

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 25th February 2025 at 7.00pm

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

Signed: Emma Chandler - Parish Clerk

Date: 18th February 2025

**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 28th January 2025 (available on website)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda) (Copy herewith)
7. Clerks Report – Copeman Road Bus Stop
 - Mindful Towns and Villages
 - Parking at Roydon Primary School
8. Finance
 - a) To note the Bank Balances and Bank Reconciliation as of the 17th February 2025 (Copy herewith)
 - b) Receipts noted and payments to be noted/authorised for February 2025 (Copy herewith)
9. Planning
 - a) Amended Application - [2024/3572](#)
Proposal: Two-storey side and rear extension and the removal of existing lean-to garden room, side garage conversion and lean-to shed
Location: Coolabah High Road Roydon Norfolk IP22 5RB
Applicant: Mr & Mrs Endersby
Application Type: Householder

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10. To review and approve the following policies.
 - a) Standing Orders
 - b) Financial Regulations (New Model)
 - c) Internal Control Policy
 - d) Annual review of effectiveness of internal control
11. To discuss and consider that the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee AND Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee (copy herewith)
 - a) Agree how the Council would like to vote.
12. To receive a quote from Waveney Tree Specialists for the tree work required on Brewers Green.
 - a) Agree next steps
13. To receive and note information on the East Pye Solar Project and agree next steps.
14. Big Green Week and Litter Pick update
15. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
16. Date & Time of Next Meetings: To confirm the date of Tuesday 25th March 2025 for the Parish Council meeting.
Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk Telephone: 07707 495297

Roydon Parish Council January Meeting Action Plan

Date	Agenda Item	Matter	Action	Actioned By	Date of Completion	Outcome
17 th December 2024	Matters arising	Contextual signage	Unanimously agreed to go with the Polycarbonate option at £227 = VAT	Cllr Waterman		Cllr Waterman to action Ongoing
28 th January 2025	Item 8	Internal Auditor	To agree for the Clerk to obtain quotes for audit and appoint an auditor in liaison with the Chair and Vice Chair	Parish Clerk	ASAP	Auditor contacted and confirmed appointment. Matter Closed
28 th January 2025	Item 9	Laptop Purchase	To agree for the Clerk to purchase a new Laptop from 1 2 1 computers in Diss to the value of £500 including associated costs.	Parish Clerk	ASAP	Laptop Purchased Matter Closed
28 th January 2025	Item 10	Grass Cutting Contract	Councillors unanimously agreed to award the contract to Excite Solutions.	Parish Clerk	ASAP	Excite Solutions Contacted Matter Closed
28 th January 2025	Item 11	Planning	Comment – Neutral – No Comment	Parish Clerk	ASAP	Comment submitted Matter Closed
28 th January 2025	Item 12	Risk Management Policy	Request to update the Village Hall status and circulate to councillors for approval.	Parish Clerk	ASAP	Updated and circulated Matter Closed
28 th January 2025	Item 13	Village Hall	It was agreed for the Parish Clerk to take the lead on this matter and report back to the council when necessary.	Parish Clerk	ASAP	Village Hall Rep contacted. Matter will be ongoing. Matter Closed
28 th January 2025	Item 15	Brewers Green	Cllr Best agreed to speak with the landowner to inform them about the extra challenges there are with the tree felling on Brewers Green	Cllr Best	ASAP	

Clerks Report February 2025

Summary of Bus Service Issues in Roydon (Copeman Road) – February 2025

1. **Bus Layovers & Driver Breaks:**

- Buses have been observed waiting for extended periods on residential streets, causing disruption and safety concerns.
- Transport Made Simple clarified that breaks are not scheduled in this location, but layover times are included in the schedule to account for delays due to roadworks.
- Concern raised about drivers waiting in unsuitable areas instead of safer alternatives like the bus station or company premises.

2. **Diesel Spill Incident (6th February 2025):**

- A bus leaked diesel onto Copeman Road after a driver reversed into an object, leading to a breakdown.
- The driver was observed smoking near the spill, raising safety concerns.
- Initial cleanup was conducted, but concerns remain about lingering contamination and the spread of diesel by passing vehicles.
- Transport Made Simple confirmed the driver responsible was dismissed due to the incident.
- Clarification requested on whether the Environmental Agency was informed and potential impact on passing vehicles.

3. **Driver Conduct & Training:**

- Ongoing concerns about drivers reversing in the estate and dropping passengers outside designated stops.
- Calls for better driver training and enforcement of safe practices.

4. **Company Response:**

- Transport Made Simple acknowledged concerns, provided explanations, and committed to further spill cleanup.
- They encouraged residents to report specific incidents for disciplinary action.

Action Points for the Council:

- Follow up has been made with Transport Made Simple regarding the environmental impact of the diesel spill and any further cleanup required.
- Engaged with the company on potential safer layover locations and frequency of buses.
- Monitor ongoing concerns about driver behaviour and training by collating evidence that is sent to the Clerk.

Mindful Towns and Villages.

The Clerk was contacted by a resident who has recently completed the Mindful Towns and Villages Training. They are keen for others to complete the training in order that Roydon can become certified as a Mindful Village.

If Councillors are interested they should contact the Clerk for further information.

Parking at the Primary School

Several emails have been received in recent weeks regarding concerns about parking around the Primary School, specifically on Old High Road and Manor Road. The Clerk has communicated with the Police and informed County and District Councillors. The Clerk will also initiate a Facebook campaign to emphasise the risks associated with hazardous parking near schools and encourage the use of the Village Hall Car Park during drop-off and pick-up times.

Bank account Balances @ 17/02/2025			
Business Current Account		17,375.64	
Business Savings Account		21,443.35	
Total Balances			£38,818.99
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£26,978.43	£28,178.19	
Accounts Receipts Ledger YTD Income	£31,151.04	£31,151.04	
Expenditure			
Account Charge		£6.00	
SSE Electric		£284.04	
Total		£290.04	
Income Jan 25 /Feb 2025			
Total		£0.00	
Unprocessed Payments			
BACS 69		£99.00	
BACS 70		£174.00	
BACS 71		£513.32	
BACS 72		£123.40	
Total		£909.72	
Income Less Expenditure at 17/02/2025			£37,909.27

Payments List as at 17th February 2024					
Date	Payee	Service	Gross	Net	VAT
BACS 69	SLCC	Clerk Membership	£ 99.00	£ 99.00	
BACS 70	T&C Printers	RRU Printing	£ 174.00	£ 174.00	
BACS 71	E Chandler	Clerk Salary	£ 513.32	£ 513.32	
BACS 72	HMRC	PAYE	£ 123.40	£ 123.40	
Totals			£ 909.72	£909.72	£0.00