**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**21st January 2020**

Attendees Elizabeth Savory (Chairman), Cllrs: N Dandy, H Plattin, A Burr, Binsted. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 2 Members of the public. The meeting began at 7.34pm.

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllrs: I Wilson, C Buxton and K Wilson (Vice Chairman)
2. **Declarations of interest and requests for dispensations. None**
3. **MINUTES OF THE MEETINGS HELD ON 3rd December 2019** Agreed and approved
4. **PUBLIC PARTICIPATION**. **The public participation session lasts for 10 minutes**

A Member of the public raised an issue regarding light disturbance. The Clerk will call the property owner to ask if they may assist by changing the angle of the light. The Member of the public also said that she believed the property owner had more buildings than planning had approved. Members agreed to look into the historic planning applications and compare what has been erected.

1. **COUNTY AND DISTRICT COUNCILLOR REPORTS** have been received and are attached to the minutes.
2. **TO RECEIVE THE CONSIDERATIONS FROM THE LITTLE RYBURGH FUEL ALLOTMENT TRUSTEES REGARDING THE NAME THE CHARITY WILL BE REGISTERED UNDER** The Trustees did not attend the meeting. After discussion Members asked the Clerk to contact the Charity Commission for directions.
3. **TO RECEIVE A REPRESENTATION FROM THE RYBURGH PLAYING FIELD COMMITTEE FOR FUNDING TO COVER THE COST OF GRASS CUTTING FOR 2020**. Documents regarding the request had been previously circulated. On a proposal by Cllr Binstead members agreed to fund the Grass Cutting contract in its entirety for the year 2020.
4. **To receive an update ON MATTERS FROM THE PREVIOUS MINUTES**

**8.1** To receive an update from Cllr Dandy regarding the Fuel Allotment signage. Cllr Dandy informed the meeting that the signs have been manufactured and installation is imminent. This item may now be removed from the agenda.

**8.2** To receive an update from Cllr Dandy regarding the Voluntary Speed signs following the response from NCC/Highways. The Members discussed the correspondence received from the Constabulary stating that, following advice from Highways, they could no longer support the Pop-Up style of signage. Members asked the Clerk to contact North Walsham Town Council for advice about the signage installed there.

**8.3**To receive an update from the Clerk regarding correspondence sent to the Landowner about the Path Proposals from Cottrotten Hill to Ryburgh Village. The Clerk informed the meeting that no reply has been received. It was agreed that due to the personal circumstances of the recipient this matter should be place on hold until further notice.

1. **TAXI SCHEME –** To receive an update from the Chairman. There has been little improvement in the taxi scheme usage. The Members agree to increase the journeys allowed and to publicise the scheme more extensively. The Chairman will forward the updated details of the scheme to the clerk for inclusion in the Village Newsletter.
2. **Governance and Financial Matters:**
3. *To approve receipts and payments made during the previous quarter and consider outstanding invoices and those received after publication of the agenda. After consideration and a proposal from Cllr Plattin, Members approved the following payments:*

 Administration costs 24.88

 \*Uncontested Election Costs 155.23 (\*not included in the 2019/20 Budget)

1. *To consider the Standing Orders and Complaints Procedure Documents previously circulated.* On a proposal from Cllr Plattin Members approved the Standing Orders and Complaints procedure Documents previously circulated.
2. *To consider the Bank Reconciliation for the 3d Quarter.* On a proposal by Cllr Plattin the Members agreed and approved the third quarter reconciliation. The Budget Monitor will be considered at the April Meeting and once approved, will be signed off for Audit
3. *The Clerk asked for consent to attend a training course offered by NALC regarding Charitable Trusts. The Clerk also informed the meeting that if the Parish Council re-join NALC there would be a substantial discount, After consideration, and on a proposal by Clr Plattin Members agreed to return to NALC as legal and governance service provider instead of NPTS and to approve the cost of the Charities course. Members also approved the coat of the books required by the Clerk for CILCA Invoices will be issued to the Clerk’s other parishes for reimbursement.*

1. Correspondence – To consider correspondence previously circulated and correspondence received since the publication of the agenda:
* North Norfolk Parish Forum
* VE Day 75th Year Anniversary. The Clerk was asked to forward detail to a Member of the in attendance at the meeting and representatives (not in attendance) from the church.

**Applications received:** None

1. **Highways – to receive an update on the following:**
* Missing road signage in Little Ryburgh
* Damaged signage at May Green
* Damaged footpath signage Members were unable to confirm the Little Ryburgh Tasks have been completed. This item will be discussed with the Vice Chairman, Cllr Wilson at the next meeting.
* Street Cleaning in Station Road, Bridge Road and Mill Road. Completed

**To report any new Highways matters**

Cllr Burr reported a branch obscuring the street light in Mill Road, The Chairman will liaise with the Clerk to action

The Clerk was asked to chase Highways once again about the street markings adjacent to the Nursery.

Cllr Dandy reported that he had approached residents about the placement of a dog bin adjacent to Westwood Lane but this has been rejected.

Cll Fitzpatrick offered to investigate The Public Space Protection Order previously discussed.

1. To report matters that have arisen since the publication of this agenda. None
2. **The date of the next meeting is 3rd March 2020 at 7.30pm**
3. **Items for the next Agenda.** No further matters were suggested

**16. To close the meeting.** There being no further business the Chairman closed the meeting at 9.05 pm