



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 25th November 2025 at 7.00pm

Councillors Present – George Waterman, Andrew Daniels, Paul Curson, Stephen Finch,
Gareth Dalglish

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillors Graham Minshull and Kieran Murphy and 8 members of the public

Agenda

1. Welcome

Due to Cllr Ault being unable to attend the meeting at short notice Councillors unanimously agreed for Cllr Waterman to Chair the meeting.
Cllr Waterman welcomed everyone to the meeting

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

Apologies were received from Cllrs Ault, Jeniffer and Brown for health reasons.
Apologies were received from Cllr Best due to being out of the Parish.
All apologies 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.

None declared

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

Cllr Minshull conveyed apologies for Cllr Kiddie's absence from the meeting. He informed the Council that, in Cllr Kiddie's absence, he would forward any queries to NCC and provide follow-ups as necessary. Cllr Minshull then reported on the following items:

- The rollout of food waste residential collections is scheduled for the New Year. Roydon is included in phase 2, during which food waste bins will be delivered to each residence and collected weekly alongside regular waste.
- Electrical waste collections, including batteries collected directly from homes, will also commence in the New Year.
- A total of 47 tyres were retrieved from the River Waveney on Doit Lane by volunteers collaborating with the River Waveney Trust. SNDC will facilitate proper disposal of these tyres as soon as possible.
- SNDC will offer two hours of free parking in their Diss car parks throughout December.
- Roydon has been awarded Mindful Village status following the Mindful Towns training held at the Village Hall in October, which saw strong attendance.
- A memorial and dedication service for the crew of the B17 is being organised and is expected to take place in Spring 2026.
- SNDC is collecting toys for those in need; a donation point has been established at Diss Swimming Pool for contributions.

Cllr Curson asked if the food waste bins could be refused. Cllr Minshull suggested that this was a Government initiative and what residents decided to do with their bins was individual choice.

Cllr Murphy reminded everyone that the Diss Christmas Light Switch on was happening on Saturday 29th November.

The Clerk noted a concern regarding gates that have been installed on FP9, as reported by Cllr Jennifer. Cllr Finch stated that, currently, the gates remain open and the path is fully accessible; however, this situation will require ongoing monitoring.

Roydon Parish Council

Cllr Waterman thanked everyone that had attended the litter pick on the 22nd November. Despite the cold and wet weather there was a great turn out with a large amount of rubbish collected.

Cllr Finch reported that new young trees had been planted at the Loke that day. They had also been joined by a new volunteer and lots of good work had been completed.

Cllr Waterman reported that he, Cllr Brown, and her daughter had planted the new hedging at the War Memorial. Currently, the hedging appears to be in good condition; however, Cllr Waterman will continue to monitor for signs of wildlife and, if necessary, will install fencing to protect the new plants.

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

a) Tuesday 28th October 2025

Unanimously approved

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

Cllr Curson reported that a meeting has been arranged on the 19th December with the contact provided by the Clerk at the last meeting at Item 18. The meeting will determine if the group would fund the clearing of the Molly pond on Brewers Green and possibly the reduction of the Willow Tree at Poplars Pond.

Cllr Dalglish informed that he would be happy to join the Big Green Week 26 Working Party as suggested at the last meeting.

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 15th November 2025

Noted

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

Noted and authorised

8. To consider proposals for a new electricity contract for the street lights.

The Clerk provided information that had been received that day for the new rates for the renewal of the Street Light electricity contract which was due to be renewed in January 26.

It was unanimously resolved to opt for the 12 month option with SSE

Action – Parish Clerk

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.

It was agreed for the Parish Clerk to send an email in support of the consultations.

Action – Parish Clerk

10. Village Hall update from the Clerk

The Clerk provided an update regarding the status of the Village Hall. To date, the Management Committee has been collecting information required to update the Land Registry so it accurately reflects the current standing of the Village Hall, confirming that the Parish Council serves solely as Custodian Trustees.

The Management Committee has since advised the Clerk that this responsibility should now be assumed by the Council. Prior to the meeting, the Clerk consulted with the Chair and Vice Chair and requested that they oversee the matter moving forward. The Chair agreed to take on this responsibility, given his active involvement at the outset of the process.

The Full Council expressed its support for this approach.

Action – Cllr Ault

11. Norwich to Tilbry – Update from the Clerk

The Clerk confirmed that Cllr Finch had finalised the submission to the Planning Inspectorate which had been circulated and approved by all Councillors as agreed at the last meeting.

Roydon Parish Council

Once this had been completed the submission had been completed by the Clerk.
This matter will return to council when news of the next stage is released.

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

The Loke working group had agreed the locations of the signs and suggested that they should be attached to poles which would also need to be installed.

Cllr Waterman shared a visual of what the boards would look like and the information that would be included on them.

It was agreed for the group to obtain three quotes from local businesses to make the boards and bring them back to the meeting in February 26.

Action – Loke Working Group

13. To discuss the grass cutting in the village and agree next steps

The group informed that they had not yet completed their investigation and requested that the item be deferred to the January 26 meeting

Action – Parish Clerk

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

Councillors emphasised the importance of monitoring potential flooding in the area, particularly after the heavy rainfall experienced the previous weekend.

Residents from Bellrope Lane attended, and the Clerk asked if the road had stayed clear during the rain. They confirmed that it had, but noted they needed to regularly clear leaves and debris from the drain themselves, as there appeared to be no formal drain clearing schedule for Bellrope Lane—unlike the neighbouring development.

Residents were encouraged to continue reporting issues on the Fix My Street app. Additionally, the Clerk agreed to email the Highway Engineer to request that Bellrope Lane be included in a routine clearance and maintenance programme.

Cllr Waterman request that a generic letter be circulated to councillors for use when hedges in residential properties were becoming overgrown and causing an obstruction on the paths and highways.

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

Unanimously agreed

Meeting closed at 20.00

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

Date 16th December 2025

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	
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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 G Waterman

Date 25th November 2025

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>	