

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

2nd April 2019

Parish Clerk and RFO: Patsy Adams

Tel: 01263 837119

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Present

Cllrs: *E Savory (Chairman), K Wilson (Vice-Chairman) H Plattin, I Wilson, C Buxton, N Dandy,*

In Attendance: The Clerk, P Adams, *District Councillor*

The Chairman opened the meeting at 7.30pm.

1. **APOLOGIES FOR ABSENCE** - Cllr Burr, Cllr Binstead, Cllr Williams
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS** NONE
3. **MINUTES OF THE MEETING HELD 19th February 2019 – . APPROVED.**
4. **PUBLIC PARTICIPATION.** None.
5. **COUNTY AND DISTRICT COUNCILLOR REPORTS** – County Councillor Green updated the meeting on recent matters at District Council, including the Council Tax increase of 3.4% and projects, including the updating of public conveniences.
6. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**
 - a. **The Defibrillator, An Update** – The Chairman informed the meeting that the defibrillator has been installed and the date for the training Course is being agreed.
 - b. **Street Markings outside Pebbles Nursery** – The Clerk has received an update from Highways. The road markings discussed at a meeting between Steve White (Highways) and the Chairman and Cllr Dandy have been approved and passed to the road marking team. The project is scheduled to take place within 4 months.
 - c. **The consider the taxi scheme . -** The Chairman informed the meeting that the scheme continues to run well.
 - d. **To consider the quote to cut May Green (Cllr Kate Wilson, Vice Chairman)** It was agreed that Cllr Kate Wilson (Vice-Chairman) and Cllr Dandy will meet Miles Mitchell on site to discuss the requirements in detail.
 - e. **Road Surface adjacent to RTA Wineracks.** The Clerk informed the meeting that an update has not been received, The Clerk will continue to chase.
7. **NEW MATTERS FOR CONSIDERATION**
 - a. To consider a motion from Cllr K Wilson to move the bench on Bridge Road. **Agreed**
 - b. To consider a motion from Cllr K Wilson to purchase a bench for Lt Ryburgh **Agreed.**
Cllr Kate Wilson will establish who owns the land at the top of the hill and will forward the information to the Clerk so that the Clerk may contact the landowner for consent

- c. Update on Little Ryburgh Common. **Cllr Kate Wilson informed the meeting that the Charity no longer receives an income and is therefore, no longer registered with the Charity Commission. The remaining funds were distributed between residents of Little Ryburgh some time ago.**

8. Governance and Financial Matters:

- a. **To consider end of year bank Statement and balances therein.** The statements were considered and approved accordingly.
- b. **To consider the budget against actuals.** Considered and approved.
- c. **To Ratify payments made between meetings.** The following payments were made between 19th February 2019 and 1st April 2019: Wild Frontier (NDP) 1440.00. Clerk's Salary £324.70. Eon £69.24
- d. **To approve outstanding invoices:** The following invoices were approved:
Administration Costs: £62.98

9. Correspondence:

- i. **Eon** – energy price increase. It was AGREED that the Clerk could investigate a cheaper tariff.

10. Planning Applications received since the publication of the Agenda:

PF/19/0501 90 Fakenham Road, Ryburgh. No objection

11. Highways update and to report any further highways matters.

The road through Little Ryburgh has been cleaned, the Chairman and the Members thanked Cllr Algy Williams for his help with this matter. The hedges at Mill Road are still causing an obstruction. The Clerk was asked to contact Highways accordingly.

12. To report matters that have arisen since the publication of this agenda. The village litter pick took place at the end of March. The Parish Council wish to convey their thanks to the members of the Parish who took part. The Parish noticeboards should be installed next week.

13. Items for the next Agenda. No further requests were received

14. Next meeting: Tuesday 21st May 2019

The meeting closed at 9.10 pm

RYBURGH PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MINUTES

21ST MAY 2019

Parish Clerk and RFO: Patsy Adams

Tel: 01263 837119

Email: ryburghpc@gmail.com

www.ryburghpc.info

Present

Cllrs: *E Savory (Chairman), K Wilson (Vice-Chairman) H Plattin, I Wilson, C Buxton, N Dandy, A Burr, J Binstead*

In Attendance: The Clerk, P Adams. *Two members of the public.*

The Chairman opened the meeting at 7.40pm and welcomed everyone.

1. **APPOINTMENT OF CHAIRMAN.** Cllr Kate Wilson proposed Cllr Liz Savory, seconded by Cllr Binstead and agreed unanimously. Cllr Savory was duly elected Chairman.
2. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr Savory read and signed the Declaration of Office.
3. **APPOINTMENT OF THE VICE-CHAIRMAN** Cllr Plattin proposed Cllr Dandy but Cllr Dandy indicated that he did not wish to stand. Cllr Ian Wilson proposed Cllr Kate Wilson, seconded by Cllr Buxton. Cllr Kate Wilson was duly elected Vice Chairman.
4. **THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE** Cllr Kate Wilson read and signed the Declaration of Office.
5. **APOLOGIES FOR ABSENCE.** Apologies were received from County Councillor Aquerone and Mr Algy Williams. Mr Williams has been unable to attend the meeting due to work commitments.
6. **DECLARATIONS OF INTEREST** - *To receive declarations of interest in agenda items.* None.
7. **TO CONSIDER ANY DECLARATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED AND TO DECIDE WHETHER TO GRANT AN EXTENSION OF TIME OR TO DECLARE THE SEAT VACANT.** Mr Algy Williams has not submitted his Declaration of Acceptance and has sent apologies accordingly. Mr Williams has informed the Clerk that he will be unable to take up his post in the immediate future. The Members considered the matter and agreed unanimously to grant an extension of time until August. If Mr Williams is unable to make his Declaration by August a further member will be sought.
8. **TO RECEIVE COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS.** A report was received from Cllr Aquerone.
9. **OPEN SESSION FOR MEMBERS OF THE PUBLIC TO SPEAK.** Comments were received regarding the entrance to Willow Farm and the pavements.

10. MINUTES - *To approve the minutes of the previous meetings held on 2ND April 2019.* Approved

11. TO RECEIVE UPDATES ON THE FOLLOWING ITEMS FROM THE LAST MEETING:

11.1 To receive an update from Cllr K Wilson regarding the land at the top of the hill under consideration for the new Lt Ryburgh bench. Cllr Wilson informed the meeting that the proposal to install a new bench on the land at the top of the hill would not be possible because the land is used for grazing.

11.2 To agree where to move the bench, currently on Bridge Road. After considered it was agreed that the bench will remain where it is. The Chairman informed the meeting that she has been approached about a dog bin for Little Ryburgh. Cllr Kate Wilson offered to investigate a suitable location and report back at the next meeting

11.3 To receive further information regarding the Lt Ryburgh Common. The Chairman informed the meeting that the annual report from the Charity has not been received. The Clerk informed the meeting that two matters of concern had been received from Members of the Parish about the Charity. After Members considered the matter it was agreed that the Clerk should investigate and report back at the meeting in July.

12. NEW MATTERS FOR CONSIDERATION

12.1 The Initial Consultation for the First Draft of the new Local Plan (documentation previously circulated). No further comments were received.

12.2 To consider a proposal regarding signage for Great Ryburgh Common from Cllr Savory. After discussion Cllr Ian Wilson

13 FINANCE & GOVERNANCE

13.1 TO APPROVE THE RENEWAL OF THE INSURANCE POLICY WITH BHIB FOR £ (£344.44). (Previous year £344.44). APPROVED

13.2 TO APPROVE THE LIST OF INVOICES FOR PAYMENT. APPROVED

13.3 TO AGREE THAT THE COUNCIL MEETS THE CRITERIA TO SUBMIT AN EXEMPTION CERTIFICATE TO THE EXTERNAL AUDITOR AND TO PROPOSE A RESOLUTION TO DECLARE THE PARISH COUNCIL EXEMPT FROM SUBMITTING A LIMITED ASSURANCE REVIEW. CONSIDERED AND APPROVED

13.4 TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR. CONSIDERED AND APPROVED

13.5 TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT. CONSIDERED AND APPROVED

13.6 TO CONSIDER AND COMPLETE THE ACCOUNTING STATEMENT. CONSIDERED AND APPROVED.

14 HIGHWAY ISSUES – TO RECEIVE AN UPDATE. No further comments were received

15. PLANNING :

a) To consider any Planning applications received: None

b) To notify of any Planning Decisions received from NNDC: None

c) To consider any other Planning issues : None

16. CORRESPONDENCE - *To consider any correspondence received (previously forwarded) NO further comments were received.*

17. ITEMS FOR THE NEXT AGENDA- as above.

18. TO NOTE THE DATE OF THE NEXT MEETING – 16th July 2019

20. TO CLOSE THE MEETING. *There being no further business the Chairman closed the meeting at 9.15pm*

RYBURGH PARISH COUNCIL

Parish Council Meeting

MINUTES

16th July 2019

Attendees Elizabeth Savory (Chairman) Cllrs: N Dandy, A Burr, J Binstead, H Plattin. The Clerk, Patsy Adams County Councillor, S Aquerone, 8 Members of the public.

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllr K Wilson (Vice Chairman), Cllr I Wilson, Cllr C Buxton and District Councillor V Fitzpatrick.
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS.** None
3. **MINUTES OF THE MEETINGS HELD ON 21ST May 2019 and 25th June**– Approved
4. **PUBLIC PARTICIPATION.** The public participation lasts for 10 minutes. Comments were received regarding the height of the grass at May Green and the problems this was causing for drivers. Speed limits and speeding generally through Little Ryburgh and grass cutting in the lanes in Little Ryburgh. A report was also received regarding criminal activity.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT.** A report from the District Councillor was read out (Appendix i). The Clerk read out a report from the Fakenham Police (Appendix i)

6. **RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**

6.1 To receive a report from the Clerk regarding the Little Ryburgh Fuel Allotment Charity and recommendation for the Parish Council to Consider. The Clerk informed the meeting that she had met with the representatives of the Little Ryburgh Fuel Allotment Charity. The meeting had been very productive. (see appendix ii). The Clerk raised the matter of the land registration. The Trustees are reviewing the current Land Registry entry. The Clerk recommended that the Trustees and the Parish Council consider registering the Parish Council as Official Custodian, thus avoiding the need to re-register if the Trustees change. The Trustees agreed that they would hold a meeting to discuss this matter and report back to the Parish Council. It was agreed that both the Trustees and the Parish Council will vote on this matter.

6.2 To receive a report from the Little Ryburgh Fuel Allotment Trustees Mr Peter Trent outlined the proposals in the draft governing document (previously circulated) for approval by the Parish Council. (Appendix ii). The Parish Council had also had time to review the annual report for 2019, circulated before the meeting.

6.3 To appoint Charity Trustees for the next four years (2023) On a proposal by Cllr Binstead, seconded by Cllr Dandy, The following Trustees were appointed for the years 2019 to 2023:

Alan Pink

Jill Doyle

Michelle Yarham

Peter Trent

Terry Yarham

Ex Officio- Robin Stapleford

The Chairman invited Mr Mike Rundle to speak about the Gt Ryburgh Charity. Mr Rundle informed the meeting that the major difference between the charities was that Great Ryburgh has no income. Mr Rundle further proposed that the Gt Ryburgh Charity should be registered and that he would be prepared to do the Statutory Declaration and research the historic evidence if the Parish Council were prepared to pay the Solicitor's costs to cover the registration.(approx. £1k) It was agreed that this matter would be considered on the September agenda. Cllr Binstead informed the meeting that the Trustee appointments were overdue and it was agreed that the appointments would take place in September. Cllr Dandy said that he had been made aware of a parishioner who would like to serve as a Trustee. Mr Rundle told Cllr Dandy to inform the parishioner to contact him.

6.4 To receive an update from Cllr Kate Wilson regarding the location of the Little Ryburgh Dog Bin. In the absence of Councillor Kate Wilson members agreed that the Cemetery entrance would be the most suitable location. However, the decision was deferred until Cllr Kate Wilson can take part in the proceedings.

7. NEW MATTERS FOR CONSIDERATION

None

8. Governance and Financial Matters:

8.1 To consider outstanding invoices and those received after publication of the agenda. There were no outstanding invoices. Payments made during June were ratified as follows: Taxi Scheme £ 50.00, H Plattin £35.00, Milies Mitchell £462.5. Clerk's Salary and expenses £321.83, EON £76.65, NPTS £90.00, Miles Mitchell (May Green) £130, ICO £35.00.

8.2 To consider Actual expenditure against budget. Considered and Approved.

8.3 To consider the bank reconciliation for the first quarter. Considered and approved.

8.4 To reconcile the Clerk's hours for the first quarter. After consideration, the Members agreed unanimously to increase the Clerk's hours to 10 per week and pay for the additional hours worked to date.

8.5 The Taxi Scheme. The Chairman informed the meeting that the taxi scheme usage had dropped considerably. It was therefore, agreed to amend the rules and to publicise the scheme in the village newsletter.

9. Correspondence – To consider correspondence previously circulated and received after the publication of the agenda.

- Police and Crime Commissioner Q&A at Fakenham on 22nd July 2019

10. Planning – None

11. Highways – to receive an update and report any new matters

- The road markings in front of the Nursery remain outstanding. Action: The Clerk to contact Highways
- The road surface outside RTA Wineracks has not been rectified. Action: the Clerk to contact RTA
- Cllr Dandy asked the matter of the Voluntary speed signage (NDP) be placed on the September agenda.

- The Chairman informed the meeting that items placed on the noticeboard in Highfield Road are being removed. Action: The Chairman will place a polite notice requesting that notices remain.
- Cllr Burr informed the meeting that the traffic issues adjacent to the Nursery will be resolved this week when the Film Crew leave the village.

12. To report matters that have arisen since the publication of this agenda None

13. Items for the next Agenda

Amend the Asset register to include the new Noticeboards and inform the Insurance Company.

The Clerk informed the meeting that Mr Algy Williams was no longer eligible to stand and therefore Members will need to agree to co-opt if they so wish.

14. Next meeting: Tuesday 3rd September 2019

16. Close. There being no further business the meeting closed at 9.35pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

3rd September 2019

Attendees Elizabeth Savory (Chairman) K Wilson (Vice-Chairman) Cllrs: N Dandy, A Burr, H Plattin, I Wilson. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 1 Member of the public.

- 1. APOLOGIES FOR ABSENCE** Cllr J Binstead and Cllr C Buxton
- 2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS.** None
- 3. MINUTES OF THE MEETINGS HELD ON 16th July 2019.** Approved
- 4. PUBLIC PARTICIPATION.** The public participation lasts for 10 minutes. Andrew Purdy informed the meeting that the NDP Draft Consultation is open until 23rd September. To date 4 comments have been received.
- 5. COUNTY AND DISTRICT COUNCILLOR REPORT.** Cllr Vincent Fitzpatrick read out report to Members (Appendix i)
- 6. RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**
 - 6.1 To receive a decision from the Trustees of Little Ryburgh Fuel Allotment Charity to agree to the registration of the land in the name of the Parish Council as the Official Custodian (as discussed at the July meeting).* The meeting has not yet taken place. The matter will be reviewed at a later date.
 - 6.2 To consider the decision of the Trustees of the Little Ryburgh Allotment Committee and to vote regarding the registration of the Charity in the name of the Parish Council as Official Custodian.* Members agreed to postpone this item until the meeting between the Trustees has taken place.
 - 6.3 To consider the proposed location of the Little Ryburgh dog bin.* It was agreed that the bin will be placed opposite the entrance to the cemetery.
- 7. NEW MATTERS FOR CONSIDERATION**
 - 7.1 To receive an update on the NDP proposal for the voluntary speed signs (Cllr Dandy).* Cllr Dandy informed the meeting that he has costed the project and would be discussing it with the Village Amenity Group.
 - 7.2 To consider the updated Asset Management Schedule.* Cllr Plattin pointed out that two items are missing from the Asset list. The list was corrected and will be approved and signed at the next meeting.
 - 7.3 To receive a report from Cllr Dandy regarding the village assets and to agree to the revised maintenance schedule.* Cllr Dandy provided Members with an updated schedule of assets. Cllr Dandy has inspected all the assets and has provided a comprehensive list of work required. The list will be considered at the next meeting to determine when, and by whom, the maintenance required should be carried out.
 - 7.4 To consider the Parish Council Vacancy and to decide whether to advertise the vacancy.* After consideration it was agreed that this matter will be reconsidered at a later date.
 - 7.5 To consider the Clerk's request for CILCA funding.* Approved.

8. Governance and Financial Matters:

8.1 To consider the bank statements for July 2019 Approved.

8.2 To ratify payments to the end of July and consider outstanding invoices and those received after publication of the agenda. Approved.

8.3 To consider the Document Management Schedule and Risk Assessment previously circulated. Approved.

9. Correspondence – To consider correspondence previously circulated and received after the publication of the agenda. No further comments were received.

10. Planning – None

11. Highways – to receive an update and report any new matters None.

12. To report matters that have arisen since the publication of this agenda. None

13. Items for the next Agenda No comments were received.

14. Next meeting: Tuesday 29th October 2019

16. Close. There being no further business the Chairman closed the meeting at 9.27pm.

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

29th October 2019

Attendees Elizabeth Savory (Chairman) Cllrs: N Dandy, A Burr, H Plattin, I Wilson. C Buxton.
The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 6 Member of the public. 2
representatives from Crisp Maltings

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Cllr K Wilson (Vice-Chairman) County Councillor Stefan Aquerone
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS** NONE
3. **MINUTES OF THE MEETINGS HELD ON 3rd September 2019** Approved
4. **PUBLIC PARTICIPATION.** The public participation lasts for 10 minutes. No comments were received.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT** District Councillor Vincent Fitzpatrick introduced himself to the members of the public and explained his role as a District Councillor. Cllr Fitzpatrick updated the meeting on the following matters:
 - **The Big Society Fund.** The fund has so far awarded £1.9m to community groups.
 - **Free Parking on Armistice Day (10th November)** in all District Council car parks.
 - **NNDC Support for the Sporting Centre of Excellence.**
 - **Prosecution of companies offering illegal asbestos removal work**
 - **Fly-tipping.** The Parish Council agreed with Cllr Fitzpatrick that the fly-tipping service offered by NNDC is excellent.
 - **Support for training in hospitality and tourism** funded by a LIFT grant, will be available from NNDC shortly and is open for all to apply for.
6. **TO RECEIVE AN UPDATE FROM CRISP MALTINGS REGARDING THE PLANNING APPLICATION FOR THE DEVELOPMENT OF A LORRY PARK AND HOUSING IN GT RYBURGH.** The meeting was attended by two representatives from Crisp Maltings. (Mr David Thompson sent his apologies). Mr Graham Taylor (Operations Director) delivered a presentation regarding plans for the development proposed on the Crisp Maltings site. Questions were received as follows:

Cllr Ian Wilson asked if the warehouse and barley store have planning consent and if so, would the stores in the new application be additional. Mr Taylor said that they would be additional as the ones in the previous application were in the wrong place.

Cllr Dandy and Cllr Wilson asked about sequencing and programming. Mr Taylor said that the sequence and programming had not yet been finalised but the logical sequence would suggest that the road would be developed first.

Members of the public asked about the length of time the development would take, the lorry park, and the additional traffic movements additional housing would generate.

Cllr Savory (Chairman) asked Mr Taylor if he would be able to assist the Parish Council in resolving the ongoing problem with the road leading to RTA. Cllr Savory (Chairman) explained that despite reports to RTA and Highways no significant action has taken place. Mr Taylor said he had previously offered to repair the road and will once again, discuss the matter with RTA. Cllr Savory (chairman) thanked Mr Taylor and Mr Lambert for the update and their offer of help with the RTA situation.

Mr Taylor asked if he may receive a copy of the minutes and dates for future meetings. The Clerk will action.

The representatives from Crisp Maltings and Cllr Fitzpatrick left the meeting at 8.13pm. Cllr Savory (The Chairman) asked Mike Rundle (Trustee of the Gt Ryburgh Fuel Allotment) if he would open the discussion regarding item 7.

7. Gt RYBURGH FUEL ALLOTMENT

- 7.1** *To approve a request from the Allotment Trustees to Register the ownership and extent with HM Land Registry.* Mr Rundle explained the process and benefits and, after considerations Cllr Binstead proposed that the Parish Council approve the request. Seconded by Cllr Dandy and approved.
- 7.2** *To approve the appointment of a Solicitor (and associated costs) to carry out the registration process and to approve the generous offer from Mike Rundle to carry out the necessary research.* On a proposal by Cllr Binstead, seconded by Cllr Buxton the Members approved item 7.2. The Clerk will liaise with Mr Rundle regarding the selection of a Solicitor having once determined that none of the local solicitors have documents in storage related to the Fuel Allotment Land.
- 7.3** To approve the cost of sign(s) to be placed at the entrance(s) to the Fuel Allotment Land (as previously discussed at the Parish Council Meeting in September) Mr Rundle explained that the sign was to inform walkers of the path location and to guide them away from the pond. Members were informed by Cllr Dandy that a draft sign has been produced and was able to show Members the draft on his laptop. The poster proposed will be an A2 aluminum frame. A discussion followed about the title and it was agreed that it should be called Gt Ryburgh Common (Fuel Allotment). Cllr Dandy informed the meeting that he has approached Willowtree and they will be able to produce the sign for £32. On a proposal by Cllr Dandy and seconded by Cllr Platin, the Members approved this course of action.
- 7.4** To appoint the Fuel Allotment Trustees for the next four years (2023). Mr Rundle confirmed that the existing Trustees were prepared to stand again and had confirmed the same to the Chairman (Cllr Savory). The other Trustees were not able to attend the meeting but the Members confirmed that they would be happy to appoint in absence. Therefore, the Trustees appointed to the Gt Ryburgh Fuel Allotment are as follows:
John Hopkins, Mike Rundle, Clive Lonsdale, Helen Jones. Hugh Lanham. The Members also elected Ian Wilson. The Parish Council will consider the elections again in 2023.

8. RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:

8.1 To receive an update on the It Ryburgh dog bin. A discussion followed regarding the location of the bin, however, the Clerk pointed out that the original order had been placed for the bin to be positioned opposite the Cemetery This is the 'location address' for the purposes of emptying. It was therefore, agreed that the bin would be placed at this location.

8.2 To receive an update from Cllr Dandy regarding the Voluntary Speed Signs. Cllr Dandy presented the Meeting with a number of questions regarding ownership, liability, maintenance etc. The Clerk explained to the meeting that the Parish Council could not take on ownership of the signs or take on any liabilities or upkeep costs because that Parish Council do not have the authority to act on such matters. The Clerk offered to do an email response to Cllr Dandy so that the information may be shared with the Village Amenity Group.

8.3 To agree a strategy to carry out the maintenance requirements highlighted by Cllr Dandy in September's asset inspection. It was agreed that Cllr Dandy will make the necessary arrangements for maintenance and will email invoices to the Members for approval. It was agreed that the War Memorial requires pointing repairs and this will be carried out by the same means. A discussion took place regarding the grass area at Hillcrest and the grassed area surrounding the benches on Bridge Road and two benches at Hillcrest. It was agreed that the Groundsman at the Cemetery will be contacted to see if he would be prepared the price the work. The Clerk will action.

8.4 To receive an update from the Clerk regarding CILCA. The Clerk reported that she had attended the first session and work was underway.

9. TAXI SCHEME – To receive an update. It was agreed that, should further funds be required the Members were happy for the Chairman to instruct the Clerk accordingly.

10. NEW MATTERS FOR CONSIDERATION

10.1 To consider a proposal by Cllr Savory to approval in principal to a path from Cottrotten Hill to Ryburgh Village. If approved Members will also be asked to consider:

10.2 To approve the formal communication between the Parish Council and the Landowner give consent (in principal) to the use of private land for the footpath. After discussion, Mr Mike Rundle said that he had received communication from the landowner stating that he is happy to proceed. On a proposal from Cllr Ian Wilson, the Clerk was instructed to write to the Landowner accordingly.

11. Governance and Financial Matters:

11.1 To ratify payments made during August and September and consider outstanding invoices and those received after publication of the agenda. Please refer to the attached Financial Statement.

11.2 To consider the bank reconciliation for the 2nd Quarter. Considered and approved.

11.2 To consider the updated Code of Conduct Document previously circulated. After discussion it was agreed that the document should be forwarded again and considered at the December meeting.

Correspondence – *To consider correspondence previously circulated and received after the publication of the agenda.* No further comments were received.

12. Planning – Applications received:

PF/19/1734 Erection of detached garage (retrospective), Lawn Cottage, Westwood Lane Great Ryburgh **No Objection**

Decisions Received: None

13. Highways – to receive an update and report any new matters. The Clerk was asked to contact Highways once more to ask when the road markings outside the nursery would be completed. A report from Highways had been received to say that the village sign at Little Ryburgh has been replaced. It has not. The Clerk will contact Highways accordingly. The Clerk was asked to contact Highways to report pavement damage opposite Laburnham House, 79 Fakenham Road.

14. To report matters that have arisen since the publication of this agenda

15. Items for the next Agenda

Members made the following requests for December's agenda:

To consider the appointment of a Tree Warden (Clerk will obtain further details from Cllr Ian Wilson).

Next year's meeting dates

To approve payment for the works necessary to the Standards to be hung in Church for the Remembrance Service

16. Next meeting: Tuesday 3rd December 2019

16. Close

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

3rd December 2019

Attendees Elizabeth Savory (Chairman), K Wilson (Vice-Chairman) Cllrs: N Dandy, H Platin, I Wilson. C Buxton. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 1 Member of the public.

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllrs: Binstead and Burr
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS.** None
3. **MINUTES OF THE MEETINGS HELD ON 29th October 2019** Agreed.
4. **PUBLIC PARTICIPATION. The public participation lasts for 10 minutes.** A member of the public informed the Members that at the a recent Safer Neighbourhood Team meeting hosted by Norfolk Constabulary they had discussed the traffic problem on the bend near the Nursery. Cllr Platin added that a near miss on the bend last week highlighted how very important it was to resolve the matter of the road markings to prevent drivers parking on the bend. Members agreed that Highways have let the Parish down in this respect. The Clerk was instructed to email Head of Highways and the Portfolio holder to report the matter.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT.** Cllr Vincent Fitzpatrick informed the meeting that he had produced a written report (previously circulated). Matters discussed included the Big Society Fund and the Graham Allen Award – a copy of the Newsletter is on the website and the Noticeboards. The Chairman said that she is concerned that, due to the Councillor's work commitments, Cllr Fitzpatrick may not be able to attend planning meetings. Cllr Fitzpatrick assured the Chairman that this would not be the case.
6. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
 - 6.1 To receive an update on the progress of the Gt Ryburgh Fuel Allotment registration. Cllr Platin informed the meeting that the deeds for the Gt Ryburgh Fuel Allotment are stored in the Norwich Records office. The Clerk was instructed to visit the Records Office in January.
 - 6.2 To receive an update from Cllr Dandy regarding the Fuel Allotment signage agreed at the last meeting. Cllr Dandy confirmed that Willowtree have accepted the order with a minor modification about the map. Willowtree will insert a copy of the Ordinance Survey Map. This may increase the cost by approximately £5. Members approved this course of action.

- 6.3 To receive an update from Cllr Dandy regarding the Voluntary Speed signs. The matter is still under discussion by the Village Amenity Group but Members decided it would be helpful to forward the SNT email about the speed awareness pop-ups to the Highways team for comment.
- 6.4 To receive an update from Cllr Dandy regarding the Little Ryburgh Dog Bins. Cllr Dandy confirmed that the dog bin has been installed and the Chairman informed the meeting that positive feedback has been received.
- 6.5 To receive an update from the Clerk on the Path Proposals from Cottrotten Hill to Ryburgh Village. The Clerk informed the meeting that this matter is still outstanding.
- 6.6 To receive an update from the Clerk regarding the grass cutting proposals for Hillcrest, the Bridge and the area surrounding the benches. The Clerk informed the meeting that the Contractor was unable to take on additional work. It was agreed that no further action would be taken until later in 2020 when it is established whether or not the grass may be cut in the spring by either Norse or Victory.
- 6.7 *To receive an update from Cllr Dandy and Cllr I Wilson regarding the Police event attended on the 21st November.* Cllr Dandy gave a very informative account of his visit to the Police Event at Hindolveston. Overall, the message from the Constabulary is that the public must report crime. Cllr Dandy is going to ask the Constabulary for posters

- 7. TAXI SCHEME** – To receive an update. The Chairman informed the meeting that scheme usage has dropped. It was agreed to increase the journeys to 4 per month covering 60% of the cost to a total of £10.00

8. NEW MATTERS FOR CONSIDERATION

- 8.1 To consider a proposal from Cllr Ian Wilson to appoint a Tree Warden. Members considered the document previously circulated by Cllr Wilson. After consideration Cllr Kate Wilson (Vice-Chairman) proposed that Cllr Ian Wilson be appointed Tree Ambassador for Great Ryburgh, seconded by Cllr Platin. Cllr Ian Wilson was therefore, declared the newly appointed Tree Warden. Cllr Wilson confirmed he would liaise with the Tree Warden at Broadland District and report back to the meeting later in 2020.
- 8.2 To consider a proposal to invite the Trustees of Lt. Ryburgh Fuel Allotment to the January Meeting to receive an update on the Custodial Registration with HM Land Registry. On a proposal from Cllr Dandy and seconded by Cllr Platin it was agreed that the Clerk would issue the necessary request.

9. Governance and Financial Matters:

- i. *To ratify payments made since the last meeting and consider outstanding invoices and those received after publication of the agenda.* No further invoices have been received.

- ii. *To consider the Code of Conduct Document previously circulate.* Considered and Approved
- iii. *To consider the Bank Reconciliation for the 2nd Quarter.* Considered at the October meeting but referred to in this meeting in the context of budget setting.
- iv. *To consider the budget monitor for the 2nd Quarter.* Considered
- v. *To consider the Budget proposals for 2020/21.* Considered.
- vi. *To agree the Precept for 2020/21.* After discussion the Members agreed to set the Precept to £9450.00

10. Correspondence – To consider correspondence previously circulated and correspondence received since the publication of the agenda

- Ward Boundaries
- Pocket Park Funding

No further comments were received.

11. Planning –

Applications received: None

Decisions Received: PF/19/1734 Retrospective Approval of a Garage at Lawn Cottage Westwood Lane Gt Ryburgh **APPROVED**

12. Highways – to receive an update and report any new matters. The following matters remain outstanding:

The missing 'The Street' sign in Little Ryburgh

The May Green sign in Little Ryburgh is damaged

The 'Footpath' sign in the center of the village is damaged

A road sweep is required in Gt Ryburgh and a street clean in Little Ryburgh. The Clerk and the Chairman to action respectively.

13. To report matters that have arisen since the publication of this agenda Cllr Kate Wilson informed the Meeting that the Little Ryburgh noticeboard has not been varnished. The Chairman said that she will action this item. It was also noted that the Gt Ryburgh noticeboard has required attention because it has swelled. The work has been carried out but it is allowing water in. The Clerk was instructed to contact the manufacturer.

14. To Agree Meeting dates for 2020 The next meeting will be held on 21st January 2019. Further dates will be forwarded by email and put on the website.

15. Items for the next Agenda. As above

16. Close. There being no further business the Chairman close the meeting at 9.30pm

A closed session followed the meeting to discuss a query raised by a Member of the Parish. A draft response was read of by the Chairman and approved.

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

21st January 2020

Attendees Elizabeth Savory (Chairman), Cllrs: N Dandy, H Plattin, A Burr, Binsted. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 2 Members of the public. The meeting began at 7.34pm.

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllrs: I Wilson, C Buxton and K Wilson (Vice Chairman)
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS. None**
3. **MINUTES OF THE MEETINGS HELD ON 3rd December 2019** Agreed and approved
4. **PUBLIC PARTICIPATION. The public participation session lasts for 10 minutes**
A Member of the public raised an issue regarding light disturbance. The Clerk will call the property owner to ask if they may assist by changing the angle of the light. The Member of the public also said that she believed the property owner had more buildings than planning had approved. Members agreed to look into the historic planning applications and compare what has been erected.
5. **COUNTY AND DISTRICT COUNCILLOR REPORTS** have been received and are attached to the minutes.
6. **TO RECEIVE THE CONSIDERATIONS FROM THE LITTLE RYBURGH FUEL ALLOTMENT TRUSTEES REGARDING THE NAME THE CHARITY WILL BE REGISTERED UNDER** The Trustees did not attend the meeting. After discussion Members asked the Clerk to contact the Charity Commission for directions.
7. **TO RECEIVE A REPRESENTATION FROM THE RYBURGH PLAYING FIELD COMMITTEE FOR FUNDING TO COVER THE COST OF GRASS CUTTING FOR 2020.** Documents regarding the request had been previously circulated. On a proposal by Cllr Binstead members agreed to fund the Grass Cutting contract in its entirety for the year 2020.
8. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
 - 8.1 To receive an update from Cllr Dandy regarding the Fuel Allotment signage. Cllr Dandy informed the meeting that the signs have been manufactured and installation is imminent. This item may now be removed from the agenda.
 - 8.2 To receive an update from Cllr Dandy regarding the Voluntary Speed signs following the response from NCC/Highways. The Members discussed the correspondence received from the Constabulary stating that, following advice from Highways, they could no

longer support the Pop-Up style of signage. Members asked the Clerk to contact North Walsham Town Council for advice about the signage installed there.

8.3 To receive an update from the Clerk regarding correspondence sent to the Landowner about the Path Proposals from Cottrotten Hill to Ryburgh Village. The Clerk informed the meeting that no reply has been received. It was agreed that due to the personal circumstances of the recipient this matter should be placed on hold until further notice.

- 9. TAXI SCHEME** – To receive an update from the Chairman. There has been little improvement in the taxi scheme usage. The Members agree to increase the journeys allowed and to publicise the scheme more extensively. The Chairman will forward the updated details of the scheme to the clerk for inclusion in the Village Newsletter.

10. Governance and Financial Matters:

- i. *To approve receipts and payments made during the previous quarter and consider outstanding invoices and those received after publication of the agenda. After consideration and a proposal from Cllr Plattin, Members approved the following payments:*

Administration costs	24.88
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*Uncontested Election Costs	155.23
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(*not included in the 2019/20 Budget)

- ii. *To consider the Standing Orders and Complaints Procedure Documents previously circulated.* On a proposal from Cllr Plattin Members approved the Standing Orders and Complaints procedure Documents previously circulated.
- iii. *To consider the Bank Reconciliation for the 3d Quarter.* On a proposal by Cllr Plattin the Members agreed and approved the third quarter reconciliation. The Budget Monitor will be considered at the April Meeting and once approved, will be signed off for Audit
- iv. *The Clerk asked for consent to attend a training course offered by NALC regarding Charitable Trusts. The Clerk also informed the meeting that if the Parish Council re-join NALC there would be a substantial discount, After consideration, and on a proposal by Cllr Plattin Members agreed to return to NALC as legal and governance service provider instead of NPTS and to approve the cost of the Charities course. Members also approved the cost of the books required by the Clerk for CILCA Invoices will be issued to the Clerk's other parishes for reimbursement.*

- 11. Correspondence** – To consider correspondence previously circulated and correspondence received since the publication of the agenda:

- North Norfolk Parish Forum
- VE Day 75th Year Anniversary. The Clerk was asked to forward detail to a Member of the in attendance at the meeting and representatives (not in attendance) from the church.

Applications received: None

12. Highways – to receive an update on the following:

- Missing road signage in Little Ryburgh
- Damaged signage at May Green
- Damaged footpath signage Members were unable to confirm the Little Ryburgh Tasks have been completed. This item will be discussed with the Vice Chairman, Cllr Wilson at the next meeting.
- Street Cleaning in Station Road, Bridge Road and Mill Road. Completed

To report any new Highways matters

Cllr Burr reported a branch obscuring the street light in Mill Road, The Chairman will liaise with the Clerk to action

The Clerk was asked to chase Highways once again about the street markings adjacent to the Nursery.

Cllr Dandy reported that he had approached residents about the placement of a dog bin adjacent to Westwood Lane but this has been rejected.

Cll Fitzpatrick offered to investigate The Public Space Protection Order previously discussed.

13. To report matters that have arisen since the publication of this agenda. None

14. The date of the next meeting is 3rd March 2020 at 7.30pm

15. Items for the next Agenda. No further matters were suggested

16. To close the meeting. There being no further business the Chairman closed the meeting at 9.05 pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL ZOOM MEETING

MINUTES

10th June 2020

Attendees Elizabeth Savory (Chairman), Kate Wilson (Vice- Chairman), Cllrs: N Dandy, I Wilson, H Plattin, A Burr, J Binstead, C Buxton. In attendance: The Clerk, Patsy Adams
The meeting began at 7.30pm.

All minutes are draft until approved at a subsequent meeting

The Chairman welcomed the members to the Parish Council Zoom Meeting

1. **APOLOGIES FOR ABSENCE** Apologies: None
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS.** The Chairman declared that it may be presumed that she has an interest and therefore, she would not vote on item 5. The Chairman asked the Members whether they were happy for her to continue to chair the meeting and they unanimously agreed that they were.
3. **PUBLIC PARTICIPATION. The public participation session lasts for 10 minutes.** No members of the public attended the meeting.
4. **TO AGREE THAT THE COUNCIL MEETS THE CRITERIA TO SUBMIT AN EXEMPTION CERTIFICATE AND TO PROPOSE A RESOLUTION TO DECLARE THE PARISH COUNCIL EXEMPT FROM SUBMITTING A LIMITED ASSURANCE REVIEW.** On a proposal by Cllr Binstead members agreed that they Parish Council did meet the criteria to submit an exemption and instructed the Clerk accordingly.
5. **TO CONSIDER THE DRAFT RESPONSES (PREVIOUSLY CIRCULATED AND CONSIDERED IN ACCORDANCE WITH THE PARISH COUNCIL'S PLANNING POLICY) TO THE FOLLOWING PLANNING APPLICATIONS:**

Application - PO/20/0525 - Residential Scheme for 50 dwellings, Crisp Maltings Ryburgh. On a proposal by the Vice -Chairman, Kate Wilson the Members unanimously agreed to object to this application and approved the draft response.

Application Reference: PF/20/0523 - Construction of 15 Grain Silos and Warehouse, associated drainage, access and external lighting - Phase 1 Crisp Maltings Ryburgh. On a proposal by the Vice -Chairman, Kate Wilson the Members unanimously agreed to object to this application and approved the draft response.

Application PO/20/0524 - Crisp Maltings - Hybrid Application for new HGV access road and Expanded Site (Phase 2) Crisp Maltings Ryburgh On a proposal by the Vice - Chairman, Kate Wilson the Members unanimously agreed to object to this application and approved the draft response

It was agreed that the Clerk would proof read the document once more and prepare it for publication, with the addition of some photographs. The document(s) will receive final consideration

before being placed on the website (on approx. 18th June) and delivered to NNDC. Copies will be sent to:

Jerome Mayhew MP, Vincent Fitzpatrick, District Councillor, S Aquerone, County Councillor, Testertone Parish Council, Pensthorpe. Further copies may be issued to other parties if members approve the same. (by email).

The Chairman and the Members expressed their gratitude to the people who have worked very hard to produce a very robust and thorough document.

6. **To close the meeting.** There being no further business the Chairman closed the meeting at 8.30pm
6. **THE DATE OF THE NEXT MEETING SHOULD BE THE 28TH JULY BUT THIS MAY BE ALTERED ACCORDING TO REQUIREMENTS**

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

24th July 2020

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

MINUTES

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead, H Plattin
The meeting began at 6.30pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllrs: K Wilson, A Burr and C Buxton
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None
4. **GOVERNANCE AND FINANCE**
TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR
TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT
TO CONSIDER AND COMPLETE THE ACCOUNTING STATEMENT

After consideration and on a proposal by Cllr J Binstead the members agreed to approve the Internal Auditor's report, complete and approve the Annual Governance Statement and agreed the Accounting Statement. The Members agreed that the Chairman could sign the Annual Governance and Accountability Return. The Clerk will make the necessary *arrangements to get the documents to Chairman for signature.*

5. **To consider the format for future meetings by ZOOM/PUBLIC.** Having considered the guidelines from NALC and the Insurance Company requirements it was agreed that, for the time being, future meetings will be held remotely, by ZOOM. This decision will be reviewed as appropriate. The Clerk was instructed to purchase a license so that future meetings are not restricted by the 40-minute time allowance.
6. **To agree the date of the next meeting** The next meeting will be held remotely, by ZOOM on the 1st September 2020
7. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting at 7.00pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

1st September 2020

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

MINUTES

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, H Plattin, C Buxton, A Burr. In attendance P Adams (Clerk) Vincent Fitzpatrick (District Councillor)
The meeting began at 6.35pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllrs: K Wilson, J Binstead.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None
4. **To approve the minutes of the meeting held on 24th July 2020.** Approved
5. **TO RECEIVE A REPORT FROM THE COUNTY AND DISTRICT COUNCILLORS.** Cllr Fitzpatrick had previously issued a written report to the Members.
6. **Questions to Cllr Fitzpatrick:**

Cllr Ian Wilson asked if Cllr Fitzpatrick was going to issue a formal objection to the Crisp Maltings planning applications. Cllr Fitzpatrick said he was not but he would make his views known to the development committee. He added that he had not had time to read the applications fully, or the Parish Council's response to them and had not reached a conclusion yet.

Cllr Dandy asked if there was a deadline for Cllr Fitzpatrick's response. Cllr Fitzpatrick reiterated the reply given to Cllr Ian Wilson.

Cllr Ian Wilson asked if there had been further dialogue between NNDC and Crisp Maltings about the applications. Cllr Fitzpatrick said that there would have been dialogue between the applicant and the Planning Department but he was not aware of any specific meetings. Cllr Dandy asked if it was possible for the Parish Council to meet with NNDC on this matter and Cllr Fitzpatrick said that it was, but an appointment would need to be made first.
7. **TO CONSIDER A PROPOSAL FROM THE CHAIRMAN TO PROVIDE A PATH ALONG THE VERGE FROM THE BRIDGE TO THE LITTLE RYBURGH TURN AND TO RECEIVE A PROPOSAL FROM Cllr IAN WILSON AND Cllr NEIL DANDY OUTLINING HOW THE PATH MAY BE CONSTRUCTED AND COSTS.** Members had previously considered this proposal and were happy to support it. Cllr Dandy and Cllr Ian Wilson have arranged to meet with the Highways Engineer to assess the proposal and also to view the fence on Fakenham Road that had been damaged some time ago. Cllr Dandy and Cllr Ian Wilson will report the outcome of the meeting by email.
8. **TO RECEIVE AN UPDATE ON THE PLANNING APPLICATIONS SUBMITTED BY CRISP MALTINGS.** The Chairman informed the meeting that there was no further news.
9. **TO RECEIVE AN UPDATE ON THE PROGRESS OF THE NDP.** Discussions continue to try to resolve the amendments proposed by the Inspector.

10. **TO RECEIVE A COPY OF THE BUDGET AGREED FOR 2020 -21 AND A COPY OF THE BANK STATEMENTS TO-DATE FROM 1ST APRIL.** Members confirmed receipt of the documents and no further comments were received.
11. **TO CONSIDER A PROPOSAL TO HOLD A SECOND MEETING IN THE MONTH FOR THE SOLE PURPOSE OF RECEIVING AND APPROVING FINANCE AND GOVERNANCE ITEMS.** Agreed
12. **THE DATE OF THE NEXT MEETING** The next meeting will be a Finance and Governance meeting and may include Planning. The meeting will be held remotely by ZOOM on 17th September at 6.30pm. The Parish Council meeting (a general meeting) will be held on 13th October 2020 at 6.30pm remotely (by Zoom).
13. **MATTERS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA:**
 - 13a Crisp Maltings lights – Cllr Savory (Chairman) will discuss the continuing problem of lights shining into residents’ homes at night. With the Maltings
 - 13b Cllr Plattin informed the meeting that the Remembrance Service will take place at 3pm . It is unlikely that a church service will be permitted so the start location has yet to be determined. The bugle will not be played this year due to Covid regulations.
 - 13c. Cllr Savory asked if the Defibrillator is due for serving. The Clerk will investigate
14. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting at 7.40pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

17th November 2020

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead.
In attendance, P Adams (Clerk) Vincent Fitzpatrick, District Councillor

The meeting began at 6.30pm and was held remotely, by Zoom
DUE TO TECHNICAL DIFFICULTIES THE MEETING WAS ABANDONED AT 7PM AND REC-CONVENED ON
THE 18TH November

Items heard on the 17th November were as follows:

1. **APOLOGIES FOR ABSENCE.** Cllr Plattin, Cllr Buxton and Cllr Burr
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None present
4. **To approve the minutes of the meeting held on 17th September 2020.** Approved.
5. **County Council Report -** Cllr Fitzpatrick had previously issued a report to the Members and began to discuss matters there in but technical difficulties prevented this. As a result, the meeting was terminated and attempts were made to restart but it was agreed that it would be better to carry the meeting forward to the next day.

The meeting re-convened on the 18th November with the following members:

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead, K Wilson. (Vice Chairman)
In attendance, P Adams (Clerk)

6. **To consider the Receipts and Payments for the months of September and October.**
Proposed by Cllr Binstead and approved by members
7. **To Consider the Budget Monitor.** Proposed by Cllr Wilson, seconded by Cllr Binstead and approved
8. **To consider the budget proposals for 2021 – 2022.** Proposed by Cllr Binstead, seconded by Cllr Dandy and Approved
9. **To agree the Precept for 2021 – 2022** It was agreed to hear item 11 before considering the precept because it would make a material difference to the amount requested. The Members considered two quotes and agreed to accept the one provided by Cllr I Wilson who has already contributed a great deal of time and effort to the project. Cllr Wilson has offered to cut the newly made path from the bridge to Lt Ryburgh for a fee of £40 per cut throughout the growing season. Proposed by Cllr Dandy, seconded by Cllr Binstead and approved. **The precept. After a great deal of consideration Members agreed to increase the precept by 10% because there is not in the contingency fund**
10. **To approve the amendments to the Standing Orders (previously circulated)** Agreed and approved

11. To consider the quotes received for the mowing of the path from the bridge to Lt Ryburgh
See section 8
12. To consider the renewal of the Street Light Maintenance Contract contact with TT Jones
for 2020 to 2023
13. To receive an update from the Clerk on the registration of the Gt Ryburgh Fuel Allotment
14. To receive an update from the Clerk on the Defibrillator Maintenance
15. To consider items that have arisen since the publication of the agenda
16. To agree dates for Parish Council Meetings in 2021
17. DATE OF THE NEXT MEETING
18. TO CLOSE THE MEETING
19. APOLOGIES FOR ABSENCE. Cllrs: C Buxton & M Burr
20. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA. None
21. PUBLIC PARTICIPATION. None
22. To approve the contents of the letter to NNDC regarding the NDP, previously circulated
by Cllr Dandy Approved, after an amendment from Cllr Binstead.
23. To consider the Receipts and Payments for the months of April, May, June, July and
August. (Documents previously circulated). Following a proposal by Cllr Binstead Members
approved the aforementioned documents.
24. To Consider the Budget Monitor The budget monitor will be reviewed at the October
meeting
25. To consider the budget, agreed last November, to determine whether any alterations are
required. The budget will be reviewed again in October
26. To receive a list of Council Documents due for review:
Standing Orders – amendment required (legislation)
Financial Regulations
Risk Assessment
Review Information Publication List
Document Management Schedule
GDPR
Code of Conduct – Oct 2021
Training Policy
Members agreed that the documents would be reviewed throughout the remainder of the
2020/21 financial year.
27. To receive an update on the new Website. The Clerk informed the members that the new
website is ready but she has not had time to populate it with the required documents. The
Accessibility Statement (previously circulated) has been posted on the existing website.
28. DATE OF THE NEXT MEETING: 13th OCTOBER 2020 at 6.30pm
29. TO CLOSE THE MEETING. There being no further business, the Chairman closed the
meeting at 7.10pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

17th November 2020

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead.
In attendance, P Adams (Clerk) Vincent Fitzpatrick, District Councillor

The meeting began at 6.30pm and was held remotely, by Zoom
DUE TO TECHNICAL DIFFICULTIES THE MEETING WAS ABANDONED AT 7PM AND REC-CONVENED ON
THE 18TH November

Items heard on the 17th November were as follows:

1. **APOLOGIES FOR ABSENCE.** Cllr Plattin, Cllr Buxton and Cllr Burr (Cllr Buxton emailed an excuse for non-attendance that Members did not understand. It was therefore, agreed that an explanation should be provided.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None present
4. **To approve the minutes of the meeting held on 17th September 2020. Approved.**
5. **County Council Report** - Cllr Fitzpatrick had previously issued a report to the Members and began to discuss matters therein but technical difficulties prevented this. As a result, the meeting was terminated and restarted.

The meeting re-convened with the following members:

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead, K Wilson. (Vice Chairman)
In attendance, P Adams (Clerk)

6. **To consider the Receipts and Payments for the months of September and October.**
Proposed by Cllr Binstead and approved by members
7. **To Consider the Budget Monitor.** Members considered and accepted that the budget monitor as a true and accurate account of the Council's expenditure - Proposed by Cllr Binstead, seconded by Cllr Dandy and Approved.
8. **To consider the budget proposals for 2021 – 2022.** Members did not accept the Budget proposals (see below)
9. **To agree the Precept for 2021 – 2022** It was agreed to hear item 11 before considering the precept because it would make a material difference to the amount requested. The Members considered two quotes and agreed to accept the one provided by Cllr I Wilson, (Cllr Wilson has already contributed a great deal of time and effort to the project and was also able to offer a cheaper quote). Cllr Wilson has offered to cut the newly made path from the bridge to Lt Ryburgh for a fee of £40 per cut throughout the growing season. Proposed by Cllr Dandy, seconded by Cllr Binstead and approved. **The precept.** After a great deal of consideration Members agreed to increase the precept by £945.00 to ensure

that the Council will be able to offer support to the community in the current situation – and continue to provide the services already in place.

10. **To approve the amendments to the Standing Orders (previously circulated)** Agreed and approved
11. **To consider the quotes received for the mowing of the path from the bridge to Lt Ryburgh**
See section 8
12. **To consider the renewal of the Street Light Maintenance Contract contact with TT Jones for 2020 to 2023** After consideration, and on a proposal from Cllr Dandy, Members agreed to approve the contract renewal with TT Jones
13. **To receive an update from the Clerk on the registration of the Gt Ryburgh Fuel Allotment.**
The Clerk informed the meeting that Mr Mike Rundle has received a Solicitor's quote for approx. £500- £750 to register the Land with Land Registry. Members approved the quote (previously agreed last year) and offered thanks to Mr Rundle for his kind offer to do the 'leg work' on this project.
14. **To receive an update from the Clerk on the Defibrillator Maintenance.** The Clerk informed the meeting that the provider – MEDPTS, has completed the necessary maintenance free of charge. The members asked the Clerk to convey their gratitude to **MEDPTS**
15. **To consider items that have arisen since the publication of the agenda.** Members discussed the Crisp Maltings Planning Applications and asked the Clerk to speak to John Shaw (Highways) to thank him for his very thorough report and the support he has given to the parish. Cllr Dandy informed the meeting that the Noticeboard adjacent to the Memorial Hall is not waterproof and, with the agreement of the Members, he offered to undertake the task of fitting waterproof strips. Members thanked Cllr Dandy for his help. Cllr Dandy reported that the incidence of dog fouling along Westwood Lane and Highfield Closes is increasing. It was agreed that this matter should be discussed with the Environmental team.
16. **To agree dates for Parish Council Meetings in 2021**
Dates for meetings in 2021 will confirmed and distributed in due course.
17. **DATE OF THE NEXT MEETING : 21st January 2020**
18. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting

RYBURGH PARISH COUNCIL
EXTRAORDINARY PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

30th November 2020

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

Present: Cllr Elizabeth Savory (Chairman), Cllrs: K Wilson (Vice Chairman) N Dandy, I Wilson, J Binstead.
In attendance, P Adams, Clerk. 1 Member of the public

The meeting began at 6.30pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllr C Buxton, Cllr A Burr
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **The Chairman asked the Member of the public if they wished to ask any questions or offer comments. The Member of the public was unable to respond verbally due to technical issues but replied (using the 'chat' message system) that they did not wish to comment.**
4. **To ask Councillor Buxton to offer a full explanation for his absence from the last meeting (17th November 2020).** Cllr Buxton was unable to attend the meeting due to illness. The Members instructed the Clerk to write to him to ask him to provide a written explanation. Proposed by Cllr I Wilson, seconded by Cllr K Wilson
5. **To ask Councillor Buxton why he is carrying out a building project without Planning Permission.** As above (see item 4), proposed by Cllr Binstead, seconded by Cllr Dandy.
6. **To Vote to exclude the public and the press from the meeting in accordance with Section 2 of the Public Bodies Act 1960.** Cllr Binstead proposed that the meeting should be closed in accordance with Section 2 of the public Bodies Act 1960.

During the closed part of the meeting it was agreed that Cllr Buxton should be asked to respond to the questions (above) by 11th December.
7. **TO CLOSE THE MEETING.** There being no further business, the Chairman closed the meeting at 7pm
8. **DATE OF THE NEXT MEETING : 12th January 2021**

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

12th January 2021

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead.
In attendance, P Adams (Clerk) Vincent Fitzpatrick, District Councillor

The meeting began at 6.52pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllr Plattin, Cllr Burr and Cllr Buxton Apologies from Cllr Buxton were NOT accepted. Cllr Burr has requested leave until May and this was approved.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None present
4. **County Council Report** - Cllr Fitzpatrick had previously issued a report to the Members but reiterated the current covid advice to members The District Council offices are currently closed but can still be contacted by telephone or online.
5. **To consider whether to accept Cllr Buxton's apologies for the meetings held on 17th November and the 30th November 2020.** After consideration members agreed not to accept Cllr Buxton's apologies for either meeting.
6. **To approve the minutes of the meeting held on 17th November and the 30th November 2020.** Approved.
7. **To receive an update about the illegal building work in progress at 19 Station Road and the implications this has for the Parish Council.** An update was received and, after much discussion, the following course of action was agreed:

Ryburgh Parish Council no longer has confidence in Councillor Christopher Buxton to carry out his role. His allegiance to Article 61 of the Magna Carta* has meant that he is unable to support elements of our legal system. Councillor Buxton has not given the electors the opportunity to either support or reject his new-found allegiance but he has created anxiety and unhappiness within the parish and risks bringing the Parish Council into disrepute. He is therefore, required to stand down immediately from his office to allow a new candidate to be elected/co-opted at the very soonest opportunity.

(Article 61 of the Magna Carta is not recognised by our legal system or any offices of governance) *

In the intervening period it was also agreed that there would be minimal contact with Cllr Buxton. The Clerk was instructed to issue statutory documents and items of correspondence only, until Cllr Buxton's resignation is received.

8. **To consider the Receipts and Payments for November 2020.** The documents were considered and approved
9. **To Consider the Budget Monitor.** Considered and approved
10. **To receive an update from the Chairman about the Memorial Hall Noticeboard.** Problems with the noticeboard continue. Cllr Savory (The Chairman) has asked the manufacturer to repair the door catches and Cllr Dandy offered to apply waterproof strips to prevent water getting in. The situation will be considered again at the next meeting.

11. **To consider items that have arisen since the publication of the agenda.** The general state of the roads was discussed. The Chairman agree to contact Adrian Howe to ask if he could sweep the road in Little Ryburgh. The Clerk was asked to contact the Planning Officer about the Maltings applications and Cllr Dandy reported a serious lack of volunteers in the village shop.

12. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting at 8pm

The next meeting will be held on 23rd February 2021 at 7pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

2nd March 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead. K Wilson.
In attendance, P Adams (Clerk.) Three members of the public (including an EDP
Journalist and the Chairman of the Playground Committee

The meeting began at 7.00 pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllr Platin, County Councillor Aquerone and District Councillor Fitz Patrick.
The Chairman informed the meeting that Cllr Buxton is no longer a member of the Ryburgh Parish Council.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** Comments were received about the Crisp Maltings applications. Barley Wilson (member of the public and Chairman of the Playground Committee) informed the meeting that a quote has been received to cut the grass and will be presented to the Council at the April meeting.
4. **County Council Reports.** Reports had been previously received and circulated.
5. **To consider moving the May meeting from 25th MAY 2021 to Tuesday 4th MAY at 7pm.**
Members agreed to remain flexible about this matter as confirmation from the government regarding face-to-face meetings from May has not yet been received.
6. **a. TO AGREE THE PARISH COUNCIL'S RESPONSE TO THE REVISIONS ISSUED BY THE CRISP MALTINGS GROUP TO PLANNING APPLICATIONS PF/20 /0523 and PO/20/0524.** Whilst it was unanimously agreed that the Parish Council would submit an objection to both applications the final version is not yet ready. It was agreed that members will continue to work on their individual sections. Cllr Dandy and Cllr Binstead will continue to pull the document together. A journalist from the EDP was in attendance to cover the Crisp Maltings Applications. The members answered questions and it was agreed that if the Journalist required further information the Clerk would provide.
7. **b. CILCA –** It was agreed that the Clerk's workload is such that it is no longer feasible for her to continue with CiLCA. Cllr Binstead proposed that any fee repayments should be covered by Ryburgh Parish Council and this was seconded by Cllr Kate Wilson and approved by the Members.
8. **To consider items that have arisen since the publication of the agenda:**
The following Planning Application was received subsequent to the publication of the agenda. Members considered the following planning application:

PF/21/0488 – New Build Detached Dwelling with 3-bay garage. No objection

- 9. DATE OF THE NEXT MEETING 6th April 2021 at 7pm**
- 10. TO CLOSE THE MEETING There being no further business the Chairman closed the meeting at 8.05pm**

RYBURGH PARISH COUNCIL

ANNUAL PARISH MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

10th May 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead. K Wilson.
H Plattin

In attendance, P Adams (Clerk.) Two members of the public

The meeting began at 7.00 pm

1. **WELCOME FROM THE CHAIRMAN OF RYBURGH PARISH COUNCIL.** The Chairman Welcomed everyone. Housekeeping and safety arrangements were covered.
2. **APOLOGIES FOR ABSENCE** None
3. **THE CHAIRMAN'S REPORT.** The Chairman delivered her report
4. ***COMMUNITY REPORTS** Community Reports have been received from the following groups and will be posted on the Parish Council Website:
The Bell Ringers
Ryburgh Memorial Hall and Playing Field
Upper Wensum Valley Age Concern Group
Ryburgh Singers
St Andrews Church
The Village Shop
5. **ELECTORS QUESTIONS TO THE COUNCILLORS.** None

There being no further business the Chairman closed the meeting at 7.09pm

RYBURGH PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

10th May 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead. K Wilson.
H Plattin

In attendance, P Adams (Clerk.) Two members of the public

The meeting began at 7.09 pm

1. **APPOINTMENT OF CHAIRMAN.** Cllr Plattin nominated Cllr Savory, seconded by Cllr Binstead
Vote: Unanimous.
2. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr Savory confirmed her
acceptance of Office. The Declaration will be signed at the next meeting
3. **Appointment of the Vice-Chairman.** Cllr Kate Wilson resigned as Vice Chairman. Cllr Savory
(Chairman) nominated Cllr Dandy, seconded by Cllr I Wilson. Vote: Unanimous.
4. **THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE** Cllr Dandy confirmed his
acceptance of Office. The Declaration will be signed at the next meeting.
5. **APOLOGIES FOR ABSENCE.** None
6. **DECLARATIONS OF INTEREST** - *To receive declarations of interest on agenda items* None.
7. **MINUTES** - *To approve the minutes of the previous meetings held on 6th April 2021.* Deferred
until the June meeting.
8. **OPEN SESSION FOR MEMBERS OF THE PUBLIC, COUNTY AND DISTRICT COUNCILLORS AND
THE POLICE.** No comments were received.
9. **TO RECIEVE UPDATES ON ITEMS FROM THE LAST MEETING:**
An update on the Culvert. Cllr Dandy (Vice-Chairman) informed the meeting that the
temporary orange fence in front of the culvert has still not been replaced. The issue has
been outstanding for two years. It was agreed that highways issues generally are not being
attended to. After consideration it was agreed that a separate log would be kept of ongoing
Highways issues and that the Highways section of the agenda will be moved to the section
under 'County Council' Cllr Dandy (Vice-Chairman) will monitor the progress. When TRO's
are issued the Clerk will contact Highways, the Licensing Office and Cllr Aquerone to
make them aware of the difficulties the Parish faced when road closures are protracted.

NDP – The Referendum Result: 213 for and 32 against. The Chairman and the members
expressed their gratitude to Mike Rundle and the Members of the NDP committee for their
hard work. During the next stage the NDP will be scrutinised by NNDC Cabinet for
compliance.

THE FOOTPATH (from the Bridge). Cllr I Wilson asked for consent to proceed and this was
granted. The Clerk was asked to check on the public liability position.

10. **TO RECIEVE AN UPDATE REGARDING THE PARISH ELECTION TO BE HELD ON 27thMay.** The Clerk confirmed the process. There are two candidates. After the election, Members agreed that notices will be posted advertising co-option to fill the remaining two spaces. Applicants will be interviewed prior to the June meeting. The unsuccessful applicant will be offered the opportunity to attend a co-option interview. The co-option will take place at the June meeting.
11. **FINANCE AND GOVERNANCE.** *To receive an update from the Clerk regarding the audit process for 2021. The Clerk outlined the procedure for the 2021 Audit requirements*
12. **MATTERS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Members agreed the following: A £50 payment will be forwarded to the taxi scheme. The Clerk's request to contribute 25% of the cost of a new printer was approved. A request from the Wildlife Group for £49 to cover the purchase litter picking equipment (proposed b Cllr K Wilson) Note – Cllrs NeilDandy and Ian Wilson did not vote)
13. **ITEMS FOR THE NEXT AGENDA** As above
14. **TO NOTE THE DATE OF THE NEXT MEETING** 21st June 2021 at 7pm
15. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 8.12pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

21st June 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, J Binstead, K Wilson, H Plattin. Elected at this meeting: Cllr J Savory. Co-opted at this meeting: Cllr J O'Leary
In attendance, P Adams (Clerk.)

The meeting began at 7.00 pm

1. **APOLOGIES FOR ABSENCE.** None
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **TO APPROVE THE MINUTES OF THE LAST MEETINGS (APCM & APM) HELD ON THE 10th May 2021.** Considered and approved.
4. **TO ISSUE THE RESULT OF THE PARISH COUNCIL ELECTION HELD ON 27TH May 2021 AND TO DECLARE MR JOHN SAVORY AS A MEMBER OF RYBURGH PARISH COUNCIL.** The Chairman informed the meeting that John Savory received the most votes and is therefore, elected.
 - a. **To hear the Declaration of Acceptance and to sign the Declaration.** Mr John Savory and the Clerk read the declaration and signed the Declaration form
 - b. **To invite the newly elected member to join the Parish Council Meeting and to receive any declarations of interest in the agenda from the new member.** Councillor John Savory was invited to join the meeting and confirmed he had no declarations of interest in the agenda.
5. **Co-option** The vacancies had been previously advertised and interviews had taken place and a candidate selected.
 - a. **To confirm that the candidate wishes to stand.** The candidate, Jane O'Leary confirmed her willingness to stand
 - b. **To receive a proposal to co-opt the candidate.** Cllr K Wilson proposed that Jane O'Leary be co-opted to Ryburgh Council and this was unanimously agreed.
 - c. **To declare the candidate duly co-opted and welcome her to the Parish Council.** The Chairman declared Jane O'Leary duly elected and welcomed her to the Parish Council
 - d. **To hear the Declaration of Acceptance from the newly elected Parish Councillor and sign the declaration.** Jane O'Leary and the Clerk read out the declaration of acceptance and signed the form accordingly.
 - e. **To invite the newly appointed Councillors to join the Parish Council Meeting and to receive any declarations of interest in the agenda.** Councillor O'Leary was invited to join the meeting and confirmed she had no declarations of interest in the agenda.

6. **PUBLIC PARTICIPATION and POLICE REPORTS.** There were no members of the public present. The Police report had been previously circulated.
7. **COUNTY COUNCILOR REPORT** Cllr Aquerone was been unable to join the meeting but had previously issued a report (circulated)
8. **HIGHWAYS :**
 - a. **An update following the TRO works carried out in June at Station Road**
Reference: AZ7011001038239. See item c.
 - b. **The Fenced Culvert – Next actions.** Cllr Dandy (Vice-Chairman) Informed the members that the culvert fence replacement has been outstanding for three years. Cllr Dandy is sending updates to Cllr Aquerone and the members on a fortnightly basis. Highways have not responded to the updates. It was agreed to continue with the process and discuss with Cllr Aquerone at the next meeting.
 - c. **To consider the effectiveness of the actions carried out in accordance with the Parish Council's Highways procedure and to make any further changes to those arrangements, if required.** Cllr Dandy (Vice-Chairman) informed the meeting that the procedure has been a success and members agreed that work has been completed in a timely manner. It was agreed that the procedure adopted* should continue.
*(The procedure is as follows: When TRO's are issued the Clerk will contact Highways, the Licensing Office and Cllr Aquerone to make them aware of the difficulties the Parish face when road closures are protracted. Cllr Dandy (Vice-Charman will log the work, monitor progress and report back at the next meeting).
9. **DISTRICT COUNCILLOR REPORT** Cllr Vincent FitzPatrick informed the meeting that members of the public can (by appointment) visit the District Council Offices and meet with Officers. The Greenbuild Event, usually held at Felbrigg will not go ahead this year. NNDC have been awarded a grant of 32k to contribute to costs related to homelessness. Cllr Fitzpatrick reminded Members that the Community Fund is still open.
10. **PLANNING To receive an update and to consider any new planning applications.** None

12 FINANCE and GOVERNANCE

- a) **To consider the grass mowing contract – an update from the Clerk.** Members were very disappointed to hear that a change of staff at CGM (The grass cutting contractor) has once again resulted in an inefficient and time-consuming method of invoicing and this has had an effect on the Clerk's hours.
- b) **To receive the Budget Monitor for April/May 2021.** To be considered at the next meeting.
- c) **To receive Receipts and Payments for April/May 2021.** To be considered at the next meeting
- d) **To receive a request from the Clerk for a contribution from the IT budget for 20% of the cost of a shredder.** Considered and approved.

13. THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020 -21

- a. *TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR AND ANY ADDITONAL COMMENTS.* Considered and approved
- b. *TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT.* Once considered, Members approved and the document was signed accordingly.
- c. *TO CONSIDER AND COMPLETE THE ACCOUNTING STATEMENT.* Considered, approved and signed accordingly.
- d. *TO COMPLETE THE CERTIFICATE OF EXEMPTION.* Approved and signed accordingly

- E. *TO RECEIVE THE YEAR END BANK RECONCILIATION.* Considered and approved.
- F. *TO CONSIDER THE VARIANCES ANALYSIS.* Considered and approved
- G. *TO NOTE THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS.* *The public rights period will be from 1st July to 11th August 2021*

THE COUNCIL RECORDED A VOTE OF THANKS TO THE CLERK

14. TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS AGENDA

The NDP. The Clerk informed the meeting that NNDC have resolved to 'make' the Ryburgh Neighbourhood Plan. The plan has been brought into legal force and now forms part of the Statutory Development Plan for the parish of Ryburgh.

The Footpath. Cllr Ian Wilson informed the meeting that the drainage channels are dry and, as a result, walking along the path is not difficult. Cllr Wilson is going to re-consider the sleeper issue before the next meeting and report back in July.

The Taxi Scheme. Mr Purdy (The Village Shop) has confirmed that no further funds are required this month. The topic will be placed on the agenda for July.

15. NEW MATTERS FOR CONSIDERATION

Drainage. Much discussion followed on this matter. Cllr John Savory suggested a pond be dug in the Glebe land to buffer the flow. However, following correspondence received from Cllr Aquerone it was agreed that a decision would be made after further news from Cllr Aquerone.

TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA. Cllr Ian Wilson informed the meeting that the Norfolk Wildlife Trust have recognised Ryburgh as a model Village. Cllr Ian Wilson will update the meeting in July.

16. ITEMS FOR THE JULY AGENDA

The Village Hall. Cllr Ian Wilson asked if Barley Wilson could address the July meeting, on behalf of the Village Hall Committee, about the Village Hall flooding issue and it was agreed that she may.

Objectives for 2021.

The Culvert/Fence. After discussion, it was agreed the Clerk and Cllr Dandy will liaise regarding ownership of the land re: the culvert and the temporary fence.

- 17. DATE OF THE NEXT MEETING:** The date of the next meeting will be emailed to Members and put on the website.

- 18. TO CLOSE THE MEETING.** There being no further business, the Chairman closed the meeting at 8.42pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

26th July 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, J Binstead. K Wilson. H Plattin, J Savory, J O’Leary
In attendance, P Adams (Clerk.) Barley Wilson representing Ryburgh Village Hall and Playground Committee. County Cllr Steffan Aquerone.

The meeting began at 7.17 pm

1. **APOLOGIES FOR ABSENCE.** None
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** Cllr Ian Wilson declared an interest in item 8
3. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 21st June 2021.**
Considered and approved.
4. **POLICE REPORTS Previously circulated.** No comments were received.
5. **COUNTY COUNCILLOR REPORT** Cllr Aquerone highlighted key items from his report (Cllr Kate Wilson asked for an update on the grass cutting at May Green. Cllr Aquerone said he will look into the matter. Cllr Aquerone is meeting Cllr Liz Savory (Chairman) to consider a number of issues. He will also meet with Cllr Kate Wilson in Little Ryburgh to consider the May Green grass cutting problem. Cllr Ian Wilson asked if Cllr Aquerone if there was any further news on the Crisp applications, he has not.
6. **HIGHWAYS. Update from Cllr Aquerone.** No further issues were raised.
7. **Cllr Dandy (Vice Chairman) and Cllr Elizabeth Savory (Chairman) :**
 - a. **The Fenced Culvert** – Cllr Dandy informed Cllr Aquerone that:
 - Highways erected the original timber fence.
 - The Brambles is an empty property.

Cllr Aquerone said that he has written to the registered office of the ‘Brambles’ but, in light of the information above he will ask Highways to replace the fence.

 - b. **Grass Cutting at Hillcrest.** Cllr Aquerone is meeting Cllr Liz Savory (Chairman) on site this week to discuss.
 - c. **Drainage.** Cllr Aquerone informed the meeting that the flooding problem in the Loke has been investigated and seems to be the result of storm water entering the foul water system. This is going to be rectified by the home owner. Once rectified the situation will be monitored. The Internal Drainage Board (IDB) are investigating the issue at Mill Rd.
 - d. **Highways issues that have arisen since the publication of the agenda.** The following issues were brought to Cllr Aquerone’s attention:
 - i. Overgrown hedges on Highfield Lane
 - ii. Overhanging trees and vegetation on the bridge
 - iii. Mobile phone reception in Mill Road (the reception has decreased following changes to the Vodafone network contract.

Cllr Aquerone left the meeting at 8pm

8. **DISTRICT COUNCILLOR REPORT** Apologies were received from Cllr Fitzpatrick.

9. **BARLEY WILSON – Village Hall Committee Chairman.** Barley informed the meeting that the committee is so short of members that essential projects cannot be carried out. After consideration Cllr Liz Savory (Chairman) suggested that a leaflet be delivered to residents requesting support. Cllr Savory offered the members assistance to deliver the leaflets.
10. **PUBLIC PARTICIPATION - Open session for members of the Public to speak. (10 Minutes).** No Members of the public attended other than Barley Wilson who made no further comments
11. **PLANNING: To receive an update and to consider any new planning applications:**
- a. **PF/21/1824 Car Port, Willow Barn, 53 Fakenham Road. Response due on 02/08/21** Members have no objections.
 - b. **The Crisp Maltings Applications – Update (if available).** No further information at this time.

12 FINANCE and GOVERNANCE

- a. The Clerk Confirmed that the External Auditor has accepted the Internal Audit
- b. To consider the Receipts and Payments for April, May & June. *Considered and approved. Proposed by Cllr Binstead and seconded by Cllr Kate Wilson.*
- c. **To consider the Budget Monitor.** *The budget Monitor will be sent by email and considered at the next meeting.*

TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS AGENDA

- a. **The NDP** - No further news at this time
- b. **The Footpath** – Cllr Ian Wilson informed the meeting that he has mowed the path but no further work has taken place. The Clerk asked if he would be able to submit an invoice for mowing work completed to date.
- c. **The Taxi Scheme** – The Clerk has contacted Mr Purdy but no response has been received yet. Cllr Savory (Chairman) gave the Clerk the Taxi Scheme payment sheets to date.

14. NEW MATTERS FOR CONSIDERATION

- a. **Objectives – Cllr Dandy (Vice-Chairman).** Cllr Dandy (Vice-Chairman) informed the meeting that he wished to clarify the point he made at the last meeting. His suggestion is that the Council adopt an action list of jobs around the village, allocate ownership and report progress. A lively debate followed and members agreed to ponder the issue.

15. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Cllr Kate Wilson informed the meeting that she is moving house and will no longer be living in Little Ryburgh, however she will be living within the three-mile boundary and asked members to allow her to continue as Cllr representing Little Ryburgh. Members voted complete confidence in Cllr Kate Wilson to continue in her role.

Following the Covid Legislation released on the 19th July. Cllr O’Leary offered to write a Risk Assessment. Members will consider the document at the next meeting.

16. **DATE OF THE NEXT MEETING 13th September 2021**

17. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 8.55pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

13th September 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, J Binstead. K Wilson. H Plattin, J O'Leary

In attendance, P Adams (Clerk).

The meeting began at 7.30 pm

1. **APOLOGIES FOR ABSENCE.** Cllr John Savory, County Councillor Aquerone, District Councillor Fitzpatrick.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 26th July 2021.**
Considered and approved.
4. **PUBLIC PARTICIPATION** - None present
5. **POLICE REPORT – previously circulated**
6. **COUNTY COUNCILLOR REPORT** Previous circulated **HIGHWAYS. Update from Cllr Aquarone, Cllr Dandy (Vice Chairman) and Cllr Elizabeth Savory (Chairman) :**
 - a. **Grass Cutting at Hillcrest** Cllr Liz Savory (Chairman) informed the meeting that Hillcrest grass remains uncut.
 - b. **Drainage** The drainage problems on the Glebe land and the cottages remains unresolved and under investigation.
 - c. **The gas connection works – due to commence in August and still outstanding.** Works, scheduled for 23rd August, have not taken place. Cllr Dandy (Vice Chairman) has contacted Cllr Aquerone and has made several attempts to contact Cadent but this has proved impossible because they don't answer their phones. It was agreed that the Clerk would contact Highways.
 - d. **Highways issues that have arisen since the publication of the agenda.** Cllr Kate Wilson informed the meeting that May Green has been cut at the junction side but remains uncut otherwise. No cuts have taken place in Little Ryburgh. The Clerk was asked to contact Cllr Aquerone
7. **DISTRICT COUNCILLOR REPORT** Previously circulated
8. **TO RECEIVE AN UPDATE ON ITEMS FROM THE PREVIOUS AGENDA**
 - a. **The Village Hall/ Playing Field Committee –To consider delegated support.** After consideration and on a proposal from Cllr Binstead, Members voted to delegate Cllr O'Leary to support the Village Hall/Playground committee (with the support of Cllr O'Leary). The terms of the arrangement are to be clarified by Cllr O'Leary at the next meeting.
9. **Correspondence.** The Clerk read out a letter from a resident (identity not disclosed). The correspondent expressed concern about the village hall predicament and pointed out that it is the Trustees obligation to resolve this matter, without the expectation of financial assistance or direction from the Parish Council. The resident questioned why the Parish Council is paying a Parish Councillor to cut the path on the verge on Bridge Road but not the

area around the village seat (owned by the Parish Council). Members discussed the matter at length and instructed the Clerk to contact the sender to discuss.

10. PLANNING: To receive an update and to consider any new planning applications:

- a. **The Crisp Maltings Applications – Update** The members discussed the planning response document prepared for the second consultation. Members agreed to review the document with a view to issuing it to the planning Committee prior to the Committee date (thought to be 21st October) Cllr Dandy (Vice Chairman) will co-ordinate.
- b. **To receive an update from the Chairman and Vice Chairman following their meeting at Crisp Maltings with the Acting MD.** The Charman said the meeting with the Acting MD had been very productive and would hopefully lead to a more constructive relationship. The Chairman added that in her opinion it is time to build bridges and reminded Members of the help and support the Maltings had offered to the Village in the past.

12 FINANCE and GOVERNANCE

- a. **To consider the Receipts and Payments for July and August 2021.** Considered and approved Proposed by Cllr Kate Wilson and unanimously agreed.
- b. **To consider the Budget Monitor.** Proposed by Cllr Binstead and unanimously approved.
- c. **To consider the following Governance Documents (previously circulated)**
 - Standing Orders – Review.** Proposed to remain as is by Cllr Dandy (Vice-Chairman) and unanimously approved
 - Financial Regulations – Review existing document.** Proposed to remain as is by Cllr Dandy (Vice Chairman) and unanimously approved
 - Freedom of Information Publication Scheme.** Proposed by Cllr Dandy (Vice - Chairman) and unanimously approved.
 - Covid Risk Register.** Much discussion followed but after consideration Members agreed to adopt the NALC Covid Risk Register. Councillor Platin abstained because he had not received the documents. (The Clerk was unable to print them due to a national shortage of the required ink cartridges).

14. NEW MATTERS FOR CONSIDERATION:

- a. **To agree to Update the Asset Register for consideration at the November Meeting,** Cllr Dandy (Vice-Chairman) volunteered to inspect the assets and update the register for consideration at the next meeting.

15. TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA. The following matters were considered and agreed:

Future Meeting times will be at 7pm

The October meeting will be cancelled due to the close proximity of the date to the Development Committee Meeting provisionally for the 21st October

In preparation for the budget meeting in November the Members agreed to the formation of a Finance Committee comprising of Cllr Liz Savory (Chairman) and Cllr Neil Dandy (Vice Chairman) but open to all members. Any proposals made will be brought to full Council for consideration.

Under the existing arrangements enshrined in the Parish Council's Planning Policy, further discussions on the Crisp application may take place remotely, if required.

Cllr Plattin informed the meeting that the Armistice Parade will take place at 3pm from the Church when the new Memorial screen will be dedicated. Cllr Plattin expressed disappointment that the Standard will only be displayed at the service, not permanently. It was agreed that the payment for the Wreath can be settled in accordance with the budget. Cllr Plattin and the Clerk will liaise.

16. **DATE OF THE NEXT MEETING** 15th November 2021

17. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 9.30pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

15thth November 2021

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, K Wilson, H Plattin, J Savory J O'Leary
Councillor's Ian Wilson and Neil Dandy arrived at 7.30pm. Councillor O'Leary arrived at 7.37pm. Cllr Fitzpatrick arrived at 7.46pm and left at approx. 8.15pm Cllr John Savory left the meeting at 9.15pm.
In attendance, P Adams (Clerk).
The meeting began at 7.00 pm

- 1. APOLOGIES FOR ABSENCE.** Cllr J Binstead, County Councillor Aquerone,
- 2. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** Cllr I Wilson: item 13cii and 13civ . Cllr O'Leary: 13ciii
- 3. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 26th July 2021. Considered and approved**
- 4. PUBLIC PARTICIPATION** - None present
- 5. POLICE REPORT – previously circulated**
- 6. COUNTY COUNCILLOR REPORT** Previous circulated
- 7. HIGHWAYS**
 - a. **Grass Cutting at Hillcrest.** The grass has been cut. The Members will continue to monitor.
 - b. **Drainage. Ongoing.** This matter is being investigated by Cllr Aquerone.
 - c. **Highways issues.** Cllr Dandy (Vice Charman) – No further issues to report
 - d. **Highways issues that have arisen since the publication of the agenda.** The problem of cars parking on the right hand side of village near RTA Wine Racks was discussed. The cars are causing a worrying obstruction. It was also reported that members of the RTA Wine Racks staff are sitting on the wall (adjacent to the property) to eat lunch and are throwing rubbish on the ground. Th Clerk was asked to contact RTA Wine Racks.
 - e. **Grass Cutting at May Green and Little Ryburgh.** Cllr Kate Wilson informed the meeting that the grass at May Green remains uncut except for a small section on the perimeter nearest the road. Little Rybugh also remains uncut. Cllr Wilson has informed Cllr Aquerone and the Clerk was asked to follow the matter up.
- 8. DISTRICT COUNCILLOR REPORT** District Councillor Vincent Fitzpatrick had previously circuted his report (attached). Councillor Fitzpatrick discussed some aspects of his report with the members and he was thanked accordingly.
- 9. VILLAGE HALL** To receive a report from Cllr O'Leary. Cllr O'Leary had previously circulated a terms of reference document, under consideration by the village hall committee. Once finalised, the document will be signed by the Chairman of the Village Hall Committee and the Chairman of the Parish Council.

10. VILLAGE TAXI SCHEME – To receive a report from Cllr Elizabeth Savory (Chairman). Cllr Savory asked the Member to approved an updated leaflet advertising the taxi scheme.
Approved

11. ASSETS - To Receive a report from Cllr Dandy (Vice – Chairman)

Cllr Dandy (Vice-Chairman) had previously circulated the Asset Condition Report and asked Member to approve the work required to the War Memorial, the Village Sign and the Benches. It was agreed that the ownership of the land surrounding the benches would be researched to establish whose responsibility it is to trim the grass. Cllr Dandy (Vice-Chairman) will make the necessary enquiries. Members approved the works required from this year's asset maintenance budget.

12. PLANNING: To receive an update and to consider any new planning applications:

PF/21/2963 Extension to Birkburgh, & Fakenham Road, Ryburgh No objection.

Crisp Maltings The Clerk updated the meeting about the Crisp Maltings Application. With the agreement of Crisp Maltings, NNDC have extended the planning process until March 2022. This is because the Client and the Planning Department are still providing information required for the decision making process. The Chairman informed the meeting that a new CEO has been appointed and will be in post in January.

13. FINANCE and GOVERNANCE

- a. **To consider the Bank Statements for September and October.** Considered and approved.
- b. **To consider the Budget Monitor.** Considered and approved
- c. **TO CONSIDER THE PROPOSED BUDGET FOR THE FINANCIAL YEAR 2021 -22 AND TO SPECIFICALLY CONSIDER THE FOLLOWING MATTERS:**
 - i. **To reduce the training budget for one year only (reinstate for 2023 – 24).**
Proposed by Cllr K Wilson and unanimously agreed.
 - ii. **To continue to pay the Cemetery Grass Cutting at the new rate of £2160.00 for a further three years.** Proposed by Cllr K Wilson and unanimously approved. A monthly Standing Order will be set up to run from 2nd February to January 2023. A further standing order will be set up for the remaining two years of the contract
 - iii. **To Consider a donation to pay the playing field grass cutting and if approved, to confirm the value of that donation.** Cllr Ian Wilson and Cllr Jane O'Leary left the meeting at this point whilst this matter was considered,
 - iv. On a proposal by Cllr Dandy (Vice- Chairman) **Members** agreed that, if a request is received from the Committee the Parish Council will donate a total of £1600 to the Playground Committee for the year 2022. It was agreed that this will be paid in two sums, half in April and the second part in September. The Parish Clerk will no longer continue to receive or pay invoices directly to the Contractor. Cllr Kate Wilson abstained from this vote.
 - v. **To consider the grass cutting contract for the path from the bridge.** Cllr Jane O'Leary rejoined the meeting, Cllr Ian Wilson did not. On a proposal from Cllr Dandy (Vice- Chairman) The Members agreed to continue to support to the sum of £275 per annum. Cllr Ian Wilson re-joined the meeting.
 - vi. **To consider the formation of a new fund to assist with village with social and recreational projects.** On a proposal by Cllr Ian Wilson, Members agree to support.
 - vii. **To approve the Clerk's salary increase to pay scales rates.** Proposed by Cllr Kate Wilson and unanimously approved.

- viii. **To approve a reduction in the Clerk's hours.** Proposed by Cllr Kate Wilson and unanimously approved.
 - ix. **To approve a reduction in administration costs** Proposed by Cllr O'Leary and approved.
 - x. **To consider closing the meeting to discuss the Clerk's salary.** Not required
 - xi. **TO CONSIDER THE PRECEPT REQUEST FOR 2021 – 22** After much discussion the Members agreed to a precept request of £13,750.00
14. **TO CONSIDER THE MEETING DATES FOR 2022 (PREVIOUSLY CIRCULATED).** It was agreed to amend the meeting dates because the Members agreed that meeting for the following year will be held on Tuesday at 7.30pm. The Clerk will issue dates as soon as possible The Parish Council will no longer be able to meet in the Memorial Hall. It was agreed that Cllr Savory (Chairman) will ask Crisp Maltings if future meetings may be held in the Old Chapel.
15. **NEW MATTERS FOR CONSIDERATION:**
To consider the village contacts leaflet prepared by Cllr Savory (Chairman) Considered and approved.
16. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Cllr O'Leary asked if she may have access to the NALC documents. Members agreed and Clerk was asked to contact NALC for a password.
17. **DATE OF THE NEXT MEETING** - see section 14
18. **TO CLOSE THE MEETING** There being no further business, The Chairman closed the meeting at 9.30pm.

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

12th January 2021

Parish Clerk and RFO: Patsy Adams
Church View Farm, Church Road, Aylmerton, NR11 8PZ

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy, I Wilson, J Binstead.
In attendance, P Adams (Clerk) Vincent Fitzpatrick, District Councillor

The meeting began at 6.52pm and was held remotely, by Zoom

1. **APOLOGIES FOR ABSENCE.** Cllr Plattin, Cllr Burr and Cllr Buxton Apologies from Cllr Buxton were NOT accepted. Cllr Burr has requested leave until May and this was approved.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None present
4. **County Council Report** - Cllr Fitzpatrick had previously issued a report to the Members but reiterated the current covid advice to members The District Council offices are currently closed but can still be contacted by telephone or online.
5. **To consider whether to accept Cllr Buxton's apologies for the meetings held on 17th November and the 30th November 2020.** After consideration members agreed not to accept Cllr Buxton's apologies for either meeting.
6. **To approve the minutes of the meeting held on 17th November and the 30th November 2020.** Approved.
7. **To receive an update about the illegal building work in progress at 19 Station Road and the implications this has for the Parish Council.** An update was received and, after much discussion, the following course of action was agreed:

Ryburgh Parish Council no longer has confidence in Councillor Christopher Buxton to carry out his role. His allegiance to Article 61 of the Magna Carta* has meant that he is unable to support elements of our legal system. Councillor Buxton has not given the electors the opportunity to either support or reject his new-found allegiance but he has created anxiety and unhappiness within the parish and risks bringing the Parish Council into disrepute. He is therefore, required to stand down immediately from his office to allow a new candidate to be elected/co-opted at the very soonest opportunity.

(Article 61 of the Magna Carta is not recognised by our legal system or any offices of governance) *

In the intervening period it was also agreed that there would be minimal contact with Cllr Buxton. The Clerk was instructed to issue statutory documents and items of correspondence only, until Cllr Buxton's resignation is received.

8. **To consider the Receipts and Payments for November 2020.** The documents were considered and approved
9. **To Consider the Budget Monitor.** Considered and approved
10. **To receive an update from the Chairman about the Memorial Hall Noticeboard.** Problems with the noticeboard continue. Cllr Savory (The Chairman) has asked the manufacturer to repair the door catches and Cllr Dandy offered to apply waterproof strips to prevent water getting in. The situation will be considered again at the next meeting.

11. **To consider items that have arisen since the publication of the agenda.** The general state of the roads was discussed. The Chairman agree to contact Adrian Howe to ask if he could sweep the road in Little Ryburgh. The Clerk was asked to contact the Planning Officer about the Maltings applications and Cllr Dandy reported a serious lack of volunteers in the village shop.

12. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting at 8pm

The next meeting will be held on 23rd February 2021 at 7pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

8th March 2022

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, K Wilson, J Binstead & J Savory
In attendance, P Adams (Clerk). County Councillor S Aquerone.
The meeting began at 7.30 pm

1. APOLOGIES FOR ABSENCE. Cllr H Plattin, Cllr J O'Leary

2. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA None

3. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 15th November 2021.

Considered and approved

4. PUBLIC PARTICIPATION - None present

5. POLICE REPORT – previously circulated

6. COUNTY COUNCILLOR REPORT. Councillor Aquerone arrived at 7.38pm He informed the

Members that he is meeting the Police and Crime Commissioner to discuss rural road safety. Cllr Dandy (Vice Chairman) told the meeting that he has re-visited the idea of refuse bin signage and Members agreed it might be a good idea to get a quote. Cllr Aquerone said that he would be happy to consider a contribution from his devolved budget. The quote will be forwarded to Cllr Aquerone and considered at the next meeting (April). The following items are not Highways issues but were discussed in the presence of Cllr Aquerone:

Cllr Ian Wilson informed the meeting that the Wildlife group has formed a partnership with Norfolk Wildlife Trust to be launched at the Spring Garden Show. Cllr Liz Savory (Chairman) informed the meeting that the Glebe Land project is still in early stages. The Chairman outlined her vision for the scheme – to create a wildlife corridor. The matter will be put on the agenda for April.

7. HIGHWAYS. The members commented on the success of the works to install fibre broadband. Despite the terrible weather the operatives carried out the work within the necessary timescales and with minimal disruption. The Clerk was asked to thank the Contractor and Highways accordingly. Cllr Kate Wilson raised the issue of mud on the road in Little Ryburgh. It was agreed that Cllr John Savory will contact a local landowner to see if they are able to clean the road.

8. DISTRICT COUNCILLOR REPORT District Councillor Vincent Fitzpatrick was unable to attend the meeting

9. VILLAGE TAXI SCHEME – To receive a report from Cllr Elizabeth Savory (Chairman). Cllr Liz Savory (Chairman) handed the latest taxi scheme log to the Clerk.

10. ASSETS - To Receive an update from Cllr Dandy (Vice – Chairman) Cllr Dandy (Vice-Chairman) informed the meeting that a quote is in preparation to repair the War Memorial and the village sign and will be submitted to the members at the next meeting.

11. VILLAGE HALL – To receive an update from Cllr O'Leary. Cllr O'Leary was not present at the meeting.

12. **LITTLE RYBURGH – To receive an update from Cllr K Wilson.** No further comments were received

13. **PLANNING: To receive an update and to consider any new planning applications.** None.

14 FINANCE and GOVERNANCE

- i. **To consider the bank reconciliation and Bank Statement dated 1st March 2022 (previously circulated).** Cllr Kate Wilson proposed that this item be deferred until the April meeting.
- ii. **To approve payment to Hayes and Storr for £956.80 for work carried out to register Great Ryburgh Fuel Allotment in the name of Ryburgh Parish Council.** On a proposal from Cllr Binstead members approved the payment to Hayes and Storr.
- iii. The Clerk asked for consent to transfer funds from the Reserve Account to the Community Account in accordance with the budget. Members approved.

15 **The Platinum Jubilee Celebrations. After discussion it was agreed that Cllr Liz Savory (Chairman) will discuss the matter with the church**

16 **To consider correspondence received:**

12/12 Norfolk Boreas Offshore Windfarm Development. No further comments received.

13/12 Planning Enforcement Webpage. No further comments received.

21/12 North Norfolk Local Plan. No further comments received.

28/02 Western Link Update No further comments received.

17. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA:**

Crisp Maltings. The Chairman and the Vice Chairman informed the meeting that they had met with the newly appointed CEO for the Maltings Group. It was agreed that Crisp Maltings will be invited to attend meetings on a quarterly basis.

Members discussed concerns about two streetlights. The light is being reduced by overhanging branches in private gardens. It was agreed that the Clerk would seek advice

18. **DATE OF THE NEXT MEETING 5th April 2022 at 7.30pm**

19. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 9.01pm

RYBURGH PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

3rd May 2022

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy (Vice Chairman), I Wilson, H Plattin J Savory, J Savory
In attendance, P Adams (Clerk.)

The meeting began at 7.20 pm

1. **APPOINTMENT OF CHAIRMAN.** Cllr Plattin nominated Cllr Savory, seconded by Cllr Dandy
Vote: Unanimous.
2. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr Savory confirmed her acceptance of Office and the declaration was signed accordingly
3. **Appointment of the Vice-Chairman.** Cllr Savory (Chairman) nominated Cllr Dandy, seconded by Cllr H Plattin. Vote: Unanimous.
4. **THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE** Cllr Dandy confirmed his acceptance of Office and signed the declaration accordingly
5. **APOLOGIES FOR ABSENCE.** Cllr K Wilson, Cllr J Binstead, County Councillor S Aquerone, District Councillor V Fitzpatrick.
6. **DECLARATIONS OF INTEREST** – Cllr E Savory (Chairman) and Cllr J Savory declared an interest in 19b, second paragraph.
7. **MINUTES** – Amendment proposed by the Chairman to Section 6, paragraph 2 - **remove** *The Chairman outlined her vision for the scheme - to Cllr I Wilson outlined his vision for the scheme.* After consideration Members agreed the proposed amendment and the minutes were altered accordingly.
8. **OPEN SESSION FOR MEMBERS OF THE PUBLIC** None present
9. **POLICE REPORT.** Not received.
10. **COUNTY COUNCILLOR REPORT** Received and circulated prior to the meeting
11. **HIGHWAYS UPDATE** Cllr Dandy (Vice-Chairman) updated members about Highways work on the road to Pudding Norton and Gately. Cllr J Savory informed the meeting that the potholes in Highfields Lane have been filled. Cllr E Savory (Chairman) informed the meeting that she has contacted A Howes to ask if he might be able to carry out the road surface scrapping at Little Ryburgh.
12. **TO RECEIVE AN UPDATE FROM CLLR DANDY REGARDING THE REFUSE BIN SAFETY SIGNAGE** Cllr Dandy informed the meeting that Willowtree Signs are printing the signage and members agreed that the Clerk can pay the invoice upon receipt.
13. **DISTRICT COUNCILLOR REPORT.** Received and circulated prior to the meeting.
14. **VILLAGE HALL** – Cllr O'Leary informed the members that the Village Hall renovations works are proceeding. The Playing Field has had some problems with the mowing contract. Village Hall meetings are well attended and members are enthusiastic about the future. Cllr O'Leary informed the meeting that her role is primary to assist with governance and budget issues.

15. **LITTLE RYBURGH** – Cllr K Wilson was not present. Members however, did voice concern that the Little Ryburgh Charity has not submitted a report. The Clerk was asked to contact the Trustees to ask for a report and check that the land registry entry has been amended.
16. **THE GLEBE LAND** – Cllr Savory (Chairman) informed the meeting that the Glebe Land Trust intend to continue as an agricultural tenancy. Members voiced concerns that the flooding issues may therefore, continue. It was agreed that the matter requires further investigations. To be discussed at the next meeting.
17. **THE TAXI SCHEME** Cllr Savory (Chairman) said that there was nothing further to report. The Clerk was asked to contact Mr Purdy to see if further funds are required
18. **RIVER WENSUM POLLUTION** – Cllr John Savory informed the meeting that he is a member of the Upper Wensum Cluster Farm Group whose objectives are: *to improve water quality and enhance biodiversity within the River Wensum catchment in Norfolk. The group have carried out extensive water testing and have concluded that the majority of contamination is caused by Sewage, Industry and Highways.* After discussion it was agreed that Cllr J Savory will ask the Group co-ordinator to contact the Clerk to provide further information. Further details of the cluster group can be found here [Upper Wensum Cluster Farm Group \(wensumfarmers.co.uk\)](http://wensumfarmers.co.uk)
19. **PLANNING: To receive an update and to consider any new planning applications:**
 - a. **To receive an update on the Planning Enforcement Hearing 26th April 2022.** The Clerk informed the meeting that she had attended, as requested, and that a decision can be expected within the next three months.
 - b. **Crisp Maltings - Revised Planning Application.** Following the revisions recently published to the Crisp Maltings applications The Members agreed to hold a planning meeting on Thursday 19th May to discuss the amendments proposed.
20. **FINANCE and GOVERNANCE**

The Clerk confirmed the audit process for 2022.
21. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA**

Cllr Plattin reminded the meeting that the payment for the Annul routine maintenance of the Memorial is use. The Clerk will forward payment by cheque as soon as possible.
22. **DATE OF THE NEXT MEETING 5th July 2022 at 7.30pm**
23. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 9.00pm

RYBURGH PARISH COUNCIL

ANNUAL PARISH MEETING

MINUTES

Minutes are in draft until approved at a subsequent meeting

3rd May 2022

Parish Clerk and RFO: Patsy Adams

Present: Cllr Elizabeth Savory (Chairman), Cllrs: N Dandy (Vice Chairman), I Wilson, H Plattin, J Savory, J O'Leary
In attendance, P Adams (Clerk.) Three members of the public

The meeting began at 7.00 pm

1. **WELCOME FROM THE CHAIRMAN OF RYBURGH PARISH COUNCIL.** The Chairman Welcomed everyone.
2. **APOLOGIES FOR ABSENCE** Cllrs K Wilson and J Binstead
3. **THE CHAIRMAN'S REPORT.** The Chairman delivered her report
4. **COMMUNITY REPORTS** Community Reports have been received from the following groups and will be posted on the Parish Council Website:
The Stitch Group
The Ryburgh Singers
The Village Shop – read by A Purdy
The Village Show
St Andrew's Church – Read by A Prentiss
Greta Ryburgh Fuel Allotment
The Wildlife Group
The Bell Ringers – read by F Purdy
Ryburgh Memorial Hall and Playing Field
5. **ELECTORS QUESTIONS TO THE COUNCILLORS.** None

There being no further business the Chairman closed the meeting at 7.20pm

Minutes of Meeting

24.05.2022 in Memorial Hall, Annex at 19.30

Present:

K.Wilson

J.Binstead

J.O'Leary

J.Savory

N.Dandy

M.Rundle

Apologies for Absence:

E.Savory, I.Wilson, H.Platten

This meeting held in order to agree and finalise the updated Parish Council objection to the 2 No Crisp Applications, all as follows: -

Our response to planning applications PF/20/0523 and PO/20/0524 as updated by Crisp in January 2022.

We objected on 18 June 2020 and 11 March 2021 to the Applications as originally drafted. Since our last Objection, we now refer to recent data as follows:

- New Environment documents ref: 02.02.22, 08.04.22 and App 1.1aa.
- Revised Highways ref: 08.12.2021

We continue to confirm our objections to both applications remain and state the following: -.

1. We do not believe the amendments materially alter the substance of the previous applications, and therefore we remain opposed to both as now submitted.
2. We are disappointed that the Crisp amendments have not addressed or resolved the Objections arising from their Applications to date.
3. The Crisp proposals are not compliant with the Existing Plan, the Emerging Plan, the National Planning Policy Framework, or the Ryburgh Neighbourhood Development Plan (NDP) which is now formally approved by NNDC and strongly supported by the village community.
4. NCC Highways have highlighted, in very clear terms, their opposition to plans that would result in more than 50% additional Crisp HGV traffic in Great Ryburgh.

The proposals will increase the annual quantity of malt by 52% from 115 to 175 thousand tonnes each year. This will significantly raise the following additional HGV traffic safety risks and hazards to all in Great Ryburgh: -

- a. There is no passing provision in Station and Fakenham Road.
HGV's have to drive on both footpaths placing all pedestrians, parents with pushchairs and children at risk as they have nowhere to escape. You will know that Ryburgh is a classic Linear Village configuration – NCC Highways advice to NNDC dated 18.02.21 SHCR 07 refers.
- b. Property damage and risk of traffic accidents
- c. Traffic noise
- d. Vibration
- e. Fumes
- f. Pollution – particularly the River Wensum SSSI and SAC.

Photograph shows a Crisp Maltings HGV passing a stationary School Bus collecting pupils.



5. We believe that these Crisp plans also contain a provision to operate on a regular 24 hour working cycle and certainly represent no community benefit and in fact would reduce this village into an industrial zone, solely to the benefit of Crisp.
6. As to the Crisp revised proposals, we have the following specific comments: -
 - a. Landscaping
 - i. The ecological surveys are inadequate and miss several important species, e.g., great crested newts, slow worms and bats.
 - ii. The planting mitigation measures are insufficient and there will be a net loss of key habitat and landscape character.

This is contrary to NNDC Core Strategy EN2 and the Ryburgh Neighbourhood Development Plan, Policies 4 and 9.
 - iii. Loss of valuable semi-improved grassland is ignored.
 - iv. There is no Construction Environmental Management Plan to be applied, which would ensure that the planting mitigation and its aftercare is properly carried out.
 - b. Warehouse
 - i. The massive proposed new warehouse would loom over numerous nearby houses on Fakenham Road and will not be screened for at least 15 years, even if the planting is well cared for (see 6 aiii above).
 - ii. In addition, the outline application allows for any building infrastructure up to 20 meters high, plus roof top plant and additional lighting etc. across the whole 8-acre site. This data is set out in Crisp drawing No 12.4A dated 23.11.20 titled, "Cross-section thru' the Warehouse and Fakenham Road".
 - iii. Further, the current Crisp plan seems to enable this warehouse to be executed prior to any completion of the new relief road. This arrangement will result in a chaotic combination of local traffic clashing with Crisp service HGV's and construction traffic all simultaneously using the single narrow Fakenham and Station Road for a period likely to exceed 24 months.
 - c. Highfield Lane/ New Access Road
 - i. The Crisp plans contain no information on how the existing farming infrastructure, with sole access via Highfield Lane, is to continue operating when the New Access Road is being constructed and later in use.
 - ii. We do not believe that a private road should have priority over Highfield Lane.
 - d. Widening of Fakenham Road
 - i. This will result in the loss of important hedgerows and mature trees. This risk is not mentioned in the proposals – trees are not even marked on the Crisp plans.

e. Ground Water Protection Zone (GWPZ)

- i. The applications are in breach, and would adversely affect, the GWPZ.

f. Flood Risk

- i. The Crisp applications identify that the planned works increase the current risk level of flooding for the site and village environment.
- ii. Flooding is also highlighted where the New Road crosses Highfield Lane.

g. TRO

- i. Crisp suggest that they will.... "Contribute towards TRO".
It is not clear what form that "contribution" would take.

7. We have given the TRO proposal careful consideration and taken into account the views expressed by the Highways Authority in their letter ref. 9/1/20/0524 & 9/1/20/0523 dated 18.02.2021.

We would welcome the introduction of the noted TRO's, but only in the circumstances whereby the construction of the new Access Road is completed, and a TRO, banning all HGV's from using the bridge over the River Wensum, is in force before any Crisp application related works commence.



8. We also wholeheartedly support the Highways Authority's conclusion that PF/20/0523 should be refused unless the stated TRO disciplines are applied by Crisp because of the additional 52% HGV traffic it would generate and the consequent danger to highway safety in the village.

It is a concern that Crisp appear unable to future control the routing of increased volume of HGV's and factory vehicles within the village. This would risk the continued use of 3 separate vehicle access/exit gateways in the middle of the village, even when/if the new relief road may be built or ever used.

9. We would expect any Planning Permission in respect of these Applications to be in keeping with NNDP Policy CT5 and Ryburgh Neighbourhood Development Plan Policy 1 and all current national Environmental Protection legislation.

10. We acknowledge and appreciate the difficult issues the NNDC Planning Committee and Highways have faced as they deal with the Crisp Applications particularly concerning environmental protection and public safety challenges over a number of years.
11. In conclusion, we see the situation resting between two completely different outcomes:
- a. To permit continuing development of the industrial complex in the village and all the irreversible consequential damage to the River Wensum, its Valley terrain and the village population.
- Or,
- b. A decision that the current industrial complex will not be allowed to grow any more and further overwhelm Great Ryburgh, and therefore protect the River Wensum, its Valley, surrounding countryside and the people living in Ryburgh.

Dated 24 May 2022



RYBURGH PARISH COUNCIL
PARISH COUNCIL FINANCE MEETING

MINUTES
23rd June 2022

(minutes are draft until approved at a subsequent meeting)

ryburghparishcouncil.norfolkparishes.gov.uk

Attendees: Cllr E Savory (Chairman), Cllr N Dandy (Vice-Chairman) Cllr J Binstead, Cllr K Wilson,
Cllr H Plattin. **In attendance:** The Clerk, Patsy Adams
Time: 10.30am

1. **APOLOGIES FOR ABSENCE** Cllr I Wilson, Cllr J O'Leary, Cllr J Savory
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA** None
3. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 3rd May 2022:**
The Annual Parish Meeting Minutes – Approved and duly signed
The Annual Parish Council Meeting Cllr J Binstead proposed that item 21 be amended and this was approved by the members. Second line – spelling error corrected. Third line the word 'use' was altered to read 'due'.
4. **PUBLIC PARTICIPATION and POLICE REPORTS**
5. **THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021 -22**
 - a. *TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR AND ANY ADDITIONAL COMMENTS.* Approved, and duly signed.
 - b. *TO CONSIDER AND SIGN THE ANNUAL GOVERNANCE STATEMENT* Approved. and duly signed.
 - c. *TO CONSIDER AND SIGN THE ACCOUNTING STATEMENT* Approved. and duly signed.
 - d. *TO COMPLETE THE CERTIFICATE OF EXEMPTION* Approved. and duly signed.
14. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Cllr Plattin asked (with reference to the upcoming maintenance work) whether the village sign might be painted two colours (instead of one). Members thought that a gold and black theme might work well but the matter will be considered at the July meeting.
15. **DATE OF THE NEXT MEETING** 5TH July 2022 at 7.30 pm
16. **TO CLOSE THE MEETING** There being no further the business, the Chairman closed the meeting at 11 am.

RYBURGH PARISH COUNCIL
PARISH COUNCIL MEETING
5th JULY 2022

MINUTES

All minutes are draft until approved at a subsequent meeting

Parish Clerk and RFO: Patsy Adams

Attended by: E Savory (Chairman), N Dandy (Vice Chairman) J Savory, H Pattin, I Wilson, K Wilson, J Binstead, J O'Leary.

1. **APOLOGIES FOR ABSENCE** None.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION and POLICE REPORTS** None present.
4. **District and County Councillor Reports.** None present
5. **HIGHWAYS UPDATE – (Cllr Dandy)** Cllr Dandy(Vice- Chairman) informed the meeting that the roadworks signage is to inform the community that road surfacing works are about to commence. We have received none of the associated documentation we normally receive. Cllr E Savory (Chairman) informed members that she will photograph and report a broken water pipe and report it to Anglian Water.
6. **TO RECEIVE AN UPDATE ABOUT BANKING PROBLEMS –** The Clerk explained that the issues with Barclays continue and the online banking facility is no more. After much discussion Cllr K Wilson proposed that the account should be moved to Unity Bank, seconded by Cllr I Wilson and unanimously agreed.
7. **REFUSE BIN SAFETY SIGNAGE – UPDATE** - Cllr Dandy (Vice Chairman) brought the signage with him and distributed to members so they may put it on their own bins. Members hope that seeing the signage will encourage other residents to enquire and take up the opportunity to place the signage on their own bins too.
8. **THE VILLAGE SIGN – TO CONSIDER PAINT COLOURS.** After much discussion Members agreed that the village sign should be painted in the following colours:
Building – Black -proposed by J Savory
Train – Green - proposed by N Dandy
Corn – Gold - Proposed by J Binstead
Geese – Black – Proposed by J Binstead
Frame – Gold Proposed by H Plattin
Name – White – J Savory
Metal Shoe – Black Proposed by J Binstead
9. **ASSET MAINTENENCE UPDATE** - Cllr Dandy (Vice Chairman) made a full report at the last meeting and an update will be issued at the September meeting. This item has been placed on the agenda for information purposes only.
10. **THE VILLAGE TAXI SCHEME - Cllr Savory (Chairman).** It was agreed to issue a further £100 to the Village Shop for the taxi scheme fund.
11. **THE GLEBE LAND – Cllr Savory (Chairman).** The Glebe land has been put out to tender.

12. **LITTLE RYBURGH** – Cllr K Wilson informed the meeting that nothing has been reported but the May Green land has still not been cut. Cllr K Wilson will forward a photograph and the Clerk will follow-up.
13. **PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED.** It was noted that the Appeal Ref: APP/Y2620/C/21/3266604 19 Station Road, Great Ryburgh, NR21 0DX has been received. A copy of the decision is available on the NNDC Enforcement page.
14. **THE PARISH PARTNERSHIP SCHEME.** No comments were received.

14. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** The dead tree at Hillcrest. It was agreed that this matter will be considered in September. Cllr Savory (Chairman) asked the Clerk if the Defibrillator service was due and if so the Clerk was asked to action accordingly.
15. **DATE OF THE NEXT MEETING 13th September at 7.30 pm.** After consideration it was agreed that the next meeting will take place in the Memorial Hall Annexe. The Chairman asked that the meeting should be put on before the meeting if it is cold.
16. **TO CLOSE THE MEETING.** There being no further business, the Chairman closed the meeting at 8.47pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

THE MEMORIAL HALL ANNEXE

4th OCTOBER 2022

Minutes are draft until approved at a subsequent meeting

Present: E Savory (Chairman), N Dandy (Vice Chairman) Cllrs: I Wilson, J Binstead, J Savory, H Plattin. In attendance: P Adams (Clerk), County Cllr Aquerone. One member of the public. The meeting began at 7.30

1. **APOLOGIES FOR ABSENCE** Cllr K Wilson. District Cllr Fitzpatrick
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None.
3. **PUBLIC PARTICIPATION and POLICE REPORTS.** A member of the public asked why the agenda and minutes are no longer available on the internet. The Clerk explained that there has been problem with the website, but as far as she was aware, this has been resolved. It was agreed that further investigation is required.
4. **District and County Councillor Reports.** Reports were received from Cllr Aquerone and Cllr Fitzpatrick. (The reports are available on the Parish Council website).
5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 5TH JULY 2022.** Approved and signed accordingly.
6. **TO RECEIVE AN UPDATE ON HIGHWAYS ISSUES FROM Cllr DANDY (VICE CHAIRMAN) AND TO DISCUSS ACTION FOLLOWING THE RECENT ANGLIAN WATER LEAKAGE ISSUES AND SUBSEQUENT ROAD CLOSURES.** Cllr Dandy reported that the water leak to the west of Highfield Lane continues, otherwise, road issues are largely, resolved. Cllr Dandy will continue to monitor and report problems as they occur.
7. **FINANCE AND GOVERNANCE**
 - a. **To receive the first quarter bank reconciliation** Considered and approved.
 - b. **To receive the first quarter budget monitor.** Considered and approved
 - c. **To receive a update on the bank account transfer.** Due to a delay in Barclays processes, the initial scheduled transfer could not proceed. The Clerk will begin the process again when there is time.
 - d. **To consider the option to opt out of the SAAA central external auditor.** On a proposal from Cllr Binstead, members agreed to remain with the officially appointed External Auditor.
8. **TO CONSIDER A REQUEST FROM SAINT ANDREWS CHURCH FOR A CHARITABLE DONATION OF £424.60 TO CONTRIBUTE TO THE PURCHASE OF A MEMORIAL PLATINUM JUBILEE PLAQUE.** After discussion, it was agreed by a majority vote to donate £424.60 to the Church for the purchase of a Jubilee Plaque.
9. **THE VILLAGE TAXI SCHEME - Cllr Savory (Chairman)** To be considered at the next meeting.

10. **ASSET MANAGEMENT** – Cllr Dandy Informed the members that the approved schedule of maintenance work has now been completed and the annual inspection will take place **in October**. Cllr Dandy asked members if they wished the annual inspections to continue and it was agreed that they did want the inspections to continue. A Member of the public asked Cllr Dandy if he had removed the old apple tree when the bench was renovated. Cllr Dandy, said that the tree had been removed so that works could take place. There followed a discussion about the bench and whether it should be moved to Highfield Close. This will be considered at the next meeting. The Wildlife Group are considering a tree planting scheme. Cllr Ian Wilson agreed to ask them to include fruit trees.
11. **LITTLE RYBURGH** – Cllr K Wilson was not present.
12. **THE VILLAGE HALL** – Cllr O’Leary informed the meeting that the Village Hall Committee has asked her to undertake a full governance review. The Members received an update on the recent vandalism incident at the Playing Field and the leaking roof at the village hall. Cllr O’Leary asked the Clerk if she had possession of the original Trust documents and if so, would she make electronic copies available for the Committee. The Clerk confirmed that she has been approached by a Trustee to look at the recently found documents and that, as far as she understood, the documents were going to be electronically scanned at some point. The Clerk went on to say that the work she has undertaken with the Trustee is entirely separate to her work as Clerk.
13. **AN UPDATE FROM THE TREE CHAMPION** - Cllr I Wilson informed the meeting that the Tree Council (UK) is considering a new Warden Scheme and a register for veteran trees. Cllr Wilson will update the meeting as new information becomes available.
14. **REMEMBRANCE DAY AND THE POPPY WREATH** – Cllr H Plattin ran through the arrangements for Remembrance Sunday and asked members to approve the payment of £50 for two wreaths. Members approved the payment, to be made either at the next meeting or, as requested by Cllr Plattin to the Clerk. After the Memorial service there will be a dedication of the plaque.
15. **PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED:**
PF/22/2268 FIRST FLOOR EXTENSION BIRKBURGH. 7 STATION RD. NO OBJECTION
PF/22/2227 DEMOLITION OF EXISTING OUTBUILDING AND REPLACEMENT 122 FAKENHAM ROAD. NO OBJECTION
16. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.**
Members asked that it be minuted that the meeting scheduled for September was cancelled due to the National Period of Public Mourning. Cllr Plattin asked that the minutes of the Planning Meeting held in May be considered at the next meeting.
14. **DATE OF THE NEXT MEETING 15th NOVEMBER**
15. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 9.16pm.

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

THE MEMORIAL HALL ANNEXE

15th November 2022

Minutes are draft until approved at a subsequent meeting

Present: E Savory (Chairman), N Dandy (Vice Chairman) Cllrs: I Wilson, K Wilson, J Binstead, J Savory, H Plattin, J O'Leary. In attendance: P Adams (Clerk) One member of the public.
The meeting began at 7.30

1. **APOLOGIES FOR ABSENCE** District Cllr Fitzpatrick, County Councillor Aquerone
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None.
3. **PUBLIC PARTICIPATION and POLICE REPORTS.** A member of the public pointed out that Cllr O'Leary was missing from the list of those present at the October Meeting. Members agreed this was an omission and the Minutes were amended accordingly. The Member of the Public also pointed out that, having trawled through the minutes from 2021, some of the links were no longer working and some reports were not attached.
4. **District and County Councillor Reports.** Reports received.
5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 4TH OCTOBER 2022.** Approved and signed accordingly (after amendment referred to in 3). Minutes from the meetings dated 14th July and 29th September were also approved.

6. **TO NOTE THE PROVISIONAL PLANNING COMMITTEE DATE TO CONSIDER THE CRISP MALTINGS APPLICATIONS IS 24TH NOVEMBER.**

Cllr Ian Wilson asked if new information could be added to the document the Council had previously prepared. It was agreed that new information could be included and will be considered and agreed by email. (The document referred to was put together in July and agreed at this meeting and will be issued to Members of the Development Committee)

7. **TO RECEIVE AN UPDATE ON HIGHWAYS ISSUES FROM CLLR DANDY (VICE CHAIRMAN)**
Cllr Dandy (Vice-Chairman) was delighted to report that there are currently no road works affecting Ryburgh and the water leaks have been resolved. Members thanked Cllr Dandy for his work and the Clerk was asked to thank Cllr Aquerone. Cllr John Savory reported that Highfields Lane has been swept and the Clerk reported that NNDC have swept the pavements.

8. **FINANCE AND GOVERNANCE**

- a. **TO CONSIDER THE PROPOSED BUDGET FOR THE FINANCIAL YEAR 2023 -24** On a proposal from Cllr Binstead, seconded by Cllr Dandy (Vice-Chairman) Members unanimously agreed to accept the budget proposals. As a result, the precept request for 2023-24 will not be increased.
- b. **To consider holding a couple of Parish Council Meetings in daylight during winter as a trial project to encourage members of the public to attend.** After consideration members agreed not to holding meetings during the day.

9. **THE VILLAGE TAXI SCHEME - Cllr Savory (Chairman).** Cllr Elizabeth Savory (Chairman) informed the meeting that the taxi scheme is “trundling along” but not receiving the sort of usage it should. Cllr Binstead volunteered to publicise the scheme via facebook and the nextdoor app. Members approved.
10. **ASSET MANAGEMENT – Cllr Dandy will discuss the recommendations he has proposed in the Asset Condition Survey.** After consideration Members agreed to support a proposal from Cllr Dandy (Vice-Chairman) to periodically treat and maintain assets, as required. It was proposed and agreed that all such work should be carried once quotes have been considered and approved.
11. **LITTLE RYBURGH –** Cllr K Wilson informed the meeting that no comments or concerns have been raised by Little Ryburgh residents.
12. **THE VILLAGE HALL –** Cllr O’Leary informed the meeting that a Warm Hub grant has been applied for. The Community Café is up and running and will continue throughout the winter. The Village Hall committee had previously applied to Cllr Aquerone for a tree grant, via the County Council tree scheme. Cllr Aquerone approved the purchase but it has transpired that the transaction may only be made between the County and the Parish Council. It was therefore, agreed to reimburse the Village Hall Committee and reclaim the money from Cllr Aquerone. Members approved the payment of £200 and a cheque was given to Cllr Ian Wilson who will pass it onto the Chairman of the Village Hall Committee.
13. **PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED.** None.
14. **TO DISCUSS COMPLAINTS RECEIVED ABOUT THE LEAVES AND THE TREE OBSCURING THE STREET LIGHT IN FRONT OF THE MANOR.** Cllr O’Leary left the meeting at 9pm, (before this discussion took place). Prior to leaving Cllr O’Leary left the Clerk a document indicating that the trees at the front of the Manor will be pruned to try to minimise the problem. Members considered and agreed to review the matter in January.
15. **TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Cllr Dandy (Vice Chairman) asked Members to consider the purchase of a new dog waste bin for Westwood Lane. After consideration this request was refused. Instead, it was agreed to target the individual responsible for this problem with a purpose made sign. The Clerk will action
14. **DATE OF THE NEXT MEETING: 10th January 2023 at 7.30pm**
15. **TO CLOSE THE MEETING** There being no further business the Chairman closed the meeting at 9.20pm

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes

THE MEMORIAL HALL ANNEXE

10th January 2023

Present: Cllr E Savory (Chairman) Cllr N Dandy (Vice Chairman) Cllrs: J Binstead, H Plattin, I Wilson.

In attendance Patsy Adams (Clerk)

One Member of the Public

Meeting began: 7.30pm

1. **APOLOGIES FOR ABSENCE** J O'Leary, K Wilson, J Savory
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION and POLICE REPORTS.** No comments were received.
4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 4TH OCTOBER 2022.** Approved
5. **TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS.** Previously Circulated.
6. **TO RECEIVE POLICE REPORTS.** No reports received.
7. **TO DISCUSS THE CRISP MALTINGS GROUP DEVELOPMENT, APPROVED BY NNDC ON 24TH NOVEMBER 2022.** Members discussed, at length, the planning approval, and the ramifications therein. The Members instructed the Clerk to contact the Planning Department to find out how the draft conditions will be managed.
8. **STREET LIGHTS – TO CONSIDER AMENDMENTS TO THE OPERATIONAL HOURS.** After consideration it was agreed not to pursue this matter.
9. **NALC - TO CONSIDER PROPOSED CHANGES TO SERVICE.** The Clerk updated the meeting on NALC's proposals to offer a PAYE service, an internal auditor and several other items. No further comments were received.
10. **TO RECEIVE AN UPDATE ON HIGHWAYS ISSUES - CLLR DANDY (VICE CHAIRMAN)**
Cllr Dandy informed the meeting that works at Little Ryburgh will undoubtedly cause disruption but hopefully they will be completed quickly. Cllr Dandy is compiling a Highways conditions report. Cllr Plattin reported a vision obstruction caused by signage outside the Boar Public House.
11. **THE VILLAGE TAXI SCHEME** - Cllr Savory (Chairman. The latest taxi usage scheme demonstrated that the scheme is hardly used anymore, (despite advertising). After much discussion and a proposal from Cllr Binstead it was agreed to ask the County Council to terminate the scheme
12. **ASSET MANAGEMENT** – Cllr Dandy. The estimate has not yet been received. The matter will be considered at the next meeting.
13. **LITTLE RYBURGH** – Cllr K Wilson was absent.
14. **THE MEMORIAL HALL** – Cllr O'Leary was absent. However, a written report was received from Barley Wilson, Chairman of the Memorial Hall. Informing the Members that the a Community Hot Spot Grant has been received and will be used to fund heating and refreshments for the monthly community café and twice weekly Hot Spot events until the end of March. The Community Orchard has been planted and will provide fruit and nuts for all to enjoy.

15. PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED. None. The Member of the public left the meeting at this point.

16. TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.

The Clerk informed the meeting that the Ryburgh Computer has been repaired by a member of her family but she is advised that it is a short-term fix and therefore, replacement costs will need to be factored into the next budget. The Members were grateful to hear that the maintenance of the Defibrillator has been taken on by Crisp Maltings. The Defibrillator has new pads and battery, and will be checked monthly. It is registered with "The Circuit" which is a national mapping system that is accessed by the Ambulance service.

Cllr Ian Wilson offered to laminate the dog fouling posters and erect them in the agreed locations.

Cllr Liz Savory (Chairman) informed the meeting that grass cutting, despite the very wet weather, has been carried out at Hillcrest.

14. DATE OF THE NEXT MEETING: 21st February 2023 at 7.30pm

15. TO CLOSE THE MEETING There being no further business the meeting, the Chairman closed the meeting at 8.44pm.

RYBURGH PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

THE MEMORIAL HALL ANNEXE

21st February 2023

Present: E Savory (Chairman), N Dandy (Vice Chairman), K Wilson, I Wilson J Binstead, J Savory, H Plattin. In attendance: P Adams (Clerk) Start time 7.30pm

1. **APOLOGIES FOR ABSENCE** Cllr O’Leary, County Councillor Fitzpatrick and District Councillor Aquerone
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
3. **PUBLIC PARTICIPATION.** None present
4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2023** Considered and approved
5. **TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS.** Reports received
6. **TO RECEIVE POLICE REPORTS.** None received
7. **TO RECEIVE AN UPDATE FROM THE CLERK ABOUT THE NEW BANK ACCOUNT AND THE CLOSURE OF THE OLD ACCOUNT** The Clerk confirmed that the new bank account is open and the old account has been closed.
8. **TO RATIFY THE CORRECTION REQUEST FROM NNDC REGARDING THE PARISH PRECEPT** Proposed by Cllr I Wilson and seconded by Cllr J Binstead
9. **TO CONSIDER A REQUEST FOR A DONATION TO HELP FUND CORONATION ACTIVITIES (THE DONATION IS REQUESTED BY THE BLUE BOAR PUBLIC HOUSE AND MELODY HOUSE GUEST HOUSE)** After consideration, Members concluded that it would be inappropriate for the Parish Council to donate parish funds to businesses.
10. **TO RECEIVE AN UPDATE ON HIGHWAYS ISSUES FROM Cllr DANDY (VICE CHAIRMAN)** Cllr Dandy told the meeting that he has submitted the agreed list of highways issues requiring attention to the Highways Department. Cllr Dandy will monitor progress.
11. **THE VILLAGE TAXI SCHEME** - Cllr Savory (Chairman). The Clerk confirmed that the scheme has been cancelled. The County Council have agreed that the Parish Council may run down the remaining funds.
12. **ASSET MANAGEMENT Approval of the Asset Management Schedule.** Proposed by Cllr Binstead and seconded by Cllr K Wilson. Year One costs approved: £320. Year Two costs approved £800
13. **DOG FOULING POSTERS** - Cllr I Wilson reported that the dog fouling poster has been a success. It was agreed to replace the poster with a follow-up poster. The original poster will be moved to the railway line where another owner is allowing their dog to foul.
14. **LITTLE RYBURGH** – Cllr K Wilson raised the problem of mud collecting in the centre of the lane. Councillor E Savory (Chairman) is going to ask a local landowner if he can help.
15. **THE VILLAGE HALL** – Cllr O’Leary - Not present.
16. **PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED AND AN UPDATE FROM THE CLERK ABOUT THE MANANGEMENT OF DRAFT CONDITIONS AGREED AT THE CRISP MALTINGS DEVELOPMENT COMMITTEE MEETING.** The Clerk informed the

meeting that correspondence from Geoff Lyon, (Development Manager NNDC) has been received:

Following the Committee resolution to approve the Crisp Maltings applications on 24 Nov 2022, Officers are now finalising the planning conditions and associated S106 Obligation. This work is progressing well and we met with the applicant and their agents on Monday 13th Feb to seek to bring these discussions to close. The other outstanding matter relates to resolving Natural England's comments in relation to nutrient neutrality. Work on this aspect is still ongoing and we remain confident this will be satisfactorily addressed. We can only issue the planning permissions once all the above matters are resolved. My target is to have these decisions issued by the end of March 2023. The status on the public portal will change once the decisions are issued.

17. TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.

Cllr Dandy – Concerns received from a resident about the weeds surrounding the memorial hall.

Cllr Plattin – Correspondence received from Cllr Aquerone (County Councillor) about rewilding the Hillcrest verges. Cllr Plattin has received comments against the proposal. Cllr Plattin asked for a copy of the meeting dates for 2023

18. DATE OF THE NEXT MEETING: 4th April 2023 at 7.30pm

19. TO CLOSE THE MEETING There being no further business the Chairman closed the meeting at 20.28pm

RYBURGH PARISH COUNCIL
MEETING
MINUTES

THE MEMORIAL HALL ANNEXE

4th April 2023

Minutes are draft until approved at a subsequent meeting

Present: E Savory (Chairman), N Dandy (Vice Chairman), H Plattin, J Savory, Ian Wilson.
In attendance: Gillian Waldron in lieu of Patsy Adams (Parish Clerk).

- 1. APOLOGIES FOR ABSENCE** Cllrs Binstead, O’Leary, K Wilson, District Councillor Fitzpatrick and County Councillor Aquerone. P Adams (Clerk). The Members appointed G Waldron as acting Clerk for this meeting.
- 2. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.** None
- 3. PUBLIC PARTICIPATION.** None present
- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21ST FEBRUARY 2023**
Considered and approved.
- 5. TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS.** Report from Cllr Aquerone received. The Chairman will write a note of thanks to him. No report from District Councillor.
- 6. TO RECEIVE POLICE REPORTS.** None received.
- 7. THE CHAIRMAN – TO RECEIVE AN OVERVIEW OF EVENTS OVER THE LAST YEAR AND AN UPDATE ON OUTSTANDING MATTERS.** The Chairman extended the discussion to consider the last four years. It was agreed that despite the serious problems and limitations as a result of the Covid pandemic, financial constraints and the time-consuming nature of the Crisp proposals, the council had achieved moderately well and had been a well functioning team. Outstanding matters include the re-establishment of the 50mph limit at the junction of the A1067 with Bridge Road and further consideration of a recycling unit for the village.
- 8. TO RECEIVE AN UPDATE ON HIGHWAYS ISSUES FROM Cllr DANDY (VICE CHAIRMAN)**
 - a) He confirmed he had submitted the pothole report, but had had no updates as yet from Highways.
 - b) After helpful discussion with others, he has submitted photographs and a report on the blocked gullies on the Gateley Road at the junction with Mill Road, which is a cause of the flooding, to Matt Lines from Highways. No action as yet.
 - c) Cllr Dandy has logged the build up of debris in the middle of The Street in Little Ryburgh with Highways and has been told that it will be cleared within 6 weeks.
- 9. DOG FOULING POSTERS – TO RECEIVE AN UPDATE** Cllr I Wilson reported that he will check the notices on the railway line and on Highfield Lane, where matters are improved but not solved. He will add notices further up the lane.
- 10. TO CONSIDER OUTSTANDING MATTERS REGARDING THE GT RYBURGH AND Lt RYBURGH FUEL ALLOTMENT TRUSTS AND THE VILLAGE HALL/PLAYING FIELD TRUST.**

Only the fuel allotment trusts were considered. The Chairman has asked the Parish Clerk to contact these trusts because the Parish Council must verify the re-election of the trustees. Concern was expressed at the current functioning of the Little Ryburgh trust.

11. PLANNING – TO CONSIDER APPLICATIONS AND DECISIONS RECEIVED AND AN UPDATE ON THE CRISP MALTINGS APPLICATIONS. Not discussed.

12. TO CONSIDER ITEMS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.

There was discussion about the process of the Parish Council election. Cllr Platten raised a safety issue about possible visual obstruction at the junction of Fakenham Road with the B1146. The white 'give way' lines have severely deteriorated. Cllr Dandy to action.

13. DATE OF THE NEXT MEETING 9th May 2023. 7.00 start, AGM

14. TO CLOSE THE MEETING. There being no further business the Chairman closed the meeting at 20.17 pm.



**RYBURGH
PARISH COUNCIL
ANNUAL PARISH COUNCIL
MEETING
MINUTES
TUESDAY 9TH MAY 2023**

Minutes are draft until approved at a subsequent meeting.

CONTACT THE COUNCIL – ryburghpc@gmail.com 07506481841

Present: Cllr E Savory, Cllr N Dandy, Cllr J Binstead, Cllr I Wilson, Cllr H Plattin, Cllr J Savory, Cllr A James, Cllr C Buxton

- 1. The Election of the Chairman.** Cllr Binstead proposed Cllr Elizabeth Savory, seconded by Cllr Plattin.
- 2. The Chairman's Acceptance of Office.** Cllr Savory indicated her acceptance of office and was duly elected.
- 3. The Election of the Vice Chairman .** Cllr E Savory (Chairman) proposed Cllr Neil Dandy, seconded by Cllr A James.
- 4. The Vice Chairman's Acceptance of Office** Cllr Dandy indicated his acceptance of office and was duly elected.
- 5. Apologies for Absence** None
- 6. The Council Members Acceptance of Office.** All members completed their Acceptance of Office documents, duly signed and counter-signed by the Clerk/RFO.

Great Ryburgh Fuel Allotment Charity

- 7. To Receive a report from The Great Ryburgh Fuel Allotment Charity.** The retiring Trustees did not attend the meeting. Members deferred the matter until June. The Clerk was asked to contact the Trustees to ask them to submit a report and attend the June meeting.
- 8. To appoint Trustees to The Great Ryburgh Fuel Allotment Charity.** None present

Little Ryburgh Fuel Allotment Charity

- 9. To Receive a report from Little Ryburgh Allotment Charity.** A comprehensive report and accounts were received from Chris Hobson (Treasurer). The report will be made available on the Parish Council website.
- 10. To appoint Trustees to the Little Ryburgh Fuel Allotment 2023 -2027.** The following Trustees were elected: Terry Yarham (Chairman) Chris Hobson (Treasurer) Michelle Yarham (Secretary), Henry Palmer, Sue Murfitt, Reverend Stapleford (ex officio). Proposed by Cllr Dandy (Vice Chairman), seconded by Cllr James. Members thanked the Trustees for their work over the last four years. The Trust is a well organised and functioning charity and works effectively to meet the objectives laid out in the original Trust document.

11. DONATION REQUESTS – Parish Groups/Committees/Charities

If you wish to request a donation, please supply the Clerk with details and Accounts AT LEAST TWO DAYS before the meeting.

The Village Hall/Playing Field Committee informed the members that, due to the very hot weather in the summer of 2022, they had not used all of the donation granted last year and asked that they may be allowed to retain the unspent amount (£843). Cllr Binstead proposed that they should retain the funds and this was seconded by Cllr James, and approved. The report from the Village Hall was read out during the Parish Meeting and will be made available on the Parish Council website.

The Village asked the Parish Council to nominate a Member to serve on the Village Hall Committee. Members unanimously voted for Cllr Dandy, who accepted the post.

12. **Confirmation of the accuracy of the minutes for the Parish Council Meeting, held on 4th April 2023.** Approved. Proposed by Cllr Wilson, seconded by Cllr Platin.
13. **To review the Parish Council Code of Conduct.** Considered and approved. Proposed by Cllr James and seconded by Cllr Dandy.
14. **To review the Council's Standing Orders** Considered and approved. Proposed by Cllr Binstead, seconded by Cllr James.
15. **To receive a proposal to review all other Parish Council Governance documents over the next 11 months.** Proposed by Cllr Wilson, seconded by Cllr Dandy, and approved.

FINANCE AND GOVERNANCE

16. **To consider the Insurance quote for 2023 -24 (previously circulated)** Proposed by Cllr J Savory, seconded by Cllr Binstead and approved.
17. **To consider the NALC subscription for 2023 – 24** Proposed by Cllr Dandy (Vice Chairman), seconded by Cllr Binstead and approved.
18. **To consider the receipts and payments for April 2023** . Deferred until the June Meeting
19. **To receive a proposal to allow the Clerk to continue to make payments in accordance with the Budget for 2022- 2023 (all payments made by the Clerk will be authorised by an approved signatory)** Proposed by Cllr Binstead, seconded by Cllr James. Approved
20. **To receive a proposal to add another Member to the list of Bank Signatories.** Cllr J Savory proposed that Cllr Dandy (Vice Chairman) should become the third signatory, seconded by Cllr Platin and approved.
21. **To receive an update from the Clerk about the Internal Audit.** The Clerk informed the meeting the audit was not yet completed.
22. **To confirm that legal duties required by the Pension Regulator have been met** – The Clerk. The Clerk explained the process and that the work would be completed by the end of May.
23. **To consider a proposal to produce a document, made up of the village reports for delivery to each household.** After consideration it was agreed that the Clerk would contact the organisations who had submitted reports to ask if they would like to take part in the newsletter. The newsletter will consist of 5 or 6 lines and a reference to the full report on the Parish Council website. The Clerk will contact the organisations to evaluate interest, and if sufficient, quotes will be sought. Proposed by Cllr Wilson and seconded by Cllr Buxton.

UPDATE ON ITEMS FROM THE PREVIOUS MINUTES

24. **Dog Fouling Poster – Cllr Wilson.** Cllr Wilson said he had not yet moved the dog fouling poster, but it will be moved very soon.
25. **Assets – Cllr Dandy (Vice Chairman)** gave the meeting an update on the village asset maintenance programme. Agreed works for 2023 are underway. Cllr Dandy reported on the blocked gullies in Gately, now repaired.

PLANNING

26. **To receive updates and new planning applications.** No applications have been received.
27. **To receive an update on the Crisp Maltings Development (If available).** No further information at this time.

NEW ITEMS FOR CONSIDERATION

28. **To consider the correspondence from the Campaign Against New Town (CANT).** After consideration Members agreed to support the Campaign, Cllr Wilson proposed and Cllr E Savory (Chairman) seconded. The Clerk was asked to respond accordingly.
29. **Items that have arisen after the publication of the agenda – for information only.** Cllr E Savory (Chairman) thanked Cllr Jane O’Leary for her contribution to the Parish Council and the Community. Cllr O’Leary has not sought re-election. Cllr Dandy (Vice-Chairman) reported that a teenager is riding an electric scooter through the village and this is of concern to residents. Members asked the Clerk to report the matter to the Police. Cllr J Savory raised the issue of visibility at the junction from Ryburgh onto the A1067. Cllr Savory said the hatchings are creating an area whereby traffic moves onto them to pass slower moving traffic but cannot be seen by cars waiting to turn onto the A1067 from Ryburgh. The Clerk was asked to contact Cllr Aquerone to propose a meeting with Cllr Savory. Cllr plattin asked the Clerk to remind Highways to cut the grass on both sides of the road at Hillcrest.
30. **The confirm date of the next Parish Council Meeting (27th June at 7.30pm) and Parish Council meeting dates for the rest of the year.** (previously circulated).
31. **To close the meeting.** There being no further business the Chairman closed the meeting at 8.55pm



RYBURGH

PARISH COUNCIL

PARISH COUNCIL MEETING

MINUTES

TUESDAY 27TH JUNE 2023

Minutes are draft until approved at subsequent meeting

CONTACT THE CLERK – 07506 481841 ryburghpc@gmail.com

Present: E Savory (Chairman) N Dandy (Vice Chairman) Cllrs: J Savory C Buxton H Plattin, A James, I Wilson, J Binstead. K Wilson (Co-opted at this meeting).

In attendance: P Adams (Clerk) County Councillor S Aquerone, District Councillor M Hankins, Three members of the public

1. **Apologies for Absence** None.
2. **Declaration of Interests and requests for dispensations** Item 7 Declaration received from J Savory, E Savory, I Wilson, J Binstead.
3. **Public Participation - Restricted to 2 minutes per person.**
4. **Confirmation of the accuracy of the minutes for the Annual Parish Council Meeting, 9th May 2023** Approved and signed accordingly.
5. **Police, County & District Councillor Reports and to welcome our new District Councillor, Mike Hankins.** Cllr E Savory (Chairman) welcomed Cllr Hankins. Cllr Hankins introduced himself as the newly elected District Councillor for the Stibbard Ward and he was congratulated accordingly, and welcomed by the Members.
Cllr Aquerone. The report from Cllr Aquerone is posted on the website and the Noticeboards. Cllr Aquerone expressed his concerns about the demise of local rural services, specifically banking and Doctors Surgery closures. Cllr Aquerone urged the Parish Councillors to alert him to any such closures locally. Following a meeting with Cllr John Savory about the safety concerns the road markings may be causing on the A1067 junction. Cllr Aquerone has dictated a letter to Highways and will discuss a feasibility study for a change in the speed limit.

6. CO-OPTION OF A MEMBER TO REPRESENT LT RYBURGH

- a. **To receive a proposal to Co-opt Kate Wilson to represent Lt Ryburgh.** Cllr Dandy proposed Kate Wilson and Cllr James seconded. Cllr Ian Wilson asked for a vote and members voted unanimously.
- b. **To receive the Official Declaration of Acceptance of Office (Cllr Kate Wilson) and any declarations in the agenda she may have for this evening's business.** Cllr Kate Wilson and

the Clerk completed the declaration of Acceptance office and Cllr Kate Wilson confirmed she had no interest to declare in the evening's agenda.

- c. **To confirm the arrangements with the candidate for the completion of the Declaration of Interests (NNDC)** The Clerk informed the meeting that Cllr K Wilson has received the link and will complete the Declaration of Interests online.

7. Great Ryburgh Fuel Allotment Charity

- a. **To Receive a report from The Great Ryburgh Fuel Allotment Charity.** Mike Rundle read out the Trustees annual report. The Clerk asked for clarification of the following extract:

The trustees have approached the Charity Commission with a view to altering the historic objects of the trust as a fuel allotment for the poor of the parish, to that of a green space with conservation of nature in mind. As a first stage in any such process it will be necessary to prove the ownership of the Parish Council and no title documents exist, the land (without any precise definition of its extent) having been put in trust by Parliamentary Commissioners as a fuel allotment as long ago as 1810. Accordingly, the trustees made application to the Land Registry on 24th November 2021 for registration of the ownership of the Parish Council to the land. Currently the Land Registry indicate that applications for first registration will take up to 14 months to be completed. Nevertheless, the application we have made has to date taken 18 months! No requisitions have issued from the Land Registry and there is no current reason to assume there is any difficulty. We are pressing through our solicitors for completion of the application.

Mr Rundle, on behalf of the Trustees, said that the proposal to change the objectives is still at discussion stage. The Clerk stated that the Trust Document requires that the Village should be consulted before any such changes are made and Mr Rundle agreed.

It is noted that the current Tenancy Agreement ends in 2026. The Clerk recommended that a meeting is held prior to this date to understand what arrangements will be put in place to continue the Trust land management.

- b. **To appoint Trustees to The Great Ryburgh Fuel Allotment Charity.**

Cllrs E Savory (Chairman), John Savory, J Binstead and Ian Wilson left the room. Cllrs Kate Wilson, Chris Buxton, Andy James, Harry Plattin and Neil Dandy (Vice-Chairman) remained to vote on the election of the Gt Ryburgh Trustees. After much discussion it was agreed to vote only those who attended the meeting. Therefore, Mike Rundle, Clive Lonsdale, John Hopkins and Ian Wilson were duly elected.

8. ITEMS ARISING FROM THE LAST MEETING

- a. **Update on the new town proposals (CANT)** Cllr E Savory (Chairman) attended a recent CANT meeting and reported that the general feeling was very positive indeed, with much support from the villages and local Councillors and MP's
- b. **To receive confirmation from Cllr Ian Wilson that the dog fouling posters have been removed.** Cllr Wilson confirmed the signs have been moved to the old railway.
- c. **To receive an update from Cllr J Savory, with regard to a meeting with Cllr Aquerone to discuss the visibility issues at the A1067 Junction.** See item 5.
- d. **To discuss the Hillcrest Grass Mowing problems and to consider whether to approach Highways once again about a delegated budget to manage the work.** After much

discussion Members agreed it was time to ask Highways to reconsider their decision not to offer a delegated budget for grass cutting.

- e. **To receive an update from the Clerk regarding the Newsletter proposal.** After consideration Members agreed that a quote should be sought for one double sided sheet in black and white with coloured highlights.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2022 – 2023

- i. **To approve the Certificate of Exemption.** Proposed by Cllr Binstead and seconded by Cllr K Wilson. Approved
- ii. **To approve the Internal Audit Report.** Proposed by Cllr Dandy (Vice Chairman) and seconded by Cllr James. Approved
- iii. **To approve the Annual Governance Statement.** Proposed by Cllr I Wilson, seconded by Cllr K Wilson
- iv. **To approve the Accounting Statement for 2022- 2023.** Proposed by Cllr James and seconded by Cllr K Wilson.
- v. **To agree the commencement date for the exercise of public rights.** The Clerk proposed a commencement date of 2nd July 2023. Approved.

10. FINANCE AND GOVERNANCE

- a. **To approve the Parish Council Data Protection Policy (previously circulated)** Proposed by Cllr Dandy (Vice Chairman) Approved
- b. **To approve payment of the Internal Auditor's Invoice (previously circulated).** Proposed by Cllr Binstead, seconded by Cllr Plattin.
- c. Members approved the issue of a cheque to Cllr Plattin for general cleaning and maintenance work of the War Memorial. (This item is approved in the budget.) Clerk to action.

PLANNING

11. To receive updates and new planning applications.

No new applications. Members await the directions from the Planning Department about the Crisp Maltings and discussed a potential approach to track the schedule of works (proposed by Cllr Dandy).

OTHER

12. Items that have arisen since the publication of the agenda – for information only, to be included on the September agenda. Items for the next agenda:

- a. **To discuss the road markings outside the old Nursery/School.**

13. The confirm date of the next Parish Council Meeting - 19th September at 7.30pm

14. To close the meeting. There being no further business, the Chairman closed the meeting at 8.50pm.

MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 19th September 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr N Dandy (Vice-Chairman), Cllr K Wilson,
Cllr Chris Buxton, Cllr H Plattin, Cllr J Binstead, Cllr A James, Cllr I Wilson and Cllr J Savory

Attendance: K Orgill – Clerk and RFO and Cllr M Hankins – NNDC Councillor

The meeting was opened at 7.30pm by Cllr E Savory (Chairman) who gave a warm welcome to Karen Orgill on her first meeting as the new parish clerk and also welcomed all to the meeting.

1. **To consider apologies for absence** – Cllr S Aquerone - NCC Councillor
2. **To Receive Declarations of Interest and Request of Dispensations of disclosable pecuniary interests by Councillors in any agenda item** – none received
3. **Public Participation** – No Public present
4. **To approve the Minutes of the Annual Parish Council meeting** held on 27th June 2023.
These were proposed by Cllr N Dandy, and seconded by Cllr A James and were duly approved and signed by the Chairman.
5. **To receive reports from Police, County and District Councillor Reports -**
Police – no reports received
Cllr S Aquerone – NCC Councillor had sent his report which was duly circulated before the meeting and will be annexed to the minutes and placed on the website.
Cllr M Hankins – NNDC Councillor had sent his report just before the meeting and ascertained whether the parish councillors had received NNDC's Autumn 2023 edition of Outlook which outlines some of the work and future plans for the year ahead and progress on the North Norfolk Local Plan - confirmation was given.
Cllr M Hankins then read his report and informed the meeting that planning approval has been granted for the first two stages of the Crisp Malting expansion plan (Road and Storage) but a TRO (Traffic Regulation Order) has been issued to mitigate the increased HGV traffic to the plant. However, this does not mitigate the flow of HGV traffic through the village or Weigh Bridge. Cllr M Hankins explained that NNDC's Planners were well aware of Crisp Maltings requirement to produce a plan for storage and movement of vehicles within the site.
Cllr E Savory (Chairman) informed the meeting that both she and Cllr N Dandy (Vice-Chairman) met representative from Crisp Malting that morning and Crisp Malting had agreed to relook at the Weigh Bridge and move it closer to the end of the new road.
Cllr N Dandy also informed the meeting that the planning application containing the Weigh Bridge was classed as "Outline".
Cllr E Savory (Chairman) passed around a poster of a Family and Community Open Day at Crisp Malting on Saturday 30th September 12-4pm at Gate 2.
Cllr M Hankins also informed the meeting that the fly infestation in Fulmodeston is now the subject of an abatement order and the company is working with NNDC's Environmental

Team to clean up the area. Cllr M Hankins concluded his report by explaining that NNDC is proposing the Glaven Valley becomes a Conservation Area and the final full proposal will be published shortly for public consultation.

6. **Updates on Items from the last meeting**

- (a) Cllr N Dandy informed the meeting that he had asked NCC Highways to repaint the road markings at the junction to the A1067.
- (b) Cllr N Dandy explained to the meeting that the offer of £182 per year from NCC to Ryburgh Parish Council for cutting the grass verges 5 times a year wouldn't actually pay for all the grass cutting to be done plus clarification was required whether this included May Green as well. Cllr N Dandy was concerned that parishioners would end up paying more money if the grass cutting came within the parish council's remit. Cllr H Plattin was concerned and stated that parishioners shouldn't be expected to pay more.

The parish clerk offered to contact NCC and ask for a map indicating the start and finish plus meterage for the grass verges and roads currently being cut by NCC.

Cllr K Wilson explained that the grass cutting was okay in Little Ryburgh.

7. **New Items**

(a) **The Road Markings outside the Old School/Nursery**

The parish clerk was asked to contact NCC and ask for the long white 'H' strip to be repainted. The strip was painted about 4 years ago but is showing signs of wear and tear – the 'H' strip is to stop people parking on the 90-degree bend.

8. **Updates from the Members:**

(a) **Assets** – Cllr N Dandy (Vice-Chairman) informed the meeting that he would bring the updated asset list to the meeting which would include the new parish council laptop.

(b) **Little Ryburgh** – Cllr K Wilson asked the parish clerk to request the rangers clear the mud and sand on the middle of the road on The Street leading to May Green, Little Ryburgh.

Finance and Governance

- (a) To consider the bank reconciliation and associated bank statements for June/July/August – noted at the meeting
- (b) To receive an up-to-date bank statement showing current balance – noted at the meeting
- (c) To receive the budget monitor for June/July August – noted at the meeting
- (d) To approve Karen Orgill (Clerk/RFO) has delegated authority to make payments specified in the budget (All such payments are authorised by the Chairman at the point of transaction). Proposed by Cllr K Wilson and seconded by Cllr J Binstead and all agreed and the decision was duly given.
- (e) To approve the purchase of a new Computer – The parish clerk had previously circulated the criteria and costs required for a replacement laptop.
 - (i) Computer set up by Curry's – cost £70 – Unanimous agreement and a decision to purchase the set up was duly given
 - (ii) Purchase of Microsoft 365 and McAfee – cost £159 - a discussion was held as to benefits of one year purchase versus lifetime purchase for Microsoft 365 and a one

year for McAfee- unanimous agreement and a decision to purchase the lifetime 365 and one year for McAfee was duly given. Noting that a budget item would be required for McAfee yearly cost.

- (iii) Purchase of laptop – a discussion was held around the different laptops - unanimous agreement and a decision to purchase the HP20C21 - £469 was duly given. Noting that a 5-year budget item would be required under restricted contingencies for its replacement.
- (f) To approve payment to John Bailey for strimming The Bridge (invoice previously circulated) £75.00. Cllr N Dandy (Vice-Chairman) explained that the contractor had been requested to clear the mess on the bridge which included weeding, general cleaning of litter/mess, sweeping and removal of litter/mess. The payment was proposed by Cllr J Binstead and seconded by Cllr I Wilson and was agreed by all.
The requirement to have an agreed strategy was discussed and this will be placed on a future agenda.

PLANNING

- 9. **To receive updates and new planning applications** - none
- 10. **Highways** - The parish clerk was asked to inform NCC's Highways of the Village Sign which has been knocked at an angle, to identify the owner of the bus stop sign and report that the repaired metal drain cover (now filled with concrete) is flooding on Station Road opposite The Nursery.
If parishioners have concerns over drains or flooding, they can contact NCC Highways direct via the website: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

OTHER

Cllr L Savory (Chairman) and Cllr N Dandy (Vice-Chairman) informed the meeting that they had met representatives from Crisp Malting as individuals and not as parish councillors. The meeting covered various village topics and they had invited Crisp Malting to address the parish council at a future date when village representatives will be invited to join the meeting. Cllr K Wilson and Cllr J Binstead requested that all parish councillors be informed before any further meetings take place.

11. Items that have arisen since the publication of the agenda – for information only, to be included on the November agenda

- (a) River Wensum River Quality
- (b) Blue Plaque Scheme

- 12. The next meeting of Ryburgh Parish Council will be held on Tuesday 10th October at 7.30pm
- 13. There being no further business, the meeting closed at 9:03pm

Action Points

- (a) The Clerk to contact NCC Highways regarding grass cutting
- (b) The Clerk to contact NCC Highways regarding 'H' strip to be repainted and report the metal drain cover (now filled with concrete) is flooding on Station Road opposite The Nursery
- (c) The Clerk to contact NCC Highways regarding the Village Sign
- (d) The Clerk to contact the Rangers regarding mud and sand in the middle of The Street, Little Ryburgh
- (e) To purchase the Ryburgh Parish Council laptop

MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 10th October 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr K Wilson, Cllr A James, Cllr C Buxton,
Cllr H Plattin, Cllr I Wilson, Cllr N Dandy (Vice-Chairman), and Cllr J Savory

Attendance: K Orgill – Clerk and RFO and Cllr S Aquerone - NCC Councillor
2 parishioners

The meeting was opened at 7.30pm by Cllr E Savory (Chairman) who welcomed all to the meeting.

1. **To consider apologies for absence** – Cllr J Binstead and Cllr M Hankins – NNDC Councillor

2. **To Receive Declarations of Interest and Request of Dispensations of disclosable pecuniary interests by Councillors in any agenda item** – none received

3. **Public Participation** – A parishioner asked Ryburgh Parish Council if they could contact NNDC regarding the dilapidated condition of their neighbours Grade II property with a view to making the property weather secure due to a lack of activity on site to progress the work. The Parish Clerk informed the meeting that she had emailed the Conservation Design and Landscape Team and was waiting for a reply.

A second parishioner gave an overview of the life of Percy Everitt – a Victorian inventor who invented coin-operated machines (vending devices) with world-wide patents alongside his partner John Sandeman. Percy Everitt lived in Great Ryburgh and the parishioner asked if Ryburgh Parish Council would apply to NNDC for funding for a Blue Plaque to be mounted on the Station Building. A recommendation was given that Nic Costa would be asked to unveil the blue plaque.

4. **To approve the Minutes of the Parish Council meeting held on 19th September 2023.**
Cllr C Buxton requested the minutes be changed and Cllr N Dandy proposed they be kept as published and this was seconded by Cllr H Plattin
The Minutes were then proposed by Cllr N Dandy, and seconded by Cllr H Plattin and were duly approved and signed by the Chairman.

To review Action Points

(a) The Parish Clerk to contact NCC Highways regarding grass cutting – this was undertaken and the Parish Clerk handed out Steve White - NCC's Highway Engineer's reply which stated that currently NCC cut the verges either side of Hillcrest which is 1184m² in size and cut 5 times a year. The offer of £300 from NCC to Ryburgh PC was given. Steve White's reply also showed the plan for May Green which is a rural cut and if the parish council want to take over this cut, then it would be for the whole of the parish.

A discussion took place and a decision was made to continue with NCC Highways carrying out the cuts. The councillors and parish clerk will monitor the cuts to ensure that 5 cuts to either side of Hillcrest are taking place each year along with 2 cuts on A and B roads and 1 cut on C and Us roads 'rural cut' using a tractor and flail.

(b) The Clerk to contact NCC Highways regarding 'H' strip to be repainted – NCC Highways were contacted and they confirmed that after investigation they have confirmed action is required. Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks. This defect is now programmed for repair. The Clerk to contact NCC Highways regarding the metal drain cover which is now filled with tarmac – the parish clerk informed the meeting that she couldn't find the drain at the side of the road but had asked the NCC's Rangers to sweep the leaf litter from the drains as she had noticed they were full of decomposing leaf litter and this might be stopping the rainwater flowing into the drains. The parish clerk was informed that the drain was in the footpath and she confirmed she would report this.

(c) The Clerk to contact NCC Highways regarding the Village Sign which had been bend in two directions – NCC Highways were contacted but they assessed that the defect does not currently meet their intervention criteria. They will continue to monitor it as part of normal scheduled inspections

(d) The Clerk to contact the Rangers regarding mud and sand in the middle of The Street, Little Ryburgh – NCC Rangers were contacted and the work has been scheduled.

(e) To purchase the Ryburgh Parish Council laptop – this was purchased as per the agreed specification.

5. **To receive a report from Norfolk County Councillor S Aquerone** – Cllr S Aquerone had sent in his report which will be placed on the parish website which highlighted that he had tabled a motion against the closure of reablement unit Benjamin Court in Cromer, highlighted the importance of future improvements in Adult Social Care and he questioned the plan made earlier this year to build a new recycling centre in Sheringham in a designated AONB. Cllr Aquerone also informed the meeting that the grass cutting at the Little Ryburgh junction had improved the visibility to the west but not to the east of the junction. Cllr Aquerone reminded councillors that NCC's Parish Partnership deadline was 8th December whereby NCC support projects by 50% funding but also, he would support projects with his own NCC funding – projects which could be supported were pedestrian refuges, village gates and a SAM2 flashing speed sign. These were all different measures for reducing speeding cars through the village and worked well with a Community Speed Watch Team.
6. **To receive a report from North Norfolk District Councillor M Hankins** – Cllr M Hankins had sent in an email which informed the meeting he had received a good response from parish councils in the Stibbard Ward requesting evidence of postal deliveries which paint a common picture of patchy unreliable deliveries which he will take up with the Royal Mail and NNDC and that NNDC have now received an interim report from the Integrated Care Board regarding dental services.
7. **To receive a report from the Police** – no report was received
8. **To receive the Clerks Report** – The clerk reminded all councillors that her work days were Tuesdays to Thursday and correspondence should be via the parish council email ryburghpc@gmail.com

- (a) The meeting was informed that the parish council website would have the history of Ryburgh on its front page and a new history tab was being requested.
- (b) The Chairman had asked the parish clerk to review minute numbering and two recommendations were put to the meeting – (i) either start minute number for the current year starting with 23/1 or (ii) start minute numbering in January 2024 with 24/1. Cllr N Dandy proposed that the minute numbering start in the current year with 23/1 and Cllr H Platin seconded the motion and the decision was carried unanimously. The parish clerk will present the renumbered minutes at November's meeting to be resigned.
- (c) The parish clerk recommended that councillors have specific emails for Ryburgh Parish Council and she would send suggestions to all councillors for a decision to be made in November.
- (d) It was confirmed that a charge of £1.50 per month for 50 copies will be charged to Ryburgh Parish Council each month.
- (e) The parish clerk confirmed that the option to 'opt out' of the Pension Regulator had been sent back.
- (f) The parish clerk informed the meeting that she had attended Norfolk PTS Clerks Networking on Friday 6th October where items discussed covered a gov.email account, GDPR forms to be completed by councillors and specific parish council emails addresses.

9. Planning

- 9.1 To consider plans at the time of publishing: None
- 9.2 To consider plans since publication of agenda: None
- 9.3 To consider outcomes of planning – approved/withdrawn by the NNDC: None
- 9.4 To consider any Enforcement Matters and since publication of the agenda:
 - 9.4.1 21/23 Fakenham Road, Great Ryburgh – see item 3.

10. Highways, Footpaths and Rangers

- 10.1 Update on any NCC's Highways matters – Cllr N Dandy asked the parish clerk to arrange for the hedge to be cut back along Fakenham Road particularly between the bus stops and the Memorial Hall as the overgrown hedges are impeding pedestrians walking safely along the narrow footpath.
Cllr N Dandy informed the meeting that the request for the Gateley Road to be refurbished had been agreed by NCC but he was waiting for a start date.
- 10.2 Matters needing reporting - none

The meeting was closed for 2 minutes between 8.35pm and 8.37pm

11. Finance and Governance

- 11.1 To approve the accounts for payment in October 2023. These were unanimously agreed.

Receipts and Payments for October 2023 - Ryburgh Parish Council					
RECEIPTS			Net	Vat	Gross
22/09/2023	NCC/Recycling Credits Claim 21176	Recycling	274.44	0.00	274.00
25/09/2023	NNDC - Precept 2nd Inst	Precept	6,875.00	0.00	6,875.00
Total			7,149.44	0.00	7,149.00
PAYMENTS			Net	Vat	Gross
20th September	NNDC	Dog Bins	539.50	107.90	647.40
23rd September	Karen Orgill/Currys	Laptop	581.67	116.33	698.00
28th September	TT Jones Electrical, Street Lighting Main	Oct-Nov-Dec	51.77	10.35	62.12
4th October	npower - 1 sept to 30 sept 2023	Electricity	134.10	6.70	140.80
6th October	Karen Orgill	Salary/Expenses	615.41	0.00	615.41
Total			1,922.45	241.28	2,163.73

11.2 To receive bank reconciliation and cash book up to 4th October 2023 – previously sent out.

12. River Wensum River Quality – Cllr I Wilson and Cllr N Dandy informed the meeting that they have been accepted as Citizen Scientists by the Norfolk Rivers Trust to help protect rivers from pollution by taking regular samples of the river quality. They explained that each testing point costs £300 per year which Norfolk River Trust are paying, however, if Ryburgh is included in the River Wensum catchment as an additional new testing point new funding will have to be sought and both councillors asked if Ryburgh Parish Council could fund this? Further discussion regarding this funding will be held in November when the budget is reviewed and agreed.
13. Blue Plaque Scheme - A decision was made to apply to NNDC for funding to purchase an English Heritage Blue Plaque for the sum of £600 and the parish clerk was asked to prepare the application.
14. Correspondence
 - 14.1 CANT email – noted at the meeting
 - 14.2 NNDC Town & Parish Council Engagement Forum – next meeting is at 10am Wednesday 8th November – noted at the meeting
15. Items for inclusion on the next agenda
 - 15.1 Budget Setting
 - 15.2 Climate Modification
 - 15.3 Remembrance Sunday 12th November – 10am St. Andrew's Church followed by 10.55 at the War Memorial
16. The next meeting of Ryburgh Parish Council will be held on Tuesday 14th November 2023 starting at 7:30pm

There being no further business, the meeting closed at 8:50pm.

MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 14th November 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr J Savory, Cllr C Buxton, Cllr H Plattin, Cllr K Wilson and Cllr N Dandy (Vice-Chairman)

Attendance: K Orgill – Clerk and RFO
6 parishioners

The meeting was opened at 7.30pm by Cllr E Savory (Chairman) who welcomed all to the meeting.

1. **To consider apologies for absence** – Cllr J Binstead, Cllr A James and Cllr I Wilson.
Cllr S Aquerone - NCC Councillor and Cllr M Hankins – NNDC Councillor.
2. **To Receive Declarations of Interest and Request of Dispensations of disclosable pecuniary interests by Councillors in any agenda item** – none received
3. **Public Participation** – No comments were received.
- 4.1 **To approve the Minutes of the Parish Council meeting held on 10th October 2023.**
Cllr K Wilson proposed that she wants all meetings to be closed properly with a resolution that all members be asked to vote, which they weren't. The one member of public at the meeting wasn't asked to leave and it wasn't stated what the reason was.
Cllr H Plattin stated there is no reason for the Chairman not to stop the meeting.
The vote by show of hands to support the resolution was: Cllr K Wilson and Cllr C Buxton for the resolution. The vote by show of hands against the resolution was: Cllr L Savory, Cllr N Dandy, Cllr H Plattin and Cllr J Savory. The vote was: 2 for and 4 against - the resolution was not carried.
The Minutes were proposed by Cllr N Dandy and a vote by show of hands to agree the Minutes was given by Cllr L Savory, Cllr H Plattin, Cllr J Savory and Cllr N Dandy.
A vote by show of hands against the Minutes was given by Cllr K Wilson and Cllr C Buxton.
The Minutes were duly approved and signed by the Chairman.
- 4.2 **To review Action List**
 - (a) Parish Clerk to contact NCC Highways regarding the metal drain cover on the footpath which is now filled with tarmac. Update: To be carried out after the meeting
 - (b) Parish Clerk to arrange for a new history tab for the parish website – Update: NALC had been emailed and they confirmed that this is now self-serve and had sent the parish clerk a guidance note. New tab to be inserted after the meeting.
 - (c) Parish Clerk to arrange for the hedge to be cut back along Fakenham Road between the bus stops and the Memorial Hall. The parish clerk had been out to view the hedge but wasn't sure which hedge it was. Cllr H Plattin explained it was the hedge between the bus stops and Westwood Lane. The parish clerk informed the meeting she would revisit the hedges.

- (d) Parish Clerk to send an application to NNDC regarding the Blue Plaque Scheme for Percy Everitt. Update: the parish clerk informed the meeting that the owner of the village shop had given written permission to site the blue plaque on the road-end of the building. The application will now be sent.
- (e) All councillors had been sent email suggestions and a decision was made for the new email addresses to be: full name with initials for Ryburgh PC. Cllr K Wilson stated she would keep her own personal email and Cllr C Buxton stated he would not be using emails in the future and asked for Agendas and Minutes to be posted to him. The parish clerk queried whether he wanted background papers to be handed to him at the meeting and he agreed to this.
- (f) The parish clerk confirmed that minute numbering starting in the current year with 23/1 had been carried out.

- 5. **To receive a report from Norfolk County Councillor S Aquerone** – Cllr S Aquerone has sent his report which stated his previous report remained the same.
- 6. **To receive a report from North Norfolk District Councillor M Hankins** – Cllr M Hankins had sent in an email with his report which will be duly attached to the minutes and placed on the website. Noted at the meeting.
- 7. **To receive a report from the Police** – no report was received.
- 8. **To receive the Clerks Report** –
 - 8.1 The calendar for meetings for 2024 had previously been circulated and was duly agreed. This will be placed on the parish website shortly.
 - 8.2 The parish clerk handed round a Data Protection Advice for Councillors form and will forward these by email for completion by January's meeting.
- 9. **Planning**
 - 9.1 To consider plans at the time of publishing: None
 - 9.2 To consider plans since publication of agenda: None
 - 9.3 To consider outcomes of planning – approved/withdrawn by the NNDC: None
 - 9.4 To consider any Enforcement Matters and since publication of the agenda: None
- 10. **Highways, Footpaths and Rangers**
 - 10.1 Update on any NCC's Highways matters – Cllr N Dandy informed the meeting that the Gateley Road refurbishment hadn't happened and normally he would have received a 'Road Closure' notice. When this is received Cllr N Dandy will circulate it to all Councillors.
 - 10.2 Matters needing reporting – Cllr L Savory asked the parish clerk to inform the rangers to sweep the leaves on Station Road pavement. The parish clerk was also asked to inform NCC's Highways of flooding on Norwich Road and to ask for the ditch to be re-dug out again.

Cllr J Binstead had previously asked her fellow councillors to monitor the new road join between Dereham Road/Fakenham Road as the join is not smooth and she had expressed her concern about future potholes.

11. Finance and Governance

- 11.1 To approve the accounts for payment in November 2023. These were proposed by Cllr N Dandy, seconded by Cllr J Savory and were unanimously agreed.

Receipts and Payments for November 2023 - Ryburgh Parish Council				
RECEIPTS		Net	Vat	Gross
31/10/2023	NCC - Recycling Credits Claim 21176	274.44	0.00	274.44
Total		274.44	0.00	274.44
PAYMENTS		Net	Vat	Gross
3rd September	John Bailey - weeding around bridge and paths	75.00	0.00	75.00
19th October	NNDC - Invoice for elections	61.84	0.00	61.84
4th November	npower - 1 Oct to 31 Oct 2023 - Electricity DD	152.12	7.61	159.73
November	Miles Mitchell - Cemetary Grass Cutting - SO	180.00	0.00	180.00
14th November	Royal British Legion - Remembrance Sunday Wreath	50.00	0.00	50.00
14th November	Karen Orgill - November's salary/expenses	604.84	2.12	606.96
14th November	Countrystyle Recycling - October 2023	7.50	1.50	9.00
14th November	WildPonds - Bridge path cutting x 4	152.00	30.40	182.40
14th December	Karen Orgill - December's salary/expenses	572.21	0.00	572.21
Total		1,855.51	41.63	1,897.14

- 11.2 To receive bank reconciliation and cash book up to 8th November 2023 – the parish clerk explained to the meeting that she still hadn't received her login details from Unity Trust Bank but she would chase them up and when received she would forward on these reports.

- 11.3 Budget Setting for 2024-2025 – the parish clerk had previously emailed all councillors the budget document and handed Cllr H Pattin a paper copy. The decision on the final budget for 2024-2025 will be made at the meeting on 9th January 2024. NNDC's Parish Precept Request for 2024/25 will then be completed in readiness for the deadline of 31st January 2024.

Items discussed were: Training – the parish clerk had previously circulated various options on councillor training from Norfolk ALC and Norfolk Parish Training & Support. The parish clerk was asked to contact Norfolk ALC to provide more in-depth options.

Donation – The Chairman informed the meeting that a donation had been made in 2022-23 financial year to Great Ryburgh Playing Field for grass cutting.

A resolution to adjourn the meeting was made to allow the Treasurer of Ryburgh Playing Field to speak to the parish councillors to request funding for cutting of the grass for the new financial year. The Treasurer had previously forwarded this year's accounts to the parish clerk who had duly forwarded them on. The Treasurer outlined that the cost of grass cutting had increased to £2,400 for the new year and would appreciate financial support from the parish council.

The Treasurer explained that whilst they were carrying out fund raising activities these monies were not sufficient to cover all the costs. The Treasurer concluded by informing the meeting that the Memorial Hall and Playing Field had joined together but their accounts were being kept separate as they were still two separate entities. Cllr N Dandy enquired whether she had asked the Memorial Hall for financial assistance and the Treasurer replied that unfortunately they were unable to help. Cllr C Buxton suggested that she ask Crisp Maltings for a donation. Cllr H Plattin recommended that the parish council invite Crisp Maltings to join January's meeting.

12. **Siting of the Beacon for D-Day 80 6th June 2024** – The Chairman explained to the meeting that she had received confirmation from the church warden that they were willing to have a beacon in the cemetery and also from the Sennowe Estate. The Chairman also asked whether Ryburgh Playing Field would host a beacon lighting as a fund-raiser and the parish clerk offered to send details about the beacon to the Treasurer.
13. **Parish Councillor Training** – see item 11.3
14. **Climate Modification** – Cllr C Buxton informed the meeting that in his opinion planes were spraying chemicals (chemtrails) into the air and whether we were able to find out who does this and that he believed they were not contrails. Cllr C Buxton asked for his comment to be sent to Cllr S Aquerone - NCC Councillor. The parish clerk confirmed that a copy of these minutes were sent to Cllr S Aquerone.
15. **Remembrance Sunday 12th November 2023** – The Chairman thanked Cllr H Plattin for organising the Remembrance Wreath on behalf of Ryburgh Parish Council and for putting everything together. Cllr H Plattin informed the meeting that 18 people attended the service at the War Memorial. Cllr C Buxton passed on his thank you to the Church.
16. **Correspondence** – The Chairman was handed an NHS poster and she offered to place a copy on both noticeboards (Great Ryburgh and Little Ryburgh).
17. **Items for inclusion on the next agenda:**
 - 17.1 Vandalism within Ryburgh
 - 17.2 Update on River Wensum testing training in Ryburgh
 - 17.3 Update on Ryburgh's Memorial Hall and Playing Field maintenance specification
 - 17.4 Dog Waste Bins within the parishes of Great and Little Ryburgh
 - 17.5 Update on Ryburgh Parish Council's Assets
 - 17.6 Update on grass cutting specification within Ryburgh
18. The next meeting of Ryburgh Parish Council will be held on Tuesday 9th January 2024 starting at 7:30pm.

There being no further business, the Chairman closed the meeting at 8:33pm and wished everyone a Merry Christmas.



RYBURGH
PARISH COUNCIL
EXTRAORDINARY MEETING
MINUTES
MONDAY 11th DECEMBER 2023
THE MEMORIAL HALL ANNEXE
RYBURGH

Present:

Cllrs: N Dandy, J Savory, I Wilson, A James, C Buxton, K Wilson, J Binstead

In Attendance: Acting Parish Clerk /RFO Patsy Adams. Members of the Public

The meeting commenced at 1.30pm

Councillor Dancy (Vice Chairman), chaired the meeting

1. **Cllr Dandy opened the meeting.** He welcomed the public and ensured that everyone was aware of the safety exits and the outside assembly points.
2. **To agree the appointment of the acting Clerk/ RFO Patsy Adams for the purposes of transacting the business of the meeting on the agenda of 11/12/23** Proposed by Councillor Binstead, seconded by Cllr James. Unanimous.
3. **Apologies for Absence** Cllr Harry Plattin. The Acting Clerk informed the meeting that Cllr Plattin had resigned before the meeting began. Cllr Dandy asked that the minutes reflect the debt of gratitude owed to Cllr Plattin for nearly 50 years of voluntary service. The Members asked that Cllr Elizabeth Savory's contribution of over 40 (resigned in November) should also be acknowledged.
4. **Declaration of Interests and requests for dispensations** Cllr Ian Wilson declared an interest in item 10
5. **To agree to suspend item 2e of the Standing Orders. (In accordance with the Local Government act 1972 and the Public Bodies Act 1960) Whilst member of the public are welcome to attend this meeting no questions or representations will be received.** Proposed by Cllr J Binstead, Seconded by Cllr Buxton.
6. **To accept the resignation of the Clerk, Karen Orgill.** Proposed by Cllr James, seconded by Cllr I Wilson.
7. **To agree the outstanding payments to Karen Orgill (previously circulated)** After consideration Members, whilst approving the amount requested, could not approve the payment because the cheque book has not been returned.
8. **To agree payment to the acting Clerk (invoice previously circulated)** Members agreed the invoice, but could not make the payment – see item 7. It was agreed that item 7 & 8 would be agreed at the next meeting (January 2024). Proposed by Cllr K Wilson, seconded by Cllr J Savory. It was also agreed that outstanding Memorial Hall invoices are correct and would be paid at that same meeting.

9. **To agree to allow Elizabeth Savory and Karen Orgill to co-sign cheques to pay Karen Orgill and Patsy Adams (Elizabeth Savory, previously Chairman and Karen Orgill - are the only bank signatories).** Members agreed in principal – see 7 & 8
10. **To agree the budget for the year 2024 – 2025 (previously circulated)** After consideration, Members agreed to the budget (previously circulated). Proposed by Cllr Binstead, seconded by Cllr J Savory,
11. **To agree the precept.** After consideration, Members agreed to request a precept of £14,750.00 (in accordance the budget). Cllr J Binstead proposed, seconded by Cllr A James. Cllr Buxton did not vote on the budget, otherwise the Members were in agreement.

Just before the meeting closed the following members announced their resignations, with immediate effect:

**Cllr Jane Binstead
Cllr Ian Wilson
Cllr Andy James
Cllr John Savory
Cllr Neil Dandy (Vice Chairman)
Cllr Kate Wilson**

Cllr Buxton remains as a Parish Council Member, but the Council will not be able to function until new members are elected or co-opted. The Clerk confirmed that she would inform NALC and Democratic Services.

There being no further business the meeting closed at 1.49pm

The Minutes of Gt Ryburgh Parish Council Meeting held on 8 February 2024 at 7.00pm at Memorial Hall Annex, Gt Ryburgh

Present: **Cllr G McCarthy** **Cllr C Weston** **Cllr H Palmer**
 Cllr M Lawrence **Cllr C Buxton** **Cllr L Merchant**

Also in Attendance: Cllr Hankins, Sarah Bristow (Locum Clerk) and 12 members of the public.

- 1. Council to Appoint a Chair to preside until the Annual Parish Council Meeting.** Cllr Lawrence proposed Cllr McCarthy this was seconded by Cllr Weston. **It was resolved for Cllr McCarthy to be Chair until the Annual Parish Council Meeting in May.**
- 2. Council to agree the appointment of the acting Clerk/ RFO Sarah Bristow for the purposes of transacting the business of the meeting on the agenda. It was resolved for Sarah Bristow to be acting Clerk for tonight's meeting and future meetings until a new Clerk is in post.**
- 3. To consider acceptance of apologies for absence.**
It was resolved to accept apologies from Cllr R Kelly and Cllr D Hall.
- 4. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

None Received.
- 5. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.) These items were not on the agenda, but Council gave permission to the public to address the council.**

Council Paperwork

A Parishioner advised that he had all the paperwork for the Council and was waiting instruction of who to deliver to. The Acting Clerk asked the gentleman if he would mind keeping hold of it until a new Clerk was in place.

Cllr Merchant arrived at the meeting at 19:08.

Flooding

A Parishioner reported that there was flooding which was believed to be because the culvert was damaged or silted up. It was causing the road to flood.

Another Parishioner advised that flooding on Fakenham Road also due to silt filling half of the pipe causing the water to overflow onto the road and not going down the drainage ditch as it should.

The Acting Clerk advised people to report such situations on the NCC Highway Faults page direct.

Memorial Hall Committee

A Parishioner who was a spokesperson for the Committee asked when grant monies would be received for the cutting of the playing field and also there were invoices outstanding for the last two years. Cllr Buxton advised that these would be paid but currently there was no access to the bank account. The Acting Clerk asked if a Grant Policy was in place. The Acting Clerk to send round a draft Grant Policy for the Council to look at.

6. To Receive Councillor Reports

6.1 County Councillor – Cllr Aquarone.

Cllr Aquarone had given his apologies and was unable to make the meeting. The Acting Clerk read out his report and would add to the bottom of the minutes.

6.2 District Councillor – Cllr Hankins

Cllr Hankins went through his report highlighting the main points and asking for the community's feedback on what they would like him to report on. Cllr Buxton asked when NNDC would be going over to CIL Payments instead of S106 agreements. Cllr Hankins did not know when this might happen if at all but would find out and report back. Cllr Hankin's report can be found at the bottom of the minutes.

7. Council to Appoint a Vice Chair to preside until the Annual Parish Council Meeting. Cllr Lawrence proposed Cllr Buxton this was seconded by Cllr Weston. **It was resolved for Cllr Buxton to be Vice Chair until the Annual Parish Council Meeting in May.**

8. Finance:

8.1 Council to appoint new Bank Signatories.

It was resolved for Cllr Weston, Cllr Buxton, and Cllr McCarthy to be the bank signatories going forward. It was resolved for the Acting Clerk to talk with the old chair in getting a new mandate drawn up.

8.2 Monthly Accounts for Payment.

Cllr Buxton advised that there were two Clerks payments to be paid and also the two invoices from the Memorial Hall which were received this evening. **It was resolved for these to be paid once the new bank signatories were in place.**

9. Rangers Visit – Road Sweeping

The Acting Clerk advised that in some Districts this is down to the District Council and in others it is the County Council. **It was resolved for the Acting Clerk to find out and ask when the next visit was due and report back.**

10. Planning Applications and Determinations:

No applications or determinations received.

11. Governance:

11.1 Parish Councillor Emails

Cllr Buxton advised that all Councillors should have a designated Council email address. The Acting Clerk explained about the dot Gov

emails that Norfolk ALC are putting in place for Councils and the possibility of a grant from the Government of £100 to help but no detail has been sent out from Government as yet. **It was resolved for the Acting Clerk to look into the situation regarding the website and the emails and get back to the council. In the meantime, Councillors to forward their current email addresses to the Acting Clerk so she has a point of contact. She advised that a Gmail account can be set up for free.**

11.2 Full Council Training

After discussion, it was felt that a Face to Face on a Saturday was the best solution for Councillors to be able to attend. **It was resolved for the Acting Clerk to find out availability and get back to the Council with a date and cost.**

12. Personnel Issues

12.1 To Investigate the Recruitment of a New Clerk/RFO

One application had been received. **It was resolved for the Acting Clerk to put the advert back on extending the closing date and sending a holding email to the applicant.**

13. Correspondence: (see associated papers) To review and consider any action necessary

No correspondence received.

14. Items For Next Agenda

14.1 To consider items that need to go on the next agenda.

It was resolved for the following to be added to the next agenda.

Road Sweeping

Training

Emails

Bank Signatories

Biodiversity Policy/Action Plan

Grant Award Policy

Playing Field

Dog Bins

15. Date and Place of next meeting Parish Council Meeting

This is to be set for another meeting within the next month when hall and Councillor availability is checked.

With no further business the Chair closed the meeting closed at 20:10pm

Report from your County Councillor, Cllr Steffan Aquarone steffanaquarone@gmail.com | 07879 451608 January 2024.

Happy New Year to everyone in Melton Constable division! I hope you had a peaceful break and are returning to parish council business refreshed and refueled. Full Council - Norfolk Devolution Deal

There have been attempts to secure a 'devolution deal' for Norfolk for a while. After some deliberation, I voted in favour of the deal that was proposed to Full Council by the Conservative administration just before Christmas. The core features are: a directly elected leader of the County Council, around £20m a year in additional investment, delegated decision making on Adult Education spending, and fast track access to government funding schemes. On the one hand, I welcome moves to transfer power down from central government into our communities. On the other hand, a cynical reading of the latest enthusiasm for this version of devolution is that it provides government with one point of contact for the purposes of enacting government legislation. There could be some interesting side effects too, in the event that the directly elected leader ends up being a from a political party that is different to the majority of elected members - but in the end I felt the deal was better than none, in particular given that failing to pass it would put Norfolk even further back in the queue for future funding opportunities. Liberal Democrats now main opposition on the County Council

The above-mentioned Full Council meeting was the first to have the Liberal Democrat group as the main opposition following our three byelection gains since the last elections, and the collapse of the Labour group in November. Our group leader Brian Watkins, who has over 30 years' experience of local government, is now the leader of the opposition on Norfolk County Council - and there is much to be done in order to hold the administration to account! In particular, the County Council's perilous financial situation: there is still a budget gap of £20m to close before the budget meeting in February, and the council is regularly coming close to its billion-pound borrowing limit - costing over £80k a day in interest payments. This is ultimately the result of central government totally removing the core funding it provides councils - a loss of £100m a year to Norfolk from a budget of £1.8bn. However: in the course of reaching this position through annual reductions, some controversial decisions made by the administration have come back to bite. For instance, after time, failure to invest in things like workforce development and healthy living leads to higher acute demand down the line. In Norfolk County Council's case, much of this acute provision is statutory - it's required to be delivered by law. So the pressure on budgets gets even higher. Email: steffan.aquarone.cllr@norfolk.gov.uk Tel: 01603 327827

Report from your County Councillor, Cllr Steffan Aquarone

Dedicated minister for the coast

The only motion to be debated at December's meeting was a motion from the administration, which I again supported, calling for the government to create a dedicated position of Minister for the Coast. Half of our country's population lives in rural and coastal communities - not to mention here in Norfolk where the vast majority do. The recent damage to cliffs and properties, and the disruption caused by flooding around the Broads, shows the Government must do more to protect our coasts and the people who live and work there. I have seen this first hand in the properties I have visited personally during the recent flooding. I have also learned of the huge gap between the measures this council can afford to invest in, and the size of the job that needs to be done. Indeed one of the aims of the Norfolk Strategic Flood Alliance, inaugurally chaired by Lord Dannatt but latterly by Henry Cator, was to secure finances and commitment for sites and schemes to prevent flooding and protect our coastline. It has done important and admirable work bringing together stakeholders, which I made a point of supporting at a previous meeting of the council. But this doesn't change the fact that the £80m or so worth of funding for schemes is well beyond the budget of local authorities, and calls to Government for it have fallen on deaf ears. We clearly need a more effective voice in Westminster. A dedicated Minister for Coasts would be an important addition to a future government and something I am glad

to support. My two campaign priorities for the New Year Finally, as your County Councillor I will be working on the following two priorities this year, in addition to the many issues that arise through casework, correspondence, and from Parish Councils: 1. Supporting the reestablishment of the orbital railway from Sheringham through Melton Constable and round to Dereham. This is a long term project that I believe has serious potential, and which I will be working within Norfolk County Council to seek support for. 2. Developing and launching my 'footpaths toolkit' to help communities establish and promote more local circular routes. I believe I now have enough support to take a motion successfully to Full Council this spring. Email: steffan.aquarone.cllr@norfolk.gov.uk Tel: 01603 327827

Welcome to the new councillors, I hope to meet you all on Thursday.

I am a relatively new councillor, and I am intending to make my report more of a newsletter, having recently had the benefit of learning from more experienced councillors.

I am interested to learn what you would like to see included.

The council has approved a budget for 2024/2025 that has involved serious challenges to bridge a nominal shortfall of £1.5 M the implications of this balancing exercise will be communicated in due course.

You should have received a circular from Councillor Wendy Fredericks detailing the alarming rise in home lessness [40%] with suggestions as to how parish councils might help.

You may be aware that the planned expansion of the Crisp Malting facility has been shelved at this time , this is disappointing as the council worked hard on approving planning permission , for the plans which included a new relief road and traffic restrictions for HGV Vehicles.

The problems at the Chicken Farm at Fulmodeston continue , whilst the cleaning plan has been carried out more or less as planned the new fans installed in the chicken sheds have yet to be proven as an improvement in the noise nuisance level for residents.

Four villages are continuing to report erratic postal deliveries, when we last met The PC reported no such problems in Ryburgh.#

Interest has been expressed in the ward for training in the NNDC planning training program , pleased to report the next session will be held in the Council Chamber in Cromer on the 26th March , details on the NNDC website.

I recently responded to a request from a resident for road sweeping In Highfield Lane, I understand this has now been actioned.

I would appreciate it if you could accommodate my involvement at an early stage in the agenda.

Kind Regards,

Cllr Mike Hankins.

ACTION POINTS

All Councillors

- Get email address to the Acting Clerk

Acting Clerk

- Send round draft Grant Awaras Policy
- Send round draft Biodiversity Policy/Action Plan
- Find out when the Road Sweeper is next due in the village.
- Look into current websites and .gov emails and get back with costs.
- Look into organising Training and get back with dates and costs.
- Put the Job Advert back on the Norfolk ALC site.
- Put items on the next agenda.

The Minutes of Gt Ryburgh Parish Council Meeting held on 13 March 2024 at 7.00pm at Memorial Hall Annex, Gt Ryburgh

Present: **Cllr G McCarthy** **Cllr C Weston** **Cllr H Palmer**
 Cllr M Lawrence **Cllr C Buxton** **Cllr L Merchant**
 Cllr R Kelly

Also in Attendance: Sarah Bristow (Locum Clerk) and eight members of the public.

The Acting Clerk advised that due to not understanding the coding system used by NNDC regarding planning the application on the agenda will not be discussed as it is a pre-application. The Acting Clerk advised that KLWNBC do not list pre-applications on their public portal. Sorry for any confusion.

- 1 To consider acceptance of apologies for absence.**
None Received.
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
None Received.
- 3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.) These items were not on the agenda, but Council gave permission to the public to address the council.**

Council Paperwork

A Parishioner asked why approving the minutes were not on the agenda. This was an omission on the Acting Clerk and would be added to the next agenda. The Parishioner also asked about the Council paperwork that he was holding. The Parishioner agreed to liaise with Cllr Weston and Cllr Weston would keep until new Clerk is in post.

Playing Field Grant

A Parishioner asked if this could be paid. The Council still do not have access to their bank account. As soon as they do, and they have the money which they expect to be present then this would be paid. The Acting Clerk advised that it might be that we ask the District Council to hold on to the precept and pay invoices until the current council has access.

Ryburgh Wildlife Group

A Parishioner advised that he had emailed the council on behalf of the group but had not had a reply. The Acting Clerk advised that currently there is no access to these emails. The Acting Clerk to give her details to the Parishioner. Biodiversity will be placed on the next agenda as the group wish to get involved with the Council on this topic.

Planning Application re Blue Boar

A Parishioner was concerned regarding a loss of an amenity to the village. The

Parishioners present all felt that registering the pub as a community asset would help in keeping the public house for the village. The Acting Clerk agreed to investigate further.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Aquarone.

No report or apologies received.

4.2 District Councillor – Cllr Hankins

Cllr Hankins had sent his apologies and a report. The Acting Clerk read out the report which is attached to the minutes.

5. Finance:

5.1 Banking Arrangements

The Acting Clerk advised that the application had failed due to the current signatories not signing the mandate. It is hoped that this can be completed this week and an old Clerk on the mandate would upload to the bank.

5.2 Monthly Accounts for Payment.

These cannot be made due to not having access to the bank account.

5.3 Grasscutting Contract.

This needs to be addressed. The previous contractor has taken on more projects and may not be able to undertake the work for the Parish Council. **It was resolved for the Acting Clerk to obtain the details and check if the contractor is willing to continue.**

6. Highways

6.1 Road Sweeping

Cllr Buxton advised that the Road Sweeping had taken place very shortly after asking after the last meeting. It was also achieved to a good standard. There is a still problems at Little Ryburgh and with the water now subsiding it has left behind silt which is making the road dangerous to travel on. **It was resolved for the Acting Clerk to report to the Highway Engineer.**

It was also noted that there was a water leak at the top of Barrow Hill in Little Ryburgh. **It was resolved for the Acting Clerk to report.**

6.2 HGV Road Traffic Ryburgh C335 Order 2023.

Cllr Buxton advised that noticed dated the end of November had been put in place regarding this order, which basically means that no lorries over 7.5 tonnes can use the main road apart from any vehicle connected with the maltings. Cllr Buxton advised that there were not many lorries that use the roads apart from the maltings so will make no difference. It would be better to have a one-way system in place and when multiply lorries try to enter/exit the maltings at the same time everything is then at a standstill. Especially if the bus is involved. There is a need for public consultation and what is the reason behind and why dated November. **It was resolved for the Acting**

Clerk to speak with the Highway Engineer or someone at NCC who was able to answer the questions.

7. Village Matters

7.1 Flooding

There is still flooding outside the Brambles on Highfield Lane. The culvert is getting blocked up because the housing association have not cleaned the ditch. **It was resolved for the Acting Clerk to report to the Highway Engineer and for Cllr Buxton to find out what housing association is involved.**

The ditch that runs beside the Railway line on Mill Road needs to be cleared. This is down to the landowner. **It was resolved for the Acting Clerk to report to the Highway Engineer.**

- 7.2 Crisp Malting – Invitation for a rep to attend a meeting and give an update.**
There is a need to know what is happening and what future plans are for the Maltings after the recent development has been shelved. **It was resolved for the Acting Clerk to write to the Maltings and ask if someone can come and advise at a Parish Council meeting soon.**

8. Planning Applications and Determinations:

Applications

No applications received.

Determinations:

LA//23/2418 Application for Works including new roof within original main rafters and purlins, new joists and flooring, new plumbing, electrics, plastering, staircase, and internal stud walls at 21 Fakenham Road Great Ryburgh **Granted**

9. Governance:

9.1 Parish Councillor Emails

The Acting Clerk advised that Norfolk ALC were hoping for some grant money from the Government so that domain names could be provided to small councils.

9.2 Councillor Training – update

Six out of the seven Councillors attended training. The Acting Clerk advised about Chairs training and a free biodiversity training which is due to take place on the 24 April. **It was resolved for the Acting Clerk to email the details of the biodiversity course.**

10. Annual Parish Meeting

It was resolved to hold both Annual Parish Meeting to and Annual Parish Council Meeting on the same day as 22 May 2024 starting with the Annual Parish Meeting at 6.00pm. The Acting Clerk to send out details to organisations within the village.

11. Annual Parish Council Meeting

It was resolved to have this meeting on the 22 May 2024 at 7.00pm. The idea of having a flyer go to all households was discussed.

- 12 Correspondence: (see associated papers)** To review and consider any action necessary

The Council currently do not have access to their emails, it is hoped that when the paperwork etc is given to Cllr Weston access will be back.

- 13. Items For Next Agenda**

It was resolved for the following to be added to the next agenda.

Biodiversity Policy/Action Plan

Grant Award Policy

Playing Field Grant

Dog Bins

Community Value

Trustees

- 14. Date and Place of next meeting Parish Council Meeting**

It was resolved for the next meeting to be Thursday 25 April 2024.

It was resolved to pass the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 15. Personnel Issues**

It was resolved to offer the candidates interviews, Cllr Weston, Cllr Buxton to undertake the interviews and for Cllr McCarthy to host. Cllr Weston to see if the room at the church is available and the Acting Clerk to speak with candidates.

With no further business the Chair closed the meeting closed at 20:30pm

ACTION POINTS

Cllr Buxton

- Find out the Housing Association re Flooding and get to the Acting Clerk
- Speak with the Church re interview room.

Acting Clerk

- Find out about Community Assets
- Email round biodiversity training.
- Invite Village Groups to A.P.M.
- Check if contractor still willing to continue with village maintenance.
- Report leak to Anglian Water
- Speak with Highway Engineer re Flooding
- Write to the Maltings to invite them to attend a meeting to update the council.
- Speak with Candidates
- Notice re A.P.M.
- Put items on the next agenda.

Please accept my apologies for the Parish Council meeting , unfortunately it clashes with a Serco briefing on the revised refuse collection briefing due to commence in April.

Refuse Collection

A revised program for the district is due to commence in April , I understand an information pack will be available for all wards in the district at the briefing scheduled for Wednesday 13th March , once I learn more I will be in touch.

Police Priority Setting Meeting ,

The date has been changed to Wednesday 8th of May ; a separate notice has been issued.

Fulmodestan.

The travails with the Poplars Chicken Farm continue , with residents reporting a noise problem , the success or otherwise of the fly infestation clean up program will not be evident until the temperature improves, a meeting is scheduled between NNDC environmental officers and Banham Poultry and the parish council liaison committee is scheduled for 27th March.

Planning .

Planning Application to convert the Blue Boar public house into residential accommodation has been received , will this be discussed at the PC meeting?

Septic Tank Replacement

A separate email proposal has been circulated on behalf of Harrison Civils offering a possible free tank replacement and potential survey has been sent , interesting parties should contact the company .

Interesting article in the Hindolveston Parish Council minutes of 15th Feb,

Harrison Civils are running a new scheme to help clean up the rivers Bure, Wensum and Yare, they are offering a scheme to replace any suitable septic tank in the parish absolutely free ? , villages will get around 10-15k worth of work for free.

Funded by selling the credits gained from this to developers and anyone else requiring Nutrient Credits for planning requirements.

Reuben Harrison and their ecologist happy to visit to determine what needs to be done.

Regards,

Cllr Mike Hankins