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

 **Ryburgh Memorial Hall Annex at 7.30pm on Tuesday 3rd October 2017**

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**PRESENT**

Councillors: S Bushby (Chairman), E Savory (Vice-Chairman), H Plattin, A Pink, J Binstead, K Wilson and C Buxton.

In Attendance: 4 Members of the public, County Councillors Steffan Aquarone, District Councillor Ann Green, 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 and accepted from Cllr I Wilson and Cllr Burr.

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

Cllr Plattin declared an interest in item 10d.

1. **Receive reports from Councillors from Norfolk County Council, NNDC and public participation.**

Cllr Aquarone informed the meeting about the proposed budget cuts (£100m) which will be implemented at the start of the new financial year until 2022. Cllr Aquarone expressed his concerns that they may particularly affect the most vulnerable members of society and that he would be grateful if the Parish Council would alert him to any specific issues. Cllr Aquarone updated the meeting on the progress of the County Councillor surgeries and confirmed that a further surgery would be held in Ryburgh in the new year.

Cllr Green updated the meeting on the new housing development on Highfield Car Park in Fakenham and was able to confirm that, despite rumour, there would still be car parking spaces. Cllr Green also informed the meeting that the planning application due for consideration later in the meeting, had been withdrawn.

1. **Minutes of the meeting held on 22nd August 2017**

The minutes of the meeting on the 22nd August, having been previously circulated, were considered and confirmed as an accurate record and signed by the chairman accordingly.

**Public Participation.**

None

1. **To receive an update on items in the minutes as follows:**

**Feedback on the consultation process from Bidwells:** The clerk informed the meetingthat no further feedback has been received from Bidwells or Crisp Maltings.

Cllr Aquarone asked if he may discuss the feedback he had received from his appraisal. In summary Cllr Aquarone confirmed that his findings broadly mirrored that of the Parish Council’s response to the proposals. He was thanked for his efforts in this respect.

**Re-establishment of the white lines at the exit /entrance gates of Crisp Maltings:** Crisp Maltings have confirmed to the clerk and Cllr Aquarone that they have contacted Highways and have established that the white lines are Highways’ responsibility and will be dealt with accordingly.

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**The Neighbourhood Development Plan:**

A report has been received and previously circulated. A copy of the report is in Appendix 1.

**Village Traffic Problems and School Bus Concerns:**

The clerk informed the meeting that she had spoken to the Police Traffic Assessment Unit at Wymondham and Norfolk County Council about the school bus issues. The members discussed the matter and AGREED with Councillor Aquarone’s suggestion to contact the school to ask if they would consult with parents about their views on either moving or removing the pick-up point in question. Cllr Aquarone offered to speak to the school.

1. **Playing Field and Cemetery Grass and Hedge Cutting**

The Council received a proposal from the Playing Field Committee regarding the new grass cutting contract. The Committee intend to appoint a new contractor to cut the smaller part of the field and this will be managed and paid for entirely by the Committee without reference or help from the Parish Council. The Committee asked the Council to pay for the grass cutting contract for the larger part of the field and produced quotes to support this application. The Committee‘s preferred contractor for this work is Norse. After consideration Cllr Bushby proposed that the Council vote to agree that the Council should continue to part-fund the grass cutting of the larger area for a further year. Vice-Chairman Savory seconded and the Council unanimously AGREED. Cllr Binstead proposed that the council vote to approve the quote submitted by Norse for £643.10 for 15 cuts per year. The quote is for one year only. This was seconded by Cllr Buxton and Council AGREED unanimously. The clerk was asked to contact Norse to renew the contract. The grass and hedge cutting contract at the cemetery was discussed at length and members concluded that they had been unhappy with the performance of Norse. At this time there are 3 cuts outstanding and no hedge cutting has been done. It was AGREED that a new quote from Norse would be sought along with other quotes. The quotes will be considered at the next meeting.

1. **To consider Cllr Burr’s proposal to dedicate a page on the Parish Council website to the taxi scheme.** The Council AGREED that the taxi scheme should be on the website but expressed doubt that there would be enough information for a whole page. The clerk asked if she may update the website and if so there would be space on the home page for material about the taxi scheme. The Chairman offered to forward the Clerk further information on the scheme for inclusion.
2. **To receive an update from Cllr Buxton on the provision of Social Housing under the Localism Act**

Cllr Buxton told the meeting that he had been speaking to NNDC about this matter and they had offered their full support and advice in this matter. However, upon reflection, Cllr Bushby informed the meeting that she had reservations about this proposal and the rest of the members supported her concern. It was therefore AGREED not to proceed any further with this proposal.

1. **Correspondence**

**To consider correspondence previously circulated to members and items received since the publication of the agenda.** Correspondence has been received from members of the Parish regarding concerns over the 60mph speed limit on the stretch of road from Pensthorpe to Ryburgh junction (A1067). Members agreed with this suggestion but it was noted that they have been trying to get this matter addressed for several years. The clerk was instructed to contact Highways for an update and to contact the members of the public accordingly.

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1. **Governance and Financial Matters:**
	1. ***To consider the bank reconciliation and the budget report and to sign off the bank statement.*** The bank reconciliation and budget report were accepted as an accurate record of the finances and signed by the Chairman accordingly*.*
	2. ***To approve the payment of the GDPA training course for the clerk.*** *Members approved this item. The approximate contribution will be £4.99.*
	3. ***To authorise the following payments from the parish council’s account:*** *The clerk’s**salary and expenses , the external auditor’s fee, Small Fish, Norse Cemetery Cutting invoice, Norse playground cutting invoice and the EON direct debit.*

After consideration Council resolved to pay the invoices as stated. Signing the cheques was deferred until the end of the meeting. The Payment Schedule is attached (Appendix 2)

* 1. ***To consider the purchase of a wreath for Remembrance Sunday.***

*After consideration the members AGREED to donate £25 to the Royal British Legion*

* 1. ***To review the quotes for a new noticeboard.*** *Due to time constraints it was agreed to consider this item in detail by email for resolution at a future meeting.*
	2. ***Subsidised taxi scheme monthly review.*** The scheme was reviewed and the Council AGREED to add an additional £50 to the float.
	3. ***To receive an update on the Transparency Code Grant Funding.*** *The clerk informed the meeting that the grant had been received. It was agreed that the clerk would investigate the best equipment for the requirements and report back at a later meeting. A maximum budget of £800 was AGREED.*
	4. ***To receive approval to take down the old website.*** *The Council AGREED and instructed the clerk accordingly*
	5. ***To approve the next part of the GDPA 2018 process.***

*It was AGREED to appoint the clerk as Data Protection Officer*

1. **Planning**
2. **Applications received**

PF/17/152936 Fakenham Road, Gt Ryburgh. This application has been withdrawn.

1. **Highways update and to report any further matters.**

Members were disappointed that works previously reported were still outstanding. Cllr Buxton volunteered to report drainage issues requiring attention.

**13. To report further matters and items for inclusion on the next agenda**

* To amend the wording on the next agenda to read “Urgent matters that have arisen since the publication of the agenda”
* To agree dates for 2018 meetings
1. **To note the date of future Parish Council meetings.** The next meeting is on Tuesday November 21st at 7.30pm.

**15. Close.** There being no further business the chairman closed the meeting.