**RYBURGH PARISH COUNCIL**

 **PARISH COUNCIL MEETING**

 **MINUTES**

Minutes are in draft until approved at a subsequent meeting

**13th September 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, J O’Leary

 In attendance, P Adams (Clerk).

 The meeting began at 7.30 pm

1. **APOLOGIES FOR ABSENCE.** Cllr John Savory, County Councillor Aquerone, District Councillor Fitzpatrick.
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA**. None
3. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 26th July 2021.** Considered and approved.
4. **PUBLIC PARTICIPATION -** None present
5. **POLICE REPORT – previously circulated**
6. **COUNTY COUNCILLOR REPORT** Previous circulated **HIGHWAYS. Update from Cllr Aquarone, Cllr Dandy (Vice Chairman) and Cllr Elizabeth Savory (Chairman) :**
	* 1. **Grass Cutting at Hillcrest** Cllr Liz Savory (Chairman) informed the meeting that Hillcrest grass remains uncut.
		2. **Drainage** The drainage problems on the Glebe land and the cottages remains unresolved and under investigation.
		3. **The gas connection works – due to commence in August and still outstanding.** Works, scheduled for 23rd August, have not taken place. Cllr Dandy (Vice Chairman) has contacted Cllr Aquerone and has made several attempts to contact Cadent but this has proved impossible because they don’t answer their phones. It was agreed that the Clerk would contact Highways.
		4. **Highways issues that have arisen since the publication of the agenda.** Cllr Kate Wilson informed the meeting that May Green has been cut at the junction side but remains uncut otherwise. No cuts have taken place in Little Ryburgh. The Clerk was asked to contact Cllr Aquerone
7. **DISTRICT COUNCILLOR REPORT Previously circulated**
8. **TO RECEIVE AN UPDATE ON ITEMS FROM THE PREVIOUS AGENDA**
	* 1. **The Village Hall/ Playing Field Committee –To consider delegated support.** After consideration and on a proposal from Cllr Binstead, Members voted to delegate Cllr O’Leary to support the Village Hall/Playground committee (with the support of Cllr O’Leary). The terms of the arrangement are to be clarified by Cllr O’Leary at the next meeting.
9. **Correspondence.** The Clerk read out a letter from a resident (identity not disclosed). The correspondent expressed concern about the village hall predicament and pointed out that it is the Trustees obligation to resolve this matter, without the expectation of financial assistance or direction from the Parish Council. The resident questioned why the Parish Council is paying a Parish Councillor to cut the path on the verge on Bridge Road but not the area around the village seat (owned by the Parish Council). Members discussed the matter at length and instructed the Clerk to contact the sender to discuss.
10. **PLANNING: To receive an update and to consider any new planning applications:**
	* 1. **The Crisp Maltings Applications – Update** The members discussed the planning response document prepared for the second consultation. Members agreed to review the document with a view to issuing it to the planning Committee prior to the Committee date (thought to be 21st October) Cllr Dandy (Vice Chairman) will co-ordinate.

* + 1. **To receive an update from the Chairman and Vice Chairman following their meeting at Crisp Maltings with the Acting MD**. The Charman said the meeting with the Acting MD had been very productive and would hopefully lead to a more constructive relationship. The Chairman added that in her opinion it is time to build bridges and reminded Members of the help and support the Maltings had offered to the Village in the past.
1. **FINANCE and GOVERNANCE**
2. **To consider the Receipts and Payments for July and August 2021.** Considered and approvedProposed by Cllr Kate Wilson and unanimously agreed.
3. **To consider the Budget Monitor.** Proposed by Cllr Binstead and unanimously approved.
4. **To consider the following Governance Documents (previously circulated)**

**Standing Orders – Review.** Proposed to remain as is by Cllr Dandy (Vice-Chairman) and unanimously approved

**Financial Regulations – Review existing document.** Proposed to remain as is by Cllr Dandy (Vice Chairman) and unanimously approved

**Freedom of Information Publication Scheme.** Proposed by Cllr Dandy (Vice -Chairman) and unanimously approved.

**Covid Risk Register.** Much discussion followed but after consideration Members agreed to adopt the NALC Covid Risk Register. Councillor Platin abstained because he had not received the documents. (The Clerk was unable to print them due to a national shortage of the required ink cartridges).

1. **NEW MATTERS FOR CONSIERATION:**
2. **To agree to Update the Asset Register for consideration at the November Meeting,** Cllr Dandy (Vice-Chairman) volunteered to inspect the assets and update the register for consideration at the next meeting.
3. **To consider items that have arisen since the publication of the agenda.** The following matters were considered and agreed:

Future Meeting times will be at 7pm

The October meeting will be cancelled due to the close proximity of the date to the Development Committee Meeting provisionally for the 21st October

In preparation for the budget meeting in November the Members agreed to the formation of a Finance Committee comprising of Cllr Liz Savory (Chairman) and Cllr Neil Dandy (Vice Chairman) but open to all members. Any proposals made will be brought to full Council for consideration.

Under the existing arrangements enshrined in the Parish Council’s Planning Policy, further discussions on the Crisp application may take place remotely, if required.

Cllr Plattin informed the meeting that the Armistice Parade will take place at 3pm from the Church when the new Memorial screen will be dedicated. Cllr Plattin expressed disappointment that the Standard will only be displayed at the service, not permanently.

It was agreed that the payment for the Wreath can be settled in accordance with the budget. Cllr Plattin and the Clerk will liaise.

1. **DATE OF THE NEXT MEETING** 15th November 2021
2. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 9.30pm