**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**29th October 2019**

Attendees Elizabeth Savory (Chairman) Cllrs: N Dandy, A Burr, H Plattin, I Wilson. C Buxton. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 6 Member of the public. 2 representatives from Crisp Maltings

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Cllr K Wilson (Vice-Chairman) County Councillor Stefan Aquerone
2. **Declarations of interest and requests for dispensations** NONE
3. **MINUTES OF THE MEETINGS HELD ON 3rd September 2019** Approved
4. **PUBLIC PARTICIPATION**. **The public participation lasts for 10 minutes.** No comments were received.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT**District CouncillorVincent Fitzpatrick introduced himself to the members of the public and explained his role as a District Councillor. Cllr Fitzpatrick updated the meeting on the following matters:
* **The Big Society Fund.** The fund has so far awarded £1.9m to community groups.
* **Free Parking on Armistice Day (10th November)** in all District Council car parks.
* **NNDC Support for the Sporting Centre of Excellent.**
* **Prosecution of companies offering illegal asbestos removal work**
* **Fly-tipping.** The Parish Council agreed with Cllr Fitzpatrick that the fly-tipping service offered by NNDC is excellent.
* **Support for training in hospitality and tourism** funded by a LIFT grant, will be available from NNDC shortly and is open for all to apply for.
1. **To receive an update from Crisp Maltings regarding the Planning Application for the development of a Lorry Park and Housing in Gt Ryburgh.** The meeting was attended by two representatives from Crisp Maltings. (Mr David Thompson sent his apologies). Mr Graham Taylor (Operations Director) delivered a presentation regarding plans for the development proposed on the Crisp Maltings site. Questions were received as follows:

Cllr Ian Wilson asked if the warehouse and barley store have planning consent and if so, would the stores in the new application be additional. Mr Taylor said that they would be additional as the ones in the previous application were in the wrong place.

Cllr Dandy and Cllr Wilson asked about sequencing and programming. Mr Taylor said that the sequence and programming had not yet been finalised but the logical sequence would suggest that the road would be developed first.

Members of the public asked about the length of time the development would take, the lorry park, and the additional traffic movements additional housing would generate.

Cllr Savory (Chairman) asked Mr Taylor if he would be able to assist the Parish Council in resolving the ongoing problem with the road leading to RTA. Cllr Savory (Chairman) explained that despite reports to RTA and Highways no significant action has taken place Mr Taylor said he had previously offered to repair the road and will once again, discuss the matter with RTA. Cllr Savory (chairman) thanked Mr Taylor and Mr Lambert for the update and their offer of help with the RTA situation.

Mr Taylor asked if he may receive a copy of the minutes and dates for future meetings. The Clerk will action.

The representatives from Crisp Maltings and Cllr Fitzpatrick left the meeting at 8.13pm

Cllr Savory (The Chairman) asked Mike Rundle (Trustee of the Gt Ryburgh Fuel Allotment if he would open the discussion regarding item 7.

1. **Gt RYBURGH FUEL ALLOTMENT**

**7.1** *To approve a request from the Allotment Trustees to Register the ownership and extent with HM Land Registry*. Mr Rundle explained the process and benefits and, after considerations Cllr Binstead proposed that the Parish Council approve the request. Seconded by Cllr Dandy and approved.

**7.2** *To approve the appointment of a Solicitor (and associated costs) to carry out the registration process and to approve the generous offer from Mike Rundle to carry out the necessary research*. On a proposal by Cllr Binstead, seconded by Cllr Buxton the Members approved item 7.2. The Clerk will liaise with Mr Rundle regarding the selection of a Solicitor having once determined that none of the local solicitors have documents in storage related to the Fuel Allotment Land.

**7.3** To approve the cost of sign(s) to be placed at the entrance(s) to the Fuel Allotment Land (as previously discussed at the Parish Council Meeting in September) Mr Rundle explained that the sign was to inform walkers of the path location and to guide them away from the pond. Members were informed by Cllr Dandy that a draft sign has been produced and was able to show Members the draft on his laptop. The poster proposed will be an A2 aluminum frame. A discussion followed about the title and it was agreed that it should be called Gt Ryburgh Common (Fuel Allotment). Cllr Dandy informed the meeting that he has approached Willowtree and they will be able to produce the sign for £32. On a proposal by Cllr Dandy and seconded by Cllr Platin, the Members approved this course of action.

**7.4** To appoint the Fuel Allotment Trustees for the next four years (2023). Mr Rundle confirmed that the existing Trustees were prepared to stand again and had confirmed the same to the Chairman (Cllr Savory). The other Trustees were not able to attend the meeting but the Members confirmed that they would be happy to appoint in absence. Therefore, the Trustees appointed to the Gt Ryburgh Fuel Allotment are as follows:

John Hopkins, Mike Rundle, Clive Lonsdale, Helen Jones. Hugh Lanham. The Members also elected Ian Wilson. The Parish Council will consider the elections again in 2023.

1. **RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**

*8.1 To receive an update on the It Ryburgh dog bin.* A discussion followed regarding the location of the bin, however, the Clerk pointed out that the original order had been placed for the bin to be positioned opposite the Cemetery This is the ‘location address’ for the purposes of emptying. It was therefore, agreed that the bin would be placed at this location.

8.2 To receive an update from Cllr Dandy regarding the Voluntary Speed Signs. Cllr Dandy presented the Meeting with a number of questions regarding ownership, liability, maintenance etc. The Clerk explained to the meeting that the Parish Council could not take on ownership of the signs or take on any liabilities or upkeep costs because that Parish Council do not have the authority to act on such matters. The Clerk offered to do an email response to Cllr Dandy so that the information may be shared with the Village Amenity Group.

8.3 To agree a strategy to carry out the maintenance requirements highlighted by Cllr Dandy in September’s asset inspection. It was agreed that Cllr Dandy will make the necessary arrangements for maintenance and will email invoices to the Members for approval. It was agreed that the War Memorial requires pointing repairs and this will be carried out by the same means. A discussion took place regarding the grass area at Hillcrest and the grassed area surrounding the benches on Bridge Road and two benches at Hillcrest. It was agreed that the Groundsman at the Cemetery will be contacted to see if he would be prepared the price the work. The Clerk will action.

8.4 To receive an update from the Clerk regarding CILCA. The Clerk reported that she had attended the first session and work was underway.

1. **TAXI SCHEME –** To receive an update. It was agreed that, should further funds be required the Members were happy for the Chairman to instruct the Clerk accordingly.
2. **NEW MATTERS FOR CONSIDERATION**

10.1 **To consider a proposal by Cllr Savory to approval in principal to a path from Cottrotten Hill to Ryburgh Village. If approved Members will also be asked to consider:** 10.2 **To approve the formal communication between the Parish Council and the Landowner give consent (in principal) to the use of private land for the footpath**. After discussion, Mr Mike Rundle said that he had received communication from the landowner stating that he is happy to proceed. On a proposal from Cllr Ian Wilson, the Clerk was instructed to write to the Landowner accordingly.

1. **Governance and Financial Matters:**

*11.1 To ratify payments made during August and September and consider outstanding invoices and those received after publication of the agenda*. Please refer to the attached Financial Statement.

*11.2 To consider the bank reconciliation for the 2nd Quarter.* Considered and approved.

*11.2 To consider the updated Code of Conduct Document previously circulated.* After discussion it was agreed that the document should be forwarded again and considered at the December meeting.

**Correspondence –** *To consider correspondence previously circulated and received after the publication of the agenda.*  No further comments were received.

1. **Planning – Applications received:**

 **PF/19/1734** Erection of detached garage (retrospective), Lawn Cottage, Westwood Lane Great Ryburgh **No Objection**

**Decisions Received: None**

1. **Highways – to receive an update and report any new matters.** The Clerk was asked to contact Highways once more to ask when the road markings outside the nursery would be completed. A report from Highways had been received to say that the village sign at Little Ryburgh has been replaced. It has not. The Clerk will contact Highways accordingly. The Clerk was asked to contact Highways to report pavement damage opposite Laburnham House, 79 Fakenham Road.
2. **To report matters that have arisen since the publication of this agenda**
3. **Items for the next Agenda**

**Members made the following requests for December’s agenda:**

To consider the appointment of a Tree Warden (Clerk will obtain further details form Cllr Ian Wilson).

Next year’s meeting dates

To approve payment for the works necessary to the Standards to be hung in Church for the Remembrance Service

1. **Next meeting: Tuesday 3rd December 2019**

**16. Close**