**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**15th January 2019**

**Parish Clerk and RFO: Patsy Adams**

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**Present**

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

**In Attendance:** The Clerk, P Adams and 2 Members of the Public.

The Chairman opened the meeting at 7.30pm.

1. **APOLOGIES FOR ABSENCE -** County Cllr Aquerone
2. **Declarations of interest and requests for dispensations** NOne
3. **MINUTES OF THE MEETING HELD 27th November 2018–** . APPROVED.
4. **PUBLIC PARTICIPATION**. None.

The Chairman proposed that **item 6** heard at this point and this proposal was agreed.

**NDP - To receive an update**. The meeting was attended by Mr A Purdy and Mr M Rundle, both members of the NDP Committee. Mr Rundle asked the meeting for approval of the Draft NDP Consultation Document (previously circulated). Mr Rundle went on to explain that the committee sought approval of the process, not the detail. The next stage will be to meet with NNDC to get confirmation that the draft is acceptable. Thereafter, Parishioners, Landowners and English Heritage will be consulted before the final document is produced. Cllr Binstead asked if the Parish Council could approve the document at final draft stage - before submission to NNDC, the representatives of the NDP Committee agreed to this. The Chairman congratulated the NDP representatives on the document and Members agreed. The Chairman asked about funding for the next stage and Mr Rundle said that NNDC had indicated there may be funding available but the Parish Council may be asked for help if this was not forthcoming or insufficient. The Representatives left the meeting at 7.50pm.

1. **COUNTY AND DISTRICT COUNCILLOR REPORTS***. Neither of the Council representatives were able to attend the meeting. The Clerk updated the meeting on the latest developments at District and County Council, and briefly discussed recent crime figures.*
2. **See item 4**
3. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**
4. **Traffic Count Proposals** The Clerk informed the meeting that there has been no further news. However, the Chairman pointed out that whilst the street works were ongoing the traffic count would be a waste of time. It was **Agreed** that the Police should be informed and asked to suspend the count until the road works are complete.
5. **The Defibrillator.** The Clerk informed the meeting that there has been no further news.
6. **The New Street Light adjacent to RTA Wineracks**. The post has been installed and awaits connection to the District Network.
7. **Street Markings outside Pebbles Nursery.** The Clerk informed the meeting that she had spoken to the headteacher at the Nursery. After discussion it was **Agreed** that the best course of action was to change the road markings to enforceable markings and extend them to cover the whole section of the bend, adjacent to the Nursery.
8. **Taxi Scheme overspend.** The scheme is under review because current usage is considerable in excess of the grant funding the Parish Council receives to operate the scheme. After consideration, Members **Agreed** to amend the scheme as follows:
* **Two Journeys per household (a return journey dos not count as one journey)**
* **A maximum of £5 per journey.**

The Scheme will be reviewed again at the February meeting.

1. **New Matters for Consideration**
	1. **To consider a request from Cllr Kate Wilson (Vice-Chairman) to discuss the tractor using the area behind the bench as a public highway.** Cllr Plattin produced a pamphlet regarding Farming and the Public Highway which assisted the Members with the legal aspects of this decision. It was Agreed that Cllr Kate Wilson will approach the Farmer to discuss the matter. If this course of action is not successful the Clerk was instructed to contact the necessary authorities.
	2. **To consider funding the grass cutting at May Green.** After discussion, the members agreed that Cllr Kate Wilson could approach Mr Miles Mitchell for a quote to cut the area known as May Green and the vegetation and bushes which frequently obscure traffic. It was also agreed that Mr Mitchell would also be asked to cut the area under the Little Ryburgh Bench. It was agreed that the quote could be circulated by email and a decision would be made by that means prior to the February meeting.
2. **Governance and Financial Matters:**
	1. ***To approve the updated Financial Regulations Document previously circulated.*** This matter will be considered at the next meeting.
	2. ***To consider the bank statements***. Approved and signed accordingly
	3. **To consider renewal of the agreement to fund Little Ryburgh Cemetery grass cutting.** APPROVED**.** The Parish Council agreed to fund the grass cutting at Little Ryburgh Cemetery for the next three years at the fixed annual rate of £1850
	4. **To consider a donation request from Ryburgh Church for the WW1 Commemoration Window.** Members agreed to consider this request at the February meeting
	5. ***To authorise the payment of invoices from the Parish Council’s accounts:***

***Indigo Recycling £21.60***

***NPTS Training Invoice £10.66***

***Home Office Allowance(Jan/Feb) £20.00***

***Ryburgh Enterprises Taxi Scheme £50.00***

* 1. ***To consider invoices received after production of the agenda*** No further invoices were received. Members had previously approved the payment of expenses between meetings. The list of intended purchases will be forwarded prior to actual purchase.

***Payments made between meetings in November and January were ratified.***

1. **Correspondence –**
2. Western Link

 To Consider correspondence received after the publication of this agenda. No further comments were received.

1. **Planning** – None
2. **Highways update and to report any further highways matters**. Members discussed the following matters and asked the Clerk to follow up or report the issues as appropriate:
* Contact Cllr Aquerone about the flooding in Mill Road
* The railway crossing by the shop regularly floods. Cllr Buxton will forward pictures and the Chairman will find out whether the drainage scheme, currently underway, will include this problem.
* Little Ryburgh Road cleaning issue. The Clerk was asked to discuss with Cllr A Williams.
* The pavement on the church side of Bridge Road/Mill road needs cleaning
* The white line road markings at the Crossroads Stibbard need to be repainted, report to Cllr Aquerone
* Ask The Maltings to cut back the hedge adjacent to number 62 Fakenham Road. The Chairman will discuss a further over hedge with the householder.
* Overgrown hedge and trees on Mill Road
1. **To report matters that have arisen since the publication of this agenda.** Councillor Kate Wilson informed the meeting that she is the rightful representative of Lt Ryburgh and will not be shouted down on matters where opinions differ.
2. Cllr Buxton and Cllr Burr reported an incident where to lorries leaving/arriving at Crisp Maltings both travelled along the pavement to pass one another. The matter occurred at approximately 2pm on Friday the 11th January. The Clerk was asked to report the matter to Crisp Maltings.
3. **Items for the next Agenda.** No further requests were received
4. **Next meeting: Tuesday 19th February 2019**

The meeting closed at 9.25pm