

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 30th September 2025 at 7.00pm

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

Signed: Emma Chandler - Parish Clerk

Date: 23rd September 2025

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at agenda item 5**

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 29th July 2025 (Copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda)
7. Financial Matters and Banking
 - a) To note the Bank Balances and Bank Reconciliation as of 31st August 2025(Copy herewith)
 - b) Receipts and payments to be noted/authorised for August 2025 (Copy herewith)
 - c) To note the Bank Balances and Bank Reconciliation as of 22nd September 2025(Copy herewith)
 - d) Receipts and payments to be noted/authorised for September 2025 (Copy herewith)
8. To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.
9. To receive the Local Government Services Pay Agreement 2025/26 (copy herewith)
 - a) To approve, as recommended by the Local Government Association (LGA), the implementation of the 2025/26 pay award.
 - b) To approve, as recommended by the Association of Local Councils (ALC), the backdated pay adjustment effective from 1st April 2025 to be paid in October 2025
10. Planning – To discuss and agree comments on any new applications.
 - a) Application: [2025/2708](#)
Applicant: Mr Teddy Reeves
Location: The Homestead Denmark Lane Roydon Norfolk IP22 4BL
Proposal:

Roydon Parish Council

Erection of new (self-build) two storey dwelling and associated hardstanding Application Type:
Full Planning Permission

- b) Application: [2025/2482](#)
Applicant: Mr Stephen Cowles
Location: 84 Louies Lane Roydon Norfolk IP22 4QN
Proposal: Addition of a 4.00m x 3.50m extension to the rear of the property to be given a flat roof.
Existing 2.10m x 2.30m rear corner conservatory is to be removed and replaced with a 2.50m x 3.40m flat-roofed extension.
Application Type: Householder
 - c) Amended Application: [2025/0960](#)
Applicant: Mr C Lockwood
Location: Shelfanger Road Diss Norfolk IP22 4EH
Proposal: Submission of Reserved Matters pursuant to outline planning permission ref. 2021/2782: appearance, scale, landscaping, layout, and levels: 177 no. dwellings, public open space, and associated works (residential part only)
Application Type: Reserved Matters
 - d) The South Norfolk Council Roydon Tree Preservation Order 2025 No. [SN0767](#)
Tree(s) at : Land West & East Of Darrow Lane Roydon Norfolk
Easting : 609480 Northing : 281133
- 11. To receive an update report on the Allotments, To agree on any necessary actions arising from this update.
 - 12. To receive an update on the tree planting project – Cllr Waterman
 - 13. To consider signing the revised Armed Forces Covenant and agree how this will be communicated to the community. (Copy herewith)
 - 14. To review and consider the information made available prior to the meeting—details of which are published on the Parish Council website and social media channels—regarding the Village Hall's change in Land Registry status and any associated matters. To determine and approve any necessary actions resulting from this update.
 - 15. To receive information regarding the hedging surround at the War Memorial and agree any next steps.
 - 16. To revisit the grass cutting, receiving feedback from councillors and agree next steps
 - 17. To receive an update on activities at the Loke.
 - 18. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
 - 19. Date & Time of Next Meetings: To confirm the date of Tuesday 28th October 2025 for the Parish Council meeting.
Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk

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 29th July 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, Gareth Dalglish

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Keith Kiddie, District Councillor Graham Minshull and 5 members of the public

Agenda

1. Welcome

Cllr Ault welcomed everyone to the meeting

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

All in attendance

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 Brown declared an interest in item 10

Cllr Waterman declared an interest in item 10

Cllr Finch declared an interest in items 10 and 11

4. Co-option

a) New candidate to introduce themselves to Members and explain why they seek to become a Member of the Council. (This introduction should be informal and should not exceed 5 minutes).

Mr Dalglish gave a brief explanation on his background, starting with when he originally came to the council in 1983 working with Suffolk Wildlife Trust.

b) Existing Councillors are allowed a maximum of ten minute to ask prospective candidates any clarification questions.

No questions

c) Consider co-opting a candidate for Council vacancy conduct a confidential ballot after candidate presentations, with the Chair or Clerk counting written votes. If appointed, the new Councillor signs the Declaration of Acceptance of Office.

A confidential ballot was held with votes counted by the Chair and Clerk

Vote unanimously agreed to co opt Mr Dalglish to the Parish Council.

Cllr Dalglish joined his colleagues on the Parish Council

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

County Councillor Kiddie reported on the following

- County Devolution has been high on the agenda over the last month but little feedback has been received from Government at this stage. It is probable that elections for both the Mayor and the County Council will take place next year.
- Tottington Lane now has a new sign to say that the road is unsuitable for HGVs

Roydon Parish Council

- There has been lots of resurfacing of footpaths in the Parish. Apologies were given for the late notice given to some residents of the work taking place which has led to some areas not receiving the highest standard of workmanship. The footpath from Sunnyside to the Sports Ground is now complete.
- The County Councillor had noticed new work taking place on the A1066; further enquiries show that the work should take no more than one week.
- The County Highways team have had a purge on potholes, he encouraged everyone to report potholes when they see them.
- There will also be a purge on fly tipping throughout the county with tipped rubbish being examined in order to pull out possible identifiers which could lead to prosecution.
- Long Stratton bypass has an open weekend on the 2nd and 3rd August for people to walk/ride the route before it officially opens the following week.

Questions for the County Councillor

Cllr Curson asked about the extra 30mph signs and hazard markers on Hall Lane.

Answer – Installed following work taking place on the main road from Bressingham

Cllr Brown highlighted the potholes on Snow Street which have been reported but not yet resolved

Cllr Kiddie to report again and chase

Cllr Dalglisch gave thanks for the new sign at the top of Tottington Lane

Cllr Jennifer reported four signs along the A1066 that had faded to the point of being unreadable. Photos to be sent to Cllr Kiddie

Cllr Kiddie to report and chase

Resident of Bellrope Lane requested that a 7.5 tonne limit sign be placed at the top of Baynards Road as there are many large trucks trying to negotiate Baynards Lane and Bellrope Lane because there is only a sign at the top of Bellrope Lane. He explained that the situation is now becoming hazardous.

Cllr Kiddie advised that he would look into this.

District Councillor Minshull reported on the following

- Gave background on the situation that arose at the Park Hotel in Diss regarding the movement of the existing families seeking asylum being moved out and single males moving in on orders from the Home Office which resulted in a protest outside the hotel whilst families were present at the hotel.
This caused distress to the existing occupants.
The owners of the Park Hotel have reassured that they are happy to have families at the hotel and if forced to take single male occupants that they would close the hotel.
The County and District Councils are awaiting further information from the Home Office on this matter.
- A Wellbeing Champions Course has been booked at Roydon Village Hall on the 23rd October from 6-8pm. He encourages as many people to get involved as possible. Clerk to advertise to the local community.

Roydon Parish Council

- The District Councillor quashed rumours that bin collections are going to three weekly. These are untrue and will not happen.

Cllr Curson asked if the food waste bins could be refused – Cllr Minshull unsure, will clarify at a later date.

Cllr Jennifer inquired whether the Park Hotel would close if the changes are implemented by the Home Office. Cllr Minshull responded that current feedback indicates this outcome, but noted that the District Council has additional plans in place should circumstances change.

A resident asked about the new dog bin on Swamp Lane and the marked trees along the road, enquiring whether residents would be notified before any tree work begins. The Clerk explained that an email had been received from the contractor regarding the installation of the new dog bin and that this work would be chased up as a priority. With regards to the tree work, the Clerk noted that further investigation is required to determine land ownership before any work commences. Residents suggested the land may belong to SNDC, and the Clerk will look into this further.

Action – Parish Clerk

Cllr Waterman noted that benches in Quaker Wood have been unofficially moved to more secluded areas where there is evidence of drug use. The incident has been reported to the Police, who assigned a crime number and will include Quaker Wood in their patrols. Residents are urged to stay alert and report any incidents to the Police.

Cllr Waterman also reported that the group were over half way to the fundraising target to purchase the land by the Blacker Bombard.

Cllr Dalglish commended the District Council on their fly tipping investigations that result in prosecution.

Cllr Brown asked about the tyre removal at the allotments – Clerk to chase

Cllr Brown also commented on the amount of rubbish/recycling/fly tipping at the recycling centre. The Clerk confirmed that she had been in contact with the recycling company weekly over the last month but would chase again the next day.

Cover was organised for the Recycling Centre rota over the summer.

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

a) **Tuesday 24th June 2025**

Unanimously agreed

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

All matters had been actioned

Feedback regarding tree planning on Mill Green - Cllr Waterman has drafted a letter and will deliver over August

Public Forum last month - Trees at Tottington Lane onto the A1066 feedback from cyclist point of view - visibility good possibly a few branches to be cut back but no more.

Turning right on Brewers Green visibility good and grass cutting took place the day after the last meeting.

Roydon Parish Council

Brewers Green Management Committee meeting on 30th July

8. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 19th July 2025

Noted and unanimously agreed

Available at appendix A

b) Receipts and payments to be noted/authorised.

Noted and unanimously agreed

Available at appendix B

9. Planning – To discuss and agree comments on any new applications.

a) Application: [2025/2019](#)

Applicant: Joanna Lewis

Location: 12 Tottington Lane Roydon Norfolk IP22 5BJ

Proposal: Rear single storey extension.

Application Type: Householder

Parish Comment - Neutral - No comment – Unanimously agreed

Second application discussed received on the 28th July 2025.

b) Application: 2025/2205

Applicant: Mr & Mrs Matthews

Location: Land North Of Woodcrest Barn Darrow Lane Roydon Norfolk

Proposal: Outline planning permission for erection of two No self build dwellings using existing access with all matters reserved except for access and layout. New access provided for existing dwelling

Application Type: Outline Planning Permission

Parish Council comment available at appendix C

Cllr Curson made an additional comment regarding a caravan that had appeared on land opposite White House Farm. He suggested that this is tucked away out of sight from the road. He would keep an eye out for any further development

10. Allotments

a) To consider and agree a possible price increase for allotment rental to commence 2026.

Members discussed in detail the fees for the allotments with proposals for a rise of both 5 and 10%. After debate it was unanimously agreed to implement a rise of 5% for the rent on plots which equates to £38 for a full plot and £19 for a half plot. Clerk to inform tenants in September when the invoices are sent for 25-26.

Action – Parish Clerk

Additionally the subject of the deposit amount was discussed with the outcome of this price being increased from £50 to £60 with a vote of 8-1.

Action – Parish Clerk

b) To review and agree the Allotment Rules and Regulations for 2025/26.

It was unanimously agreed to add that no new tyres should be brought on to the site for use on the allotments.

Action – Parish Clerk

11. Footpath Update

Roydon Parish Council

FP21 (north of Tottington Lane/Sandstone Way): Path largely clear; letters to be sent to a few residents to request clearance of overgrowth. Two metal posts at the A1066 end reported to Highways with photos.

FP9 (Snow St – Baynards Lane): NCC is liaising with all relevant parties and progressing the issue.

FP18 (Roydon-Diss parish boundary, Factory Lane–Brewers Green Lane): Ongoing clearance by councillors. Efforts to contact bordering west-side landowners continue, with limited response so far.

12. To consider signing the Armed Forces Covenant

Cllr Minshull gave some background on the initiative and why it is in place.

Members discussed the matter in great detail with many concerns being raised in respect of employment and ensuring that prospective employees are treated equally.

Cllr Curson noted that the Parish Council may remove parts of the covenant as needed.

Cllr Waterman proposed forming a working party to review items over the summer and report to the Council in September. Cllrs Waterman, Finch, Curson, Best, and Ault were appointed to the group.

Unanimously agreed

Action – Working Party

13. To consider a response to the Public consultation on draft South Norfolk Landscape Susceptibility in relation to energy generation, storage and transmission Supplementary Planning Document (SPD)

After discussion it was agreed for the Clerk to write a letter of support to SNDC for the consultation.

Action – Parish Clerk

14. To consider a response to the Licencing Consultation request

Unanimously agreed for the Clerk to respond to the consultation supporting the changes to the Licencing Document.

Action – Parish Clerk

15. To consider lobbying the County Council for additional yellow lines at the North entrance to Denmark Lane. (Resident Request)

The resident provided photos of the area, which were shared with Councillors before the meeting.

The road with proposed yellow lines lies within both Diss and Roydon parishes, requiring approval from both Councils.

Discussion indicated that assessing the project's necessity should wait until construction is finished and residents have moved in.

The Clerk will notify Diss Town Council of the request and current Parish Council recommendations.

Clerk to also inform the resident of the decision.

Action – Parish Clerk

Roydon Parish Council

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

Cllr Waterman informed the Council of the VJ Day Celebrations in Diss on the 15th August in Diss. All councillors were invited to attend with Cllr Waterman agreeing to be the representative for the Parish Council.

17. Date & Time of Next Meetings: To confirm the date of Tuesday 30th September 2025 for the Parish Council meeting.

Unanimously agreed

Signed

Date

Emma Chandler, Parish Clerk & RFO

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

Bank account Balances @ 19/07/2025			
Business Current Account		13,744.99	
Business Savings Account		31,725.53	
Total Balances			£45,470.52
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£7,626.72	£8,412.27	
Accounts Receipts Ledger YTD Income	£16,173.95	£16,321.13	
Expenditure			
Account Service Charge		£6.00	
Total		£6.00	
Income June 2025 /July 2025			
Account Interest		£147.18	
Total		£147.18	
Unprocessed Payments			
BACS 19		£142.83	
BACS 20		£513.52	
BACS 21		£123.20	
Total		£779.55	
Income Less Expenditure at 28/07/2025			£44,690.97

Signed T. Ault

Date 29th July 2025

Payments List as at 19th July 2025					
Date	Payee	Service	Gross	Net	VAT
28/07/2025	Wave	Water Bill July 25	£142.83	£142.83	£0.00
28/07/2025	E Chandler	Clerk Salary	£513.52	£513.52	£0.00
28/07/2025	HMRC	PAYE	£123.20	£123.20	£0.00
Totals			£779.55	£779.55	£0.00

Checked by RFO 14th June 2025

Signed

S. Finch

29th July 2025

Roydon Parish Council Planning Comment for Application 2025/2205

Parish Council Recommendation: OBJECTION

Based on our detailed assessment of this application and the concerns raised by local residents, Roydon Parish Council objects to this proposal on the following grounds:

1. Breach of Settlement Boundary Policy - DDNP Compliance

The application site is located outside the established settlement boundary for Roydon as defined in the Diss & District Neighbourhood Plan (DDNP). The constraints section of the application confirms this site falls within "Open Country Side" designation.

The DDNP establishes clear settlement boundaries to prevent inappropriate development in the countryside. The Plan specifically states that development should be "principally adjacent to or within the existing settlements" to maintain the rural character of the area and prevent sprawl.

Policy Foundation: The DDNP provides the statutory framework for development in Roydon, and development outside settlement boundaries constitutes development in open countryside, which is contrary to the Plan's core objectives.

2. Housing Mix Policy Non-Compliance - Four-Bedroom House Concern

The application proposes one 3-bedroom dwelling and one 4-bedroom dwelling. While the 3-bedroom house aligns with local housing needs, the 4-bedroom dwelling directly conflicts with established housing policy:

DDNP Policy 4 (Housing Mix) specifically requires developments to demonstrate they meet identified local housing needs

The Housing Needs Assessment supporting the DDNP clearly indicates a need for "proportionately fewer properties with four or more bedrooms"

Policy Conflict: The inclusion of a 4-bedroom dwelling represents a 50% non-compliance with the housing mix policy, as one of the two proposed dwellings exceeds the identified local need for smaller properties. The DDNP evidence base demonstrates that Roydon requires more 1-3 bedroom properties, not additional large family homes.

3. Lack of Sustainable Location and Infrastructure

The proposed development location presents significant sustainability concerns:

Pedestrian Safety: There are no footways connecting this site to village amenities, creating serious safety hazards for residents accessing:

- Roydon Primary School
- Village shops and services
- Public transport links
- Community facilities

Road Infrastructure: Darrow Lane is unsuitable for additional residential access points. The existing road infrastructure was not designed to accommodate increased residential traffic, particularly with the proposed new access arrangements.

Car Dependency: The remote location would necessitate car dependency for all daily activities, contrary to sustainable development principles and climate change objectives.

4. Cumulative Impact and Precedent Setting

Willow Farm Development: The application area has already seen development at Willow Farm.

Approving additional development would:

- Establish a harmful precedent for further countryside encroachment
- Create cumulative impact on rural character
- Undermine the integrity of settlement boundary policies
- Lead to incremental expansion into open countryside

Previous Appeal Decisions: The community feedback notes that "two similar applications had been to appeal and refused last year because of the DDNP." This establishes clear precedent that development outside settlement boundaries in this locality has been consistently refused, demonstrating the robustness of the policy framework.

5. Quiet Lane Character and Designation

Darrow Lane functions as a quiet rural lane serving the existing rural community. The designation as a "designated quiet lane" means it should:

- Prioritize pedestrian, cyclist, and equestrian safety
- Maintain low traffic volumes
- Preserve rural tranquillity
- Avoid intensive development

Additional residential development with new access points would fundamentally alter the character and function of this rural lane.

Parish Council Position

Roydon Parish Council recommends REFUSAL of this application on the grounds that it:

- Breaches the adopted DDNP settlement boundary policy
- Includes a 4-bedroom dwelling contrary to housing mix policy requirements
- Represents unsustainable development in an inappropriate location
- Would set harmful precedent for countryside development
- Conflicts with the community-endorsed development strategy

The Parish Council urges South Norfolk Council to uphold the integrity of the recently adopted DDNP, particularly the evidence-based housing mix policy that specifically identifies the need for fewer large dwellings in Roydon.

Bank account Balances @ 31/08/2025			
Business Current Account		9,744.12	
Business Savings Account		31,725.53	
Total Balances			£41,469.65
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£8,412.27	£11,908.59	
Accounts Receipts Ledger YTD Income	£16,321.13	£16,596.13	
Expenditure			
Account Service Charge July		£6.00	
South Norfolk DC		£1,167.60	
Waveney Tree Specialists		£960.00	
J M Crerar		£720.00	
E Chandler		£513.32	
HMRC		£123.40	
Account Service Charge August		£6.00	
Total		£3,496.32	
Income July 2025 /August 2025			
Recycling Centre Income		£275.00	
Total		£275.00	
Unprocessed Payments			
Total		£0.00	
Income Less Expenditure at 31/08/2025			£41,469.65

Signed _____

Date _____

Payments List as at 22nd August 2025					
Date	Payee	Service	Gross	Net	VAT
28/08/2025	South Norfolk DC	Dog Bin Annual Charge	£1,167.60	£973.00	£194.60
28/08/2025	Waveney Tree Specialists	Essential Tree Work	£960.00	£800.00	£160.00
28/08/2025	J M Crerar	Grounds Maintenance	£720.00	£720.00	
28/08/2025	E Chandler	Clerk Salary	£513.32	£513.32	
28/08/2025	HMRC	PAYE	£123.40	£123.40	
Totals			£3,484.32	£3,129.72	£354.60

Checked by RFO 22nd August 2025

Signed

E. Chandler

Bank account Balances @ 22/09/2025			
Business Current Account		24,732.67	
Business Savings Account		31,725.53	
Total Balances			£56,458.20
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£11,908.59	£13,441.31	
Accounts Receipts Ledger YTD Income	£16,596.13	£31,584.68	
Expenditure			
Total		£0.00	
Income August 2025 /September 2025			
SNDC Precept		£14,814.55	
Plot 6 Centre		£18.00	
Plot 12		£36.00	
Plot 1A East		£18.00	
Plot 3 Centre		£18.00	
Plot 8		£18.00	
Plot 9 South		£18.00	
Plot 5 West		£18.00	
Plot 1 Donation		£30.00	
Total		£14,988.55	
Unprocessed Payments			
PKF Littlejohn LLP		£252.00	
Excite Solutions LTD		£576.00	
A Farthing		£68.00	
E Chandler		£513.32	
HMRC		£123.40	
Total		£1,532.72	
Income Less Expenditure at 22/09/2025			£54,925.48

Signed _____

Date _____

Payments List as at 22nd September 2025					
Date	Payee	Service	Gross	Net	VAT
28/08/2025	PKF Littlejohn LLP	External Audit Fee	£252.00	£210.00	£42.00
28/08/2025	Excite Solutions LTD	Grounds Maintenance	£576.00	£480.00	£96.00
28/08/2025	A Farthing	Allotment Refund	£68.00	£68.00	
28/08/2025	E Chandler	Clerk Salary	£513.32	£513.32	
28/08/2025	HMRC	PAYE	£123.40	£123.40	
Totals			£1,532.72	£1,394.72	£138.00

Checked by RFO 22nd September 2025

Signed

E. Chandler

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Roydon (Diss) Parish Council – NO0368

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Information noted by the internal auditor on the Annual Internal Audit Report indicates that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority should have answered ‘No’ to Assertion 4 of the Annual Governance Statement for 2024/25.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority’s key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on internal control objective O in respect of trust funds. The Annual Internal Audit Report will inform the authority’s response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/08/2025

Roydon (Diss) Parish Council

Notice of conclusion of audit

Annual Governance s Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Roydon (Diss) Parish Council** for the year ended 31 March 2025 has been completed and the accounts have been published.

2. The Annual Governance C Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Roydon (Diss) Parish Council** on application to:
 - (a) Emma Chandler - Parish Clerk

 The Old Store House, Hall Lane, Yaxley, Suffolk, IP23 8BY

 - (b) By appointment only please contact the Clerk at
 clerk@roydon-southnorfolk-pc.gov.uk

3. Copies will be provided to any local government elector of the area on payment of £1.00(c) for each copy of the Annual Governance C Accountability Return.

Announcement made by: (d) Emma Chandler

Date of announcement: (e) 2nd September 2025

**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

N.B. This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. the correct figures are now shown as underlined italics in the pay spine at Annex 1.

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at Annex 1.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4. (The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.)

The new rates for allowances, uprated by 3.20 per cent, are set out at Annex 2.

The NJC has agreed that from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted from the NJC pay spine.

Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the **employer resources section** (<https://www.lgpsregs.org/employer-resources/index.php>) of www.lgpsregs.org (<https://www.lgpsregs.org>)

Yours faithfully,

Naomi Cooke, Kevin Brandstatter, Mike Short

Annex 1

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47

7	£25,584	£13.26	£26,403	<u>£13.69</u>
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	<u>£14.35</u>
11	£27,269	£14.13	£28,142	<u>£14.59</u>
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	<u>£15.06</u>
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	<u>£16.90</u>
21	£32,115	£16.65	£33,143	£17.18

22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	<u>£17.85</u>
24	£34,314	£17.79	£35,412	<u>£18.35</u>
25	£35,235	£18.26	£36,363	<u>£18.85</u>
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	<u>£22.20</u>
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	<u>£23.92</u>
36	£45,718	£23.70	£47,181	£24.46

Allotments Report for Parish Council Meeting

Invoices and Inspections

All allotment invoices have now been issued. A recent site inspection identified five plots requiring attention. Letters have been sent to the respective tenants requesting improvements, and the Clerk has spoken directly with each plot holder concerned. Improvements are expected to be made over the coming weeks and months.

Tyre Removal

A total of 27 tyres were removed from the site courtesy of South Norfolk District Council. This was provided as a one-off service at no cost and will not be repeated. It is suggested that any remaining tyres on site are retained for use by existing plot holders.

Vacant Plots and Waiting List

Notice has been received from two plot holders who are leaving, making plots 9 North and 9 South available. Two prospective tenants from the waiting list have been contacted and offered these plots. An additional enquiry has also been received, and one new person has now been added to the waiting list.

At present, there are three vacant plots. The future of plot 1 requires consideration, as it is very small and heavily shaded by boundary trees from a neighbouring property. Members may wish to decide whether the plot should continue to be used or instead converted into parking provision.

Boundary Maintenance

The boundary line along plots 1, 1a East and 1a West is being affected by overgrown hedging and trees belonging to neighbouring houses. There is also a rather large pile of plant matter being collected near the toilet area next to Plot 1. Guidance is sought from councillors as to how the Parish Council wishes to address this matter.



Roydon Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Roydon Parish Council

Signed:

Name: Trevor Ault

Position: Chairman

Date:



The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **Roydon Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- Promote the fact that we are an Armed Forces-friendly Council, to our members and wider public, encouraging positive interaction between them and members of the public.
- Ensure the upkeep of war memorials and war graves within the Parish.
- Support and promote support for Armed Forces events such as Armed Forces Day, the Poppy Appeal and Remembrance activities.

2.2 We will publicise these commitments through our literature and on our website.