



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 24th March 2026 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: 17th March 2026

**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 24th February 2026 (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 at 16th March 2026(Copy herewith)
 - b) Receipts and payments to be noted/authorised for March 2026 (Copy herewith)
8. To consider and agree an additional submission to the Norwich to Tilbury Project.
9. To consider donating to the Pylons East Anglia Ltd Campaigning as Essex Suffolk Norfolk Pylons campaign.
10. To consider the following planning applications
 - a) Application: [2026/0030](#)
Applicant: Mr & Mrs Dacunha
Location: 22 Waterloo Avenue Roydon Norfolk IP22 5RL
Proposal: Single storey side extension and construction of a detached double garage
Application Type: Householder
Comments to be returned by 27th March 2026
11. To consider and agree the continued membership with Norfolk Parish Training at a cost of £366.22

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12. To review and approve the following policies.
 - a) Asset Register
 - b) Biodiversity Policy
 - c) Code of Conduct
 - d) Complaints Policy
 - e) Delegation of Power
 - f) Health and Safety Policy
 - g) Social Media Policy
 - h) Planning Policy
13. To consider and agree an amount of match funding the Council is prepared to allocate to the SNDC Pride in Bloom project.
14. To discuss and agree the proposed programme for Big Green Week 2026
15. To receive an update on the Village Hall Land Registry from Cllr Ault.
16. Annual Parish Meeting update
17. Footpath update
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 April 2026 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 Parish Council Meeting of Roydon Parish Council which will be held at the Parish Room at St Remigius Church, Roydon on Tuesday 24th February 2026 at 7.00pm

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

Also present - Emma Chandler - Parish Clerk, District Councillor Graham Minshull, District Councillor Kieran Murphy and five 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.

All members of the Parish Council were in attendance.

Apologies were received from County Councillor Kiddie due to illness.

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 and Daniels declared an interest in item 9

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

Cllr Minshull reported the following

- The Kings Head in Pulham Market has been saved with the District Council securing an order to prevent the owner pulling it down.
- The District Council budget has been agreed for 26-27, the increase will once again equate to a £5.00 increase on the average band D property.
- Food Waste collections are now not going to be funded by Government.
- Nominations for the South Norfolk District Council Community Awards are now open. All categories are sponsored by local businesses ensuring no cost to the tax payer for the event.
- Funds are available for a Neighbourhood Plan review.

Cllr Finch asked why SNDC were not present at the Norfolk Hearing for the Norwich to Tilbury Pylon project. Cllr Minshull stated that SNDC were represented but may have attended a different hearing.

Cllr Daniels made the following observations

- New wooden pole had been installed at the Recycling Centre – Cllr Waterman explained a project that involved the pole which would soon become clear.
- The verge outside 84 Louis Lane had been churned up. – Clerk to report
- Queried the door knocking that had been reported to the Parish Council by the Police
- Stated that work had commenced on Footpath 9, thanking Cllr Jennifer for her work on this matter.

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

a) Tuesday 27th January 2026

Minutes were unanimously approved

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

It was reported that the light at the Bus Station was now working

Roydon Parish Council

Allotments – Trees had been cut back and the ground work completed by Mr Crerar, thanks were given for a job well done. Polt 1 still needed some more work before it could be used for parking, Cllrs Brown and Waterman would complete this work and Cllr Brown had made a No Dumping sign to discourage this type of behaviour at the allotments.

7. Financial Matters and Banking

- a) To note the Bank Balances and Bank Reconciliation as at 14th February 2026**
- b) Receipts and payments to be noted/authorised for February 2026**

All were noted and unanimously approved

8. To receive an update from Cllr Curson regarding the open hearing for the Norwich to Tilbury Project. Agree the final written submission to the Planning Inspectorate.

Version 10 had been circulated to all councillors before the meeting. Cllr Dalglish wished to add a sentence to Holford Rule one which all members agreed to.

Cllr Dalglish to send the wording to the Clerk who would then add to the written submission before sending to the Planning Inspectorate before the closing date of 26th February 2026

Action – Cllr Dalglish and Parish Clerk

9. To receive an update on the Village Hall Land Registry from Cllr Ault.

Cllr Ault gave an update, providing members with two options from solicitors that he had contacted who were willing to complete the work.

After much discussion it was unanimously agreed to use the services of Morgan Langley at a cost of £500-£650 +VAT.

Action – Cllr Ault

10. To discuss and agree if the Parish Council requires Street Lighting on the Roydon portion of the Norfolk Homes development on Shelfanger Road.

Cllr Waterman reported that Diss Town Council had indicated a requirement for street lighting on safety grounds. It was agreed that the Parish Council supported the provision of street lighting but wished to ensure that the cost of installation would be met by the developer. The Clerk was asked to make further enquiries prior to submitting the final response if required.

Action – Parish Clerk

11. To receive information regarding the Annual Parish Meeting, discuss and agreed the date. Location and format.

Cllr Ault proposed that the meeting be held on Tuesday 28th April before the Parish Council meeting. He suggested that Councillors would give updates on Parish Council projects, Greening, Pylon update and Neighbourhood Plan Developments
Unanimously agreed.

12. To review and approve the following policies.

- a) Standing Orders**
- b) Financial Regulations**
- c) Internal Control Policy – Cllr Brown highlighted a typo in paragraph four, Clerk to amend**
- d) Annual review of effectiveness of internal control**
- e) Reserves Policy**

All policies were unanimously agreed

13. To receive an update on the Factory Lane triangle hedges

Cllr Jennifer confirmed County Council Highways would be cutting back all three sides of the triangle including the PROW (FP18) before the start of bird nesting season.

14. To receive feedback on the litter pick held on 7th February 2026. Consider if the Parish Council would like to sign up for the 'Great British Spring Clean' being held between the 13th and 29th March 2026.

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It was reported that nine volunteers attended the recent litter pick. Members noted that the Great British Spring Clean was scheduled too soon after this event. It was therefore agreed that the date of the next litter pick should be adjusted to coincide with the South Norfolk District Council Litter Pick. Sunday 16th May was proposed, subject to the availability of the Village Hall.

Unanimously agreed

Action - Cllr Ault and Parish Clerk

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

Big Green Week

- 16. Date & Time of Next Meetings: To confirm the date of Tuesday 24th March 2026 for the Parish Council meeting.**

Unanimously agreed

Signed

Date

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

Bank account Balances @ 16/03/2026			
Business Current Account		13,427.33	
Business Savings Account		32,081.28	
Total Balances			£45,508.61
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£30,149.05	£31,360.81	
Accounts Receipts Ledger YTD Income	£37,282.40	£39,426.68	
Expenditure			
Hansells Solicitors		£300.00	
SLCC		£110.50	
Unity		£6.00	
SSE		£134.63	
Total		£551.13	
Income January 26/ February26			
HMRC VAT		£2,144.28	
Total		£2,144.28	
Unprocessed Payments			
BACS 70		£528.93	
BACS 71		£127.20	
BACS 72		£4.50	
		£660.63	
Income Less Expenditure at 17/10/2025			£44,847.98

Signed _____

Date _____

Payments List as at 16th March 2026					
Date	Payee	Service	Gross	Net	VAT
16/03/2026	Hansells Solicitors	Village Hall Ownership (Paid 16/03/2026)	£300.00	£300.00	£0.00
16/03/2026	SLCC	Clerk Membership (Paid 16/03/2026)	£110.50	£110.50	£0.00
27/03/2026	E. Chandler	Clerk Salary	£528.93	£528.93	£0.00
27/03/2026	HMRC	PAYE	£127.20	£127.20	£0.00
27/03/2026	P. Curson	Stationary	£4.50	£4.50	£0.00
Totals			£1,071.13	£1,071.13	£0.00
Checked by RFO 16th March 2026			Signed	<u>E. Chandler</u>	

ROYDON PARISH COUNCIL
ASSET REGISTER MARCH 2026

ITEM	QUANTITY	CURRENT VALUE £	NOTES
ALLOTMENT GATES & TOILET	1	£ 750.00	
ALLOTMENTS (SNOW ST)	1	£ 30,250.00	Valued Aug 18
BENCHES	3	£ 1,000.00	Wooden
	1	£ 660.00	Circular tree purchased Aug 21
	1	£ 550.00	Recycled plastic purchased July 21
DOG WASTE BINS	8	£ 1,038.00	2 new bins purchased 09/21 and 1 new replacement bin in 2025
HI-VIS SAFETY VESTS	21	£ 140.00	Purchased January 2022
HOG CARVING	1	£ 1.00	Nominal value
LIFEBELTS	2	£ 200.00	
LITTER BINS	4	£ 719.00	Purchased Sept 21 + one new in 2025-26
LITTER PICKERS	23	£ 420.00	2021/2022
MOBILE PHONE	1	£ 50.00	Purchased April 2018
NOTICEBOARD	2	£ 3,000.00	Louie's Lane & A1066 2024
OFFICE EQUIPMENT	1	£ 389.00	Laptop Asus E510 purchased Feb 2025
	1	£ 50.00	Printer Epson XP452 purchased Feb 2019
	1	£ 60.00	External Hard Drive Toshiba
	1	£ 100.00	Filing Cabinet (purchased March 2021)
STREET LIGHTS x66	45	£ 54,000.00	Metal Columns and LED lights
(upgraded to LED October 2021)	21	£ 8,400.00	Wooden Pole mounted- new brackets & LED Oct 2021
VAS (vehicle activated sign)	2	£ 7,000.00	
VILLAGE SIGN	1	£ 8,000.00	Includes paving & fencing
WAR MEMORIAL	1	£ 7,000.00	
VILLAGE HALL	1	£ 1.00	Gifted Removed March 2024 Following investigation PC not in ownership but Custodian Trustees advised to reinstate at value of £1.00 March 2025
VILLAGE HALL GATES	1	£ 1.00	Gifted Removed March 2024 Following investigation PC not in ownership but Custodian Trustees advised to reinstate at value of £1.00 March 2025
TOTAL		£ 123,779.00	

ITEMS REMOVED			
OFFICE EQUIPMENT	1	£ 2,000.00	Desktop & flash-drive. Desktop decommissioned Feb 2019 replaced by laptop and printer
BADMINTON EQUIPT	1	£ 1.00	Nominal Value
CARPET BOWLS SET	1	£ 1.00	Nominal value
OFFICE EQUIPMENT	1	£ 520.00	Laptop Asus Vivobook K505 purchased Feb 2019 Decommissioned February 2025
Total		£ 2,522.00	

Roydon Parish Council

BIODIVERSITY POLICY

Adopted 28th November 2023
Review Date March 2026
Next Review Date March ???

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Roydon Parish Council (hereinafter referred to as the Council) must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that the Council can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish / town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications. □ consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area. It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on 28th November, 2023, and will be reviewed every year. A summary of how the policy has been implemented will be produced and reviewed at the same time, with reference to the original biodiversity inventory and action plan.

ROYDON PARISH COUNCIL

CODE OF CONDUCT

June 2018

**Adopted: October 2019
Reviewed: March 2026
Next Review: March 2027**

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor. This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor. Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

1. Expected Behaviors

- 1.1 Roydon Parish Council has adopted this Code setting out the expected behaviours required of its members or co-opted members, acknowledging that they each have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

- 1.2 In accordance with the Localism Act provisions, when acting in this capacity all Councillors must be committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

- 1.3 As a Member of Roydon Parish Council, your conduct will in particular address the statutory principles of the code of conduct by:

- I. Championing the needs of residents – the whole community and in a special way your constituents, including those who did not vote for you - and putting their interests first.
- II. Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- III. Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing

constituents' casework, the interests of the parish or the good governance of the Authority in a proper manner.

- IV. Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties as a member/co-opted member of this Authority.
- V. Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- VI. Being accountable for your decisions and co-operating when scrutinised internally and externally, including by local residents.
- VII. Contributing to making this Authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other members to account but restricting access to information when the wider public interest or the law requires it
- VIII. Behaving in accordance with all your legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources.
- IX. Valuing your colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between you that is essential to good local government.
- X. Always treating people with respect, including the organisations and public you engage with and those you work alongside.
- XI. Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

2. Declaration of Interests

2.1 The Localism Act 2011 provides for registration and disclosure of interests and in Roydon Parish Council this will be done as follows:

- On taking up office a member or co-opted member must, within 28 days of becoming such, notify the Monitoring Officer of any 'disclosable pecuniary interests', as prescribed by the Secretary of State.

- On re-election or re-appointments, a member or co-opted member must, within 28 days, notify the Monitoring Officer of any 'disclosable pecuniary interests not already included in his or her register of interests.
- If a member or co-opted member is aware that they have a 'disclosable pecuniary interest' in a matter they must not participate in any discussion or vote on the matter at a meeting.
- If a member or co-opted member is aware of a 'disclosable pecuniary interest' in a matter under consideration at a meeting but such interest is not already on the Council's register of interests or in the process of entry onto the register having been notified to the Monitoring Officer, the member or co-opted member must disclose the 'disclosable pecuniary interest' to the meeting and register it within 28 days of the meeting at which it is first disclosed.

2.2 Disclosable Pecuniary Interests

The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Personal Interests) Regulations 2012 No.1464 as follows:

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 ⁽¹⁾ .
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—

	(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

2.3 Gifts and Hospitality

- 2.3.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the Authority.
- 2.3.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 2.3.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose

Roydon Parish Council

Complaints Policy

Adopted September 2022
Reviewed September 2024
Reviewed March 2025
Next Review March ???

Roydon Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
- complaints against councillors. Complaints against councillors are covered by the [Code of Conduct for Members](#) and, if a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of the District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Norfolk District Council.

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

You may make your complaint about the council's procedures or administration to the Clerk. You may do this by phone, or by writing to or emailing the Clerk. The contact details can be found on the Council's website.

Wherever possible, the Clerk will try to resolve your complaint directly and immediately by explaining the Parish Council's position, if this is appropriate. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

If you do not wish to report your complaint to the Clerk, or if the complaint is regarding the Clerk, you may make your complaint directly to the Chair of the Council who will report your complaint to the Council. The Clerk will be formally advised of the matter and given the opportunity to comment. The Chair's email address and further contact details can be found on the Parish Council's website.

The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

The Clerk or the Chair of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

The Council will aim to answer all complaints within the terms detailed in this policy. There may be circumstances when a complainant persists in wishing to pursue a complaint

when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, whether through legal action or other processes. The Clerk will refer all such cases to the Parish Council summarizing the issues and informing of the attempts made to resolve the complaint. The Parish Council, in such circumstances, may decide that no further action can usefully be taken in response to the complaint and inform the complainant so, making it clear that only new and substantive issues will merit a response. In cases of persistent or serious vexatious complaints, the Council will consider taking legal advice before responding formally to the complainant.

Anonymous complaints will be disregarded.

All complaints will be reported at the next full council meeting.

Roydon Parish Council

Scheme & Scope of Delegation of Powers

Adopted January 2022
Reviewed November 2023
Review March 2026
Next Review March ???

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to officers, committees, sub committees, or other authorities. The power to delegate functions by local councils is set out in the amended Local Government Act 1972 S.101 (Appendix 1).

The aim of this document is to clarify the manner in which The Parish Council has delegated its powers and the authority to spend.

Decisions are normally taken by the Parish Council at its regular Parish Council meetings or at an additional meeting specifically convened for that purpose. Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

Examples are:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts and completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest.
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.

Convening a meeting takes a minimum of three clear days (not counting Sundays and Bank holidays) and on rare occasions emergency business arises that needs a decision and/or action to be taken and it would be inappropriate to convene an additional ordinary meeting of the Council to consider the issue. As the Council has power under s. 101, LGA 1972 to arrange for the discharge of any of its functions by an officer of that authority, it is common practice for standing orders or council resolutions to provide for specific areas of decision-making to be delegated to a proper officer (see LGA 1972 s.270(3) for a formal definition). The Clerk is the Parish Council's proper officer.

The Clerk carries out the functions as provided by the Local Government Act 1972, and as set out in the job description for the post. The Council may delegate the full authority of the Clerk to any other temporary or permanent member of staff to act in the Clerk's absence. Delegated actions shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation, and in line with directions given by the Council from time to time.

General Administration

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and publish Members' declarations of interest, and pass the originals to the Monitoring Officer of the Principal Authority;
- Receive and determine Disclosable Pecuniary Interest (DPI) dispensations and report details of all dispensations received, and the decision on them, to the next available Council meeting;

- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chair;
- Take steps to fill a casual vacancy in the office of Councillor (in accordance with a Co-Option Policy and Procedure).
- Sign notices or other documents on behalf of the Council;
- Receive, retain, and dispose of plans, notices, records, and documents in accordance with the document retention policy and the law;
- Certify copies of byelaws made by the Council;
- Respond to planning and licensing matters in accordance with the wishes of the Council; or if there is insufficient time for consideration at a Council meeting, in accordance with what he reasonably believes to be the views of the majority of Councillors.
- Act as Safeguarding Officer

In addition, the Clerk is authorised to undertake the day-to-day administration of the Council, which includes:

- Calling extra meetings of the Council, or any committee, or sub-committee, as necessary, having consulted with the appropriate Chair; except those meetings called in accordance with Standing Orders by the Council Chair or Members;
- Issuing press releases and statements to the press or on social media on the Council's known policies, subject to the provisions of the Council's Social Media Policy;
- As webmaster, originating, updating, and managing the content on the Council's website and any Social Media page(s);
- Responding to requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations (or similar Acts and Regulations);
- Acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Clerk or Members);
- Making arrangements for the routine maintenance of the Council's property;
- Purchasing basic office equipment and supplies;
- Authorising payment for items below £500 in consultation with the Chair where delay to the next Council meeting would be detrimental to the Council or the payee.
- Determine whether any matters should be referred to the Police, the Monitoring Officer, or other enforcement body (in accordance with the Policy Statements and Procedures).

The Responsible Financial Officer to the Council is responsible for the Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

In addition, the RFO is authorised to undertake the day-to-day administration of the Council, which includes:

- Making VAT and other tax returns and claims to Her Majesty's Revenue and Customs
- Apply for grants.
- Issuing tenders, obtain quotations, negotiate prices and contract terms.
- Placing orders for approved capital projects
- Authorising routine recurring expenditure within the agreed budget (e.g. Software renewals, maintenance)
- Purchase basic office equipment and supplies
- Making arrangements for the maintenance of the IT systems;

- Paying the cost of holding an election or by-election, including the cost of polling cards, for the post(s) of parish councillor as determined by and charged for by the electoral officer of the relevant Principal Authority.
- Verifying and carrying out due diligence checks on applications to the Council for grant funding.
- Notifying insurers of changes in circumstances and, in the event of a loss, liaising with insurers appointed representative(s)

Emergency Matters

Standing Orders uses the power of delegation under the LGA to delegate the management of emergency business to designated people - usually the Clerk/RFO in consultation with the Chair (or Vice Chair or two Councillors if the Chair is not available) where it is inappropriate to convene an additional ordinary meeting of the Council. Such arrangements are lawful provided that the officer does not simply act under the direction of the member, as this would be effectively delegation to a single member and there is no power in the 1972 Act to delegate to a single member.

- In the event of any emergency involving the Council's property, premises, or facilities (e.g., damaged bench, flooding, broken equipment etc) the Clerk/RFO are authorised to order any works necessary to prevent any further material loss to the Council;
- In the event of any safety critical occurrence or situation (e.g. dangerous branches and ortrees, collapsed footpaths, broken play equipment, breached fencing allowing access into an unsafe area, removal of burnt out and or abandoned vehicles) the clerk and/or the RFO are authorised to commit the Council to any expenditure necessary in order to carry out remedial action, or isolate the area or in the case of vehicles arrange their lawful removal, in order to reduce the likelihood of anyone being harmed;
- To commit the Council to an expenditure of up to £500 for costs incidental to ongoing projects already authorised by Council, or other ongoing work, or minor repairs to facilities (e.g. hire of equipment, purchase of fuel, servicing or repairs to machinery, purchase of wood or fencing materials or gates, purchase of topsoil, plants and shrubs, hire of contractor to offer specialised assistance or to carry out specialised repairs, engaging tradesmen to carry out minor repairs etc.), subject to the Clerk/RFO being confident that the Members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made, and that the expenditure is within the budget (cf. Finance Regulation 4.5).
- In the event of a situation arising which is not covered in this section, to take any action and commit the Council to any expenditure, but not until the circumstances of the situation have been discussed with the Chair or Vice Chair of the Council; in the eventuality of the Chair and Vice Chair not being available (e.g. on holiday) then the Clerk may seek approval from another Councillor; subject always to the Clerk/RFO being confident that the Members, in all probability, would have approved such action and / or expenditure if the facts had been brought to their attention before a commitment to expend the money had been made.

In all the above cases the Clerk/RFO are authorised to only order works or to commit the Council to expenditure as specified. Such actions are to be reported at the next meeting of the Council.

Actual payments still need to be authorised by the Council payments approved in the normal way.

The Openness of Local Government Bodies Regulations 2014

Whilst acknowledging the requirement for officers of the Council to produce a written report relating to delegated decisions made under section 7 (2) (b) (i) and (ii), the Council confirms that with regard to paragraph (iii) the word 'materially' should be construed in such a manner as to confer upon the Clerk/RFO the authority to commit the Council to expenditure, as outlined within these Delegated Powers, and, as long as the expenditure is accommodated within the Council's agreed budget headings for the year, such decisions do not have to be recorded for the purposes of this Act as the expenditure is considered as not having a material effect on the finances of the Council.

Appendix 1 amended Local Government Act 1972 S.101

Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by an officer, Committee, or a sub-Committee of the authority, or*
- (b) by any other local authority*

(1A) A local authority may not under subsection (1)(b) above arrange for the discharge of any of their functions by another local authority if, or to the extent that, that function is also a function of the other local authority and is the responsibility of the other authority's executive.

(1B) Arrangements made under subsection (1)(b) above by a local authority ("the first authority") with respect to the discharge of any of their functions shall cease to have effect with respect to that function if, or to the extent that, —

- (a) the first authority is operating or begin to operate executive arrangements, and that function becomes the responsibility of the executive of that authority; or*
- (b) the authority with whom the arrangements are made ("the second authority") are operating or begin to operate executive arrangements, that function is also a function of the second authority and that function becomes the responsibility of the second authority's executive.*

(1C) Subsections (1A) and (1B) above do not affect arrangements made by virtue of section 9EB or 19 of the Local Government Act 2000 (discharge of functions of and by another authority).

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Where arrangements are in force under this section for the discharge of any functions of a local authority by another local authority, then, subject to the terms of the arrangements, that other authority may arrange for the discharge of those functions by a committee, sub-committee or officer of theirs and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of that other authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the

authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, —

(a) they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities; and
(b) any enactment relating to those functions or the authorities by whom or the areas in respect of which they are to be discharged shall have effect subject to all necessary modifications in its application in relation to those functions and the authorities by whom and the areas in respect of which (whether in pursuance of the arrangements or otherwise) they are to be discharged.

(5A) Arrangements made under subsection (5) above by two or more local authorities with respect to the discharge of any of their functions shall cease to have effect with respect to that function if, or to the extent that, the function becomes the responsibility of an executive of any of the authorities.

(5B) Subsection (5A) above does not affect arrangements made by virtue of section 9EB or 20 of the Local Government Act 2000 (joint exercise of functions).

(6) A local authority's functions with respect to levying, or issuing a precept for, a rate shall be discharged only by the authority.

Roydon Parish Council

Health & Safety Policy

Adopted September 2022
Reviewed March 2026
Next Review March ????

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, in accordance with The Health & Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1998). This includes equipment and systems of work for our employees and volunteers, and to provide such information, equipment, instruction, training and supervision as they need for this purpose.

Our policy is to provide and maintain safe facilities for the public.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the Council's activities change in nature and size.

Responsibilities

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.

The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work. To achieve this the Parish Council will ensure:

- (i) That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- (ii) That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
- (iii) That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- (iv) That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
- (v) That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

Employees and volunteers have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

Employment of Contractors

The notes to be given to contractors are attached as appendix 1.

Reporting and Recording Accidents

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in their absence the Vice Chair should be informed immediately.

Appendix 1

Notice to Contractors

For Roydon Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Roydon Parish Council

Policy for use of Social Media

Adopted by Roydon Parish Council at the meeting held on 6th October 2020

To be reviewed every year - Next review October 2023

Reviewed 30th October 2023 – Next Review October 2025

Reviewed March 2026 - Next Review March ????

The aim of this policy is to set out a code of practice to provide guidance for staff and all parish councillors in the use of social media.

Nominated members of staff /councillors will be responsible for posting and monitoring content of the council's Meta page. They will have the authority to remove any comments made by third parties which are deemed to be defamatory, libellous, racist, sexist, obscene, include threatening language or are derogatory. Such posts must be reported to Meta and the Clerk.

The Parish Council Meta page will be used to:

- Distribute agendas, post minutes and dates of meetings.
- Advertise events and activities.
- Publish news stories.
- Advertise vacancies.
- Share information e.g., Police, Library, Health, schools, clubs etc.
- Announce new information.
- Carry out surveys.
- Upload images.

When using social media parish councillors, volunteers and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative. Content should be accurate, objective, balanced and informative and should avoid guesswork, exaggeration and offensive and obscene language. When councillors wish to post on social media as councillors or in a council capacity it should be with the express permission of the council and the posts should be posted by the clerk

Parish councillors, volunteers and council staff must not

- Hide their identity using false names or pseudonyms.
- Present personal opinions as those of the council or in a way that might cause embarrassment to the council.
- Post content that is contrary to the democratic decisions of the council.
- Post controversial or potentially inflammatory remarks.
- Engage in personal attacks, online fights and hostile communications.
- Use an individual's name unless given written permission to do so.
- Publish photographs or videos of minors without parental permission.
- Post any information that infringes the copyright of others.
- Post any comments that are defamatory, libellous, racist, sexist, obscene, threatening language or derogatory.
- Post online activity that constitutes bullying or harassment.

Comments posted on Meta will be monitored and moderated. However, replies to posts are not guaranteed and any important issues or those requiring a reply should be raised directly to the Parish Council through the Clerk at clerk@roydon-southnorfolk-pc.gov.uk

Councillors' views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors volunteers, council staff or residents should report them to the Clerk of the Council.

Roydon Parish Council

Planning Policy

Policy Adopted at meeting: February 2023

Policy Review Date: February 2026

Reviewed March 2026

Introduction

Roydon Parish Council is mindful that it has an important role in relation to planning applications within the parish in the following ways:

- It is a consultee in the planning process.
- Responses to those applications, must be within a specified time frame, usually 21 days.
- There is a need for transparency in this process.

This policy is written to explain how the Council will deal with planning applications so enabling both Councillors and the public to involve themselves effectively with that process.

Responses to planning applications

Planning applications are usually sent out by South Norfolk District Council (SNDC) planning department by email and are accompanied by a letter requesting that responses are received back within 21 days. This is to enable SNDC to achieve the timetable set by government in relation to planning applications. It is possible to ask the planning officer dealing with the planning application to give an extension to the 21-day response time – the outcome of this request though is dependent on planning committee dates and other information.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings. The Clerk will circulate applications to all Councillors in a timely manner to enable them to be adequately prepared for the meeting. These planning applications will be detailed on the agenda of the meeting. In the event of them being received after the closure of the agenda the Chair will be asked whether they are happy to allow the application to be considered at the meeting. As the Council is only offering comments, not making substantive decisions, it is considered appropriate that the application is not withheld from the meeting unnecessarily. Councillors should view all documents relating to an application online at the SNDC planning portal prior to the Council meeting, as hard copies may not be available at the meeting. The Clerk will provide those Councillors, without this access, with the relevant information.

The Parish Council will consider applications in line with the (emerging) Diss & District Neighbourhood Plan, District Council Local Plan and the National Planning Policy Framework. This includes, but is not limited to:

amenity, appearance of the development, conservation, design, effect on wildlife, highway safety, historic buildings, loss of light or privacy, noise, overshadowing of homes, traffic and parking issues.

Issues which CANNOT be taken into account include:

boundary disputes, construction noise, effect on property values, loss of view, private rights

Dealing with applications outside of the Parish Council meeting

In the event of an application being received between meetings, and the dates clearly not fitting with meetings even with an extension, the Clerk will circulate the application to Councillors who will advise

the Clerk of their comments on the application, electronically or by telephone for those without internet access, within the 21-day consultation period. These comments will be forwarded to all Councillors. The Clerk will then respond to the SNDC planning department from the information provided, with the powers under Local Government Act 1972, authorising delegation to the Clerk.

In the event of an application being received from a member of the Parish Council, then the Clerk will ensure that the application is not sent to that Councillor. If a Councillor becomes aware that they have a pecuniary interest in an application they should declare this by email to all members, and should not participate in further email dialogue regarding the application, and should be removed from 'reply all' emails on the application.

In some circumstances where Councillors deem it necessary, such as more complex applications, developments of two or more dwellings, or where Councillors object to an application, or where objections have been received from parishioners within the 21-day consultation period, the Chair has the discretion to call an Extraordinary Meeting. Representations from members of the public received after the 21-day consultation period will not be considered, and a planning application consultee comment will not be re-considered unless there is compelling and relevant new information available. The decision to call an additional meeting, rests with the Chair whose decision is final.

In the event that the Chair has a pecuniary interest in an application, the above provisions for the decision to call an Extraordinary Meeting shall pass to the Vice Chair. As an additional meeting can only legally be called by the Chair, or by any two Councillors signing the Summons, the Chair shall not withhold their permission to hold an additional meeting if advised by the Vice Chair that they feel a meeting should be called.

It is noted that the District Council has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners must write to SNDC with their views on planning applications to ensure that they are received into the planning system, and it is helpful to the Parish Council if they send a copy of their representation to the Parish Clerk to help the Parish Council in formulating their response to applications. Parishioners should note that representations received to the Parish Council are not forwarded to SNDC, and are responsible for making their own submission to the formal planning process.

This policy to be reviewed every three years or sooner if appropriate.

Big Green Week Meeting Minutes – 9/2/26

- Wednesday – Q Wood Bat walk
- Andrew Daniels – Guided walk, where and when (and if?) Tree walk, hedgerows
- Friday – Frenze Beck walk / insect safari, speak to Tessa Greaves
- Film night / Talk night Thursday or Saturday night – Barclay Room Village Hall
- Three speakers – 15 minutes each on a different perspective to achieving green outcomes. Limited ticket availability
- Saturday litterpick 15th June
- Forgo Photography Competition this year – maybe revisit in later years under a new format.
- Nature in Roydon painting competition at Roydon Primary School
- Adrian Ramsay to judge entries? Source the prizes ourselves for 1st 2nd and 3rd.
- Summer walk to Heron Meadow

Annual Parish Meeting

28th April, 7-8, followed by Council meeting.

7-7.20 Public Forum

Questions, comments, issues raised by the public. Appropriate councillors answering.

7.20 – 7.50 Current Council Projects –

Greening the village

Making submissions to the pylons enquiry

DDNP developments

Each, with Qs and As, - 10 minutes.

Is that enough time for each? Should we drop one of them?

Let me (Trevor) know if you would like to speak on any of the topics.

To be held in the normal council meeting room, without tables. Quite a few chairs can then be accommodated. Tables put out at 10 to 8 for the council meeting.

If we get more attendees than we can get in that room, we will then move into the church.