

RYBURGH

Parish Council

AGENDA

24th June 2026

Parish Council Meeting

I hereby give notice of a Parish Council Meeting of the **Ryburgh Parish Council** and summons all members to attend. The meeting will be held on **Wednesday 24th June 2026** at 7pm at the Memorial Hall, Great Ryburgh.

P. Chapman

Phil Chapman (Parish Clerk/RFO)

15th June 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. There will be an opportunity for public participation and District/County Council reports before the meeting formalities commence.

Public Participation.

To hear from members of the public. Limited to a maximum of **ten** minutes total and **two** minutes per speaker.

To receive Councillors Reports.

- a. Norfolk County Councillor (NCC). Cllr. Victoria Holliday.
- b. North Norfolk District Council (NNDC). Cllr. Mike Hankins.
- c. Norfolk Constabulary.

THE FORMAL PARISH COUNCIL MEETING

AGENDA

PRELIMINARY BUSINESS

1. To note apologies for absence.
2. To receive declarations of interest for items on the agenda and to consider any requests for dispensations.
3. To consider and approve the minutes of the meeting held on Wednesday 13th May 2026.
4. To consider matters arising from previous minutes.

GOVERNANCE

5. Vacancies

To consider any actions necessary in relation to councillor vacancies.

6. Annual Governance and Accountability Return 2025/26.

To consider and approve the required AGAR documents and related year-end audit and publication arrangements.

- 6.1.** To receive and note the Annual Internal Audit Report 2025/26 and consider any actions or recommendations arising.

- 6.2.** To consider whether to certify Ryburgh Parish Council as exempt from a limited assurance review for 2025/26, the Council's gross income and gross expenditure both being below £25,000; to approve the Certificate of Exemption 2025/26; and to authorise the Clerk/RFO and Chairman to sign the Certificate of Exemption.
- 6.3.** To consider and approve Section 1 - Annual Governance Statement 2025/26, and to authorise the Chairman and Clerk to sign.
- 6.4.** To consider and approve Section 2 - Accounting Statements 2025/26, previously signed by the RFO, and to authorise the Chairman to sign.
- 6.5.** To note that the year-end bank reconciliation as at 31st March 2026 has previously been approved (April meeting item number 15.1), and to approve it for publication with the AGAR documents.
- 6.6.** To consider and approve the explanation of variances for publication.
- 6.7.** To consider and approve the asset register figure for inclusion in Section 2, Box 9 of the Accounting Statements.
- 6.8.** To note and approve the arrangements for the exercise of public rights.
- 6.9.** To authorise the Clerk/RFO to submit the Certificate of Exemption to PKF Littlejohn and publish the AGAR documents on the Council website.

7. Councillor and Clerk training

To consider and agree councillor and clerk training arrangements.

PROJECT UPDATES.

8. Youth Club.

To receive an update following the deadline for expressions of interest and volunteers, and to agree whether any further action should be taken.

9. Trod Path/Bridge Road Footpath

To receive an update, and note payments and contracts.

10. Grass Cutting

To receive an update on the grass cutting contract, specification and any outstanding documentation, and agree any actions.

11. Community Speed Watch (CSW)

To receive an update for Community Speed Watch and agree any actions.

OTHER BUSINESS

12. Planning.

12.1. *Reference:* NP/26/1247, Alternative Reference: PP-14751471

Application Received: Wednesday 10th June 2026

Address: Highfield Farm, Highfield Lane, Great Ryburgh, Fakenham, Norfolk, NR21 7AL

Proposal: Prior Notification of erection of steel portal framed general

purpose agricultural building.

Status: Pending Consideration.

12.2. Reference: PF/26/1161, Alternative Reference: PP-12616835

Application Received: Tuesday 2nd June 2026

Address: Building B, Ryburgh House Farm, 63 Fakenham Road, Great Ryburgh, Fakenham, Norfolk, NR21 7AW

Proposal: Change of use of land and agricultural buildings to mixed use of agriculture and storage and maintenance of drilling equipment, retrospective.

Status: Pending Consideration.

12.3. Update on current applications.

13. Highways

To consider any matters or actions in relation to highways.

14. Parish Plan / Neighbourhood Plan.

To consider whether the existing Parish Plan / Neighbourhood Plan documents should be reviewed, updated or noted as requiring future review.

15. Clerk's Report.

To receive a report on any items not on agenda and agree any actions.

FINANCE

16. Finance.

16.1. Finance Controls: To receive the bank reconciliation and financial report.

16.2. To note payments made since last meeting.

16.3. To consider the following payments:-

16.3.1.	NNDC - Waste Bins:	£780.00
16.3.2.	Norfolk ALC – Webhosting:	£69.48
16.3.3.	Robin Goreham - Internal Audit:	£70.00

16.4. To note regular pre-approved payments.

16.4.1. N Power. Note payment and update on new contract.

16.4.2. Note the Clerk's wages.

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

17. Savings Account.

To note the setting up and operation of the new savings account.

18. Grant Applications.

To consider grant application from the Memorial Hall.

19. To note any correspondence received.

20. To consider items for next agenda.