

## ROYDON PARISH COUNCIL

### Minutes of the Parish Council meeting held in the Parish Room, St. Remigius Church on Tuesday 30<sup>th</sup> June 2015 at 7.15 pm

<b>Present:</b>	<b>David Bartrum</b>	<b>DB</b>	
	<b>Andrew Daniels</b>	<b>AD</b>	
	<b>Paul Curson</b>	<b>PC</b>	<b>Chairman</b>
	<b>David Goldson</b>	<b>DG</b>	<b>District Councillor</b>
	<b>Elizabeth Taylor</b>	<b>ET</b>	
	<b>John Taylor</b>	<b>JT</b>	<b>Vice Chair</b>
<b>In attendance</b>	<b>Jenny Chamberlin</b>	<b>JC</b>	<b>County Councillor</b>
	<b>Anne Panella</b>	<b>AP</b>	<b>Clerk</b>

#### Action

#### **Apologies for Absence**

89 Were received from P Murton and J Shorter.

#### **Declarations of Interest**

90 ET and JT declared an interest in Item 6.3.

#### **Residents Forum**

91 Discussion regarding the boundary of the new development which was considered to be the footpath. However, in 2010 the parish council was informed the boundary was the ditch. If the ditch were acknowledged as the boundary a number of houses currently in Diss would be placed in Roydon, with the impact on Precept. Ordnance Survey maps and/or the large scale maps owned by the Parish Council may provide clarification. It was noted that all parish councilors should have received smaller scale copies of the same maps. **AP**

92 DG raised the issue of the ditch with the Planning Dept at SNC who have asked Persimmon what proposals they are making with regard to future maintenance. Also, it is understood that the pipe/s that were in the ditch may have been removed but clarification is required. Heavy rainfall is unlikely to be able to drain away causing flooding.

93 Highway Rangers: the footpath between Cricks Walk and Brewers Green has not been cleared. Clerk to check the email sent to Rangers. A discussion was had on the different types of paths; metalled and paved; responsibility lies with either SNC or County Council.

94 Agenda on Notice Board: Clerk will provide AD with copies for church notice board. Parish Councillors to place agendas on the two notice boards at the Village Hall and Louie's Lane. Clerk to find keys for these boards. **AP**

95 Home owner on William Brown Way has asked who owns the land behind their property; three large trees grow in this area, the branches of which are touching the roof of her property. Confirmed that there is no registered owned and clarification on whether Preservation Orders are in place and who would be responsible for cutting branches back to the boundary of the

property can be obtained from SNC.

96 Cars for sale: noted that the practice of placing cars on the lay-by near the school for sale has resumed. Efforts will be made to confirm who the cars are being sold by.

97 De Morley Close: there are a number of houses where the trees/shrubs are growing beyond the garden boundary and forcing pedestrians to step off the footpath to avoid them. A letter will be sent to the homeowners requesting they consider cutting back the trees etc so the footpath remains clear.

98 Parish Council Filing Cabinet: JT has collected the filing cabinet. Agreed that the contents need to be sorted and a permanent place found to site the cabinet.

99 Village Hall Committee: confirmed that Booking Clerk has resigned due to incidents of verbal abuse from some of the Hall users.

100 Vacancy of the Parish Council: agreed that councilors will seek to appoint, by co-option, in the next few months.

### **Minutes of the meeting held on 19<sup>th</sup> May 2015**

101 These were approved and signed by the Chairman.

### **Matters Arising**

102 Minute 73: Clerk confirmed that the name of the Allotment holder which remains unpaid has not been recorded. PC met with the allotment holders and suggested that a Committee is formed and any issues that arise can be raised through the committee with the Parish Council.

103 It was also agreed that communications will be improved by placing information on the notice board and by email. The first such letter to be composed and email addresses requested. **PC**

104 Footbridge: the request to repair this has been sent to the Trails Team within NCC. Clerk to check if the repairs have been auctioned. **AP**

105 Neighbourhood Plan: PC contacted Cringleford and Bressingham Parish Councils for advice. Agreed to include information in the *Roydon Herald* to measure the level of interest with links to additional information that can be found on government websites. **PC**  
**AP**

### **Accounts for Payment**

106 **Resolved:** to approve the payments. Proposed by DG, seconded by DB.

Pearce & Kemp	Street Lighting (Standing Order)	£158.26
Norse Eastern	Grass Cutting	£536.57
J Taylor Buildings Ltd	Installation of dog bin	£54.60
Anne Panella	Salary: May and June	£625.05
HMRC	PAYE: May and June	£175.41
EON	Electricity (credit)	(£877.76)
	<b>TOTAL</b>	<b>£1549.89</b>

### Other Financial Matters

- 107 **Resolved:** to approve the inclusion of DG as the fourth signatory for the bank account and to request on-line banking facilities for the Clerk to complete the monthly bank reconciliation.

### Monthly Income and Expenditure Report

108

	<b>Current</b>	<b>Deposit</b>	<b>Total</b>
<b>Bal B/F 02.05.15</b>	£19,786.23	£7,824.65	£27,610.88
<b>Receipts to 04.06.15</b>	£2,314.40	£0.00	£2,314.40
	<b>£22,100.63</b>	<b>£7,824.65</b>	<b>£29,925.28</b>
<b>Outgoings to 04.06.15</b>	£2,754.89	£0.00	£2,754.89
	<b>£19,345.74</b>	<b>£7,824.65</b>	<b>£27,170.39</b>
<b>Inter Account Transfers May 2015</b>	£0.00	£0.0	£0.00
<b>Closing Bal 04.06.15</b>	<b>£19,345.74</b>	<b>£7,824.65</b>	<b>£27,170.39</b>

- 109 Noted that £1K is earmarked for the Green and recycling income is to be used for enhancements.

### Governance

**Resolved:** to approve the annual review of the Effectiveness of Internal Controls and Internal Audit.

### Highways

- 110 Junction of Snow Street/Baynards Lane: following a recent accident it was confirmed that all such incidents are reported to the Casualty Reduction Team who will assess, dependent on the accident history of the area, if any amendments to signage are required.

### Street Lights

- 111 Replacement Programme: the cost of conducting a survey on the 74 columns that the parish council is responsible for is £5 per column. Agreed to proceed with the survey subject to clarification on how detailed the survey will be. It was noted that Pearce & Kemp have stated that it is increasingly difficult to replace non-LED bulbs. **AP**

### Brewers Green

- 112 At the meeting held on 23<sup>rd</sup> May it was agreed to carry out work to improve the drainage from the pond; this will be done by end of August when water levels are low. The next meeting will be held on 15<sup>th</sup> July.
- 113 NCC continue to claim Highway rights over the Green, which is disputed, and may result in legal action. UK PowerNetworks are seeking to carry out

maintenance work but discussion is on-going with regard to burying the lines and removing the existing posts.

### **Planning**

114 The following applications were approved by the Parish Council:

2015/1168: The Warren, Snow Street: Two storey side extension  
2015/0632 102 Factory Lane: two storey side and one storey rear extensions.

### **Correspondence Outgoing**

115 8 x Minutes/Agendas  
Annual Return with additional information to Mazars  
Highways and Street Lighting contractors

### **Correspondence Incoming**

116 Invoices, various

### **Report from District Councillor**

117 The annual performance report noted the delivery of affordable homes; development of the commercial waste services; expansion of SNC building control services into Cambridge; increased efficiency of service delivery. A further £1.5 million needs to be saved over the next five years. The revenue surplus for the year 2014-15 is £2.5 million.

118 An update on the building work at the school was provided. Four new classrooms with support services will be provided in a single storey building in order to minimize shadow on properties in Manor Drive and a new car park. Part of the new school will also be used as a community asset to be hired out to other local organizations outside of school hours.

119 The Planning Application will first be considered by SNC then at the County Council. Dependent on funds available it is not yet confirmed if the work will be done in one stage or phased over a period of time. The result will be a reconfiguration of provision of Early Years and Primary provision in both Diss and Roydon.

### **Report from County Councillor**

120 It is proposed to locate a gate for pedestrian access at the village hall, in the south-east corner. Confirmation has been received that the project will meet the criteria for partnership funding if approved by the council. Agreed that AD will include this for discussion at the next meeting of the Village Hall Committee, whose approval is required before proceeding.

121 Confirmed that the Director of Environment at NCC has been given a tour of Roydon and Diss

### **Any Other Business**

122 There being no other business the meeting closed at 9.15 pm

### **Date and Time of Next Meeting**

123 Tuesday 28<sup>th</sup> July, 7.15 pm in Paris Room, St. Remigius Church