

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon on Tuesday 25th March 2025 at 7pm

Councillors Present – Paul Curson (Chair), Angela Brown, Andrew Daniels, Jane Jennifer, Trevor Ault, George Waterman.

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Murphy and 7 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 Cllrs Finch and Best due to illness.

Apologies were received from District Councillor Minshull due to a prior engagement.

All 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 declared a personal interest in item 12b. It was agreed that Cllr Ault would Chair the meeting for this item.

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

Meeting closed for the public forum at 7.02

A member of the public asked for an update on the Copeman Road Bus matter.

The Clerk confirmed that the matter had been escalated to the County Councillor.

County Councillor Kiddie expressed that it was a difficult situation as it is a bus route and there are no yellow lines to prevent parking for extended periods of time. He asked for more details.

The member of the public provided an update from the last meeting saying that there may be a new timetable from April 25. They reiterated that double decker buses were parking for a few hours at a time. It was thought that this route should be serviced by border hopper type buses not huge double decker's.

Due to the severity of the problem Cllr Kiddie asked to speak with the resident after he had finished his report.

Cllr Kiddie went on to report the following of Devolution

- There is no definitive answer at present
- District Councillors are currently compiling options
- Possibility of 2 or 3 Unitary Councils with no District Councils
- County would like to see one single Unitary Council.
- A Mayor will be elected for Norfolk and Suffolk combined
- There will be more clarity in September.

Cllr Kiddie then left the meeting to discuss the buses with the resident.

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District Councillor Murphy informed of an Extraordinary Meeting in Diss on the 2nd April to discuss Devolution.

The Clerk confirmed that an invite had been sent to Roydon Parish Council for Councillors to attend the meeting in order that a joint submission could be made to the consultation. All Councillors and the Clerk confirmed their attendance.

Other Matters

Cllr Daniels reported that the 30mph sign as you enter the village from Bressingham had rusted through and was on the ground.

Clerk to report

Action – Parish Clerk

Cllr Waterman reported that the Diss Community Woodland Group who look after Quaker Wood were holding their AGM on Thursday 27th March at 7.30. He gave brief details of the programme for the meeting.

Cllr Brown reported potholes along Snow Street from Purbeck to the Allotment entrance.

Clerk to report

Action – Parish Clerk

Cllr Brown also reported the tyres at the Allotments that need removing.

Clerk to action

Action – Parish Clerk

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

a) Tuesday 25th February 2025 (available on website)

Minutes were unanimously approved

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

Cllr Jennifer inquired about the request for a TPO on trees on Roydon Fen. The Clerk confirmed that a follow up email had been sent but that they would chase the Planning Department on the matter.

Cllr Waterman confirmed that Places for People will be paying for the contextual signage on the Denmark Lane development. The Parish Council would be liable for a new sign should this one be damaged.

Cllr Ault spoke about the grants available for Biodiversity. Cllr Daniels and Cllr Ault are keen for Suffolk Wildlife Trust to apply for a grant for replacement of the boardwalks in Roydon Fen and would request that the Council support their application if submitted. Cllr Ault to inform the Clerk when he would like this to appear on a future agenda.

7. Finance

a) To note the Bank Balances and Bank Reconciliation as of the 22nd March 2025 (Copy herewith)

b) Receipts noted and payments to be noted/authorised for March 2025 (Copy herewith)

c) To receive and agree the final quarter financial report.

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The Clerk confirmed that the final quarter would be available at the April meeting.
All other reports were received and unanimously agreed

8. **To review membership quotations from NALC and NPTS, compare benefits, and agree which organisation to seek support from for the forthcoming year.**

Deferred to the next meeting due to further information becoming available in the coming weeks

9. **Subject to Item 8 discuss nominations for the Board at Norfolk ALC.**

Deferred to the next meeting due to further information becoming available in the coming weeks

10. **Agree the quote from NALC for the continued provision and support for the Parish Council website at a cost of £70 as a member or £105 as a non-member for the year.**

Deferred to the next meeting due to further information becoming available in the coming weeks

11. **Devolution Consultation Response – to discuss if councillors wish to submit a Council or individual response to the consultation and agree next steps.**

Cllr Curson confirmed the invitation from Diss Town Council to the Extraordinary Meeting on the 2nd April 2025. Councillors agreed that everyone would attend the meeting and decide at the meeting the councillors that would be delegated to join a working party and compile the joint response to the consultation.

All councillors agreed that a joint response would be more effective and carry more weight than individual responses from each council.

Action – All Councillors and the Parish Clerk

12. **Planning**

- a) **Application:** [2025/0621](#)

Applicant: Mr & Mrs James Chapman

Location: Land East Of Birchwood Snow Street Roydon Norfolk

Proposal: Erection of sustainable 1no self-build dwelling

Application Type: Full Planning Permission

Cllr Jennifer highlighted that the application had been refused previously by the District Council and the Secretary of State. Cllr Jennifer reported that there were a number of discrepancies in the Design and Access Statement which should be highlighted in the Parish Council response. It was also noted that the Highways document was not accessible on the Planning Portal.

The Clerk was requested to compile a new objection response using the previous submission and the items that had been highlighted at the meeting. Clerk to circulate to councillors when compiled for approval to submit to the planning portal.

Action – Parish Clerk

- a) **Application:** [2025/0700](#)

Applicant: Mr and Mrs Curson

Location: Cringle Oaks Snow Street Roydon Norfolk IP22 5SB

Proposal: Rear single storey extension following demolition of existing structure.

Application Type: Householder

Unanimously agreed a Neutral – No Comment submission

Action – Parish Clerk

- b) **Application** [2024/3537](#)

Applicant: Mr and Mrs Tim and Heather Havers

Location: Agricultural Building North West Of Poplar Farm Brewers Green Roydon Norfolk

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Proposal: Conversion of two barns into three dwellings

Application Type: Full Planning Permission

The Parish Clerk was requested to provide an additional comment, reiterating the previous comment on this application because it seems to combine elements of prior applications for this site.

Action – Parish Clerk

13. To review and approve the following policies.

a) Asset Register

Unanimously approved

b) Risk Management

Unanimously approved

c) Publication Policy

Cllr Waterman suggested the addition of posting the agenda to the Diss Community Facebook page each month.

Unanimously agreed and approved

d) GDPR Policy

Unanimously approved

Action – Parish Clerk

14. To review and approve the following Terms of Reference

a) Brewers Green

Unanimously approved

b) Working Parties

Unanimously approved

15. To consider the purchase of a large dog bin at Frere Corner to the value of £300.

a) Agree next steps

After discussion Councillors agreed for the Parish Clerk to purchase the Metal Fido 50 Dog waste bin and replace the existing bin that is at Frere Corner in Swamp Lane.

Parish Clerk to contact Mr Crerar for delivery and installation of the new bin.

Action – Parish Clerk

16. Discuss request for reinstatement of Street light on Denmark Lane/Tottington Lane

a) Agree next steps

After discussion it was agreed that no further action should be taken on this matter due to movements in the area only being during the day. Cllr Curson requested that the Clerk forward the emails to him so that he could reply to the request.

Action – Parish Clerk and Cllr Curson

17. To discuss the hire of a wood chipper to reduce the Pyracantha shrub on the High Road and provide mulch for the new planting in the area.

a) Agree the hire provider from the attached quotes

Councillors agreed for Cllr Waterman to ensure that the Pyracantha shrub was checked for nesting birds before commencing the work and then to hire the Jewson's Chipper. Invoice to be sent to the Clerk.

It was also agreed that excess chippings could be transported to Quaker Wood for use on paths etc.

Action – Cllr Waterman

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18. To receive a quotes from Treefellas and the Tree Amigos for the tree work required on Brewers Green.

a) Agree next steps

It was reported that Treefellas identified more trees needing work, Council requested a revised quote from Waveney Tree Specialists before deciding on a contractor.

19. Big Green Week update

- Cllr Jennifer reported that Andy Baker could present the photography competition prize, depending on his workload.
- Cllr Waterman suggested also promoting Dinsdale as a presenter alongside Andy Baker. The prizes have been donated by the Natural Food Store in Diss.
- Cllr Waterman confirmed that the programme was complete and should be introduced at the Annual Parish Meeting in April, followed by a Facebook campaign to promote activities available during the week.
- Clerk will forward last year's advertising to Cllr Waterman as a starting point for this year's advertising.

Action – Parish Clerk

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

Cllr Waterman talked about the possibility of a new town being created in South Norfolk. He detailed that this did not need to be a completely separate new town but could be a large addition to an existing smaller town.

Cllr Daniels asked for an update on the Factory Lane hedges.

The Clerk confirmed that an email had been received from the Highway Engineer that day to say that they could not complete the work and suggested that over the nesting season that the Parish Clerk write to the owners to ensure that the work is completed as soon as bird nesting season is over.

Action – Parish Clerk

Cllr Curson confirmed the format for the next meeting.

Start 7pm in the main church for the Annual Parish Meeting 7.00-7.30 introduction and Councillor input followed by a presentation from Andy Baker on Police matters.

Main Parish Council meeting will then follow on in the Parish Room from approximately 8pm.

21. Date & Time of Next Meetings: To confirm the date of Tuesday 29th April 2025 for the Parish Council meeting.

Unanimously agreed

Meeting closed at 20.40

Emma Chandler, Parish Clerk & RFO

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

Bank account Balances @ 22/03/2025			
Business Current Account		16,070.94	
Business Savings Account		21,443.35	
Total Balances			£37,514.29
	Previous Month	Current Month month	
Balances carried forward @ 01/04/23	£34,936.42	£34,936.42	
Accounts Payments Ledger YTD gross Expenditure	£28,567.17	£29,338.65	
Accounts Receipts Ledger YTD Income	£31,151.04	£31,151.04	
Expenditure			
Account Charge		£6.00	
Total		£6.00	
Income Feb25 /Mar 2025			
Total		£0.00	
Unprocessed Payments			
BACS 74		£10.00	
BACS 75		£58.76	
BACS 76		£60.00	
BACS 77		£513.32	
BACS 78		£123.40	
Total		£765.48	
Income Less Expenditure at 22/03/2025			£36,748.81

Payments List as at 22nd March 2025					
Date	Payee	Service	Gross	Net	VAT
BACS 74	SLCC	AGM/Seminar	£10.00	£0.00	£0.00
BACS 75	TT Jones Electrical	Street Light Maintenance	£58.76	£48.97	£9.79
BACS 76	Roydon PCC	Parish Room Hire	£60.00	£60.00	£0.00
BACS 77	E. Chandler	Salary	£513.32	£513.32	£0.00
BACS 78	HMRC	PAYE	£123.40	£123.40	£0.00
Totals			£765.48	£745.69	£9.79