**RYBURGH PARISH COUNCIL**

**Parish Council Meeting**

**MINUTES**

**16th July 2019**

Attendees Elizabeth Savory (Chairman) Cllrs: N Dandy, A Burr, J Binstead, H Plattin. The Clerk, Patsy Adams County Councillor, S Aquerone, 8 Members of the public.

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllr K Wilson (Vice Chairman), Cllr I Wilson, Cllr C Buxton and District Councillor V Fitzpatrick.
2. **Declarations of interest and requests for dispensations**. None
3. **MINUTES OF THE MEETINGS HELD ON 21ST May 2019 and 25th June–** Approved
4. **PUBLIC PARTICIPATION**. **The public participation lasts for 10 minutes.** Comments were received regarding the height of the grass at May Green and the problems this was causing for drivers. Speed limits and speeding generally through Little Ryburgh and grass cutting in the lanes in Little Ryburgh. A report was also received regarding criminal activity.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT****.** A report from the District Councillor was read out (Appendix i). The Clerk read out a report from the Fakenham Police (Appendix i)
6. **RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**

*6.1* **To receive a report from the Clerk regarding the Little Ryburgh Fuel Allotment Charity and recommendation for the Parish Council to Consider.** The Clerk informed the meeting that she had met with the representatives of the Little Rybugh FueL Allotment Charity. The meeting had been very productive. (see appendix ii). The Clerk raised the matter of the land registration. The Trustees are reviewing the current Land Registry entry. The Clerk recommended that the Trustees and the Parish Council consider registering the Parish Council as Official Custodian, thus avoiding the need to re-register if the Trustees change. The Trustees agreed that they would hold a meeting to discuss this matter and report back to the Parish Council. It was agreed that both the Trustees and the Parish Council will vote on this matter.

*6.2* **To receive a report from the Little Ryburgh Fuel Allotment Trustees** Mr Peter Trent outlined the proposals in the draft governing document (previously circulated) for approval by the Parish Council. (Appendix ii). The Parish Council had also had time to review the annual report for 2019, circulated before the meeting.

*6.3* **To appoint Charity Trustees for the next four years (2023**) On a proposal by Cllr Binstead, seconded by Cllr Dandy,The following Trustees were appointed for the years 2019 to 2023:

*Alan Pink*

*Jill Doyle*

*Michelle Yarham*

*Peter Trent*

*Terry Yarham*

*Ex Officio- Robin Stapleford*

*The Chairman invited Mr Mike Rundle to speak about the Gt Ryburgh Charity. Mr Rundle informed the meeting that the major difference between the charities was that Great Ryburgh has no income. Mr Rundle further proposed that the Gt Ryburgh Charity should be registered and that he would be prepared to do the Statutory Declaration and research the historic evidence if the Parish Council were prepared to pay the Solicitor’s costs to cover the registration.(approx. £1k) It was agreed that this matter would be considered on the September agenda. Cllr Binstead informed the meeting that the Trustee appointments were overdue and it was agreed that the appointments would take place in September. Cllr Dandy said that he had been made aware of a parishioner who would like to serve as a Trustee. Mr Rundle told Cllr Dandy to inform the parishioner to contact him.*

*6***.***4* **To receive an update from Cllr Kate Wilson regarding the location of the Little Ryburgh Dog Bin.** In the absence of Councillor Kate Wilson members agreed that the Cemetery entrance would be the most suitable location. However, the decision was deferred until Cllr Kate Wilson can take part in the proceedings.

1. **NEW MATTERS FOR CONSIDERATION**

None

1. **Governance and Financial Matters:**

*8.1To consider outstanding invoices and those received after publication of the agenda. There were no outstanding invoices. Payments made during June were ratified as follows*: Taxi Scheme £ 50.00, H Plattin £35.00, Milies Mitchell £462.5. Clerk’s Salary and expenses £321.83, EON £76.65, NPTS £90.00, Miles Mitchell (May Green) £130, ICO £35.00.

*8.2 To consider Actual expenditure against budget.* Considered and Approved.

*8.3 To consider the bank reconciliation for the first quarter.* Considered and approved.

*8.4 To reconcile the Clerk’s hours for the first quarter.* After consideration, the Members agreed unanimously to increase the Clerk’s hours to 10 per week and pay for the additional hours worked to date.

*8.5 The Taxi Scheme.* The Chairman informed the meeting that the taxi scheme usage had dropped considerably. It was therefore, agreed to amend the rules and to publicise the scheme in the village newsletter.

1. **Correspondence – To consider correspondence previously circulated and received after the publication of the agenda.**

* Police and Crime Commissioner Q&A at Fakenham on22nd July 2019

1. **Planning – None**
2. **Highways – to receive an update and report any new matters**

* The road markings in front of the Nursery remain outstanding. Action: The Clerk to contact Highways
* The road surface outside RTA Wineracks has not been rectified. Action: the Clerk to contact RTA
* Cllr Dandy asked the matter of the Voluntary speed signage (NDP) be placed on the September agenda.
* The Chairman informed the meeting that items placed on the noticeboard in Highfield Road are being removed. Action: The Chairman will place a polite notice requesting that notices remain.
* Cllr Burr informed the meeting that the traffic issues adjacent to the Nursery will be resolved this week when the Film Crew leave the village.

1. **To report matters that have arisen since the publication of this agenda** None
2. **Items for the next Agenda**

Amend the Asset register to include the new Noticeboards and inform the Insurance Company.

The Clerk informed the meeting that Mr Algy Williams was no longer eligible to stand and therefore Members will need to agree to co-opt if they so wish.

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

**16. Close.** There being no further business the meeting closed at 9.35pm