Unprocessed Payments			
BACS 53		£191.95	
BACS 54		£9.00	
BACS 55		£495.88	
BACS 56		£119.00	
Total		£815.83	
Income Less Expenditure at 3/11/2024			£44,665.27

Payments List as at 16th November 2024					
Date	Payee	Service	Gross	Net	VAT
BACS 53	Excite Solutions	Grounds Maintenance	£191.95	£159.96	£31.99
BACS 54	SLCC	Clerk Training	£9.00	£7.50	£1.50
BACS 55	E.Chandler	Clerk Salary	£495.88		
BACS 56	HMRC	PAYE	£119.00		
Totals			£815.83	£167.46	£33.49



