

RYBURGH PARISH COUNCIL

The Minutes of the Annual Parish Council meeting held on Tuesday 30th May 2017 in the Village Hall at 7.40 p.m. following the Annual Parish Meeting.

Present: Cllr S Bushby (Chairman), Cllrs E Savory (Vice Chairman), C Buxton, A Pink and I Wilson. Locum Clerk Di Dann

NCC Cllr S Aquerone (Items 3 – 7), NNDC Cllr A Green

4 public in attendance

1. Election of Chairman, declaration of acceptance of office

Following a **PROPOSAL** by Cllr Savory, Cllr Bushby was elected Chairman.

2. Election of Vice Chairman

Following a **PROPOSAL** by Cllr Bushby, Cllr Savory was elected Vice Chairman.

3. Welcome and to consider apologies and reasons for absence

The Chairman welcomed everyone to the meeting. Apologies were received and accepted from Cllrs Plattin and Binstead (away), Cllr Burr (work), Cllr Wilson (ill).

4. Declarations of interest and requests for dispensations by Councillors

There were none.

5. Minutes of the Meeting held on 18th April 2017

Following a **PROPOSAL** by Cllr Bushby the minutes were **AGREED** and signed by the Chairman.

6. Matters arising on the Minutes (for information only), not included on the agenda.

Item 9.2 Page 2 April 2017 War Memorial. The Clerk advised that a payment of £35 would become due and a scaled plan of the site was needed. Cllr Wilson would undertake this.

7. Receive Reports (if attending) NCC, NNDC and the Police

7.1 NCC Cllr Aquerone thanked people for their support at the recent election. He was on two committees – Audit and Business & Property. He was Deputy Group Leader for the Liberal Democrats. NCC was dominated by Conservatives. He would be holding surgeries. He advised that BT would be willing to come along to Parish Council meetings to update members on the progress of broadband.

7.2 NNDC Cllr A Green. Cllr Green advised that Cllr T Fitzpatrick had been reelected as Chairman of the Council and she was awaiting committee appointments. She would miss former NCC Cllr D Ramsbotham

7.3 Police. There was no police members present. Members were made aware that there was now only one PCSO for the whole of the area.

8. Receive an update on the Neighbourhood Plan

This was presented by Andrew Purdy. A Working Group meeting had taken place on 2nd May and an outline timetable had been drawn up. This would initially involve the collection of ideas and information and the setting up of a website. It was intended to hold a public meeting in early July with a further meeting in September. Policies for the Plan would be assembled from October onwards. An ambitious timetable, the aim was to reach the referendum stage by April 2018.

9. Public Participation

An opportunity for members of the public to raise questions or concerns

Concerns from two parishioners about the need for a postcode in Willow Farm. Cllr Green would look into the matter.

10. Correspondence (refer attached list)

10.1 Members had received a list of correspondence. It was **AGREED** to ask Cllr Aquerone to ask BT to attend a future meeting.

10.2 The Clerk advised that since the close of the agenda a further e mail had been received from RVAG with the May newsletter.

10.3 Update from Carillion. It was noted that a new bench had now been reinstalled. The verge area was of concern and Cllr Pink advised that he would be meeting the sub-contractors on Wednesday afternoon on site. In the mean time the Clerk would contact Jason Sparkes from Carillion and also Nigel Tompkins PR for Carillion. It was important for the verge to be reinstated as before, to prevent vehicles from parking.

11.To discuss any planning matters (refer correspondence list)

11.1 Ref PF/17/0600 117 Fakenham Road Erection of wall and fence along front boundary (retrospective). It was **AGREED** to raise objections to this application because of highway safety concerns.

11.2 Ref PF/17/0603 Erection of Conservatory on rear elevation. It was **AGREED** to raise no comment about this application.

11.3 Parish Clerk was asked to review the terms of the Ryburgh Planning Policy in respect of delegation.

12. Review items for Crisp Maltings attendance at July meeting, including details of Defibrillator

Members had been forwarded a list. It was **AGREED** to add to the list the following items:

- a) Reduction in the level of lighting at night
- b) The need for tree screening
- c) The public meeting arranged by the Maltings on 13th July at the former Methodist Chapel 2.30 – 8.30 p.m.

13. Governance and Financial Matters

13.1 Financial Statement for the period to 18th April – 30th May 2017 (attached)

Members had been forwarded the Cash Book detailing matters since the last meeting:

Receipts were noted as:

Grant for the Neighbourhood Plan from Groundwork UK £3870

Receipts from NCC of £50.00(taxi scheme) and £93.89(recycling)

Receipt from HMRC (VAT refund for 2016/17 £1374.74

Payments to be made were:

Cheque No 128 £103.75 Norse for April cut of the Churchyard;

Cheque No 129 £958.73 Norse for half year cut of the Playing field

Cheque No 131 £382.72 A ON for insurance renewal for 2017/18

Cheque No 132 £35 for ICO renewal for 2017/18

March payment for the cemetery cut was awaiting clarification from NORSE. The Clerk would make contact with NORSE again.

The Bank Balance at 2nd May showed a total balance of £22913.96

On a **PROPOSAL** by Cllr Savory the Statement was **AGREED**

13.2 Reserve Funds were discussed and it was **AGREED** that the following should be allocated:

Neighbourhood Plan £2000, Street furniture £1000 (to include the notice board outside the Village Hall and Street bench refurbishment)

War memorial and Street Lights would both receive an annual figure of £500 for future repairs

A village sign at Lt. Ryburgh, additional grass cutting and sweeping £500.

13.3 Agree the Annual Accounts and Annual Return 2016/17 and allocation of reserves

Members had received a copy of Pages 2 and 3 of the Annual Return. On a **PROPOSAL** by Cllr Savory it was **AGREED** that the Chairman should sign pages 2 and 3 of the Annual Return.

Page 2 was also signed by the Locum Clerk. Page 3 had been signed by the retiring Clerk

13.4 Receive the report from the Internal Auditor. The Locum Clerk advised that the report had detailed only very minor matters, in that some payments had not been minuted. The Locum Clerk advised that Audit Controls should be reviewed in 2017/18, to include Financial Regulations.

13.5 Transparency Grant fund. It was **AGREED** to submit an application for a laptop, scanner and costs regarding the website.

13.6 Support service for the council. It was **AGREED** to subscribe to Norfolk Parish Training 7 Support for the fee of £85.

14. Receive progress report on the Website

Members had received the link to the new site. The Chairman advised that she was pleased with the progress of the site.

14. Items for inclusion on the next Agenda

Cemetery and playing field cutting; Planning policy; Additional street light outside Wine Racks. Attending the meeting Graham Taylor – Production Director of Crisp Maltings.

15. To note the date of the next meetings – Tuesday 11th July

16. Press and public were excluded from the meeting (for a staffing matter)

17. Staffing matter

The Chairman advised that one of the candidates for the Clerk’s vacancy had been offered the job subject to council approval, a 6-month trial period and satisfactory references. Contracted hours would be 5 per week but this would be kept under review. Salary £19432.40 pro rata. Members **AGREED** to the appointment

There being no further business the meeting closed at 9.45 p.m.

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Chairman

Date