



Roydon Parish Council

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

Minutes of the Parish Council Meeting of Roydon Parish Council which was held at the Parish Room at St Remigius Church, Roydon on Tuesday 28th April 2026 at 8.00pm

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

Also present - Emma Chandler - Parish Clerk, District Councillor Graham Minshull and 8 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 had been received from Cllr Dalglish due to a prior engagement which were unanimously accepted.

Apologies were also received from County Councillor Kiddie

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.

Cllr Daniels declared an interest in items 9 and 11

Cllr Brown declared an interest in item 9

Cllr Waterman declared an interest in item 11

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

Cllr Minshull gave the following update which took into account that the County Council is in the pre-election period. The following was reported

- The SNDC New Design Guide had been approved and is now available on the SNDC website.
- The new Leisure Centre had been granted planning permission. Building will start after the elections at the end of May. Proposed to be a 12 month project.
- Bus Station progressing well, designs have been prepared and the consultation will take place after the election.
- Local Government reorganisation has resulted in three Unitary Authorities. This means that Diss and Roydon will form part of the East Norfolk Council. It also means that while we were part of a successful financially stable council all the major assets will now fall under the Greater Norwich area and in turn this will likely mean an increase in council tax for the area.

A member of the public then spoke about the planning application being discussed later in the meeting. As a neighbour to the development they raised many concerns which they also provided in written form to the Chair and Clerk.

A pothole was reported at the junction of Factory Lane and Brewers Green. Cllr Waterman to send a picture to the Clerk for reporting purposes.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 24th March 2026

Cllr Ault thanked Cllr Best for stepping in and Chairing the last meeting.

The minutes were agreed as a true record of the meeting and duly signed by the Chair

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

It was noted that two new ligger bridges have been installed on FP2 and a third has been reported to NCC as in need of repair/renewal.

Cllr Curson confirmed that letters regarding residential hedges had been delivered and action had been taken by the residents to resolve.

7. **Financial Matters and Banking**

a) **To note the Bank Balances and Bank Reconciliation as at 31st March 2026**

Report noted. The Clerk also confirmed that Bank Reconciliation would now take place at the end of each month as the Scribe accounts system was now being used. Therefore the April reconciliation will be available at the May meeting of the Parish Council

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

Unanimously agreed

c) **To note the setup of a variable direct debit with Wave.**

Noted

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

Councillors discussed the matter in detail.

Cllr Jennifer had looked at the delegated reports from the previous applications in this location.

On the basis that some areas of the Council's previous objections had been dismissed in these applications as the planners had deemed that the objection had been satisfied by the Class Q designation of the application,

Cllr Jennifer suggested that the Council concentrate their objection in the following areas

- The Housing needs assessment stating the need for 1 and 3 bed houses not 5 beds. DDNP Housing Mix, Policy 4.
- Vehicular egress onto nearby single track lanes with no passing points
- Inadequate parking provision
- No footpaths providing links to local amenities
- Unsustainable location due to distance to local amenities
- Underground utilities
- Dark Skies Policy (DDNP Policy 6c)

It was agreed that Cllr Curson would compile the PC comment the next day and circulate to councillors for approval so that the Clerk could submit by close of play on the 29th April 2026.

Action – Cllr Curson and Parish Clerk

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

Cllr Ault provided background information for the residents present, followed by an update. He confirmed that he had been liaising with both the Council's solicitor and the Village Hall Committee.

The Village Hall Committee is currently considering becoming a Charitable Incorporated Organisation (CIO), which would enable it to take full ownership of the hall. The Council's solicitor advised that proceeding with the original request would likely take a similar amount of time as establishing the CIO and updating the Land Registry to reflect the Committee as the owner and responsible body.

On this basis, it was agreed to halt further proceedings at this stage. However, the matter will remain open with the solicitor in the event that the Village Hall Committee is unable to proceed and wishes to revert to the original proposal.

10. **To discuss and agree comments for the Street Lighting on the Norfolk Homes Development off of Shelfanger Road.**

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Cllr Waterman reported feedback from the Diss Town Council meeting, where it was agreed to proceed with 50% of the originally proposed lighting provision. On this basis, it was resolved that Roydon Parish Council would adopt the same approach and approve the installation of two lights within the Roydon section of the development.

The Clerk was also requested to contact the Highways Engineer to confirm whether Norfolk County Council is considering the introduction of lighting along Shelfanger Road, given that it is a main B road and there are safety concerns regarding the absence of lighting on this stretch.

The outcome of this enquiry will inform the final positioning of the two lights within the Roydon section of the development.

Action – Parish Clerk

11. To consider supporting the project to install an air-crash memorial at Quaker Wood.

Cllr Waterman gave some background on the project with Cllr Minshull giving further information and providing pictures of the proposed memorial. Cllr Minshull advised that he would be donating £1000 from his members ward funds. To give an idea of the cost of the project he stated that the pictures depicted on the memorial came at a cost of around £200.

Following clarification from the Clerk that funds were available for this type of project Cllr Ault proposed that £200 be donated to the cause using S137 funds.

Unanimously agreed

Action – Parish Clerk

12. To consider correspondence received regarding Baynards Woods

The Clerk had circulated the correspondence to Councillors in advance of the meeting. Several Councillors had visited the site prior to the meeting, during which youths were observed using the area and were reminded to remove their litter.

One Councillor reported visiting immediately before the meeting and confirmed that no litter was present at that time.

It was unanimously agreed that no further action would be taken, as the land is privately owned and the owner is content for it to be used in this manner. While the terrain is uneven in places, it remains accessible on foot, and an alternative flat path is available through the woodland set further back from the road.

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

None at this time

14. Date & Time of Next Meetings: To confirm the date of Tuesday 26th May 2026 at 7pm for the Annual Parish Council meeting.

Unanimously agreed

Meeting closed at 21.20

Signed *G Waterman*

Date 26th May 2026

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 T. Ault

Date 28th April 2026

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

S. Finch

Date 28th April 2026