

Roydon Parish Council

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

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

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillor Minshull and 8 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

District Councillor Minshull gave apologies for County Councillor Kiddie and District Councillor Murphy.

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.

None declared

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

Meeting closed at 19.01

Two members of the public spoke about the Bus Stop on Copeman Road and the problems that have arisen over the last few months, these include

- Buses completing three point turns in unsafe areas even though they should now exit the area via Bellrope Lane.
- Parking for up to 3.5 hours at a time
- A few near misses have been witnessed
- Damage to fences
- The use of double decker buses, which are also parked for extended periods of time.

Residents request that this matter be looked into by the County Councillor with view to only having a courtesy stop on Copeman Road rather than a full bus stop.

Cllr Minshull said that he would pursue this with County Councillor Kiddie.

Action – Cllr Minshull & Parish Clerk

A resident spoke about worries he has about possible building work that may commence on Roydon Fen. He has witnessed heavy machinery being moved onto the land. His main concern was for a row of Lime trees that he had been in contact with SNDC Tree Preservation Officers in 2021 but due to staff changes the TPO's had not been enforced.

Both the resident and the Clerk had been in contact with SNDC in relation to this matter before the meeting. The Clerk will continue to pursue.

Action – Parish Clerk

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A resident of Bellrope Lane reported that the actions that had been completed to mitigate flooding in the area seem to be working.

The resident also highlighted that the speed awareness sign on the High Road was still not working. Cllr Daniels confirmed that engineers had been onsite but were unable to get this working, possible due to its age. The resident raised concerns that since the sign had been out of order they had witnessed more speeding on this stretch of road. Clerk to contact NCC Highways.

Action – Parish Clerk

The resident also requested a larger dog bin to be located at Frere Corner. Clerk to add to the next agenda

Action – Parish Clerk

The resident who raised concerns about the hedge along Factory Lane informed that no work had been completed. Cllr Jennifer confirmed to the Clerk that the email address that had been used in previous correspondence for the Footpaths was the owners of this piece of land. Clerk to forward the address to the Highways Engineer in order that this can be pursued by NCC.

Action – Parish Clerk

District Councillor Minshull reported the following

- The District Council had agreed a Council Tax rise of 2.3% which equates to a £5.00 per month rise for an average band D household.
- Devolution deal expects South Norfolk and Broadland Councils to join with one other council to create a Super Council
- He confirmed that the Norfolk/Suffolk border would remain the same.
- Many questions are left to be answered concerning services such as bin collection and Leisure Facilities as SNDC operate these services inhouse but others use private operators for these services.
- SNDC have five weeks to put forward their suggestions on the above matter.
- Elections will take place for a Mayor in Norfolk and Suffolk
- SNDC have allocated 1m towards funding the dental school at UAE which will provide walk-in appointments for all.
- VE/VJ Day grants are now available from SNDC
- Cllr Minshull highlighted the Mindful Towns and Villages which is included in the Clerks report.

Cllr Waterman asked Cllr Minshull if there were any plans to use the information received by the Heritage Triangle group at their consultation about the John Grose site earlier in the week. Cllr Minshull informed that information had been received from the group which will be included in the official consultation.

Cllr Daniels inquired about Conservation Grants and Nutrient Neutrality. Applications will be open after April 2025. Cllr Ault requested that this appear on the next agenda.

Action – Parish Clerk

Meeting reconvened at 19.48

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

a) **Tuesday 28th January 2025**

Unanimously agreed

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

Cllr Waterman reported that he had been in contact with the developers about the contextual signage and that there is a possibility that they may fund part or all of the project. He will provide further information at the next meeting.

Cllr Best informed that he had spoken to the owner of Brewers Green who was happy for the Council to continue with the felling of the four trees.

7. Clerks Report – Copeman Road Bus Stop

- **Mindful Towns and Villages**

- **Parking at Roydon Primary School**

Clerk to complete a Facebook campaign about safer parking around the primary school.

Full Report available at appendix A

Action – Parish Clerk

8. Finance

a) **To note the Bank Balances and Bank Reconciliation as of the 17th February 2025**

b) **Receipts noted and payments to be noted/authorised for February 2025**

Noted and unanimously approved

Reports available at appendix B

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

Councillors were very happy with the changes to the application and fully support the proposal.

Action – Parish Clerk

10. To review and approve the following policies.

All policies had been received by councillors for review before the meeting.

a) **Standing Orders**

Unanimously approved

b) **Financial Regulations (New Model)**

The Clerk had highlighted areas for clarity.

Councillors agreed that though not all points were appropriate at this time, they may be in the future and should remain. The only point to be removed should be the petty cash as this is not applicable.

c) **Internal Control Policy**

Unanimously approved

d) **Annual review of effectiveness of internal control**

Cllr Jennifer had highlighted some typos in the document which were changed by the clerk.

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Unanimously approved

- 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.**
Unanimously agreed to vote in favour on both points.

Action – Parish Clerk

- 12. To receive a quote from Waveney Tree Specialists for the tree work required on Brewers Green.**

- a) **Agree next steps**

Due to the amount of the existing quote councillors agreed that two further quotes should be sought before approaching Cllr Kiddie for funding.

Agreed that Cllr Curson would contact Tree Fellas and Cllr Finch would contact the Tree Amigos for quotes.

It was also agreed that Cllr Best should meet with the contractors to ensure that like for like quotes were achieved.

All to report back to the next meeting.

Action – Cllr Curson, Finch and Best

- 13. To receive and note information on the East Pye Solar Project and agree next steps.**

A short discussion took place on the pro's and cons of the project with both sides of the argument explored. No further actions were decided at this time.

- 14. Big Green Week and Litter Pick update**

Cllr Ault reported that 15 people took part in the litter pick and gave thanks to those who turned out on what was a very cold morning. He reported that a number of bags of rubbish were collected and the pop up café well used following the pick.

Cllr Ault confirmed the next picks were on 14th June 25, 4th October 25 and 7th February 2026.

Cllr Waterman gave an update on the programme of events for the Big Green Week, they include the following

- Saturday 7th June – Quaker Wood
- Sunday 8th June – Pond Dipping Session
- Monday 9th June – Forest School, sunset session
- Tuesday 10th June – Cllr Daniels, Roydon Walk
- Wednesday 11th June – Quaker Wood, information evening
- Thursday 12th June – Heron Meadow , Bird Song
- Friday 13th June – Frenze Beck, introduction and walk
- Saturday 14th June – Litter Pick

There will also be the Big Green Photo competition running which will be advertised in the RRU in April/May

Cllr Waterman informed that there are a few more activities in the pipeline but would feed back to the next meeting.

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Action – Cllr Waterman

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

Cllr Curson inquired about the street light on Denmark Lane/Tottington Lane and the concerns that were raised at the Sandstone Way development. Request to add to the next agenda.

Action – Parish Clerk

Cllr Waterman informed the council about the planting that had been completed on the High Road. He suggested that the hire of a free standing wood chipper would be useful for mulching may be considered at a future meeting.

Action – Parish Clerk

Cllr Finch highlighted that planting had also taken place at the allotments of hedging on the right hand side boundary.

Cllr Jennifer gave a brief report on the footpath 5 and the replacement by NCC of the decrepit ligger/ditch bridge.

Cllr Jennifer requested that the prize fund for the Big Green Week Photo competition appear on the next agenda for approval by the Council.

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

Unanimously agreed

Meeting closed at 20.49

Signed P Curson

Date 25th March 2025

Emma Chandler, Parish Clerk & RFO

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

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 @ 21/02/2025			
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	£28,567.17	
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	
BACS 73		£388.98	
Total		£1,298.70	
Income Less Expenditure at 17/02/2025			£37,520.29

Signed - P.Curson

Payments List as at 21st 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	
BACS 73	121 Computer Servies LTD	New Laptop	£ 388.98	£ 324.15	£64.83
Totals			£ 1,298.70	£1,233.87	£64.83

Signed - P.Curson