**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**3rd December 2019**

Attendees Elizabeth Savory (Chairman), K Wilson (Vice-Chairman) Cllrs: N Dandy, H Plattin, I Wilson. C Buxton. The Clerk, Patsy Adams District Councillor, V Fitzpatrick, 1 Member of the public.

All minutes are draft until approved at a subsequent meeting

1. **APOLOGIES FOR ABSENCE** Apologies received from Cllrs: Binstead and Burr
2. **Declarations of interest and requests for dispensations. None**
3. **MINUTES OF THE MEETINGS HELD ON 29th October 2019** Agreed.
4. **PUBLIC PARTICIPATION**. **The public participation lasts for 10 minutes**. A member of the public informed the Members that at the a recent Safer Neighbourhood Team meeting hosted by Norfolk Constabulary they had discussed the traffic problem on the bend near the Nursery. Cllr Plattin added that a near miss on the bend last week highlighted how very important it was to resolve the matter of the road markings to prevent drivers parking on the bend. Members agreed that Highways have let the Parish down in this respect. The Clerk was instructed to email Head of Highways and the Portfolio holder to report the matter.
5. COUNTY AND DISTRICT COUNCILLOR REPORT. Cllr Vincent Fitzpatrick informed the meeting that he had produced a written report (previously circulated). Matters discussed included the Big Society Fund and the Graham Allen Award – a copy of the Newsletter is on the website and the Noticeboards. The Chairman said that she is concerned that, due to the Councillor’s work commitments, Cllr Fitzpatrick may not be able to attend planning meetings. Cllr Fitzpatrick assured the Chairman that this would not be the case.
6. **To receive an update ON MATTERS FROM THE PREVIOUS MINUTES**

**6.1** To receive an update on the progress of the Gt Ryburgh Fuel Allotment registration. Clrr Plattin informed the meeting that the deeds for the Gt Ryburgh Fuel Allotment are stored in the Norwich Records office. The Clerk was instructed to visit the Records Office in January.

**6.2** To receive an update from Cllr Dandy regarding the Fuel Allotment signage agreed at the last meeting. Cllr Dandy confirmed that Willowtree have accepted the order with a minor modification about the map. Willowtree will insert a copy of the Ordinance Survey Map. This may increase the cost by approximately £5. Members approved this course of action.

6.3 To receive an update from Cllr Dandy regarding the Voluntary Speed signs. The matter is still under discussion by the Village Amenity Group but Members decided it would be helpful to forward the SNT email about the speed awareness pop-ups to the Highways team for comment.

6.4 To receive an update from Cllr Dandy regarding the Little Ryburgh Dog Bins. Cllr Dandy confirmed that the dog bin has been installed and the Chairman informed the meeting that positive feedback has been received.

6.5 To receive an update from the Clerk on the Path Proposals from Cottrotten Hill to Ryburgh Village. The Clerk informed the meeting that this matter is still outstanding.

6.6 To receive an update from the Clerk regarding the grass cutting proposals for Hillcrest, the Bridge and the area surrounding the benches. The Clerk informed the meeting that the Contractor was unable to take on additional work. It was agreed that no further action would be taken until later in 2020 when it is established whether or not the grass may be cut in the spring by either Norse or Victory.

6.7 *To receive an update from Cllr Dandy and Cllr I Wilson regarding the Police event attended on the 21st November.* Cllr Dandy gave a very informative account of his visit to the Police Event at Hindolveston. Overall, the message from the Constabulary is that the public must report crime. Cllr Dandy is going to ask the Constabulary for posters

1. **TAXI SCHEME –** To receive an update. The Chairman informed the meeting that scheme usage has dropped. It was agreed to increase the journeys to 4 per month covering 60% of the cost to a total of £10.00
2. **NEW MATTERS FOR CONSIDERATION**

8.1 To consider a proposal from Cllr Ian Wilson to appoint a Tree Warden. Members considered the document previously circulated by Cllr Wilson. After consideration Cllr Kate Wilson (Vice-Chairman) proposed that Cllr Ian Wilson be appointed Tree Ambassador for Great Ryburgh, seconded by Cllr Plattin. Cllr Ian Wilson was therefore, declared the newly appointed Tree Warden. Cllr Wilson confirmed he would liaise with the Tree Warden at Broadland District and report back to the meeting later in 2020.

8.2 To consider a proposal to invite the Trustees of Lt. Ryburgh Fuel Allotment to the January Meeting to receive an update on the Custodial Registration with HM Land Registry. On a proposal from Cllr Dandy and seconded by Cllr Platin it was agreed that the Clerk would issue the necessary request.

1. **Governance and Financial Matters:**
2. *To ratify payments made since the last meeting and consider outstanding invoices and those received after publication of the agenda.* No further invoices have been received.
3. *To consider the Code of Conduct Document previously circulate.* Considered and Approved
4. *To consider the Bank Reconciliation for the 2nd Quarter.* Considered at the October meeting but referred to in this meeting in the context f budget setting.
5. *To consider the budget monitor for the 2nd Quarter.* Considered
6. *To consider the Budget proposals for 2020/21.* Considered*.*
7. *To agree the Precept for 2020/21.* After discussion the Members agreed to set the Precept to £9450.00

1. Correspondence – To consider correspondence previously circulated and correspondence received since the publication of the agenda
* Ward Boundaries
* Pocket Park Funding

No further comments were received.

1. **Planning –**

 **Applications received:** None

**Decisions Received: PF/19/1734** Retrospective Approval of a Garage at Lawn Cottage Westwood Lane Gt Ryburgh **APPROVED**

1. **Highways – to receive an update and report any new matters.** The following matters remain outstanding:

The missing’ The Street’ sign in Little Ruburgh

The May Green sign in Little Ryburgh is damaged

The ‘Footpath’ sign in the center of the village is damaged

A road sweep is required in Gt Ryburgh and a street clean in Little Ryburgh. The Clerk and the Chairman to action respectively.

1. **To report matters that have arisen since the publication of this agenda** Cllr Kate Wilson informed the Meeting that the Little Ryburgh noticeboard has not been varnished. The Chairman said that she will action this item. It was also noted that the Gt Ryburgh noticeboard has required attention because it has swelled. The work has been carried out but it is allowing water in. The Clerk was instructed to contact the manufacturer.
2. **To Agree Meeting dates for 2020** The next meeting will be held on 21st January 2019. Further dates will be forwarded by email and put on the website.
3. **Items for the next Agenda.** As above
4. **Close. There being no further business the Chairman close the meeting at 9.30pm**

A closed session followed the meeting to discuss a query raised by a Member of the Parish. A draft response was read of by the Chairman and approved.