

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 28th January 2025 at 7.00pm

Councillors Present – Stephen Finch (Vice Chair), Angela Brown, Trevor Ault, Andrew Daniels, Jane Jennifer, George Waterman, Keith Best.

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Minshull, District Councillor Murphy and 4 members of the public

1. Welcome

Cllr Ault welcomed everyone to the meeting and confirmed that he would be chairing the meeting due to Cllr Curson being unwell.
It was unanimously agreed for Cllr Ault to chair the meeting.

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

Apologies were received from Cllr Curson due to ill health
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.

Interests were declared for the following

Cllr Finch – Item 11

Cllr Brown and Cllr Daniels – Item 13

Cllr Ault and Cllr Jennifer – Item 14

Cllr Brown and Cllr Best – Item 15

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

County Councillor Kiddie informed the following

- Food recycling would commence for businesses in 2025 and rolling out to residents in 2026. He provided picture examples of the bins that would be received by all households when this change takes place.
- Cllr Kiddie had attended a Scrutiny meeting along with Anglian Water. Main message that wet wipes should not be flushed and that everyone should stick to the three P's when flushing (Pee, Poo and Paper only)
- Informed of the Flood and Drought Summit being held on Friday 31st January which would be available online.
- Informed that no answer had been received from the Secretary of State at present regarding Devolution.

Cllr Finch inquired about the chevron signage on the bends of the A1066. Cllr Kiddie to follow up with the Highway Engineer.

District Councillor Minshull updated on the following

- Diss Leisure Centre had now reopened, though there have been a few teething problems it has been well received by all.
- Work on demolition at the John Grose site has commenced. A consultation on the plans for the site is imminent.
- The recent electrical recycling event had happened on this day and had been very well attended.

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- One million pound investment at UEA for a new dental school. This will provide NHS dental care with students under supervision. Located between the UEA and Norfolk and Norwich Hospital.

Cllr Ault inquired about the plans for the south side of the John Grose site

Cllr Minshull said there were plans to change and rebuild the bus station and there were currently talks taking place with the NHS regarding a Doctors Surgery. If this takes place it would be phase 3 of the project.

Cllr Waterman asked if any consideration had been given to biodiversity at the John Grose site. Would additional planting take place to counteract the hedges that will be taken down.

Cllr Minshull said this would be a consideration and also informed that the currently blocked pipe from the Mere to the River Waveney has also been earmarked for replacement during the build. This will combat flooding around the Mere.

Cllr Jennifer inquired about the new medical centre stating that residents wonder if it will happen.

Cllr Minshull informed that one of the hurdles is to ensure that the NHS are able to have doctors in place. He assures that SNDC will continue to push for the new surgery.

Cllr Daniels said it was good to hear about the bus station refurbishment, but would it be able to cope with 4-6 buses at a time.

Cllr Minshull confirmed that the area would be completely reconfigured so this wouldn't be a problem.

District Councillor Murphy reported the following

- Under new planning policy and the GNLP there would no longer be a 5 year land supply. Therefore, the housing allocation stated in the DDNP would no longer be considered.

Cllr Waterman asked if the housing mix would be taken into consideration.

Cllr Murphy said that any housing will be considered.

Cllr Finch said that 960 houses had already been allocated

Cllr Minshull confirmed that an additional 900 houses per year for the next five years would be required to meet government targets.

A member of the public raised concerns about the overgrown hedge along Factory Lane and if the council had plans to cut it back. She explained that it was now so overgrown that it was impossible for her to walk her dog along this stretch of road and that she could no longer walk to Roydon.

Cllr Jennifer confirmed that the Parish Council has been pressurising the County Council to complete as the owner of the land has not communicated with the Parish Council. This affects both Factory Lane, Brewers Green Lane and the public right of way between the two roads.

Cllr Finch confirmed that it was now very dangerous for cyclists and walkers along this stretch of road.

Cllr Kiddie confirmed that he would make the request to the Highway engineer on the grounds of safety, but it was essentially the responsibility of the land owner.

5. Approval of the minutes of the Parish Council meeting held on

a) Tuesday 17th December 2024

Minutes were unanimously approved and signed by Cllr Ault.

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

In relation to item 10a – Unauthorised building, Cllr Minshull confirmed that both locations in question would need permission, and letters will be written to the owners and then followed up by the enforcement team.

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7. Finance

-) To note the Bank Balances and Bank Reconciliation as of 19th December 2024
-) To note the Bank Balances and Bank Reconciliation as of the 18th January 2025
-) Receipts noted and payments to be noted/authorised for December 2024.
-) Receipts noted and payments to be noted/authorised for January 2025.
-) To receive and agree the third quarter financial report.

All the above were noted, authorised and unanimously agreed

8. To agree for the Clerk to obtain quotes for audit and appoint an auditor in liaison with the Chair and Vice Chair

Unanimously agreed

Action – Parish Clerk

9. 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.

Cllr Waterman questioned the amount of £500.

The Clerk confirmed that enquiries had been made at 1 2 1 and it would not be that expensive. She confirmed that the amount had been budgeted.

Unanimously agreed

Action – Parish Clerk

10. To receive a report from the Parish Clerk regarding the grass cutting contract for Brewers Green.

-) Consider and agree the contractor that the council chooses for the contract, awarding it for a duration of three years.

Councillors unanimously agreed to award the contract to Excite Solutions.

They requested that when accepting the contract that stipulations are made around the weather conditions and if a cut is not needed that it should not take place but the contract price honoured.

Action – Parish Clerk

11. Planning Applications Received

-) Application: [2025/0081](#)

Applicant: Mrs Sheila Hanner

Location: The Orchards Snow Street Roydon Norfolk IP22 5SB

Proposal: Single storey rear extension and replacement conservatory

Application Type: Householder

Council Comment – Neutral – No Comment

Action – Parish Clerk

12. To review and approve the following policies.

-) Brewers Green

Unanimously agreed

-) GDPR

Two changes made at the meeting

Unanimously agreed

-) Risk Management

Request to update the Village Hall status and circulate to councillors for approval.

Action – Parish Clerk

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- 13. To agree a representative from the Parish Council to work with a representative of the Village Hall Committee to finalise the wording of the Land Registry documents for the Village Hall and engage a solicitor to formalise the adjustments, ensuring the documents accurately reflect the Parish Council's status in relation to the Village Hall.**

It was agreed for the Parish Clerk to take the lead on this matter and report back to council when necessary.

Action – Parish Clerk

14. DDNP Update

The DDNP Monitoring and Review Group (MRG) met on 7th January and agreed to write to the Chair of SNDC, expressing concerns over the recent decision by SNDC's Development Management (Planning) Committee to approve 62 additional dwellings in Scole. This decision was seen as contrary to DDNP policies and offering minimal benefits to the local community.

A letter outlining these concerns was drafted and approved by a majority of MRG delegates, including representatives from all four South Norfolk councils within the Plan. The letter was emailed on 21st January to the SNDC Chair, with copies sent to the Council Leader, ward councillors for the four South Norfolk parishes, and all members of the Development Management (Planning) Committee.

A response from SNDC Chair was received the morning of this meeting which sticks to the fact that the planning committee assessed the football pitches and car park improvements merited 62 extra houses.

15. Brewers Green Update

Cllr Ault provided the following information from Cllr Curson

The scheduled felling of four trees on the Green was postponed due to high winds. During a site visit, David Powley identified a risk related to overhead wires on the opposite side of the road (near No. 9 and Old Beams). As he is not insured for potential damage, the trees will need to be topped first using a cherry picker, which he does not have. The estimated cost for this work is at least £600. It is suggested that we approach the County Councillor for a grant at the start of the new fiscal year.

It was suggested that the landowner may not be aware of the new problems with the tree felling.

Cllr Best agreed to speak with the landowner, he also informed that the pond would be restocked with fish the following week.

It was suggested that funds be put in reserve each year for unexpected work required on Brewers Green.

Action – Cllr Best

16. Flooding Update

Issues at Bellope Lane are reaching a conclusion. Thanks were given to Steve Jones for his commitment to this cause and seeing it through to conclusion. This said, only time will tell if all the work has been a success, as at least two days of rain is needed to test the work.

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Ongoing issues continue next to the Friary on Snow Street with water running off of the fields. Confirmation of who is responsible for the ditch at the Hermitage is ongoing and it was requested that Cllr Minshull be involved in clarifying responsibility with Katie Spillman, the Surface Drainage Officer at SNDC and red line maps from the landowner will be forwarded to Cllr Minshull to help bring this matter to conclusion.

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

Cllr Finch confirmed that the Roydon Roundup (RRU) is now out for delivery.

Cllr Ault gave thanks to everyone involved in producing the RRU and all the volunteers that deliver to every house in Roydon.

A member of the public offered to obtain a quote for the tree felling on Brewers Green as he was currently having work completed by Waveney Tree Specialists on his property.

The first litter pick of the year is taking place on the 8th February. Cllr Ault to feedback at the next meeting

For the next meeting
Big Green Week

18. Date & Time of Next Meetings: To confirm the date of Tuesday 25th February 2025 for the Parish Council meeting.

Unanimously agreed.

Meeting closed at 8.20pm

Signed

P. Curson

Date 25th February 2025

Emma Chandler, Parish Clerk & RFO

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

Roydon Parish Council

Bank account Balances @ 19/12/2024			
Business Current Account		23,494.58	
Business Savings Account		21,300.69	
Total Balances			£44,795.27
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£21,143.53	£26,084.79	
Accounts Receipts Ledger YTD Income	£30,872.38	£31,008.38	
Expenditure			
Account Charge		£6.00	
Public Works Loan			
ICO			
Total		£6.00	
Income November/December 2024			
Allotment Cheques 4 West		£68.00	
Allotment Payment 10 North		£68.00	
Total		£136.00	
Unprocessed Payments			
BACS 57		£1,608.30	
BACS 58		£1,100.00	
BACS 59		£60.00	
BACS 60		£455.00	
BACS 61		£58.76	
BACS 62		£840.00	
BACS 63		£654.60	
BACS 64		£158.60	
Total		£4,935.26	
Income Less Expenditure at 3/11/2024			£39,860.01

Signed S. Finch
28th January 2025

Bank account Balances @ 18/01/2025			
Business Current Account		18,553.32	
Business Savings Account		21,443.35	
Total Balances			£39,996.67
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£26,084.79	£26,978.43	
Accounts Receipts Ledger YTD Income	£31,008.38	£31,151.04	
Expenditure			
Account Charge		£6.00	
Total		£6.00	
Income Dec20 24 /Jan 2025			
Account Interest		£142.66	
Total		£142.66	
Unprocessed Payments			
BACS 65		£45.00	
BACS 66		£205.92	
BACS 67		£513.52	
BACS 68		£123.20	
Total		£887.64	
Income Less Expenditure at 18/01/2025			£39,109.03

Signed S. Finch
28th January 2025

Payments List as at 19th December 2024					
Date	Payee	Service	Gross	Net	VAT
BACS 57	Peter Frizzell LTD	Brewers Green Annual Cut	£1,608.30	£1,340.25	£268.05
BACS 58	Roydon PCC	Burial Ground Grass Cutting Donation	£1,100.00	£1,100.00	
BACS 59	Roydon PCC	Parish Room Hire Aug, Sept, Oct, Nov	£60.00	£60.00	
BACS 60	JM Crerar	Grounds Maintenance Oct, Nov	£455.00	£455.00	
BACS 61	TT Jones Electrical	Street Light Maintenance	£58.76	£48.97	£9.79
BACS 62	Greenways Recycling LTD	Green Waste Collection Dec 24	£840.00	£700.00	£140.00
BACS 63	E Chandler	Salary	£654.60		
BACS 64	HMRC	PAYE	£158.60		
Totals			£4,935.26	£3,704.22	£417.84

Signed S.Finch
28th January 2025

Payments List as at 18th Januray 2025					
Date	Payee	Service	Gross	Net	VAT
BACS 65	Roydon Village H	Hall Hire Litter Picks 2025	£ 45.00	£ 45.00	
BACS 66	Sandy Lane Nursery LTD	Various for Pride in Bloom	205.92	171.6	34.32
BACS 67	E. Chandler	Salary	513.52		
BACS 68	HMRC	PAYE	123.2		
Totals			£ 887.64	£216.60	£34.32

Signed S.Finch
28th January 2025

BUDGET 2023-2024		Spend to 31 December 2024	% Budget Spent
Allotments	£500.00	£0.00	0.00
Auditors	£500.00	£510.00	102.00
CIL	£540.53	£0.00	0.00
Clerks Employment Costs	£7,735.44	£5,732.24	74.10
Expenses	£150.00	£0.00	0.00
Grants	£1,000.00	£195.19	19.52
Grounds maintenance	£7,133.00	£7,295.81	102.28
Insurance	£735.00	£617.33	83.99
Dog Bins	£948.15	£945.00	99.67
Loan Repayments	£4,234.22	£4,234.22	100.00
Other	£2,367.00	£2,157.90	91.17
S137	£1,300.00	£1,100.00	84.62
Streetlight maintenance	£200.00	£146.91	73.46
Streetlight replacement	£1,000.00	£0.00	0.00
Subscriptions	£621.48	£591.48	95.17
Utilities	£1,474.95	£1,017.83	69.01
Village Hall / Parish Room	£361.46	£145.00	40.12
	£30,260.70	£24,688.91	81.59

Signed G. Waterman
28th January 2025