**RYBURGH PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**MINUTES**

**21ST MAY 2019**

**Parish Clerk and RFO: Patsy Adams**

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**Present**

Cllrs: *E Savory (Chairman), K Wilson (Vice-Chairman) H Plattin, I Wilson, C Buxton, N Dandy, A Burr, J Binstead*

**In Attendance:** The Clerk, P Adams. *Two members of the public.*

The Chairman opened the meeting at 7.40pm an welcomed everyone.

1. **APPOINTMENT OF CHAIRMAN.** Cllr Kate Wilson proposed Cllr Liz Savory, seconded by Cllr Binstead and agreed unanimously. Cllr Savory was duly elected Chairman.
2. **CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.**  Cllr Savory read and signed the Declaration of Office.
3. **Appointment of the vice-chairman** Cllr Plattin proposedCllr Dandy but Cllr Dandy indicated that he did not wish to stand. Cllr Ian Wilson proposed Cllr Kate Wilson, seconded by Cllr Buxton. Cllr Kate Wilson was duly elected Vice Chairman.
4. **THE VICE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE** Cllr Kate Wilson read and signed the Declaration of Office.
5. **APOLOGIES FOR ABSENCE.** Apologies were received from County Councillor Aquerone and Mr Algy Williams. Mr Williams has been unable to attend the meeting due to work commitments.
6. **DECLARATIONS OF INTEREST -** *To receive declarations of interest in agenda items.* None.
7. **TO CONSIDER ANY DECLARATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED AND TO DECIDE WHETHER TO GRANT AN EXTENSION OF TIME OR TO DECLARE THE SEAT VACANT.** Mr Algy Williams has not submitted his Declaration of Acceptance and has sent apologies accordingly. Mr Williams has informed the Clerk that he will be unable to take up his post in the immediate future. The Members considered the matter and agreed unanimously to grant an extension of time until August. If Mr Williams is unable to make his Declaration by August a further member will be sought.
8. **TO RECEIVE COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS.** A report was received from Cllr Aquerone.
9. **OPEN SESSION FOR MEMBERS OF THE PUBLIC TO SPEAK.** Comments were received regarding the entrance to Willow Farm and the pavements.
10. **MINUTES** - *To approve the minutes of the previous meetings held on 2ND April 2019.* Approved
11. **TO RECEIVE UPDATES ON THE FOLLOWING ITEMS FROM THE LAST MEETING**:

*11.1 To receive an update from Cllr K Wilson regarding the land at the top of the hill under consideration for the new Lt Ryburgh bench.* Cllr Wilson informed the meeting that the proposal to install a new bench on the land at the top of the hill would not be possible because the land is used for grazing.

*11.2 To agree where to move the bench, currently on Bridge Road*. After considered it was agreed that the bench will remain where it is. The Chairman informed the meeting that she has been approached about a dog bin for Little Ryburgh. Cllr Kate Wilson offered to investigate a suitable location and report back at the next meeting

11.3 *To receive further information regarding the Lt Ryburgh Common.* The Chairman informed the meeting that the annual report from the Charity has not been received. The Clerk informed the meeting that two matters of concern had been received from Members of the Parish about the Charity. After Members considered the matter it was agreed that the Clerk should investigate and report back at the meeting in July.

1. **NEW MATTERS FOR CONSIDERATION**

12.1The Initial Consultation for the First Draft of the new Local Plan (documentation previously circulated). *No further comments were received.*

12.2 To consider a proposal regarding signage for Great Rybugh Common from Cllr Savory. After discussion Cllr Ian Wilson

*13* **FINANCE & GOVERNACE**

*13.1 TO APPROVE THE RENEWAL OF THE INSURANCE POLICY WITH BHIB FOR £ (£344.44). (Previous year £344.44*). APPROVED

*13.2 TO APPPROVE THE LIST OF INVOICES FOR PAYMENT*. APPROVED

*13.3 TO AGREE THAT THE COUNCIL MEETS THE CRITERIA TO SUBMIT AN EXEMPTION CERTIFICATE TO THE EXTERNAL AUDITOR AND TO PROPOSE A RESOLUTION TO DECLARE THE PARISH COUNCIL EXEMPT FROM SUBMITTING A LIMITED ASSURANCE REVIEW*. CONSIDERED AND APROVED

*13.4 TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR.* CONSIDERED AND APPROVED

*13.5 TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT.* CONSIDERED AND APPROVED

*13.6 TO CONSIDER AND COMPLETE THE ACCOUNTING STATEMENT.* CONSIDERED AND APPROVED.

**14 HIGHWAY ISSUES – TO RECEIVE AN UPDATE.** No further comments were received

**15. PLANNING :**

*a) To consider any Planning applications received:* None

*b) To notify of any Planning Decisions received from NNDC:* None

*c) To consider any other Planning issues :* None

**16.** **CORRESPONDENCE** - *To consider any correspondence received (previously forwarded) NO further comments were received.*

**17. ITEMS FOR THE NEXT AGENDA-** as above.

**18. TO NOTE THE DATE OF THE NEXT MEETING – 16th July 2019**

**20. TO CLOSE THE MEETING***. There being no further business the Chairman closed the meeting at 9.15pm*