

RYBURGH

Parish Council

DRAFT *MINUTES*

27th November 2024

RYBURGH PARISH COUNCIL

Minutes for the meeting held on Wednesday 27th November 2024 at 7pm at the Memorial Hall, Great Ryburgh.

Present:- Cllr Chris Weston (Chairman), Cllr Christopher Buxton (Vice-Chair), Cllr Glenn McCarthy and Cllr Rebecca Kelly.

Clerk/RFO:- Phil Chapman

Members of the Public:- 2 member of the public were present

MINUTES

1. To note apologies for absence.

None received.

2. To receive declarations of interest for items on the agenda and to consider any requests for dispensations.

None.

3. To consider and approve the minutes of the meeting held on Wednesday 2nd October 2024.

The minutes of the meeting held on Wednesday 2nd October 2024 were **agreed** as a true record of proceedings. The Chairman signed the minutes.

4. Matters arising from previous minutes.

4.1. Update on Online Banking.

Both Cllr Kelly and the Clerk now have access to the bank account.

4.2. Update on copies of Map of the Parish and approve any expenditure.

Chairman is working on this but has no updates until the new year. A member of the public attending to update the Parish Council on the fuel allotments offered to send a digital copy of a map previously prepared for the village plan.

4.3. Update on door modifications on Great Ryburgh Playing Field Shed.

The door to the shed has now been changed.

4.4. Update on Parish Council Facebook page set up.

Facebook page has been set up by Cllr Buxton and Cllr Kelly. They will share admin privileges with the clerk. The Facebook page can be found by searching for *Great & Little Ryburgh Parish Council*.

4.5. Update on any other matters from minutes but not on agenda.

None.

5. Public Participation. One member of the public spoke:-

In relation to the Policy for biodiversity:- The Wildlife Group envisions wildlife corridors for the protection of wildlife. Environment act requires the Council to consider a policy for sustaining wildlife, and the member of the public considers an additional or expanded policy of this nature could assist. It has been discussed by the wildlife group and it is down to the land owners to agree. The member of the public suggested that contacting the primary landowner in the area could be a good idea. Chair/Clerk will write to Sennowe with outline policy. To be considered in February.

Separately the old railway gate currently considered a danger will be dealt with by the landowner. This is not a Parish Council matter and for information only.

6. To receive Councillors Reports.

6.1. Norfolk County Councillor (NCC). S.Aquerone.

Report attached in the index.

6.2. North Norfolk District Council (NNDC). M.Hankins.

Report attached in the index. Cllr. Hankins spoke about the NNDC new housing development plan, which had been rejected by central government. A consultation is underway and NNDC would appreciate Ryburgh to make contributions. The Chairman confirmed that the Council was considering the matter and intended to make its feeling known.

Cllr. Hankins stated that NNDC has a long waiting list for housing for homeless, and NNDC was asking for information on vacant properties.

The Councillor had been contacted by the member of the public who raised the railway footpath near the fuel allotment at a previous meeting and had passed the details along.

Cllr. Hankins said he would like to see the Blue Boar Inn retained as a centre of the community.

Chairman raised the subject of the Bridge Farm Footpath Safety Improvement project proposed by the Parish Council. Cllr. Hankins asked for details to be provided to him, and said he was supportive of the project.

7. Planning.

7.1. To consider and respond to planning applications received.

None received.

7.2. Blue Boar Inn, Great Ryburgh.

The Council noted that the owners of the Blue Boar Inn, Great Ryburgh have notified NNDC of an intent to dispose of the asset.

7.3. Update on planning matters refused or approved by NNDC.

7.3.1. *Hollybush Lodge*. (Application Number PF/24/1980 - Station Road, Great Ryburgh). **Approved**

7.4. Update and consider any necessary action with regards to planning enforcement issues or planning appeals. None.

7.5. Consider response to NNDC regarding *Consultation: Proposed Changes to the North Norfolk Local Plan*.

Cllrs discussed a number of issues including new housing needs which are not met. It was **resolved** that chairman would combine points raised by councillors and draft and submit a Council submission to the consultation.

8. Highways.

8.1. To consider issues with: potholes, hedge cutting, verge cutting,

Damaged or dirty signs, and similar. It was **noted** that the Anglian Water pipe, water leak which had persisted for three months appears to have damaged houses and the highway. This would get worse with frosts. This would be reported by councillors to highways using the online reporting system. Otherwise, nothing new reported or noted.

8.2. To consider application under the *Parish Partnership Scheme* for safety improvement to the Bridge Farm footpath.

The Clerk had drafted a grant proposal which had been circulated before the meeting and was attempting to speak to the Highways engineer. Cllrs. McCarthy and Buxton would meet with groundworkers on contractor's costings and additionally request maintenance quotes. It was **resolved** to approve and submit the application once quotes had been received.

8.3. Note grit bin audit and consider grit bin needs.

NCC had asked about bin number, and the Council had responded.

9. General.

9.1. Discuss and agree actions regarding Parish Councillor vacancies.

A poster had been distributed by Cllr. Buxton to the shop, and notice boards. One Member of the Public in attendance was interested in joining the council. Councillors would continue to ask around for volunteers. Co-opting to be an agenda item for the next meeting.

9.2. Discuss and agree actions regarding WI Bench [w3w: referral.roost.rail] and any other benches in need of replacement or refurbishment, including approval of expenditure.

The Clerk had researched prices prior to the meeting. Heavy duty benches suitable for the purpose were in the range of £600 to £800 plus installation costs. The Council was unsure about how much use the bench had in the past. Given budget limitations and uncertainty about use it was **resolved** to defer taking action until later. In the meantime, members of the public are reminded that it is common practice for benches to be donated by groups or individuals and this would be welcomed if offered.

9.3. Update, discuss and consider additional Dog bin provisions including approval of expenditure.

Cllr Buxton had completed his audit of the bins with assistance from Cllr McCarthy. The Clerk has raised the subject of liability for bin emptying costs with NNDC who confirmed that they do pay for bins in some areas but had received no reply to his request for a review. For NNDC to pay they must be near the highway and there must be an established need. Councillors considered that Ryburgh met these requirements, and the clerk was asked to raise it again with NNDC. Rather than purchase a new bin it was **resolved** to move the dog bin from outside Dower house to a suitable position in the vicinity of the playing field entrance. It was further **resolved** to approve a cost of up to £25 for materials. It was agreed this work would be completed by Councillors with a target date of being done before 1st January 2025.

9.4. Update regarding fuel allotment.

A member of the public in attendance spoke to clarify and inform the council. He provided a brief outline of the situation and promised to provide a copy of the trust agreement, tenancy/lease agreement and map of the area. He said it is a great asset, and an extraordinary piece of ground. The Chairman thanked the member of the public for clearing up months of uncertainty and looked forward to receipt of the documents.

9.5. Update regarding transfer of Bottle Bank operation to Memorial Hall.

The Clerk has written and emailed a letter of authority to the Memorial Hall and provided contact details to allow new accounts to be set up, and the transfer to take place. The Clerk had already put together the details for a credit claim and now needed to supply all the receipts to submit with the claim.

9.6. To discuss and consider progress on forming a steering group for the Memorial Hall and 2025 VE Day Commemorations.

The Chairman has written to many local groups, to make them aware that the Parish Council is trying to put together a steering group, for events for events to be organised on the Thursday, Saturday and Sunday between 8th-11th May 2025. It was resolved that the councillors would put together an informal meeting of the groups to progress the matter and discuss plans. The Council wants this to be a memorable occasion.

9.7. Update from each councillor on Council Training arrangements made.

The Chair had booked two courses for himself, and Cllr. Kelly was encouraged to book the reconciliation course. Other Councillors are urged to book courses at NALC or NPTS. The Clerk had distributed a report in advance outlining his own training needs which had previously been made a requirement of the job by the council.

9.8. Consider and approve adoption of new model Standing Orders.

Deferred to next meeting.

10. Finance

10.1. Report regarding reconciliation.

The Clerk had prepared and distributed a reconciliation report prior to the meeting, along with a list of payments made for the year. These figures were confirmed as correct. It was **resolved** to approve the report and the Chair, RFO and reconciliation officer signed the reconciliation report.

10.2. To discuss, consider and approve the budget for 2025/26.

The Clerk had distributed a work in progress provisional draft budget in advance for initial discussion. The Clerk then reported to the Council the current financial position. This can be summarised as the reserves being about half the required and recommended levels. This impacts the Councils ability to provide services and react to new situations. Various cost savings measures were discussed but it was decided to pursue a policy of increasing the precept to account for the shortfall. Additionally, it was decided to re-contact NNDC to see if dog bin cost savings could be made. The Clerk would revise the provisional budget based on debate at the meeting and present the revised version for consideration at the January meeting.

10.3. To discuss, consider and approve setting the precept for 2025/26.

Following the budget discussions the council **resolved** that the precept would have to be increased quite considerably, and this will be debated following budget approval in January. The Council decided to ask the Clerk to finalise the budget proposal based on the discussions and incorporate precept recommendations. The Councillors indicated that they would like reserves to achieve recommended levels by the end of year 3, and an anticipated first year precept increase of no more than £17.28 per year for a Band D council taxpayer.

10.4. To consider and approve the following payments.

Country Style	INV483047	18.00
Olliver Corry	0003	40.00

It was **resolved** to agree both payments.

10.5. To note the following regular pre-approved payments.

10.5.1.N Power - £162.15

10.5.2.Note the Clerks wages and note recently announced pay rise.

Both payments were noted. The clerk had circulated a report regarding his pay rise in advance of the meeting following the National Joint Council (NJC) Pay Award.

10.6. To consider and approve any payment request received since preparation of the agenda.

Historically the war memorial has been cleaned at a cost of £35/year. A note regarding a historic payment has been made but no invoice has been received, and the new Council are not aware of the arrangements. The Clerk will investigate old cheque books, and the Chair will visit the cleaner for clarification before the next meeting.

11. To note any correspondence received.

Email correspondence already forwarded by Clerk.

12. To note items for the next agenda.

This will include final decision on the budget and precept, Standing Orders and Financial Regulations.

13. To consider and confirm the date of the next meeting.

The date will be changed from the provisional date of 8th January 2025 to **15th January 2025.**

Meeting closed at 21:04

DOCUMENTS REFERRED TO IN THESE MINUTES

1. *Appendix 1:-* Cllr Steff Aquarone Report (Norfolk County Council).
2. *Appendix 2:-* Cllr Hankins Report (North Norfolk District Council).
3. *Appendix 3:-* Clerks Report:
4. *Appendix 4:-* Clerks Report:
5. *Appendix 5:-* Clerks Report:.

DRAFT

CLLR. STEFF AQUARONE REPORT (NCC)

Report from your County Councillor, Cllr Steffan Aquarone



December 2024

Many of you will be aware of the ongoing developments around “devolution”, which I last updated the parish council on in May. At the time, I explained why—albeit with limited enthusiasm—I was prepared to support the proposal for Norfolk to pursue a devolution deal with Government. The deal at that time extended to a directly elected mayor, a modest investment fund, and control over adult education spending.

Since the change of Government, Norfolk County Council has made a few attempts to continue pursuing this deal. However, it was finally rejected in the Autumn—not to my great surprise.

I believe both major political parties often take a less-than-wholesome approach to devolution, seeing it as a way to create a single point of contact for Whitehall and Government, rather than a genuine transfer of power. Personally, I am committed to meaningful devolution—where locally accountable people are empowered to make more decisions for and about their communities.

In recent weeks, the question of devolution has resurfaced. I now understand that the leadership of both Norfolk County Council and Suffolk County Council have submitted written support for a combined Norfolk-Suffolk mayoral authority. This proposal includes local government reorganisation in both counties.

In Norfolk, such reorganisation would have significant implications for local democracy, including the removal of all district councils, and their replacement with potentially just one Unitary Authority. While this proposal offers some opportunities for genuine transfer of budgets and powers, it also raises serious concerns about local accountability. If Norfolk were to become a single unitary authority, it would be the second largest in the country, after Birmingham—a scale that warrants careful consideration.

Throughout these discussions, I have worked to maintain cross-party dialogue with Norfolk MPs and councils across the area. My focus remains on what I believe is in the best interests of Norfolk. I am currently awaiting more details in the forthcoming white paper on devolution.

As part of these conversations, I have emphasised the opportunity presented by bus franchising, which the government offered earlier this year. I believe this could have a transformative impact on rural public transport in Norfolk. In fact, the Transport Select Committee, on which I serve, has just announced its first inquiry will focus on rural bus connectivity—an issue of particular importance to our communities.

As always, I welcome your thoughts on these matters. Please do not hesitate to get in touch with me in my ongoing capacity as your County Councillor.

Email: steffanaquarone@gmail.com **Tel:** 07879 451608

CLLR. HANKINS REPORT (NNDC)

Ryburgh Parish Council.

District Councilors Report November 26 11 2024

NNDC Proposed changes to the local housing plan.

The parish council should have received a letter setting out the consultation process for the changes to the local housing plan, setting out the contact details for a response.

As chairman of the Planning Policy and Built Heritage Committee, and given that Ryburgh has been nominated as a small growth visit I would recommend the parish council to consider the document carefully and respond to the consultation .

Housing the homeless.

Anna Clark NNDC in a separate mail has set out the plan for affordable houses and how the parish council can help to contribute. In particular Anna would be interested in any empty houses in the village.

Water pollution.

Anglian Water in a separate circular forwarded to the parish council how to report suspected water pollution problems.

Nutrient Neutrality Policy.

Funds have now been released to allow the development of housing that has been held up pending the resolution of mitigation solutions to conform to this policy.

Foot Path Maintenance.

I followed up on your request for action on footpath clearance, raised at the parish council meeting and have circulated the survey to NCC.

Cllr Mike Hankins
Stibbard Ward.

CLERKS REPORT: SUBSCRIPTIONS

Date:- 22/11/24

Subject:- Subscriptions

Evaluation of Membership with Norfolk Association of Local Councils (NALC) and Comparison with Norfolk Parish Training and Support (NPTS) and Society of Local Council Clerks (SLCC)

Introduction:

Ryburgh Parish Council holds a current and fully paid membership with the Norfolk Association of Local Councils (NALC) for the 2024/25 year, at a cost this year of £211.59. As the Clerk intends to join the Society of Local Council Clerks (SLCC) in the coming months, and we are budgeting for coming years it is timely to evaluate the relative value of NALC, NPTS, and SLCC memberships. A Councillor also raised the subject of Value for Money in relation to these services. This report assesses their benefits, costs, and roles in meeting the Council's legal obligations and supporting its operations.

NALC Membership Benefits

Key Offerings:

1. **Access to Legal and Procedural Guidance:**

- Templates for Standing Orders, Financial Regulations, and risk assessments.
- Advice on governance, employment law, and GDPR compliance.

2. **Councillor and Clerk Training:**

- Accredited training, such as CiLCA, and workshops on legislative updates and best practices.

3. **HR and Payroll Support:**

- Advice on staffing, recruitment, and payroll management and offers payroll services.

4. **Lobbying and Representation:**

- Advocacy on behalf of councils at the national level.

5. **Community Wellbeing Resources:**

- Support for mental health initiatives and community projects.

Compliance Support:

NALC's services help councils adhere to (amongst many):

- **The Local Government Act 1972:** Governing council operations and decision-making.
- **The Transparency Code 2015:** Ensuring public access to governance and financial information.
- **GDPR Requirements:** Providing resources for managing personal data lawfully.

NALC is unusually (and currently very controversially) set up as a co-operative. This means as a member the Council gets to vote on changes to NALC.

Comparison with Norfolk Parish Training and Support (NPTS)

Key Offerings:

1. Training Courses:

- Practical training for clerks and councillors, including CiLCA qualifications.

2. Guidance and Support:

- Direct access to experienced advisors via telephone and email.

3. Local Networking Opportunities:

- Facilitated networking sessions to share knowledge among councils.

Costs:

- Fees are 1% of the council's precept, starting at £55 and capped at £545. For Ryburgh (£14,750 precept), the annual cost is **£147.50**.

Comparison:

NPTS emphasizes practical training and networking but lacks NALC's breadth of legal advice and lobbying. It may be considered to complement NALC rather than replace it.

Comparison with Society of Local Council Clerks (SLCC)

Key Offerings:

1. Professional Development:

- Comprehensive training for clerks, including CiLCA and advanced qualifications.

2. Legal Advice and Templates:

- Resources similar to NALC but focused exclusively on clerks.

3. Support for Clerks:

- Mentoring and continuous professional development opportunities.

Costs:

- Membership for Ryburgh's clerk would cost **£144 per year**, based on the clerk's wage band. This fee is typically covered by councils, with 97% of councils paying for their clerk's membership.

Comparison:

SLCC membership supports the clerk's professional development and indirectly benefits the council by ensuring its clerk is well-informed and capable.

Compliance and the Clerk's Role

A competent clerk should already possess a working knowledge of:

- **The Local Government Act 1972**, including governance and procedural rules.
- **The Transparency Code 2015**, ensuring public accountability.

The value of legal advice from NALC or NPTS may depend on its accessibility and quality. Since much of this knowledge is integral to the clerk's role, councils with CiLCA qualified clerks may

find overlapping advice less essential. SLCC membership directly supports the clerk in maintaining expertise, potentially reducing the need for external advice.

Costs vs. Benefits

NALC (£211.59/year):

Broad support, including legal guidance, templates, and training, with national representation.

NPTS (£147.50/year):

Practical training and localized support at a lower cost, ideal as a supplementary service.

SLCC (£144/year):

Targeted at clerks, ensuring their professional development and indirectly supporting council compliance.

Recommendation

With NALC membership already paid for this year, it is obviously recommended that Ryburgh Parish Council continues utilizing its services. The question is one to be addressed when the current membership comes up for renewal. In summary:

1. **NALC Membership:** Has broad support and resources. It is for councillors to decide if it represents value for money, given many of the services will be available via SLCC. Reduced training cost are only relevant if large amounts of training are done.
2. **SLCC Membership:** As the Clerk intends to join in the coming months the Council should discuss covering this cost, aligning with the majority of councils nationwide (around 97%) who cover this membership.
3. **NPTS Membership:** Consider as a supplementary option for additional training or networking. The main benefit of membership is reduced cost training. Unless a lot of training is required then it does not offer a real advantage because many of the services offered are duplicated.

Conclusion:

The Council must ensure compliance, effective governance, and supporting the Clerk's ongoing professional development is an effective way of achieving those objectives. Nothing needs to be decided currently but this is a question that will need to be addressed in the new year before membership fees become due.

CLERKS REPORT: FILING CABINET

Date:- 27/11/24

Subject:- Filing Cabinet Collection

A filing cabinet, previously reported to be in the custody of the former long-term clerk since mid-to-late 2023, has been a topic of discussion as it is an asset of the Parish Council and contains records that may be of historical and administrative importance. While it was suggested that the cabinet held little of value to the current administration, it was important to collect it to ensure proper management of its contents, particularly in relation to data protection compliance.

On 5th October 2024, I collected the cabinet from the former clerk. Although I have not yet had time to examine its contents in detail, it is immediately clear that it contains signed official versions of previous minutes and historic acceptance of office documents, some dating back a considerable amount of time. There may also be other items of interest, use, or importance within this filing cabinet.

In addition to the filing cabinet, a projector and projector screen, which had previously been gifted to the Parish Council, were also retrieved. If councillors do not see a use for these items, it may be worth considering gifting them to a village group, such as the Memorial Hall, where they could be put to better use.

The cabinet itself is old and rusty, having reportedly been stored in various clerks' garages over the years. It is now securely housed in the current clerk's filing room, where other documents are stored.

The collection of the cabinet was combined with another trip, so no mileage costs were incurred, and only time was required to load and unload the items.

CLERKS REPORT: DOG BINS

Date:- 26/11/24

Subject:- Dog Bins (2)

Further to previous report on Dog Bins in October.

We are awaiting a review/labelling/location recording by Councillor Buxton.

For reference:-

- a) we have 5 bins that NNDC empty
- b) The cost is £4.30/bin/empty plus vat = £25.80 inc vat/cycle
- c) They are emptied every other week
- d) The frequency is the same summer/winter
- e) The cost of **supply only** for a new bin is £210 + vat (seems a little high)

The locations of the bins are as follows:-

- 1) Fakenham Road – opp village shop
- 2) Highfield Close – on left as you enter road
- 3) Mill road – opposite Church
- 4) Highfiel Lane – outside Keepers Cottage
- 5) Station Road – oposite Hillcrest

Little Ryburgh has at least one bin (near burial ground) which is not on the list. **Can Councillors please let me know of any other bins that are not on the list in either village?**

It has been mentioned that NNDC provide and empty bins at their own cost in some situations. I have asked what are the criteria for this? They say if its on Parish Council land then RPC is liable for the cost of purchase and emptying. If the bins are on highway then they say it is “need based”. Since all 5 are on highway I have asked them to **review** the situation, although they say RPC would still have to make a contribution to the emptying cost. Its possible (although unlikley) that this will reduce the fincinal cost to RPC. I received no reply from NNDC regarding the review. I have sent a folow up email.

Cost-Purchase

A post mounted bin similar to those we already have appears to be around **£185** for a 25 litre bin with mount (not including the post) from <https://uk.glasdon.com/>



Larger free standing ground located bins of 120 litres are around £230 from <https://www.roadware.co.uk/derwent-large-120-litre-floor-mount-dog-waste-bin/>



They will need to be installed – is free labour available or do you need to pay someone for it?

Cost-Emptying

Each bin will cost £4.30/empty plus vat. We can claim the vat back. The current frequency is every other week (26/year), and therefore the annual cost will be £111.80/bin/year for each additional bin.

Action

Councillors should consider before the next meeting:-

- *How many new ones are needed?*
- *What locations?*
- *Do you want to relocate or purchase new?*
- *If new then large ground based or small post based?*
- *Do we have any not on the list?*

Members of the Public submissions

We have had one email to state – *please do not spend any of my money on new bins – spend it on replacing the damaged bench instead.*

We have had representations from the Playing Field Committee which identified that dog owners are placing dog waste in the general waste bin on the playing field, and a bin would stop because it's a health concern. Some don't clean up at all, and it is hoped a bin would again reduce the health risk.

Dog Waste Bin Assets Identified

<i>New RPC Asset Reference Number</i>	<i>Location</i>
RPC-DB-01	Fakenham Road – opp. village shop
RPC-DB-02	Highfield Close – on left as you enter road
RPC-DB-03	Mill road – opposite Church
RPC-DB-04	Highfield Lane – outside Keepers Cottage
RPC-DB-05	Station Road – opposite Hillcrest
RPC-DB-06	Little Ryburgh Burial Ground

CLERKS REPORT: PAY RISE

Date:- 21/11/24

Subject:- Notification of Clerk's Backdated Pay Rise

To be Noted only

This report is to inform councillors about the implementation of a backdated pay rise for the Clerk, in line with the **National Joint Council (NJC) for Local Government Services pay award**, as negotiated and agreed upon by the **unions** (UNISON, GMB, Unite) and announced by **NALC** and **SLCC**.

Details:

1. Pay Increase:

- The pay rise applies to all staff employed under NJC terms and conditions and reflects the annual review of local government pay scales. Your clerk is employed under these terms.

2. Backdated Pay:

- The pay award is backdated to **1st April 2024**, the start of the current financial year, as per standard practice.
- The delay in implementation is due to the length of negotiations between the unions and local government representatives, ensuring agreement on the updated pay scales for the year. This is a regular delay most years.

3. Scale and Contractual Basis:

- The Clerk's pay is set according to the NJC **Spinal Column Points (SCP) scale**, which automatically reflects any nationally agreed adjustments.
- As this is a contractual matter, no Council approval is required for the pay adjustment or the backdated payment.
- However, the adjustment will be **noted on the agenda and recorded in the minutes** of the next Council meeting for transparency.

4. Next Steps:

The backdated payment will be processed in the next payroll cycle, and the new pay rate will be applied going forward.

CLERKS REPORT: CLERKS TRAINING

Date:- 22/11/24

Subject:- Clerks CiLCA Training

Purpose of the Report

To provide councillors with a detailed overview of the benefits of the Clerk undertaking CiLCA (Certificate in Local Council Administration) training, a summary of the process involved, and the associated costs.

Benefits to the Council

1. **Improved Expertise and Skills.** CiLCA equips the Clerk with comprehensive knowledge of governance, legal compliance, and effective council administration. This ensures the council can operate efficiently and within the framework of local government law.
2. **Accreditation and Status.** A CiLCA-qualified Clerk enables the council to pursue accreditation under the Local Council Award Scheme. Achieving this status enhances the council's reputation and demonstrates its commitment to good governance.
3. **General Power of Competence.** A CiLCA-qualified Clerk allows the council to declare a General Power of Competence (GPC). This power significantly enhances the council's flexibility to act within the community's best interests, enabling it to undertake projects and initiatives that might otherwise fall outside its statutory powers.
4. **Policy and Procedure Review.** During the portfolio preparation stage, many of the council's existing policies and procedures will be reviewed and updated. This ensures the council's governance is modern, compliant, and suited to current needs.
5. **Legal and Operational Compliance.** With the guidance of a qualified Clerk, the council will be better equipped to meet its statutory obligations, reducing the risk of errors or non-compliance.
6. **Contractual Obligation.** Support for the Clerk's training is a contractual obligation under the terms of the Green Book (the standard conditions of service for Clerks and the terms under which the Ryburgh Clerk is employed). Providing this support aligns with the council's responsibilities as an employer.

Summary of the Training and Qualification Process

1. **Training.** The Clerk has already attended a training course provided by Norfolk ALC. This course focused on essential topics such as governance, financial management, law and procedures, and community engagement.
2. **Portfolio Preparation.** A significant part of CiLCA involves preparing a portfolio of evidence to demonstrate competence across five units:
 - Core Roles in Local Council Administration
 - Law and Procedures for Local Councils

- Finance for Local Councils
- Management and Community Engagement
- Continuous Professional Development

The portfolio process will also involve reviewing and updating council policies and procedures, ensuring compliance and best practices.

3. **Registration.** A one-off registration fee (currently £450 and to be paid by the Council) is required to register with the Society of Local Council Clerks (SLCC). Registration allows the portfolio to be submitted for assessment.
4. **Assessment.** The SLCC assesses the portfolio and provides feedback. Successful completion results in the award of the CiLCA qualification.
5. **Award of Qualification.** On passing, the Clerk will be officially recognised as holding the Certificate in Local Council Administration, further enhancing their professional status and expertise.

Costs

1. **Training Fees.** Training was provided by Norfolk ALC at a cost of **£300**, which has already been paid, and there has been no cost to Ryburgh Parish Council.
2. **Registration Fee.** A one-off fee of **£450** is payable to the SLCC. This fee enables the Clerk to submit their portfolio for assessment.

Conclusion

The CiLCA qualification is a vital investment in the council's future. It enhances the Clerk's skills, ensures legal and operational compliance, and strengthens the council's governance framework. A CiLCA-qualified Clerk also enables the council to declare a General Power of Competence, providing greater flexibility to act for the benefit of the community. Additionally, the review and updating of council policies as part of this process will have long-lasting benefits.

Councillors are asked to note the contractual obligation to support the Clerk's professional development and the associated one-off cost to the Council of £450 for SLCC registration for the purposes of council budgeting. The requirement to obtain the CiLCA qualification was explicitly stated in the Clerk's job advertisement, and payment for training costs is included as a term of the Clerk's employment contract.

RECONCILIATION

Ryburgh Parish Council

Bank Reconciliation Statement as of 22nd November 2024

Bank Accounts:

Account Name	Balance (£)
Main Account	14,801.73
Total Bank Balances:	14,801.73

Cash Book Balances:

Opening Balance (1st April 2024)	8,834.59
Add: Total Receipts	14,775.00
Less: Total Payments	(8,807.86)
Closing Balance (27th November 2024)	14,801.73

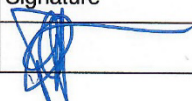
Reconciliation:

Bank Statement Balance	14,801.73
Less: Unpresented Cheques	-
Add: Outstanding Lodgements	-
Reconciled Bank Balance	14,801.73
Cash Book Balance	14,801.73
Difference	0.00

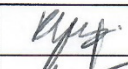
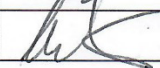
Notes:

The accounts reconcile with no discrepancies.

Prepared by:

Name	Position	Signature	Date
Phil Chapman	Clerk/RFO		27/11/24

Reviewed and Approved by:

Name	Position	Signature	Date
REBECCA KELLY	Councillor in Charge of Reconciliation		27/11/2024
CHRIS WESTON	Chair of the Meeting		27 Nov 24

BUDGET REPORT

A provisional draft but incomplete budget report was circulated to councillors prior to the meeting for the purposes of discussion and highlighting and evaluation of the reserves shortfall.

A full complete report will be circulated prior to the January meeting.

DRAFT