**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**3rd September 2019**

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

1. **APOLOGIES FOR ABSENCE** Cllr J Binstead and Cllr C Buxton
2. **Declarations of interest and requests for dispensations**. None
3. **MINUTES OF THE MEETINGS HELD ON 16th July 2019.** Approved
4. **PUBLIC PARTICIPATION**. The public participation lasts for 10 minutes. Andrew Purdy informed the meeting that the NDP Draft Consultation is open until 23rd September. To date 4 comments have been received.
5. **COUNTY AND DISTRICT COUNCILLOR REPORT****.** Cllr Vincent Fitzpatrick read out report to Members (Appendix i)
6. **RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**

*6.1**To receive a decision from the Trustees of Little Ryburgh Fuel Allotment Charity to agree to the registration of the land in the name of the Parish Council as the Official Custodian (as discussed at the July meeting).* The meeting has not yet taken place. The matter will be reviewed at a later date*.*

*6.2* *To consider the decision of the Trustees of the Little Ryburgh Allotment Committee and to vote regarding the registration of the Charity in the name of the Parish Council as Official Custodian*. Members agreed to postpone this item until the meeting between the Trustees has taken place.

*6*.*3* To consider the proposed location of the Little Ryburgh dog bin**.** It was agreed that the bin will be placed opposite the entrance to the cemetery.

1. **NEW MATTERS FOR CONSIDERATION**

7.1 *To receive an update on the NDP proposal for the voluntary speed signs (Cllr Dandy).* Cllr Dandy informed the meeting that he has costed the project and would be discussing it with the Village Amenity Group.

7.2 *To consider the updated Asset Management Schedule.* Cllr Plattin pointed out that two items are missing from the Asset list. The list was corrected and will be approved and signed at the next meeting.

7.3 To receive a report from Cllr Dandy regarding the village assets and to agree to the revised maintenance schedule. Cllr Dandy provided Members with an updated schedule of assets. Cllr Dandy has inspected all the assets and has provided a comprehensive list of work required. The list will be considered at the next meeting to determine when, and by whom, the maintenance required should be carried out.

7.4 To consider the Parish Council Vacancy and to decide whether to advertise the vacancy. After consideration it was agreed that this matter will be reconsidered at a later date.

7.5 To consider the Clerk’s request for CILCA funding. Approved.

1. **Governance and Financial Matters:**

*8.1 To consider the bank statements for July 2019 Approved.*

*8.2 To ratify payments to the end of July and consider outstanding invoices and those received after publication of the agenda. Approved.*

*8.3 To consider the Document Management Schedule and Risk Assessment previously circulated. Approved.*

1. **Correspondence –** To consider correspondence previously circulated and received after the publication of the agenda. No further comments were received.
2. **Planning –** None
3. **Highways – to receive an update and report any new matters** None.
4. **To report matters that have arisen since the publication of this agenda.** None
5. **Items for the next Agenda** No comments were received**.**
6. **Next meeting: Tuesday 29th October 2019**

**16. Close.** There being no further business the Chairman closed the meeting at 9.27pm.