**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

Minutes are in draft until approved at a subsequent meeting

**21st June 2021**

**Parish Clerk and RFO: Patsy Adams**

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, J Binstead. K Wilson. H Plattin. Elected at this meeting: Cllr J Savory. Co-opted at this meeting: Cllr J O’Leary

In attendance, P Adams (Clerk.)

The meeting began at 7.00 pm

1. **APOLOGIES FOR ABSENCE.** None
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA**. None
3. **TO APPROVE THE MINUTES OF THE LAST MEETINGS (APCM & APM) HELD ON THE 10th May 2021.** Considered and approved.
4. **TO ISSUE THE RESULT OF THE PARISH COUNCIL ELECTION HELD ON 27TH May 2021 AND TO DECLARE MR JOHN SAVORY AS A MEMBER OF RYBURGH PARISH COUNCIL.** The Chairman informed the meeting that John Savory received the most votes and is therefore, elected.
   * 1. T**o hear the Declaration of Acceptance and to sign the Declaration.** Mr John Savory and the Clerk read the declaration and signed the Declaration form
     2. **To invite the newly elected member to join the Parish Council Meeting and to receive any declarations of interest in the agenda from the new member**. Councillor John Savory was invited to join the meeting and confirmed he had no declarations of interest in the agenda.
5. **Co-option** The vacancies had been previously advertised and interviews had taken place and a candidate selected.
   1. **To confirm that the candidate wishes to stand.** The candidate, Jane O’Leary confirmed her willingness to stand
6. **To receive a proposal to co-opt the candidate**. Cllr K Wilson proposed that Jane O’Leary be co-opted to Ryburgh Council and this was unanimously agreed.
7. **To declare the candidate duly co-opted and welcome her to the Parish Council**. The Chairman declared Jane O’Leary duly elected and welcomed her to the Parish Council
8. **To hear the Declaration of Acceptance from the newly elected Parish Councillor and sign the declaration.** Jane O’Leary and the Clerk read out the declaration of acceptance and signed the form accordingly.
9. **To invite the newly appointed Councillors to join the Parish Council Meeting and to receive any declarations of interest in the agenda.**  Councillor O’Leary was invited to join the meeting and confirmed she had no declarations of interest in the agenda.
10. **PUBLIC PARTICIPATION and POLICE REPORTS.** There were no members of the public present. The Police report had been previously circulated.
11. **COUNTY COUNCILOR REPORT** Cllr Aquerone was been unable to join the meeting but had previously issued a report (circulated)
12. **HIGHWAYS :**
    * 1. **An update following the TRO works carried out in June at Station Road**

Reference: AZ7011001038239. See item c.

* + 1. **The Fenced Culvert – Next actions.** Cllr Dandy (Vice-Chairman) Informed the members that the culvert fence replacement has been outstanding for three years. Cllr Dandy is sending updates to Cllr Aquerone and the members on a fortnightly basis. Highways have not responded to the updates. It was agreed to continue with the process and discuss with Cllr Aquerone at the next meeting.
    2. **To consider the effectiveness of the actions carried out in accordance with the Parish Council’s Highways procedure and to make any further changes to those arrangements, if required.**  Cllr Dandy (Vice-Chairman) informed the meeting that the procedure has been a success and members agreed that work has been completed in a timely manner. It was agreed that the procedure adopted\* should continue.

\*(The procedure is as follows: When TRO’s are issued the Clerk will contact Highways, the Licensing Office and Cllr Aquerone to make them aware of the difficulties the Parish face when road closures are protracted. Cllr Dandy (Vice-Charman will log the work, monitor progress and report back at the next meeting).   
**.**

1. **DISTRICT COUNCILLOR REPORT** Cllr Vincent FitzPatrick informed the meeting that members of the public can (by appointment) visit the District Council Offices and meet with Officers. The Greenbuild Event, usually held at Felbrigg will not go ahead this year. NNDC have been awarded a grant of 32k to contribute to costs related to homelessness. Cllr Fitzpatrick reminded Members that the Community Fund is still open.
2. **PLANNING To receive an update and to consider any new planning applications.** None
3. **FINANCE and GOVERNANCE**
4. **To consider the grass mowing contract – an update from the Clerk.** Members were very disappointed to hear that a change of staff at CGM (The grass cutting contractor) has once again resulted in an inefficient and time-consuming method of invoicing and this has had an effect on the Clerk’s hours.
5. **To receive the Budget Monitor for April/May 2021.** To be considered at the next meeting.
6. **To receive Receipts and Payments for April/May 2021.** To be considered at the next meeting
7. **To receive a request from the Clerk for a contribution from the IT budget for 20% of the cost of a shredder**. Considered and approved.

**13. THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020 -21**

1. *TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR AND ANY ADDITONAL COMMENTS.* Considered and approved
2. *TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT.* Once considered, Members approved and the document was signed accordingly.
3. *TO CONSIDER AND COMPLETE THE ACCOUNTING STATEMENT.* Considered, approved and signed accordingly.

*d. to COMPLETE THE CERTIFICATE OF EXEMPTION*. Approved and signed accordingly

*e. tO receive the year end bANK RECONCILIATION.* Considered and approved.

*f. TO CONSIDER THE VARIANCES ANALYSIS*. Considered and approved

*g. TO NOTE THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. The public rights period will be from 1st July to 11th August 2021*

The Council recorded a vote of thankS to the clerk

1. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS AGENDA**

**The NDP.** The Clerk informed the meeting that NNDC have resolved to ‘make’ the Ryburgh Neighbourhood Plan. The plan has been brought into legal force and now forms part of the Statutory Development Plan for the parish of Ryburgh.

**The Footpath.** Cllr Ian Wilson informed the meeting that the drainage channels are dry and, as a result, walking along the path is not difficult. Cllr Wilson is going to re-consider the sleeper issue before the next meeting and report back in July.

**The Taxi Scheme**. Mr Purdy (The Village Shop) has confirmed that no further funds are required this month. The topic will be placed on the agenda for July.

1. **NEW MATTERS FOR CONSIDERATON**

**Drainage.** Much discussion followed on this matter. Cllr John Savory suggested a pond be dug in the Glebe land to buffer the flow. However, following correspondence receive from Cllr Aquerone it was agreed that a decision would be made after further news from Cllr Aquerone.

**To consider items that have arisen since the publication of the agenda.** Cllr Ian Wilson informed the meeting that the Norfolk Wildlife Trust have recognised Ryburgh as a model Village. Cllr Ian Wilson will update the meeting in July.

1. **Items for the July Agenda**

**The Village Hall**. Cllr Ian Wilson asked if Barley Wilson could address the July meeting, on behalf of the Village Hall Committee, about the Village Hall flooding issue and it was agreed that she may.

Objectives for 2021.

The Culvert/Fence. After discussion, it was agreed the Clerk and Cllr Dandy will liaise regarding ownership of the land re: the culvert and the temporary fence.

1. **DATE OF THE NEXT MEETING:** The date of the next meeting will be emailed to Membersand put on the website.
2. **TO CLOSE THE MEETING.** There being no further business, the Chairman closed the meeting at 8.42pm