



Roydon Parish Council

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

Minutes of the Roydon Annual Parish Council Meeting which was held at the Parish Room at St Remigius Church, Roydon on Tuesday 26th May 2026 at 7.00pm

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

Also Present - Emma Chandler (Parish Clerk), District Councillors Graham Minshull, Kieran Murphy and 3 members of the public

1. Election of Chair of the Parish Council

Cllr Ault stood down as Chair.

Cllr Curson nominated Cllr Waterman which was seconded by Cllr Best. Unanimously agreed.

Cllr Waterman accepted the role and signed the Declaration of Acceptance.

2. Election of Vice Chair of the Parish Council

Cllr Ault nominated Cllr Best which was seconded by Cllr Curson. Unanimously agreed

Cllr Best accepted the role and signed the Declaration of Acceptance

3. Election of other offices of the Parish Council:

a) Finance i) Bank Signatories x4 ii) Quarterly check of cashbook.

Signatories – Cllrs Best, Curson, Jennifer and Finch. Quarterly Check – Cllr Curson

b) Allotments Officer

Cllr Brown

c) To propose our delegated representatives of the Diss & District Neighbourhood Plan Monitoring Group

Cllrs Curson, Jennifer and Waterman

d) Brewers Green Management Committee (Advisory)

Cllrs Ault, Curson, Brown and Best

e) Village Hall Committee

Cllr Brown

f) Footpath Coordinator

Cllr Jennifer

g) Verge Group Coordinator

Cllr Finch

h) Roydon Round-Up Editor & Co-Editor

Cllr Finch and Waterman

i) Accounts Scrutineer

Cllr Waterman

j) Defibrillator Supervisor

Cllr Curson

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

Apologies were received from County Councillor William Porteous due to a prior engagement which were unanimously accepted

5. 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 Waterman items 17 and 18

Cllr Brown items 18 and 20

Cllr Finch item 18

Cllr Best item 20

Cllr Daniels item 16 and 17

Cllr Curson item 20

Roydon Parish Council

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

District Cllr Minshull gave apologies for former County Councillor Kiddie's absence before reporting on the following:

- Due to GDPR Cllr Minshull would no longer be able to relay information to the County Councillor and that the Parish Council would need to work directly with County Councillor Porteous
- Confirmed that Local Government Reorganisation (LGR) will proceed with a split into three Unitary Councils.
- Noted that the new County Council intends to mount a legal challenge against the decision to create three Unitary Councils.
- Noted that South Norfolk District Council (SNDC) may also pursue a legal challenge, particularly in relation to the proposed boundaries and associated financial implications for South Norfolk residents.
- Highlighted that any such legal challenges are likely to delay the overall process, placing the proposed 2027 shadow authority elections at risk.
- Two planning rule changes were noted: from September 2026, District Councillors may no longer call in applications to committee; and any application for over 150 units refused by the Planning Committee will be referred to the Secretary of State for a final decision which has come into immediate effect.
- The new leader of SNDC is Cllr Catherine Cross
- Cllr Minshull celebrated fantastic work in the community by judging the Community Champions which was well represented by candidates from Diss and Roydon.

Cllr Best asked who pays for the legal challenges.

Cllr Minshull confirmed that ultimately the cost would fall to residents.

Cllr Best asked if legal challenges could be made against the pylons.

Cllr Minshull confirmed that this is not something that the District Council can do and would be pursued by the action groups.

Cllr Best asked whether, in light of the new planning rules, developers are actively pursuing new builds given the current stagnation in the housing market.

Cllr Minshull responded that, while developers may still seek planning approval, it was generally acknowledged that they may choose to delay progressing developments until market conditions improve.

Cllr Jennifer asked if all planning decisions will now be made by officers.

Cllr Minshull confirmed that officers are able to bring applications to committee and will not determine all applications. He also confirmed that anything over 50 houses is classed as a major development.

District Councillor Murphy had nothing further to add and received no questions

Cllr Jennifer provided the following update for footpaths

FP22/ Angles Way - fallen tree in Roydon Fen near kissing gate to Seven Meadows. Blocking PRow. Reported to NCC.

FP22 broken waymarker in Roydon Fen next to kissing gate to Seven Meadows. Reported to NCC. FP8, Louie's Lane end, stile removed, vertical pole in place. Many thanks to landowner for this work, now more accessible for walkers and dogs alike.

FP9 - aware the encroachment of growth from the sides is making it difficult to walk along the path in places. This was predicted as the path is not as wide as needed. Negotiations continue with NCC and landowners to finally resolve access to and alignment of this PRow.

Reported that short lights on Bombard Way within the 10m landscape buffer seem to be permanently alight. Clerk to report

Action – Parish Clerk

Cllr Brown reported blocked drains on Baynards Lane (opposite house named Baynards) outside Friary Bungalow on Snow Street and near Seven Oaks on Brewers Green.

Roydon Parish Council

Action - Parish Clerk

Cllr Brown also reported that the clothing bank was full and that no work had been completed on the potholes along Snow Street.

- 7. Approval of the minutes of the Parish Council meeting held on**
 - a) Tuesday 28th April 2026**

Minutes were unanimously agreed and signed by the Chair
- 8. Matters arising - To note progress on decisions made at the last meeting**

No matters arising
- 9. Financial Matters and Banking**
 - a) To note the Bank Balances and Bank Reconciliation as of 30th April 2026**

Balances and Reconciliation was noted.
New report format was also noted
 - b) Receipts noted and payments to be noted/authorised.**

Noted and approved
- 10. To receive and review the Internal Auditors Report (Mr T Brown) for year ending 2025/26 and formulate and agree any recommendations**

Cllr Waterman read out the summary for the benefit of the public gallery.
No recommendations were made and thanks given to the Clerk for a good report
- 11. Presentation of the 2025/2026 End of Year Finance report**
 - a) To receive and note the Annual Governance and Accountability Return (AGAR) 2025/26 Form 3 (copy herewith – whole document)**

Received and noted
 - b) To receive the Annual Internal Audit Report (AGAR) completed by Mr T Brown for 2025/26**

The Clerk displayed the final signed document
 - c) To complete the Annual Governance Statement 2025/26 Section 1 and approve. Both the Chair and the Clerk to sign the hard copy**

Cllr Waterman read out each statement which were all unanimously agreed by members
 - d) To receive the Accounting Statements 2025/26 Section 2 and approve. Both the Chairman and the RFO to sign the hard copy.**

Unanimously approved and signed by the Chair and RFO
- 12. To note that this council continues to meet the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.**

Noted
- 13. To note the continuation of insurance cover with Zurich for 2026-27 at a cost of £459.00**

Noted
Clerk confirmed that all assets owned by the Council are insured including street lights.
- 14. To consider the following planning applications**
 - a) Application 2026/1206**

Applicant: Mr & Mrs David And Heidi Masterson
Location: 2 Bellrope Lane Roydon Norfolk IP22 5RG
Proposal: New porch, external render, new windows and door.
Application Type: Householder
Parish Council View - Neutral
Roydon Parish Council has considered the above planning application and wishes to make the following comments/observations.

The Council notes that the existing extension does not appear to be clearly shown on the submitted plans, which makes it difficult to fully assess the overall impact of the proposal.

Roydon Parish Council

The Council also notes concerns regarding the design of the proposal and its relationship with the established character of the street, as it appears to differ from the prevailing style of neighbouring properties.

In addition, the scale and proportions of the proposed porch are considered to be potentially out of keeping with the existing house.

The Council further notes concerns regarding the use of render to the first floor, as this material is not widely characteristic of the street scene, where clapboard-style finishes predominate.

The Council recommends that these matters are given due consideration in the determination of the application.

b) 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

Parish Council view: Neutral

Roydon Parish Council maintains a neutral stance on this application but wishes to reiterate and expand upon its previous comments in light of the submitted plans and neighbouring representations.

Members remain concerned that the proposed side extension will be extremely close to the neighbouring property, effectively closing the gap between the two dwellings and giving rise to a perception of overdevelopment of the plot in this part of Waterloo Avenue. This relationship to the adjoining dwelling may have implications for the established pattern of development and the character of the street scene, which the Local Planning Authority is asked to consider carefully.

The Council also notes that, as proposed, the development appears to prevent the property from having any independent external access to its rear garden other than through the house itself. This has potential implications for day-to-day amenity and practical access (for example, for garden maintenance, refuse storage/movements, or emergency access), and the Parish Council asks that this issue is specifically addressed by the case officer in their assessment.

The Parish Council reiterates its earlier comments on this application and confirms that it has taken into account and appreciates the comments submitted by neighbouring residents. The Local Planning Authority is requested to ensure that neighbour amenity, plot overdevelopment, and rear garden access are fully considered and, if minded to approve the application, that any appropriate conditions or advisory notes are attached to mitigate these concerns.

15. To confirm that two lights have been requested on the Norfolk Homes development

Noted

16. To consider a donation to the maintenance of the Burial Ground.

It was noted that a contribution equivalent to two-thirds of the maintenance costs had been provided in previous years. The Parish Council was informed that the total cost for 2025 amounted to £1,440, and it was therefore agreed that a donation of £960.00 be included in the next payment schedule.

Members expressed a general preference for reducing the frequency of grass cutting where practicable, in order to enhance biodiversity. Cllr Daniels outlined the rationale behind the current cutting regime and confirmed that a designated wildflower area is maintained, which is cut annually.

17. To consider the proposal from Diss Community Woodland Project for the Bombard Copse.

Cllr Waterman provided background.

Cllr Brown strongly suggested that the area should not look too tidy and should be welcoming to wildlife.

Cllr Dalglish asked about the types of trees and ground plants that were present and would they be retained.

Roydon Parish Council

Cllr Jennifer asked if there would be anything put in place to slow cyclists on the entry to Taylor Road.

Cllr Waterman gave informed answers to all questions.

The Council unanimously voted in favour of supporting the proposal

18. To receive an update on the Allotments

Cllr Brown provided an update which included the following.

A report was received regarding a fire on an allotment plot which was believed to have been left unattended and subsequently spread to a neighbouring plot. The Clerk confirmed that, following correspondence, the plot holder had advised they had been away at the time of the incident, and that the fire had been lit by another individual on a plot not belonging to them.

In response to the incident, and in light of the current hot and dry weather conditions, a complete ban on fires across all allotment plots has been implemented. The Council unanimously supported this decision.

The Clerk further reported that a recent allotment inspection had been carried out. Letters have been issued to those plot holders where it was identified that required maintenance or cultivation work had not been satisfactorily completed.

19. To consider correspondence received regarding the 'S' bends on the A1066 and agree any next steps

The Clerk reported that an email had been received from a resident following two recent road traffic accidents at this location.

Members discussed the matter and noted that a reduction in the speed limit at this location is already included within the DDNP and would be supported by the Police. It was therefore agreed that this should be added as a priority within the previously discussed Strategic Plan, and that the new County Councillor should be lobbied to prioritise this issue for the village.

It was further noted that there is currently no safe provision for pedestrians or cyclists wishing to travel between Hall Lane and Doit Lane. Members agreed that a reduction in the speed limit, together with improvements to cycle and footpath infrastructure in this area, would be strongly welcomed.

20. To receive an update on Brewers Green and agree any next steps

Cllr Curson reported that members are scheduled to meet with a representative from the Norfolk Wildlife Trust on 28 May to assess whether Poplars Pond and the Molly Pond are suitable for a pond clearance project.

Members noted correspondence regarding a dead tree, along with a neighbouring potentially dying tree, adjacent to Manor Pond that may require felling. It was agreed that Cllr Curson would contact Mr Garnham, who has previously undertaken tree work for the Council, to obtain a quotation. This quotation will then be forwarded to the County Councillor, who has already been approached by the Clerk regarding potential funding support for the project.

21. To receive an update on the Loke and agree any next steps

Cllr Finch reported that a new volunteer had attended the working party at the Loke that morning. The area is currently experiencing drought conditions, and significant effort is being made to ensure that the trees are adequately watered. A start has also been made on controlling the growth of blackthorn and brambles.

It was noted with concern that there is evidence of drug use and alcohol consumption in the area. It was agreed that any such incidents identified would be reported to the police. Cllr Waterman advised that the most straightforward method for reporting these issues is via the online reporting system. The Clerk was requested to contact the local police to ask for increased patrols of the area.

Cllr Jennifer queried whether the Council should consider applying for Tree Preservation Orders (TPOs) on the mature trees along the Loke. The Clerk was asked to investigate this further, subject to a detailed map of the area being provided.

Roydon Parish Council

22. To consider and agree any additional dog waste bins for the village.

Following discussion it was agreed that Councillors would undertake investigations of the current dog waste bins in the Village and how much they are used before taking the decision to purchase a new bin.

The Clerk was also requested to write to the requester to thank them for their work in maintaining their stretch of FP15 and of the council's decision at present

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

Cllr Curson noted a busy litter pick the previous weekend with many people who are new to the area joining the group. It was highlighted that a map of the area may be useful for the future in allocating areas to litter pick.

Cllr Best highlighted the upcoming Big Green Week.

Cllr Waterman confirmed that all activities were in place and advertising had commenced on Facebook.

Cllr Brown requested that posters be made available for the notice boards for those that are not online. Clerk to complete.

Action – Parish Clerk

24. To confirm the date of Tuesday 30th June 2026 for the next Parish Council meeting.

Unanimously agreed

Signed *G Waterman*

Date 30th June 2026

Roydon Parish Council (South Norfolk District)

Prepared by: E Chandler
Name and Role (Clerk/RFO etc)

Date: 2nd June 2026

Approved by: G Waterman
Name and Role (RFO/Chair of Finance etc)

Date: 30th June 2026

A	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		44,544.15
	ADD Receipts 01/04/2026 - 31/05/2026		22,664.39
	SUBTRACT Payments 01/04/2026 - 31/05/2026		67,208.54 5,657.04
	Cash in Hand 31/05/2026 (per Cash Book)		61,551.50
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	Unity Trust Current Account T1 31/05/2026	29,304.76	
	Unity Trust Instant Access 31/05/2026	32,246.74	
			61,551.50
	Less unrepresented payments		61,551.50
	Plus unrepresented receipts		
	Adjusted Bank Balance		61,551.50
	A = B Checks out OK		

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
11	Insurance	15/05/2026		Unity Trust Current /	debit	Insurance Premium	Zurich	X	409.82	49.18	459.00
12	Subscriptions	15/05/2026		Unity Trust Current /	debit	Scribe Monthly Payment	Starboard Systems LTD	S	37.00	7.40	44.40
13	Other	15/05/2026		Unity Trust Current /	debit	Hansells Solicitors	Hansells Solicitors	S	14.00	60.00	74.00
10	Other	15/05/2026		Unity Trust Current /	debit	RRU Printing Cost	Town and Country Printers	Z	179.00		179.00
14	Clerk Employment Costs	28/05/2026		Unity Trust Current /	debit	PAYE	HMRC	Z	127.20		127.20
15	Clerk Employment Costs	28/05/2026		Unity Trust Current /	debit	Clerk Salary	Clerk	Z	528.93		528.93
Total									1,295.95	116.58	1,412.53