

## ROYDON PARISH COUNCIL

### Minutes of the Annual Parish Council meeting held in the Parish Room, St. Remigius Church on Tuesday 19<sup>th</sup> May 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>Jenny Shorter</b>	<b>JS</b>	left the meeting at 7.35pm
	<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

#### **Election of Chair of the Parish Council**

39 JS proposed PC as Chairman, seconded by AG. All in agreement.

#### **Declarations of Acceptance of Office**

40 These and the Register of Members Interest Forms were circulated and completed. Forms to be sent to PM (apologies for this meeting) for completion

#### **Election of Vice Chair**

41 PC proposed JT as Vice Chairman, seconded by AD. All in agreement.

#### **Appointment of Officers**

42 Planning Sub-Committee: the following were accepted as continuing members of the sub-committee. A Daniels, E Taylor, P Murton, D Goldson and J Shorter.

43 Allotment Sub-Committee: The following were accepted as continuing members of the sub-committee: D Goldson, P Curson.

44 Village Hall Representative: as reported at the April meeting (Minutes 21-22) Mr Hawers will remain on the committee until October. JS is also a member so the Parish Council will receive regular updates.

45 Green Management Committee: the following will continue as members of the Committee; J Taylor, E Taylor, D Goldson, P Curson.

46 School: PG will continue to keep the parish council updated with business at the school

#### **Financial Regulations, Standing Orders and Bank Signatories**

47 The governance arrangements were reviewed and approved. The bank signatories will remain as J Taylor, A Daniels and P Murton.

#### **Apologies for Absence**

48 The Chair welcomed councillors and two members of the public to the

meeting. Apologies were received from PM.

### **Declarations of Interest**

49 No Declarations were received.

### **Residents Forum**

50 One resident requested to make comments at Agenda Item 19: Parish Plan.

51 Green Management Committee: PC walked the paths by the Green towards Diss and confirmed that the paths are largely clear; a little work with secateurs is required. A plank on the bridge is rotten and the landowner may not be aware. Clarification required from Highways; as a public right of way is the County Council responsible for undertaking repairs.

**AP**

52 AD offered to provide the Clerk with a list of Path Numbers.

**AD**

53 Snow Street: confirmed that Highways are now unlikely to cut the overgrown bushes as in previous years as this would require closing the road. The land has been leased by the owner and it is not clear if the tenant has responsibility for this work. JC is proposing to take the Director of Environment on a tour of the area to highlight issues.

54 Highways confirmed that whilst they have the right to use land up to a metre either side of the highway they are not responsible for its maintenance; that remains with the landowner.

55 Roydon School: DG informed that the school will have a £3 million refurbishment allowing the intake each September to increase by two classes over the next few years.

56 Boundaries of new development: AD raised a query to ensure that residents receive local magazines etc; it is understood that the land/houses west of the original footpath are in Roydon, to the east they are in Diss.

### **Minutes of the meeting held on 28<sup>th</sup> April 2015**

57 These were approved and signed by the Chairman with minor amendments:

Minute 7: the ditch running from the *old* High Road ...

Minute 10: *former* church land

Minute 23: the potholes are in *two* locations, Hall Road and A1066

### **Matters Arising**

58 Minute 7: this issue has been raised again with Persimmon

Minute 11: the bollards outside the school have now been replaced

Minute 20: confirmation from the PCC has now been received from J Stratfold.

### **Monthly Income and Expenditure Report**

59 The financial report for April 2015 was reviewed and approved. As of 30<sup>th</sup> April Current Account £19,786.23 and Business Saver £7,824.65.

### **Accounts for Payment**

60 The following accounts were approved for payment:  
Pearce & Kemp Standing Order

Aon Annual Insurance £705.27

61 Clerk Salary: AP confirmed that PAYE is payable on this salary and will therefore arrange to process this through *Basic Tools*, a free download from the HMRC website.

62 In addition the following invoices were approved:

Glasdon (Bin)	£147.60
Back pay for K Burrows	£134.35
Expenses for K Burrows	£31.20 and £121.64
Mr Crerar	£195.00

### **Other Financial Matters**

63 Bank Reconciliation for year ending 31 March 2015 agreed.

64 Annual Governance Statement for 2014/15 was approved and signed by Chairman and Clerk/Responsible Financial Officer. The internal auditor reminded of the requirement for cheque signatories to also initial all cheque stubs.

65 Received: VAT repayment of £2,314.40 and refund of £829.94 from Pearce and Kemp.

### **Highways**

66 Pothole on Hall Road has not been repaired. It was noted that the surface dressing provided by Highways for all potholes is of poor quality and does not often result in a long-term solution.

67 The road sign coming into Diss has now been moved to the other side of the road, and no longer obscures drivers' vision coming from the estate.

### **Street Lights**

68 Replacement Programme: PC offered to review the programme and report to the Parish Council. Many are in a good state of repair but a more detailed survey on the condition of some of the concrete posts may be required; LED would in the long term be cost effective although incurring a high initial outlay. It was noted, however, that the current programme may take too long to ensure all lights are suitable for a complete handover.

68 JC suggested contacting Amey, the County Council contractors, and seek advice on what work may be required to meet the required standards for handover. **AP**

### **Brewers Green**

69 A meeting will be held at 9.30 am on Saturday 23<sup>rd</sup> May to consider what is required to alleviate the issue of the pond overflowing onto the road.

70 The large saplings that are growing in the ditch will be moved in the autumn to a more suitable location. The other four trees are all growing well.

71 The grass cutting contract that takes place in October/November will be

extended to include land north of the Anglia Water trapway

- 72 Fly Tipping of grass cuttings: suggested that the alternative means of disposal are notified to residents.

### **Allotments**

- 73 Rent remains unpaid on one allotment. Clerk to check files for contact details. **AP**

### **Parish Plan**

- 74 DG noted it may be best to await confirmation of proposed boundary changes as these may impact on any future Plan. In addition, the wide range of legislation and strategies, both local and national, that have greater authority can result in a Parish Plan been given little acknowledgement by other businesses and local authorities.

- 75 Such a project should be facilitated by an independent person that is the result of feedback and support from residents. Such Plans can take a considerable amount of time and money to complete; agreed that PC will contact other local councils who have a Plan in place to request advice on how to proceed. **PC**

### **Planning**

- 76 The following application has been approved:

2015/0559: Land and stables south of High Road: retrospective application for change of use of land for keeping horses.

### **Correspondence Outgoing**

- 77 8 x Minutes/Agendas  
Anglian Water with payment  
Address details of new Clerk notified to Aon, E.on, Pearce & Kemp, Norse, SLCC, NorfolkALC, Mr Crerar, Anglian Water and Barclays

### **Correspondence Incoming**

- 78 The Clerk (May edition)  
Clerks and Councils (May edition)

### **Report from District Councillor**

- 79 Following the election the balance at SNC is Con 40: Lib Dem 6. DG will stand down as Chairman of SNC at the AGM on 1<sup>st</sup> June.

- 80 Inspector approval of a raft of Local Plans is awaited; this has been progressing for 10 years and will be valid only until 2016. Work on the next Plan up to 2036 is about to commence.

- 81 HomeHub, based in Long Stratton, brings together a range of support services – health, police, benefits etc – for residents to access at times of stress. Experience to date shows that for every £1 spent by HomeHub saves £76 of public money. Other offices are being set up across the District.

- 82 Boundary changes are expected to the Wards in the next few years and the

proposed Local Plan for Diss and Roydon should be reviewed.

**Report from County Councillor**

83 The NCC AGM was held recently with George Nobbs (Labour) elected as Leader. Domestic Abuse is a key issue and all relevant staff are undertaking awareness training whilst the Norfolk Safeguarding Adults Board is striving to reduce the risk of abuse and neglect for adults. A survey has been launched which will be key to shaping the future work of the Board.

84 Vacancies in the lower age scale are becoming more apparent in the care and nursing sectors with the NHS, in particular, advertising abroad to fill vacancies.

85 A number of the interim Directors in Childrens' Services have now departed as the department begins to show improvements although a number of vacancies for permanent staff in key posts have yet to be filled.

86 ***Future You*** is to be launched to highlight career opportunities in six key areas in Norfolk: energy, engineering, food and life sciences, creative industries, financial services and health & social care.

**Any Other Business**

87 Clerk to report to the Parish Council, at the next meeting, on the computer capacity and whether an upgrade may be required. **AP**

88 The meeting closed at 9.15 pm.