

Roydon Parish Council

<https://roydon-southnorfolk-pc.gov.uk>

Minutes of the Annual Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon on Tuesday 27th May 2025 at 7.00pm

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

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Murphy and 2 members of the public

1. Election of Chair of the Parish Council

Cllr Jennifer proposed Cllr Ault this was seconded by Cllr Waterman

Unanimously agreed

2. Election of Vice Chair of the Parish Council

Cllr Ault gave thanks to Cllr Curson for the 18 years he has been on the council 12 as Chair before proceeding with the election of Vice Chair

Cllr Ault nominated Cllr Best and this was seconded by Cllr Curson.

Unanimously agreed

3. Election of other offices of the Parish Council:

i. Finance

i) **Bank Signatories x4** – Cllrs Curson, Finch, Jennifer and Best – **Unanimously agreed**

ii) **Quarterly check of cashbook** – Cllr Curson – **Unanimously agreed**

ii. **Allotments Officer** – Cllr Brown – **Unanimously agreed**

iii. **To propose our delegated representatives of the Diss & District Neighbourhood Plan Monitoring Group** – Cllrs Curson, Jennifer and Finch - **Unanimously agreed**

iv. **Brewers Green Management Committee (Advisory)** – Cllrs Curson, Best, Ault and Brown – **Unanimously agreed**

v. **Village Hall Committee Delegates** – Cllr Brown – **Unanimously agreed**

vi. **Footpath Group Coordinator** - As there is no longer a group to co-ordinate Cllr Jennifer agreed to be the Footpath Representative to continue liaising with the County Council on ongoing projects

vii. **Verge Group Coordinator** – Cllr Ault proposed Cllr Finch to take this role Cllr Waterman seconded the motion. **Unanimously agreed**

viii. **Roydon Round-Up Editor & Co-Editor** – Cllr Finch and Cllr Waterman – **Unanimously agreed**

ix. **Accounts Scrutineer** – Cllr Waterman – **Unanimously agreed**

x. **Defibrillator checks** – Cllr Curson – **Unanimously agreed**

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

All Parish Councillors in attendance

Apologies received from District Councillor Graham Minshull

5. 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

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

Meeting closed at 19.15

Cllr Kiddie spoke about the following

- Apologies for the traffic in Diss on this day due to emergency work by the station on Victoria Road, utilities work at the new Aldi site coupled with scheduled work from Norfolk County Council Highways on the new Shelfanger Road footpath lead to major delays when moving through Diss.
- Confirmed that a sign had been ordered for Tottington Lane to indicate the road is unsuitable for HGV's and large vehicles .
- The Highways department will be writing to land owners regarding the cutting back of road side bushes in the Parish.
- He continues to work with the bus company regarding the problems on Copeman Road. He has also contacted the MP for further assistance on the matter.
- Expressed delight at the two charging points at the Village Hall and solar panels.
- Warned of increased planning applications on projects for battery storage and solar farms. Requested that Councillors keep him informed should there be any applications locally.
- Informed that he had allocated some of his Members Ward fund to the purchase of bleed packs in Diss. If Roydon would like a pack to be added to the Defibrillator cabinet they should contact District Councillor Murphy.
- Working with Cllr Waterman on more tree planting in the Parish.

Cllr Jennifer gave feedback from a resident on Item15a requesting that the council consider adding recommendations for obscured glass in the extension and query the location of bin storage.

Councillor Daniels asked about the 30mph sign at the entrance of the village from Bressingham. The Clerk confirmed that she had spoken with the Highway Engineer to identify the specific sign and requirements. The sign has been ordered with an estimated lead time of 6-8 weeks.

Meeting reconvened at 19.30

7. Approval of the minutes of the Parish Council meeting held on Tuesday 29th April 2025

Cllr Brown suggested one addition to Cllr Minshull's update to include car charging points at the Village Hall.

Unanimously Agreed

Action – Parish Clerk

8. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda)

Cllr Curson queried item 13 – Tree work on Brewers Green. Mr Taylor agreed to contact Waveney Tree Specialists to complete the work as soon as possible.

9. Financial Matters and Banking

a. To note the Bank Balances and Bank Reconciliation as of 17th May 2024

Unanimously agreed

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- b. Receipts noted and payments to be noted/authorised.

Unanimously agreed

10. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2023/24 and formulate and agree any recommendations

Unanimously agreed the recommendations received in the report and congratulated the Clerk in a job well done

Action – Parish Clerk

11. Presentation of the 2024/2025 End of Year Finance report

- a. To receive and note the Annual Governance and Accountability Return (AGAR) 2024/25 Form 3

Noted

- b. To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2024/25

Received and noted

- c. To complete the Annual Governance Statement 2024/25 Section 1 and approve. Both the Chair and the Clerk to sign the hard copy

Each statement was read and agreed in the meeting and signed by the Chair and Clerk

- d. To receive the Accounting Statements 2024/25 Section 2 and approve.

Both the Chair and the RFO to sign the hard copy.

Approved and signed by the Chair and Clerk

Action – Parish Clerk

12. To note that this council continues to meet the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Noted

13. To receive a report from the Clerk regarding insurance quotes for 2025-26 and to agree on the company the Council wishes to engage moving forward.

Report received and agreed to accept the quote from Zurich at a cost of £459.00.

Action – Parish Clerk

14. To receive and agree the proposed meeting dates for 2025-26

All dates unanimously agreed

Action – Parish Clerk

15. Planning

- a) Application Number: [2025/1484](#)

Applicant: Mr B Carle

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

Proposal: Extensions and conversion of existing garage

Application Type: Householder

Notes were taken by the clerk during the meeting and then collated to form the comment which was subsequently approved via email. The comment can be found at appendix A.

- b) Application Number : [2025/1453](#)

Applicant: Mr D Palmer

Location : 33 Steggles Drive Roydon Norfolk IP22 4FH

Proposal : Single storey rear extension.

App Type : Householder

Council comment – Neutral – No comment

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16. To revisit the grass cutting item for the parish. Agree next steps to move forward on the matter

There were mixed feeling about the necessity of this project with feedback received from a resident and District Councillor who had experience in similar matters in other Parishes.

After extensive discussion it was agreed that councillors will collectively follow the grass cutting in the parish this year to ascertain the areas that are cut by the Highways department. These areas would then be mapped and checked against the list that had been provided by the Highways department.

It was felt that there was still value in undertaking this part of the project as this work may fall to the Parish Council following Devolution and the Local Government Reorganisation and would give the council a head start should this be the case.

The proposal to bring findings to the September meeting was unanimously agreed.

Action – Parish Clerk

17. To discuss and agree the relocation of one of the bins outside the village hall to a more suitable location.

Cllr Waterman gave background and proposed two possible locations for one of the bins.

Tottington Lane by Roydon Fen

Factory Lane near the entrance to Quaker Wood.

After deliberation Cllr Curson inquired if there were funds in the CIL pot for a bin.

The Clerk confirmed that there were funds available.

It was unanimously resolved to acquire a new bin to facilitate the servicing of both proposed locations, contingent upon obtaining agreement from the District Council for inclusion in the bin collection.

Action – Parish Clerk

18. To receive correspondence regarding the renewal of the Public Space Protection Order (PSPO) (Dog Fouling & Dog Control) under the Anti-social Behaviour, Crime and Policing Act 2014. Consider the Parish Council response.

Unanimously agreed to email the support of the Parish Council on this matter

Action – Parish Clerk

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

Big Green week debrief

Action – Parish Clerk

20. Date & Time of Next Meetings: To confirm the date of Tuesday 24th June 2025 for the Annual Parish Council meeting.

Unanimously agreed

Action – Parish Clerk

Signed T. Ault

Date 24th June 2025

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

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Appendix A

Roydon Parish Council – Comments for Application 2025/1484.

While we acknowledge that the revised application has addressed several issues previously raised by the Parish Council, we respectfully request that the glazing on the large playroom windows be obscured to ensure privacy for neighbouring properties, particularly to prevent visibility into the neighbouring living room. Additionally, we would like to highlight a concern regarding the wooden extension on the opposite side of the house, which appears to be absent from the submitted plans and elevations. Clarification on this matter would be appreciated.

Picture of Wooden Structure



Bank account Balances @ 17/05/2025			
Business Current Account		28,050.27	
Business Savings Account		21,578.35	
Total Balances			£49,628.62
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£1,096.03	£4,815.42	
Accounts Receipts Ledger YTD Income	£1,359.39	£16,173.95	
Expenditure			
PWL Loan Repayment		£2,117.11	
Account Service Charge		£6.00	
SSE		£108.30	
Total		£2,231.41	
Income April 2025 /May 2025			
Precept		£14,814.56	
Total		£14,814.56	
Unprocessed Payments			
BACS 6		£355.55	
BACS 7		£174.00	
BACS 8		£513.32	
BACS 9		£123.40	
BACS 10		£321.71	
Total		£1,487.98	
Income Less Expenditure at 17/05/2025			£48,140.64

Signed P.Curson - 27th May 2025

Payments List as at 17th May 2025					
Date	Payee	Service	Gross	Net	VAT
28/05/2025	Norfolk PTS	Annual Membership	£355.55	£296.29	£59.26
28/05/2025	Town and Country Printers	RRU May 2025	£174.00	£174.00	£0.00
28/05/2025	E. Chandler	Clerk Salary	£513.32	£513.32	£0.00
28/05/2025	HMRC	PAYE	£123.40	£123.40	£0.00
28/05/2025	Glasdon	Dog Bin	£321.71	£268.09	£53.62
28/05/2025	Savings Account	Parish Council transfer of funds	£10,000.00	£0.00	£0.00
Totals			£11,487.98	£1,375.10	£59.26

Checked by RFO 17th May 2025

Signed

P.Curson - 27th May 2025