



Roydon Parish Council

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

**Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church,
Roydon on Tuesday 30th September 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 – District Councillor Graham Minshull, District Councillor Kieran Murphy and 4 members of the public

1. Welcome

Cllr Ault welcomed everyone to the meeting

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

Apologies were received from County Councillor Kiddie which 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.

Cllrs Finch, Brown and Waterman declared an interest in item 11.

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

District Councillor Minshull informed on the following items

- He reiterated the apologies received from Cllr Kiddie
- Gave a reminder for the Mindful Town Training on the 23rd October at the Village Hall. He gave thanks for the effort that had been put into promoting the event and that many people had signed up for the course.
- Updated that the Long Stratton Bypass is now open but work continues on the access to Long Stratton from the new road.
- The caravan that had been highlighted by Cllr Curson at the last meeting has been investigated. Cllr Curson then asked for a follow up on the driveway that had been put in across Brewers Green. Cllr Minshull said that he would revisit this with the enforcement team.
- Provided information that the District Council were contacting shop owners in Diss whose premises had been empty for over two years to offer assistance in renting out the properties. If this is not successful the District Council may pursue the properties in order to ensure that they are rented and in use.
- The Park Hotel is now being refurbished and will be open as a hotel as soon as possible.

Cllr Ault inquired about the Mindful Towns training, the Clerk will forward the information

Action – Parish Clerk

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Cllr Brown asked if the Council had considered adding recycling bins to Diss Town Centre, Cllr Minshull clarified that all waste is taken to a sorting facility where it is split and recycled effectively.

Cllr Jennifer expressed enthusiasm for the District Council contacting shop owners in Diss and that it was good to know that Diss only has a few shops in this situation compared with other towns.

Cllr Jennifer asked about the ownership of the street lights on Park Road and Victoria Road, noting residents' concerns that flags now displayed there could appear in Roydon. Cllr Minshull clarified that Diss Town Council is responsible for the lights but will not remove the flags due to costs and regulations. The lights are owned by Amey, and the County Council has also decided not to remove the flags at this time for the same reasons.

Cllr Finch reiterated concerns regarding the persistence of potholes along a strip of Snow Street, noting that, despite reports from both the Parish Council and residents, no remedial action has been taken. While individual potholes may not meet the criteria for repair, the cumulative effect across the area now poses a significant hazard to pedestrians, cyclists, and individuals using mobility scooters. Councillor Minshull indicated that he will consult with the Highway Engineer to arrange a site inspection and expedite resolution of the issue.

Cllr Daniels highlighted that the 30mph sign on the verge by the White Hart had not yet been replaced. Cllr Minshull to chase.

Cllr Curson suggested that due to the severe weather forecast for the weekend that the Litter Pick should be postponed until later in the month. This was unanimously agreed on safety grounds and the Clerk would publish this to Facebook and the website and Cllr Ault would contact the Village Hall to book an alternative day and place a notice on the door on the day to inform people of the postponement.

Action – Parish Clerk

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

a) Tuesday 29th July 2025

Unanimously agreed and signed by the Chair

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

No matters arising

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 31st August 2025

Noted

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

Noted and unanimously agreed

c) To note the Bank Balances and Bank Reconciliation as of 22nd September 2025

Noted

d) Receipts and payments to be noted/authorised for September 2025

Noted and unanimously agreed

8. To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.

Noted.

Thanks was given to the Clerk for the work that had been completed

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.

Unanimously agreed

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- 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
Unanimously agreed

Action – Parish Clerk

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: Erection of new (self-build) two storey dwelling and associated hardstanding

Application Type: Full Planning Permission

Council View – Neutral

The Parish Council would recommend consideration of an alternative native species in place of the proposed Oak trees, suggesting Hawthorn as a more suitable option. In addition, while the installation of the large acoustic barrier fencing may be necessary, the Council would strongly encourage the planting of native hedging along the fence line to soften its visual impact, particularly given the property's prominence at the entrance to the village.

The Council also expresses concern regarding the potential impact on the quality of living within the proposed dwelling due to its close proximity to the main road.

Action – Parish Clerk

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

Council View – Neutral – No Comment

Action – Parish Clerk

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

Council View - Object

Roydon Parish Council wishes to reiterate its previous representation dated 12th May 2025, with the exception of flooding matters which appear to have been satisfactorily addressed through the amended proposals.

The Council raises the following additional concerns regarding the Reserved Matters submission:

Landscaping and Biodiversity

The proposed planting schedule includes Vinca Major, which is classified as an invasive non-native species. The inclusion of invasive species within new developments is contrary to good environmental practice and may result in long-term ecological impact. The Council recommends substitution with appropriate native species that support local biodiversity objectives.

Materials and Long-term Maintenance

The specification of bark chippings as surface treatment in certain areas raises concerns regarding durability and lifecycle performance. Organic materials such as bark are subject to

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decomposition and will require regular replacement, resulting in increased maintenance burdens. More durable alternatives such as stone or slate would provide superior longevity and reduced whole-life costs.

The Council requests that these matters be given due consideration in addition to the original comments submitted previously in the determination of this Reserved Matters application to ensure compliance with sustainable development principles.

Action – Parish Clerk

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

Council View – Support

Clerk to submit statement

Action – Parish Clerk

11. To receive an update report on the Allotments, To agree on any necessary actions arising from this update.

After discussion the following was agreed

- To make plot 1 into parking spaces
- Ask Mr Crerar to cut back hedges and trees along the fence line of Snow Street houses and also along the driveway including the large tree opposite the water tank.
- Clerk to write to the residents in above houses to inform of the Council's intentions

Action – Parish Clerk

12. To receive an update on the tree planting project – Cllr Waterman

Cllr Waterman provided the following feedback on action from the last meeting.

- Letters had been printed and delivered to all residents concerned.
- Comments had been received from three properties, one positive and two negative with reasons.
- The map has been adjusted and circulated to councillors for approval at the meeting.

The amended map was approved by members.

Next Steps

- Cllr Waterman to contact Cllr Kiddie to discuss the purchase of the trees
- Planting to take place over the winter

Cllr Finch expressed concern about keeping the trees alive while they establish. Cllr Waterman suggested the use of water bags which he has used successfully in the past and possibly putting a call out to local residents for help in watering over the warmer months.

The Clerk to put together an advertising campaign nearer the time.

Action – Cllr Waterman

13. To consider signing the revised Armed Forces Covenant and agree how this will be communicated to the community.

A few minor amendments were made to the document which was then signed by the Chair.

Clerk to send the document to the relevant parties.

Action – Parish Clerk

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.

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After discussion it was agreed for the Clerk to contact the Village Hall management committee and request that the following wording be included on the Land Registry for the Village Hall Roydon Parish Council as Custodian Trustee of Roydon Village Hall, charity number 800254

Action – Parish Clerk.

15. To receive information regarding the hedging surround at the War Memorial and agree any next steps.

It was suggested to take out the existing hedging and replace with Yew or another alternative that would not be blighted with disease.

Cllr Waterman to collate some costings for review at the next meeting.

Action – Cllr Waterman

16. To revisit the grass cutting, receiving feedback from councillors and agree next steps

After discussion it was agreed for the group to meet in November when all grass cutting will have been completed to collate options for review by the council.

Cllr Curson to arrange the meeting.

Action – Cllr Curson

17. To receive an update on activities at the Loke.

Cllr Finch provided an update on the work that had been completed at the Loke over the summer.

- Lots of soft fruits especially blackberries and sloes
- Differing wild flowers flourished in the hot weather
- A few trees were lost due to the heat
- There was lots of litter and dog waste that was cleared throughout the summer
- Works planed for the winter include the cutting back of brambles which have encroached over the path, the replacement of trees that have been lost.

The Clerk was requested to put out a call for volunteers at the end of October with a view to this work being completed over the winter. The group meets every other Tuesday morning, dates to be confirmed nearer the time.

Action – Parish Clerk

It was also suggested that new signage be put at each end of the Loke to say that the Parish Council manage and maintain the area. Cllrs Curson and Finch to look into the cost of signs and the wording that they may wish to use.

Action – Cllrs Curson and Finch

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

Cllr Curson informed that the annual cut of Brewers Green had taken place that day. He would contact Greenways recycling company to collect the arisings.

Cllr Dalglish suggested that the Council may wish to start being proactive building on the work already being completed at the Loke to improve biodiversity in what is referred to as the Local Gap in the Diss and District Neighbourhood Plan. He would also like to see more work being completed on transport between Roydon and Diss and possible start a Community Energy Project.

Councillors generally agreed with his proposals and suggested that a working party of Cllrs Dalglish, Waterman, Brown and Finch meet to discuss further.

The Clerk did however inform that the County Council was conducting a feasibility study on transport and she would forward the information to Cllr Dalglish.

The Clerk informed everyone that all councillors were now using the council email and that personal email addresses should no longer be used for Council business.

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19. Date & Time of Next Meetings: To confirm the date of Tuesday 28th October 2025 for the Parish Council meeting.

Unanimously agreed

Signed T. Ault

Date 28th October 2025

Emma Chandler, Parish Clerk & RFO

Email clerk@roydon-southnorfolk-pc.gov.uk

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 P. Curson

Date 30th September 2025

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 S. Finch

Date 30th September 2025

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