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**Minutes of the Ryburgh Parish Council Meeting held at**

**Ryburgh Memorial Hall Annex at 7.30pm on Tuesday 18th July 2017**

**PRESENT**

Councillors S Bushby, (Chairman) E Savory (Vice-Chairman) H Plattin, I Wilson, C Buxton, M Burr, A Pink, K Wilson,

In Attendance 5 Members of the Public, County Councillors Steffan Aquerone, The Clerk, Patsy Adams

1. **Welcome and to consider apologies and reasons for absence**

The Chairman opened the meeting at 7.30pm and welcomed everyone. Apologies were received from Councillor Binstead (a previous engagement).

1. **Declarations of interest and requests for dispensations.**

None

1. **Minutes of the meeting held on 11th July 2017**

It was Agreed that Councillor Plattin’s name had been incorrectly spelt. This was corrected and, following a proposal by Chairman Bushby, the minutes were AGREED and signed by the Chairman**.**

1. **Receive reports From Councillors from NNDC and Norfolk Council and Public Participation.**

**This item was deferred until item 8**

1. **To consider the implications of the meeting with Crisp Maltings on 11th July 2017, the NDP Public Meeting on 12th July and the Public Exhibition on the 13th July 2017**

After discussion, it was AGREED that Representatives from Bidwells and Crisp Maltings should be invited to the Parish Council Meeting on 22nd August 2017 to discuss feedback received from the public meeting on the 13th July.

The Clerk was instructed to contact Bidwells to request further information about the feedback process.

The Council AGREED that they would submit a feedback response on behalf of the Parish Council collectively. The Council AGREED to forward the information to the Clerk and, once received, she would draft a response to be agreed by email before submission to Bidwells and Crisp Maltings.

Council AGREED that the NDP Meeting held on 12th July was very well attended and the verbal feedback has been good.

1. **To establish date of meeting with County Council Highways Department via County Councillor**

This item was deferred until Item 8.

1. **To consider Councillor Buxton’s proposal to investigate the allocation of 10 social housing units as part of the Maltings development under the Localism Act.**

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After due consideration, it was **AGREED** that Councillor Buxton would investigate this matter and report back to Council in due course.

1. **Correspondence – To consider correspondence previously circulated to Members:**
2. ***Email from All Saints Primary School and road safety issues raised by parishioners on Fakenham Road***

***Councillor Aquerone joined the meeting at 8.40pm. The Chairman suspended Standing Orders to allow Councillor Aquerone to participate in the discussion***

Comments and Representations were received from the Chair of Governors and a member of Staff from All Saints Primary School, Stibbard, regarding the ongoing safety issues with lorry traffic associated with Crips Maltings. The Chair of Governors asked Councillor Aquerone to raise this issue at County Council. Councillor Aquerone agreed to make members of the EDT Committee aware of the problem and to respond accordingly.

The Clerk was asked to contact a Member of the Crisp Maltings team to ask if the white line markings on the exit roads could be re-established to encourage traffic to stop.

1. ***To note reply from Highways Officer concerning Langor Bridge***

Following the response from the Highways Department it was AGREED that Highways may not be responding to issues on the correct area of the road. Councillor Aquerone said that he would ask Highways to investigate this issue again.

1. ***Reply from Highways Officer re Carillion repair works: Councillor Pink to update*.**

Council concluded that they had been disappointed by the response from the Highways Officers but would continue to monitor the situation.

1. ***Email from the Treasurer of Great Ryburgh Playing Field***

It was AGREED that the Clerk would contact the Treasurer and ask for the suggested contribution in full. It was further AGREED that this item would go on the October Agenda to ask Council whether they wished to approve the renewal of the grass cutting contract for the Playing Field.

1. ***Lighting at Station Road***

The Members considered the correspondence received form TT Jones regarding the additional light in Fakenham Road. This matter will be considered again once a quote has been received.

1. **Governance and Financial Matters:**
   1. ***To authorise the following payments from the parish council’s account: cemetery cut (Norse); clerk’s salary and expenses; Eon electricity direct debit;***

*After consideration Council resolved to pay the Clerks’s Salary and Expenses (in accordance with the financial statement below) and the Eon Direct Debit was noted. Council DID NOT resolve to pay the outstanding invoice from Norse. Council instructed the Clerk to inform Norse that an additional cut was not required and therefore, to issue a revised invoice*

* 1. ***To consider the Bank Reconciliation and Bank Statement.***

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*The Bank Reconcilliation and Budget Report were accepted as an accurate record of the finances and signed by the Chairman accordingly.*

* 1. ***Bank signatories to sign off bank statements – if new mandate approved by 18th.*** *See item b.*
  2. ***To receive an update on the Transparency Code Grant Application.***

*It was AGREED that the Clerk would check the value of the grant claimed and report back to Council.*

* 1. ***Subsidised taxi scheme monthly review.***

*The Chairman had previously collected the paperwork from the Post office. The scheme was reviewed and the Council AGREED to add an additional £100 to the float. A cheque was duly signed.*

* 1. ***Glass recycling credits/Indigo Waste.***

*A cheque for this item and the following items (section g of the Agenda) were considered and APPROVED for Payment*

***Clerk’s Salary: £361.91. Administration Expense: £34.79***

***Norfolk Parish Training and Support: Subscription £85.00***

***S Jackman: Website £160.00 Indigo Waste Services: £18.00***

***NNDC Dog Waste Bin Collections: £499.20. Norfolk Parish Training and Support, Locum Services: £819.23 TT Jones, Lighting Maintenance: £46.80 Willow Tree Printing: £280.00 Ryburgh Taxi Service: £100.00***

1. **Planning**
2. **Decision Notice PF/17/0600, 117 Fakenham Road, Great Ryburgh** Erection of retaining wall and fence along front boundary (retrospective) **REFUSED**
3. **Decision Notice PF/17/0603, Bridge Stables, Bridge Road, Great Ryburgh** erection of conservatory on rear elevation **APPROVED**
4. **PF17/1031 –** Langor Bridge Hand Car Wash: Variation of condition 2 of planning permission ref PF/12/0566

Concerns were raised that the Car Wash staff were arriving and leaving work on bicycles without lights. Council instructed the Clerk to comment on this application accordingly.

1. **Consider revised Planning Policy for the Parish Council (as circulated)**

Council concluded that the wording of the section entitled ‘Dealing with applications outside of the |Parish Council Meeting should read ‘ In the event of an application being received after a meeting, the Clerk will issue that notice by email/post to Members. When five members have responded electronically, within the 21 day period, the Clerk will the respond to the Planning Directorate from the information provided’.

1. **Items for inclusion on the next agenda**
2. **New Notice Board for Great Ryburgh – The Clerk to obtain three quotes prior to the next meeting**
3. **A payment of £35 to H Plattin for the War Memorial Maintenance as agreed and approved for the next meeting.**
4. **Playground grass cutting contract for October Agenda**

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**The Clerk was asked to contact Highways about signage obstruction and general**

**untidiness around the Bridge on Bridge Road and the Corner of Wensum Court and a replacement tree following the removal of one earlier this year.**

1. **To note the date of future Parish Council meetings –**  22nd August, 3rd October, 14th November, 19th December

**13. Close.**

The meeting closed at 10.20pm.