



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 28th April 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: 21st April 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 March 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 31st March 2026(Copy herewith)
 - b) Receipts and payments to be noted/authorised for April 2026 (Copy herewith)
 - c) To note the setup of a variable direct debit with Wave
8. To consider the following planning applications
 - a) Application: 2026/0818
Proposal: Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to 3 dwellinghouses (QA & QC)
Location: Poplar Farm Brewers Green Roydon Norfolk IP22 5QR
Applicant: Havers
Application Type: Prior Notification - Agricultural to Residential
9. To receive an update on the Village Hall Land Registry from Cllr Ault.
10. To discuss and agree comments for the Street Lighting on the Norfolk Homes Development off of Shelfanger Road.
11. To consider supporting the project to install an air-crash memorial at Quaker Wood.

Roydon Parish Council

12. To consider correspondence received regarding Baynards Woods
13. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
14. Date & Time of Next Meetings: To confirm the date of Tuesday 26th May 2026 for the Annual 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 the Parish Council Meeting of Roydon Parish Council which was held at the Parish Room at St Remigius Church, Roydon on Tuesday 24th March 2026 at 7.00pm

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

Also present - Emma Chandler (Parish Clerk), County Councillor Keith Kiddie, District Councillor Graham Minshull and five members of the public

1. Welcome

Due to Cllr Ault being absent due to medical reasons Cllr Best welcomed everyone to the meeting.

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

Apologies were received from Cllr Ault for medical reasons which were unanimously accepted. Best wishes were given to Cllr Ault and all wished him a speedy recovery. Apologies were also received from District Councillor Kieran Murphy.

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 15
Cllr Finch declared an interest in item 17

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

Cllr Minshull gave the following update

- Leaders of SNDC have been called to a meeting on the 25th March in which the outcome of the Local Government Reorganisation will be heard.
- The plans for the Leisure Centre in Diss were unanimously approved at a meeting of Diss Town Council. Funding has also been approved by SNDC. The application will be with the Planning department in April and all being well work is hoped to start in May with a completion date of May 2027
- The SNDC Pride in Bloom funding is now open until 19th April 2026
- Eight play areas in South Norfolk have been identified for a makeover. The park in Appletree Lane is one of them. Residents can visit the SNDC website to choose their preferred option. Clerk to advertise consultation on Social Media

Action – Parish Clerk - Completed

- A reminder that requests for postal votes for the elections need to be submitted by the 8th April 2026.

Cllr Best inquired about the progress of the Bus Station plans. Cllr Minshull reported that the plans had been returned to the designers following Morrisons' withdrawal from the project.

Cllr Curson asked whether the recently reported changes to cardboard and paper recycling would require the introduction of another new bin. Cllr Kiddie confirmed that this was not the case at present, explaining that NCC is currently focused on rolling out the food waste bins.

One member of the public cited a few areas around the parish where hedges are encroaching onto footpaths making it dangerous for residents to walk on these sections of path without moving into the road. It was agreed for the Clerk to compose a letter to be delivered to the land owners as soon as possible

Roydon Parish Council

Action – Parish Clerk - Completed

A member of the public highlighted issues about the road surface between Manor Road and the Old High Road by the Primary School. The clerk requested photos of the area and informed that the problem would be reported on the NCC website as soon as possible. Following on from this comment other roads were identified as needing attention as well. The Clerk will report all to NCC.

Action – Parish Clerk

Cllr Brown reported that she and her family had embraced the Great British Spring Clean over the last few weeks by undertaking small cleaning tasks around the parish. This included cleaning street signs, clearing litter from the newly cut back hedging on the Brewers Green/Factory Lane triangle, clearing and cleaning the spillage at the Loke and general litter picking around the village. Cllrs thanked Cllr Brown for this action.

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

a) Tuesday 24th February 2026

Cllr Brown highlighted one typo in the matters arising. The Clerk made the amendment and the minutes were unanimously approved and signed by Cllr Best.

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 at 16th March 2026

b) Receipts and payments to be noted/authorised for March 2026

All noted and unanimously approved.

8. To consider and agree an additional submission to the Norwich to Tilbury Project.

Cllr Finch had provided councillors with comprehensive information before the meeting, detailing the available information relating to the Roydon part of the project. It was generally agreed that the points raised by the parish council—both in the written submission and the verbal presentation at the open hearing—had already been clearly identified by the Examining Authority as requiring further work by National Grid. Therefore, it was concluded that no further submission was needed at this stage.

9. To consider donating to the Pylons East Anglia Ltd Campaigning as Essex Suffolk Norfolk Pylons campaign.

After discussion it was agreed that it would not be appropriate for the Council to make a donation. It was however agreed that should individuals wish to donate, that it was a worthy cause. It was agreed to give information to residents at the forthcoming Annual Parish Meeting on the 28th April 2026.

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

Comment – Neutral – The Parish Council has no formal objection to this application. However, it wishes to note that the proposed development would remove the ability for occupants to walk externally from the front to the rear of the property. This would make the dwelling the only property on that section of the street without such access.

Action – Parish Clerk - Completed

11. To consider and agree the continued membership with Norfolk Parish Training at a cost of £366.22

Unanimously agreed

Action – Parish Clerk

Roydon Parish Council

12. To review and approve the following policies.

a) Asset Register

Unanimously agreed

b) Biodiversity Policy

Following discussion, Cllr Waterman suggested that the Biodiversity Audit be removed from the document, as the Council does not currently own any land on which such an audit could take place. It was agreed to retain the existing policy for the time being, with Cllrs Waterman and Dalglish to review the matter in more detail over the coming months and bring recommendations back to Council in due course.

c) Code of Conduct

Unanimously agreed

d) Complaints Policy

Unanimously agreed

e) Delegation of Power

Two typos were identified but overall unanimously agreed

f) Health and Safety Policy

Unanimously agreed

g) Social Media Policy

Unanimously agreed

h) Planning Policy

It was noted that the policy appeared twice on the website and the Clerk was asked to remove the duplicate. It was also agreed that references within the policy to the emerging DDNP should be updated to approved DDNP. In addition, as the Biodiversity Policy references the Planning Policy, the same cross-reference should be included within the Planning Policy for consistency. Following this the policy was unanimously agreed

Action – Parish Clerk

13. To consider and agree an amount of match funding the Council is prepared to allocate to the SNDC Pride in Bloom project.

Several areas of the parish were identified as suitable for enhancement through additional planting and maintenance work. These included:

- The entrance to the Church – subject to consultation and input from the PCC.
- The area opposite the Church, where planting work was completed last year but, due to adverse weather conditions, only around 30% of the plants have survived.
- The Loke, where it was suggested that new trees be planted to replace those lost during last year's heatwave.

As the grant required match funding from the Parish Council and provided an allocation based on the number of parishioners, it was noted by the Clerk that the current financial position was strong. Following discussion, it was agreed that the Parish Council would contribute £500, to be matched by the South Norfolk District Council Pride in Bloom Fund, providing a total of £1,000 to be used for the identified planting projects over the next 12 months.

Cllr Daniels agreed to liaise with the PCC regarding proposals for the entrance to the Church and to report back at the next meeting.

Action – Parish Clerk

Action – Cllr Daniels

14. To discuss and agree the proposed programme for Big Green Week 2026

Following the working group meeting held the previous week, several amendments were made to the weekly programme, including revised dates and times for room hire. It was agreed that the amended programme would be adopted, subject to the availability of the Taylor Road Community Room. Cllr Waterman will forward the final version of the programme to the Clerk so that marketing materials can be prepared and published as soon as possible.

Action – Cllr Waterman

Action – Parish Clerk

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

Roydon Parish Council

The clerk provided a brief update in the absence of Cllr Ault.

The Clerk confirmed that all paperwork had been signed and sent back to the agreed solicitor and half the payment made at their request. Work was now in process and an update will be provided at the next meeting.

16. Annual Parish Meeting update

Cllr Ault had provided a proposed plan for the evening. It was agreed to remove the item on pylons, as this may be covered during the Public Forum section of the meeting. It was further agreed that Cllr Waterman would give a brief talk on Greening the Village, including information about the Bombard Site on the edge of the village and how the Pride in Bloom initiative will contribute to the parish. Cllr Curson and Jennifer would then give a short presentation on the DDNP and its current use in considering planning applications.

17. Footpath update

Cllr Jennifer provided the following update.

FP18 – Between Factory Lane and Brewers Green Lane (parish boundary between the Football Club and the triangle meadow)

Norfolk County Council (NCC) has cleared the encroaching undergrowth, providing good access both at head height and along the sides. The path remains uneven along a short stretch near the Factory Lane end, which remains the responsibility of the PRow landowner. NCC will invoice the landowners of the triangle meadow for the clearance work, including the cutting back of the tree and hedge line along the other two sides of the triangle bordering Factory Lane and Brewers Green Lane.

FP5 – North from the north-west corner of Little Green to connect with FP4 (running east from Darrow Lane to FP2)

NCC has installed a new ligger bridge at the connection between FP5 and FP4. The landowner of the field crossed by FP5 has removed the stiles at both ends and installed fence stakes along the footpath route. Mesh will be attached to these stakes, and NCC has requested that it be fitted on the field side to allow maximum width for the path.

FP9 – Connecting Baynards Lane to Snow Street

A landowner has installed fencing along the ditch line and levelled the path. The Highways Authority is still considering the matter of the path's alignment and expects to make a decision following the election of the new County Councillor in May. On 11 March, Cllr Best and, subsequently, Cllr Daniels attended a meeting between Frances Salway (NCC Countryside Access Officer) and one of the PRow landowners, at the landowner's request. Both councillors attended as observers only, as the Parish Council holds no enforcement powers in relation to Public Rights of Way.

Although the path is currently passable, there is insufficient width to allow for future encroachment, and this issue will need to be resolved between NCC and the landowners to ensure year-round accessibility.

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

None at this time

19. Date & Time of Next Meetings: To confirm the date of Tuesday 28th April 2026 for the Parish Council meeting.

Unanimously agreed.

Cllr Dalglish gave his apologies for the next meeting due to a prior family engagement.

Meeting Closed at 20.36

Signed

Date

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 K Best

Date 24th March 2026

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>	

Bank account Balances @ 31/03/2026			
Business Current Account		12,297.41	
Business Savings Account		32,246.74	
Total Balances			£44,544.15
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£31,360.81	£31,830.10	
Accounts Receipts Ledger YTD Income	£39,426.68	£39,592.14	
Expenditure after 16/03/2025			
Diss TC		£320.00	
Service Charge		£7.00	
SSE		£142.29	
Total		£469.29	
Income March 26			
Account Interest		£165.46	
Total		£165.46	
Unprocessed Payments			
Income Less Expenditure at 31/03/2026			£44,544.15

Signed _____

Date _____

Roydon Parish Council (South Norfolk District)

18 April 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
6	Clerk Employment Costs	28/04/2026		Unity Trust Current /	debit	Clerk Salary	Clerk	Z	528.93		528.93
7	Clerk Employment Costs	28/04/2026		Unity Trust Current /	debit	PAYE	HMRC	Z	127.20		127.20
1	Subscriptions	28/04/2026		Unity Trust Current /	debit	Annual Subscription	Norfolk Parish Training anc	S	305.18	61.04	366.22
2	Subscriptions	28/04/2026		Unity Trust Current /	debit	Scribe Set Up	Starboard Systems LTD	S	448.00	89.60	537.60
3	Subscriptions	28/04/2026		Unity Trust Current /	debit	Scribe Monthly Payment	Starboard Systems LTD	S	37.00	7.40	44.40
4	Streetlight Maintenance	28/04/2026		Unity Trust Current /	debit	Street Light Maintenance	TT Jones Electrical LTD	S	48.97	9.79	58.76
5	Grounds Maintenance	28/04/2026		Unity Trust Current /	debit	Grounds Maintenance	DJ Crerar	Z	195.00		195.00
Total									1,690.28	167.83	1,858.11