



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 25th November 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: 18th November 2025

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at agenda item 4**

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 28th October 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 ?? November 2025(Copy herewith)
 - b) Receipts and payments to be noted/authorised for November (Copy herewith)
8. To consider proposals for a new electricity contract for the street lights.
9. To discuss the on two Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan (GNLP). Link [Supplementary Planning Document consultations | Supplementary Planning Document consultations | Norwich City Council](#) agree the Parish Council response.
10. Village Hall update from the Clerk – agree next steps
11. Norwich to Tilbry – Update from the Clerk
12. To receive an update on signage for the Loke. Agree next steps
13. To discuss the grass cutting in the village and agree next steps

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14. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
15. Date & Time of Next Meetings: To confirm the date of Tuesday 16th December 2025 for the Parish Council meeting.
Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk



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

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon on Tuesday 28th October 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 Keith Kiddie, District Councillor Graham Minshull and 7 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 Cllr Dalglish due to being caught in traffic out of the Parish.

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 Brown, Finch and Waterman declared an interest in item 16

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

County Cllr Kiddie spoke regarding Item 12 – Traffic Calming on Louie's Lane.

- Explained that speed bumps are no longer used as they hinder emergency vehicle access.
- Noted that there is already a 7.5-tonne restriction and a 30 mph speed limit on the road.
- Advised he will speak to the Highway Engineer to explore any further feasible traffic calming measures.
- Reported on Local Government Reorganisation, noting that the 2 unitary council model (approximately 500,000 residents per authority) appears to be the preferred structure, and Norfolk may consider adopting a similar approach
- Cllr Finch raised the issue of potholes on Snow Street.
- Cllr Kiddie confirmed he had visited the site with the Highway Engineer, noted potholes outside The Friary, and has taken action to address them.

District Cllr Minshull provided an update on the recently launched Sanctuary Scheme in South Norfolk, which supports individuals affected by domestic abuse. He also highlighted concerns regarding landlords selling properties as a result of changes to renters' rights, leading to an increase in homelessness within the private rental sector.

Councillor Ault inquired about the funding arrangements for the Sanctuary Scheme and was advised that it is financed through the Levelling Up initiative at county level, supplemented by contributions from sources within South Norfolk.

One member of the public wished to comment on Item 10, Norwich to Tilbury Pylon Project. It was unanimously agreed for her to have input when this item was discussed later in the meeting.

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Cllr Daniels inquired about the 30mph sign that is yet to be reinstated on the High Road opposite the White Hart. Cllr Kiddie said he would follow this up again with the Highway Engineer.

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

a) Tuesday 30th September 2025

Unanimously Approved

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

Grass Cutting to be added to the agenda for the November meeting

7. Financial Matters and Banking

a) note the Bank Balances and Bank Reconciliation as of 17th October 2025

Noted

b) Receipts and payments to be noted/authorised for October

Noted and authorised

c) To receive the second quarter financial report

Received and noted

8. To consider quotations for the repair of the street lamp on Factory Lane following a road traffic collision, and to agree on the appointment of a contractor for the replacement street light.

The Clerk provided a brief background to the damaged street lamp being caused by joyriders who fled the scene. The repair will use funds from the street lighting Earmarked Reserve which is in place for repair and replacement of the lights.

It was unanimously agreed to contract Amey for the work and for the Clerk to contact them as soon as possible.

Action – Parish Clerk

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

a) Application - 2025/2820

Applicant: Mr Richard Alasia

Location: The Old Sand Pits High Road Roydon Norfolk IP22 5RF

Proposal: Certificate of lawfulness (existing) for the occupation of dwellinghouse and associated land in breach of agricultural occupancy condition of planning consent 1986/2676

Application Type: Lawful Development - Existing Use / Development

Parish Council Comment – Neutral – No Comment

Action – Parish Clerk

10. Norwich to Tilbury – Consider registering with the Planning Inspectorate to become an Interested Party in order to make representation for the Parish about the application.

Councillor Ault introduced this item concerning the Norwich to Tilbury Pylon Project being progressed by National Grid.

A member of the public provided further information on the project and confirmed that the Parish Council is required to register to become an interested party and submit formal representations.

The following key points were raised:

- The sale of The Gables, a property purchased by National Grid, has had a negative impact on local property sales.
- The Gables has since been listed for auction without the adjoining land. Clarification is sought on National Grid's intended use of the retained land.
- No definitive cost information has yet been provided in relation to the pylons.
- The purchase of The Gables by National Grid has set a concerning precedent and is causing considerable anxiety among local residents.

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- There remains a lack of transparency regarding National Grid's plans for the site and surrounding area.

It was agreed that the Parish Council's previous submission would be updated and resubmitted to include this new information.

Cllr Finch agreed to make the amendments and circulate to councillors before the Clerk then submits the document when registering the Council's interest.

The Clerk was also requested to add the submission to the Council website when completed.

Action – Cllr Finch & Parish Clerk

11. To receive information regarding the Property Flood Resilience (PFR) scheme and agree answers to the questionnaire

Councillors debated the short questionnaire and agreed answers for the Clerk to submit.

Action – Parish Clerk

12. To receive correspondence from a resident of Louie's Lane requesting Parish Council support in lobbying the County Council for traffic calming measure on Louie's Lane. Consider the request.

Following lengthy discussion and taking into account the County Councillor input during the public forum it was agreed that the Clerk would contact the local police to request that they gather information on speeding on this road which can then be presented at the next meeting.

Action – Parish Clerk

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

Cllr Waterman provided an update on the types of trees to be used for the project following consultation with local residents. The selected species include Hawthorn, Rowan, and Crab Apple, the latter of which will be planted at the furthest distance from the houses on Millway Green. The tree varieties and sitings have been specifically chosen to ensure they do not interfere with the existing wildflower meadow. Prices have been submitted to the County Councillor to support the grant application for the project.

14. To receive update information and costs regarding the replacement of the hedging surround at the War Memorial – Cllr Waterman – agree next steps.

Cllr Waterman reported on the condition of the existing box plants, noting that they had been severely damaged over the summer. While some regrowth was possible, the plants would not return to full health. It was therefore confirmed that, in accordance with the decision made at the previous meeting, the box plants would be replaced with Yew.

Cllr Waterman advised that the area had been measured and that 36 plants would be required at a total cost of £151.20. It was unanimously agreed to proceed with the replacement project as soon as practicable. Following further discussion, it was agreed that the existing hedging would be removed and the area tidied prior to Remembrance Day, with the new planting to take place shortly afterwards

Action – Cllr Waterman

15. To receive an update on signage for the Loke. Agree next steps

It was agreed, following a brief discussion, that the Working Party would meet at the Loke on the following Tuesday to complete hedge cutting. The group would also review the proposed locations for the information boards to take measurements and consider suitable mounting options and styles, with a report to be presented at the next meeting.

Action – Loke Working Party

16. Allotment Update

Cllr Brown requested that the Clerk contact the grounds maintenance contractor to advise that grass cutting should now cease until the spring, as some areas have become too short and muddy.

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Cllr Brown also reported that the hazel along the driveway had been cut back and that Treefellas would be attending the site shortly to chip the remaining material. Plot 1 is now almost clear and is expected to be ready for use as parking when the ground has firmed up..

The Clerk confirmed that most payments had now been received and that all allotment plots were let, following the departure of two tenants and the allocation of these plots to new tenants. There are currently no applicants on the waiting list.

Action – Parish Clerk

17. Roydon Green Week 2026 – Agree membership of a working group to organise the week reporting back to the Parish Council

Cllrs Waterman, Finch, Ault, Curson, Brown and Best all volunteered to be on the working group with the suggesting that Cllr Dalglish also be involved subject to his agreement.

Cllr Waterman agreed to arrange the first meeting in due course.

Action – Cllr Waterman

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

Cllr Curson reported that the Clerk from Diss had contacted the Parish Council to request input on proposed road names for the new development off Shelfanger Road. Details had been circulated to councillors prior to the meeting, and Cllr Ault had prepared a list of suggested names with supporting explanations. Following consideration, it was agreed that Cllr Ault's suggestions would be forwarded to the Clerk at Diss for consideration.

Brewers Green – the Brewers Green management committee had agreed for the trees offered by Cllr Waterman would be planted on the green.

Molly Pond Clearance – The Clerk was requested to investigate if there was any funding available for the pond clearance. The Clerk noted that an email had been received from an organisation completing this type of work the previous week and she would contact them for further information and report back to the next meeting.

Further work on the green include the cutting of the Willows which would require grant funding,

Cllr Daniels reminded the Council of the up and coming Remembrance Day.

Cllr Waterman informed of a large amount of tyres that had been fly tipped along Doit Lane. The Clerk requested that an exact location be supplied along with pictures before reporting the tip.

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

Unanimously agreed

Meeting Closed at 20.51

Signed

Date

Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk

Bank account Balances @ 17/10/2025			
Business Current Account		23,439.99	
Business Savings Account		31,905.45	
Total Balances			£55,345.44
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£13,441.31	£17,527.54	
Accounts Receipts Ledger YTD Income	£31,584.68	£32,740.60	
Expenditure			
Service Charge		£6.00	
SSE		£206.38	
Amey		£418.70	
SSE		£104.88	
Total		£735.96	
Income September 2025 /October 2025			
Plot 10 South		£18.00	
Plot 4 East		£18.00	
Plot 7		£36.00	
Plot 8 North		£18.00	
Tree Grant		£800.00	
Plot 11 South		£18.00	
Plot 9 South		£68.00	
Intrest on Savings		£179.92	
Total		£1,155.92	
Unprocessed Payments			
Parish Room Hire		£105.00	
Grounds Maintenance		£400.00	
Annual Support Cost		£162.00	
Brewers Green Annual Cut		£1,674.00	
Allotment Water		£44.66	
Grounds Maintenance		£192.00	
Clerk Salary		£622.21	
PAYE		£150.40	
		£3,350.27	
Income Less Expenditure at 17/10/2025			£51,995.17

Signed *T. Ault*

Date 28th October 2025

Payments List as at 17th October 2025					
Date	Payee	Service	Gross	Net	VAT
13/10/2025	Amey	Call Out RTC Street Light Repair	£418.70	£348.92	£69.78
28/10/2025	Roydon PCC	Parish Room Hire	£105.00		
28/10/2025	JM Crerar	Grounds Maintenance	£400.00		
28/10/2025	Community Heartbeat	Annual Support Cost	£162.00	£135.00	£27.00
28/10/2025	Peter Frizzel Ltd	Brewers Green Annual Cut	£1,674.00	£1,395.00	£279.00
28/10/2025	Wave	Allotment Water	£44.66		
28/10/2025	Excite Solutions LTD	Grounds Maintenance	£192.00	£160.00	£32.00
28/10/2025	E. Chandler	Clerk Salary	£622.21		
28/10/2025	HMRC	PAYE	£150.40		
Totals			£3,768.97	£2,038.92	£375.78

Checked by RFO 17th October 2025

Signed

E. Chandler

BUDGET 2025/2026		Spend to 30th September 2025	% Budget Spent
Allotments	£0.00	£68.00	#DIV/0!
Auditors	£535.00	£552.00	103.18
CIL	£540.53	£268.09	49.60
Clerks Employment Costs	£8,425.00	£3,820.32	45.35
Expenses	£150.00	£0.00	0.00
Grants	£0.00	£800.00	#DIV/0!
Grounds maintenance	£8,000.00	£2,351.00	29.39
Insurance	£700.00	£409.82	58.55
Dog Bins	£1,000.00	£973.00	97.30
Loan Repayments	£4,234.22	£2,117.11	50.00
Other	£2,359.00	£574.00	24.33
S137	£1,500.00	£13.00	0.87
Streetlight maintenance	£730.00	£39.73	5.44
Streetlight replacement	£1,000.00	£0.00	0.00
Subscriptions	£700.00	£296.29	42.33
Utilities	£1,700.00	£415.88	24.46
Village Hall / Parish Room	£249.89	£0.00	0.00
	£31,283.11	£12,698.24	40.59

Checked by Cllr Waterman

Signed *G Waterman*

Bank account Balances @ 15/11/2025			
Business Current Account		19,518.26	
Business Savings Account		31,905.45	
Total Balances			£51,423.71
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£17,527.54	£23,873.62	
Accounts Receipts Ledger YTD Income	£32,740.60	£36,649.57	
Expenditure			
Service Charge		£6.00	
SSE		£88.21	
SSE		£75.15	
Amey		£2,146.96	
ICO		£47.00	
PWLB		£2,117.11	
Total		£4,480.43	
Income October 2025/November 2025			
Plot 2a		£18.00	
CIL		£3,870.97	
Plot 2		£20.00	
Total		£3,908.97	
Unprocessed Payments			
TT Jones Electrical LTD		£58.76	
TT Jones Electrical LTD		£58.76	
Greenways Recycling		£900.00	
Excite Solutions LTD		£192.00	
HMRC		£127.40	
E. Chandler		£528.73	
		£1,865.65	
Income Less Expenditure at 17/10/2025			£49,558.06

Signed _____

Date _____

Payments List as at 15th November 2025					
Date	Payee	Service	Gross	Net	VAT
07/11/2025	Amey	Street Light Replacement Paid 7/11/25	£2,146.96	£1,789.13	£357.83
28/11/2025	TT Jones Electrical LTD	Street Light Maintenance July - Sept 25	£58.76	£48.97	£9.79
28/11/2025	TT Jones Electrical LTD	Street Light Maintenance Oct - Dec 2025	£58.76	£48.97	£9.79
28/11/2025	Greenways Recycling	Green Waste - Annual Cut	£900.00	£750.00	£150.00
28/11/2025	Excite Solutions LTD	Grounds Maintenance	£192.00	£160.00	£32.00
28/11/2025	HMRC	PAYE	£127.40		
28/11/2025	E. Chandler	Clerk Salary	£528.73		
Totals			£4,012.61	£2,797.07	£559.41
Checked by RFO 15th November 2025			Signed	<u>E. Chandler</u>	