

RYBURGH

Parish Council

MINUTES

18th June 2025

RYBURGH PARISH COUNCIL

MINUTES

Present:- Cllr. Chris Weston, Cllr. Chris Buxton, Cllr. Rebecca Kelly, Cllr. Emily Gould, Cllr. Glenn McCarthy, Cllr. Terry Mack.

Phil Chapman (Clerk).

5 members of the public.

1. PUBLIC PARTICIPATION

Two items were raised by members of the public as follows:-

- 1.1. One member of the public commented on their disappointment at the regular non-attendance of District Councillor Hankins at the meetings, and refusal to see her on a personal district council matter. Cllrs. Hankins took the opportunity to respond. He could not deal with the legal matter and stated he considered his attendance had not been bad.
- 1.2. Two members of the public who are involved in youth work in the area spoke to introduce themselves. They have attended Ryburgh for some time to speak with youths, and came to the Parish Council meeting to discuss and find out about the Parish Youth Club Project.

2. COUNCILLORS REPORTS

- 2.1. Apologies from County Councillor Stefan Aquerone, who sent a report which had been distributed to the councillors and is attached to the minutes.
- 2.2. Cllr.Hankins delivered his own report. He spoke on the local council reorganisation. Some people are confusing the Norfolk/Suffolk mayoral authority (election May 2026) with the unity authority which under discussion. NNDC are supporting the three unitary authorities being Norwich, Norfolk East and Norfolk West. Other options include a single Norfolk authority and also a two unitary option of Norwich and the rest of Norfolk. Government decision to be made in September. Election are currently planned for 2027 or 2028 for this new authority, with the 2025 elections having been cancelled.

Cllr.Hankins also spoke on housing asking Parish Councils to identify empty houses for the district council to purchase and stated NNDC had purchased 31 in the past 2 years for housing homeless people, which reduced the costs for the district council. He specifically wanted it to be made clear that not a single house was used to house immigrants. The Chair suggested that NNDC should already be aware of this through council tax returns and Cllr Hankins confirmed this should be the case.

In the Local Plan Ryburgh has been listed as a small growth village.

The Maltings development is going ahead on existing planning permission.

Cllr.Hankins agreed to resend emails including his report on s106 promised previously. Councillors noted that Ryburgh had not benefitted from agreements because NNDC opted not to adopt Community Infrastructure Levies in favour of s106.

The chair returned to the matter raised previously in public participation by a member of the public (lack of representation). Cllr. Hankins said he would consider the matter

but wished to make it clear that NNDC had prohibited him from representing the member of the public. He stated that this instruction came specifically in writing from NNDC's legal department, which had directed him not to get involved in assisting his constituent — despite her having previously approached him as her democratically elected representative for help with a problem she was experiencing with NNDC. Cllr. Hankins stated that he sympathised with the lady's predicament and genuinely really wanted to get involved but was prohibited from doing so.

19.42 the meeting started.

3. APOLOGIES.

Cllr. Luke Merchant sent his apologies.

4. DECLARATIONS OF INTEREST.

None.

5. MINUTES.

Following a small change to item 10.1 the minutes of the meeting of *May 21st 2025* were considered and **accepted** as a true record of the business conducted at the meeting and signed by the chairman.

6. MATTERS ARISING

None. The Vice-Chair noted that whilst procedurally the minutes from the Annual Parish Meeting could not be approved until next year at the next Annual Parish Meeting he thought it was important given how far away that was that it should be noted by the Parish Council that the council members having read the draft considered them to be correct (whilst fresh in minds). All councillors present agreed that they were correct.

7. CO-OPTION.

None.

8. INSURANCE.

The Clerk had circulated a report in advance of the meeting summarising the cover levels of the parish councils insurance. The councillors considered this document and **resolved** that upon review of the cover it considered the cover was suitable and adequate for the Parish Council. The Clerk noted for councillors that the insurance had actually worked out around £50 more expensive than quoted at the previous meeting but it had been purchased and paid for under delegated powers as a necessity to the functioning of the council.

9. POLICIES.

9.1. Annual Risk Management Review.

The council considered the previously circulated risk management review and **resolved** to adopt it. The Chair signed the review.

9.2. Internal Financial Controls

The council considered the previously circulated review of internal financial controls and **resolved** to adopt it. The Chair signed the review.

9.3. Asset Register

The council considered the previously circulated asset register and **resolved** to adopt it. The Chair signed the register.

9.4. Information Audit and Data Protection

The council considered the previously circulated Information Audit and Data Protection Reviews and **resolved** to adopt both. The Chair signed the review.

9.5. Website Accessibility Statement

The council considered the previously circulated review of the Website Accessibility Statement and **resolved** to adopt it. The Chair signed the review.

9.6. Data Protection Policy

The council considered the previously circulated review of the Data Protection Policy and **resolved** to adopt it. The Chair signed the policy.

10. A.G.A.R.

10.1. The council considered the matter and decided that it is exempt from the requirement for external audit. The council **resolved** to authorise the Chair and Clerk to sign the certificate of exemption (AGAR Page 3). Both then signed the form.

10.2. The Council considered and **noted** the Internal Auditors report (AGAR Page 4).

10.3. The Council considered the Internal Auditors written report and **resolved** to adopt any actions and recommendations.

10.4. The Council considered the Annual Governance Statement (AGAR Section 1, Page 5) on a line-by-line basis and all councillors agreed with the statements and the Council **resolved** to authorise the Clerk and Chairman to sign. Both then signed the form.

10.5. The Council considered the accounting statement (AGAR Section 2, Page 6), previously signed by the RFO and **resolved** to Authorise the Chairman to sign the form.

10.6. The council **noted** the date for the exercise of public rights and confirmed that the rights would be publicised on the website and in the notice boards.

11. YOUTH CLUB.

A general conversation took place between the council members and two local youth workers who came to see if there could possibly be any collaboration and to listen to the project proposed by the Parish Council. The Parish Council needs its own volunteers and to provide DBS checks, H&S assessments, and First Aid training. Councillor McCarthy to take things forward with the volunteers who previously expressed interest within the village.

Action Points - Before the next meeting: Cllr. McCarthy to get names, Cllr. Gould to post on social media appealing for volunteers. Cllr. Buxton to reach out to the Norfolk Diocese.

12. GRASS CUTTING.

Cllr.Buxton had discussed possible prices with a grass cutting contractor. Council **resolved** to approve the quoted cost of £50 for a single cut, which Cllr.Buxton would deal with. Cllr.Buxton also to obtain locations on W3W for mapping for grass cutting in the future.

13. BRIDGE ROAD PATH SAFETY IMPROVEMENTS.

Clerk had not had time to devote to this project due to taking time off, and any available time had been devoted to audit and end of year activities for the council. There is a project shortfall due to the quote coming in much higher than initial quotes – to be investigated.

14. LITTLE RYBURGH PHONE KIOSK.

The council **resolved** to take on ownership of the kiosk in Little Ryburgh.

15. HIGHWAYS.

The trees near the bridge were causing the traffic lights not to recognise the cars, and needed cutting back.

16. VE/VJ DAY.

A book is available which includes many of the photos taken at the VE day event. Poster to be put in the shop with ordering details. Cllr. Buxton reported total costs of the event, many of which were paid personally by the councillors and donated. The only costs were for printing of the book and photos which total xxx.

The VE/VJ day fund kindly donated by Sennowe estate would pay for the costs of running the VJ event. It was **resolved** to transfer the entirety of these funds (£140) into the Playing field charity for use to set up the event. Any funds raised or any surplus funds would be split between Help for Heroes and the Playing Field charity.

17. CLERKS REPORT.

Upon reviewing the past years printing costs the clerks printing allowance was not covering the costs. It was **resolved** to increase the allowance from £10 to £15/month.

A letter had been received from HMRC regarding a penalty for late submission of PAYE documentation. The Parish Council do not make these submissions and pay Norfolk Association of Local Councils (NorfolkALC) an annual charge for submission of all HMRC PAYE documentation and the issuing of payslips. The clerk had discussed the matter by phone and NorfolkALC were appealing the penalty but if unsuccessful NorfolkALC had agreed to pay it themselves, as they accept full liability for the late submissions.

18. PLANNING.

None.

19. MEMORIAL HALL HIRE.

19.1. It was **resolved** to approve the following payments for Memorial Hall annex hire for parish council meeting on 18/6/25:-

Memorial Hall	Main Hall Hire – June 2025	18.00
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20. FINANCE

20.1. **Report regarding reconciliation.** It was **resolved** to accept the reconciliation. This was signed by the internal scrutiny Councillor, Chair and RFO.

20.2. The financial report previously circulated was **noted** showing all payment made since the last meeting.

20.3. It was **resolved** to note the following pre-approved payments.

20.3.1. The Clerk noted he had discussed the lack of bills and payments with Npower who were in the middle of changing over all councils to half hour billing, and did not have the system fully up and running. Bills would follow but councillors should be aware that the electricity for street lighting could not be paid since around February due to this lack of billing by Npower. Large bills would therefore follow.

20.3.2. The Clerks wages were noted.

20.4. It was **resolved** to approve the internal Auditor bill for £65.

The council **resolved** to make payment to Countryside as previously approved via the banking system despite the fact that the payee did not verify. The bank account is the same as used previously for payment, the payee was a regular payment on the councils account, and the supplier had confirmed on email that the account was still current and in use.

The Clerk had spent out on stationery for the governance, audit process, and end of year systems. The Council **resolved** to approve repayment of these in the amounts of £21.99 and £6.96.

21. TO NOTE ANY CORRESPONDENCE.

Noted above.

22. TO NOTE ITEMS FOR THE NEXT AGENDA.

22.1. Schedule Meeting dates for the rest of the year and agree payment terms.

22.2. Fuel Allotments.

22.3. Youth Club.

22.4. Grass Cutting.

23. TO CONSIDER AND CONFIRM THE DATE OF THE NEXT MEETING.

The next meeting would be scheduled for 23rd July, in the memorial hall annex.

There being no further business the meeting was closed at **21:08**.

County Councillor Report: Cllr. Steff Aquarone

With the Easter break now firmly behind us, it was great to be able to get out and about in North Norfolk to meet with constituents and find out how I can help them with the issues that matter to them most. Last week, my team and I closed our 5000th case – a fantastic milestone that reminds us how important it is to be aware of the issues affecting our unique rural communities and to offer them support to make their lives easier.

Below are just some of the issues and campaigns that I am focused on – as always, if there are any pressing issues that you are aware of in your communities, please do get in touch and make me aware of them so that my team and I can offer our support.

Benjamin Court

I have been fighting for the County Council to urgently review the ill-thought-out decision it made almost 2 years ago to close Benjamin Court with no consultation. Residents across North Norfolk need more support when they come out of hospital – the reablement services provided at Benjamin Court improved recovery and quality of life as well as reducing the chances of readmission.

As your County Councillor, I submitted a Councillor Call for Action asking for the decision to be brought to the council's Scrutiny Committee as a matter of urgency. However, over the last 18 months we have been met with delay and diversion. The most recent example of which took place on April 30th where the unlawful decision was due to be challenged by the Council's Scrutiny Committee – the topic was bumped from the agenda at the 11th hour citing local elections as the reason, despite the County Council deciding to cancel this year's elections.

It is clear that the council know the decision was unlawful and are trying to run down the clock in the hope that I step down from my position, or the council gets abolished before they're held to account. This is why I am committed to staying on as the County Councillor for the Melton Constable Division, to continue to challenge this decision and to hold those responsible to account.

Fighting for better rural transport

There is only one train line here in North Norfolk, but it's an important one. It connects our villages, communities and our towns not just to Norwich, but to the rest of the country. Not every train stops at every rural station – and I have urged Greater Anglia to reconsider their train schedules to include smaller stops where getting people to work, to school and to their appointments on time is crucial.

Support for my petition to improve rural bus services is going strong - I have met with Sanders Coaches to call for a more joined-up bus schedule that will allow people to get where they need to go. While I fight for a better-connected Norfolk, I am also happy to report some good

news for our learner drivers who rely on vehicles to get around. The Secretary of State has promised to prioritise clearing the backlog of driving tests and I'll be making sure that North Norfolk gets its fair share.

Supporting our farmers

British farming is among the best in the world - and Norfolk's is among the best in the country. I have regularly met with farmers to discuss their ongoing challenges – including their concerns about the quality of imported food, the impact of climate change on their farms, the impact of hefty tariffs, bad trade deals and not to mention the devastating family farm tax. That's why I'm fighting their corner, amplifying their voice and backing British farming. I also recently met with young farmers who are concerned about the impact that the family farm tax will have on their futures. I am continuing to push the Government to give our farmers a fair deal before it's too late.

Demanding better SEND provision for our children

Every day, my team and I offer our support to families who are navigating Norfolk's broken SEND system and despite doing everything right, they're finding themselves endlessly butting heads with a broken system that seems to work against them. I have nothing but admiration for them and I am campaigning to build (and fund) a joined-up family-focused SEND system that works with compassion, urgency, and common sense and I will keep fighting for a joined-up system that puts our children first.

Better banking that serves rural communities

Many residents have written to me about the new banking hub that I secured in Holt which has helped the community to access banking services where they live and work. I'm pleased to say that I have secured a second banking hub, this time in North Walsham, that will go a long way towards replacing services that will be lost when Santander closes their branch there, which is also the only bank left in the town. I will keep campaigning for more banking hubs across North Norfolk so that more people can access the services they need and talk to a representative from their own bank in person when they need to.

Easing the healthcare burden with new appointments

With 21,500 new NHS dentist appointments secured for North Norfolk through my campaign for better dental care – it is clear that the Government is listening to our urgent call for better healthcare provision. I am calling for more services at Cromer Hospital to ensure that those who need urgent and specialist treatment can access first class healthcare without the additional struggle of travelling for hours to get there.

Finally..

As always, please get in touch if there is anything that my team and I can support you with, we're always here to help.

Steff Aquarone.

Ryburgh Parish Council

Bank Reconciliation Statement as of 17th June 2025

Bank Accounts:

<i>Account Name</i>	<i>Balance (£)</i>
Main Account	12,587.60
Total Bank Balances:	12,587.60

Cash Book Balances:

Opening Balance (1st April 2025)	9773.37
Add: Total Receipts	9,665.00
Less: Total Payments	(6,850.77)
Closing Balance (17 th June 2025)	12,587.60

Reconciliation:

Bank Statement Balance	12,587.60
Less: Unpresented Cheques	0.00
Add: Outstanding Lodgements	0.00
Reconciled Bank Balance	12,587.60
Cash Book Balance	12,587.60
<i>Difference</i>	<i>0.00</i>

Notes:

The reconciliation balances. There is ***no difference*** between the Bank Statement Balance, Reconciled Bank Balance, and Cash Book Balance.

Prepared by:

<i>Name</i>	<i>Position</i>	<i>Signature</i>	<i>Date</i>
Phil Chapman	Clerk/RFO		18 th June 2025

Reviewed and Approved by:

<i>Name</i>	<i>Position</i>	<i>Signature</i>	<i>Date</i>
	Councillor for Reconciliation		
	Chair of the Meeting		

Ryburgh Parish Council Receipts List

1 April 2025 – 18 June 2025

Payment Method	Date Cashed	Supplier	Minutes	Description	Amount
Transfer	30/4/2025	NNDC	Precept	Precept payment for first half of year	9,525.00
Transfer	1/5/25	Sennowe Estate		Grant Donation – VE/VJ Day	40.00
Transfer	1/5/25	Sennowe Estate		Grant Donation – VE/VJ Day	100.00
TOTAL					9,665.00

Ryburgh Parish Council Payments List

1 April 2025 – 17 June 2025

Payment Method	Date	Supplier	Minutes	Description	Amount
Transfer	4/4/25	RPC	Contract	Staffing Costs	803.66
Transfer	4/4/25	Memorial Hall	M3/4/25-#11.1	Hire for Meeting Room	45.00
Fee	30/4/25	Unity Trust	Contract	Bank Charges	6.00
Transfer	7/5/25	HMRC	Contract	National Insurance	22.95
Transfer	7/5/25	RPC	Contract	Staffing Costs	623.10
Transfer	7/5/25	RPCC	M3/4/25-#8.5	Cemetery Grass Cutting Grant	1,400.00
Transfer	7/5/25	Memorial Hall	M3/4/25-#8.4	Grass Cutting Grant	2,600.00
Fee	31/5/25	Unity Trust	Contract	Bank Charges	6.00
Transfer	16/6/25	Plattin	M21/5/25-#22.2	War Memorial Cleaning	70.00
Transfer	16/6/25	Memorial Hall	M21/5/25-#22.1/2	Memorial Hall Hire May 2025	60.00
Transfer	16/6/26	RPC	Contract	Staffing Costs	583.82
Transfer	16/6/25	Olliver Corry	M21/5/25-#17.4/22.2	Grass Cutting 2024	160.00
Transfer	16/6/25	Clear Insurance	M21/5/25-#20/22.2	Council Insurance for 25/26	470.24
TOTAL					6,850.77