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

**Ryburgh Memorial Hall Annexe at 7.30pm on Tuesday 19th December 2017**

**PRESENT**

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

In Attendance: 3 Members of the public, 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 Burr, Cllr Ian Wilson, County Councillor Aquerone and District Councillor Green.

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

None

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

A report from Cllr Aquerone had been previously received and circulated to members.

**Public Participation:** A member of the public asked the Parish Council if they would contact the District Council to determine why Willow Farm did not have a postcode and what could be done about this matter. The Council AGREED and instructed the Clerk to make enquiries. Another member of the public informed the meeting that the gravel from residents driveways was travelling on the pavements and was creating difficulties for pedestrians. The Council concluded there would be little they could do about the matter but the Chairman offered to ask the Editor of the Village Newsletter if this matter could be mentioned in the newsletter.

1. **Minutes of the meeting held on the 21st November 2017.**

Having been previously circulated, these were considered and confirmed as an accurate record and signed by the chairman accordingly.

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

**Crisp Maltings Feedback regarding the proposed development:** The Clerk informed the meeting that there had been no further feedback on the proposed Crisp Maltings Development

**Re-establishment of the white lines at the exit /entrance Gate 1 of Crisp Maltings:** The Members discussed the issue of the white lines missing from the entrance/exit at Gate One, the Maltings and the concerns over the school bus. The Clerk was unable to confirm whether the Bus Company had contacted the School to discuss a replacement stop or to cancel the stop altogether.

**The Neighbourhood Development Plan:** Nothing further to report at this time.

1. **The Cemetery Grass Cutting Contract.**

The Clerk informed the meeting that she had not had sufficient time to progress this matter. Cllr Pink expressed his disappointment. It was AGREED that this matter would be added to January’s agenda.

1. **Correspondence.**

**To consider correspondence previously circulated to members and items received since the publication of the agenda:** None

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 authorise the following payments from the parish council’s account:*** The clerk’ssalary and expenses, £361.91. TT Jones Electrical (street light maintenance) £46.80. EON direct debit £52.87.

After consideration Council resolved to pay the invoices as stated. The Council considered the matter of the unpaid invoices to Norse and the, as yet to be received, credits. It was AGREED that the outstanding invoices would not be paid until the credits were received. Signing the cheques was deferred until the end of the meeting.

* 1. ***To receive an update on the computer and projector***: The Clerk had not had enough time to carry out this action and it was therefore postponed until the next meeting.
  2. ***To approve the GDPA Policy:*** The Members considered the policy, previously circulated and AGREED to adopt it and APPROVED the appointment of the Clerk as the Data Protection Officer. It was further AGREED that the Clerk’s job title would be amended accordingly.

1. **The Permissive Path.**

After discussion it was decided that this matter should be raised with the Neighbourhood Plan Development Committee before any further action. The Clerk was asked to contact Cllr Ian Wilson to clarify whether this matter was being considered by the Committee before any further activity.

1. **The War Memorial Registration.**

The Clerk confirmed that the War Memorial was registered.

1. **Planning**. None
2. **Highways Update and to report further highways matters.**

Members reported the very poor state of the junction from Station Road leading to the company previously known as RTA. The Clerk was asked to report the matter to Highways. Members also expressed concern about the land surrounding the seat opposite Bridge Farm, Little Ryburgh. Lorries are parking on the area and this has created very poor ground conditions, such that the seat is unusable. The Clerk was asked to discuss the matter with Highways.

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

The Chairman, Cllr Bushby raised the matter of the war memorial roses discussed previously. The Chairman informed the meeting that she was able to secure a discounted price for the roses at £6.72 each. It was AGREED that the roses (Peace) will be ordered along with feed and enzymes in February. Two parishioners have agreed to plant them and treat the surrounding area.

**14. To set the dates of future Parish Council meetings in 2018.**

The meeting schedule was AGREED as follows:

30th January | 6th March | 17th April | 29th May – Annual and Annual Parish Meeting | 3rd July |

4th September|23rd October | 27th November. The Chairman offered to make a poster for the noticeboards and to advise the Editor of the Village Newsletter.

**15. Close.** There being no further business the Chairman closed the meeting at 10pm.