**RYBURGH PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

Minutes are in draft until approved at a subsequent meeting

**15thth November 2021**

**Parish Clerk and RFO: Patsy Adams**

Present: Cllr Elizabeth Savory (Chairman) Cllr N Dandy (Vice-Chairman) Cllrs: I Wilson, K Wilson. H Plattin, J Savory J O’Leary

Councillor’s Ian Wilson and Neil Dandy arrived at 7.30pm. Councillor O’Leary arrived at 7.37pm. Cllr Fitzpatrick arrived at 7.46pm and left at approx. 8.15pm Cllr John Savory left the meeting at 9.15pm.

In attendance, P Adams (Clerk).

The meeting began at 7.00 pm

1. **APOLOGIES FOR ABSENCE.** Cllr J Binstead, County Councillor Aquerone,
2. **DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA**. Cllr I Wilson: item 13ciii and 13civ . Cllr O’Leary: 13ciii
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**
7. **HIGHWAYS**
   * 1. **Grass Cutting at Hillcrest.** The grass has been cut. The Members will continue to monitor.
     2. **Drainage. Ongoing.** This matter is being investigated by Cllr Aquerone.
     3. **Highways issues.** Cllr Dandy (Vice Charman) – No further issues to report
     4. **Highways issues that have arisen since the publication of the agenda.** The problem of cars parking on the right hand side of village near RTA Wine Racks was discussed. The cars are causing a worrying obstruction. It was also reported that members of the RTA Wine Racks staff are sitting on the wall (adjacent to the property) to eat lunch and are throwing rubbish on the ground. Th Clerk was asked to contact RTA Wine Racks.
     5. **Grass Cutting at May Green and Little Ryburgh.** Cllr Kate Wilson informed the meeting that the grass at May Green remains uncut except for a small section on the perimeter nearest the road. Little Rybugh also remains uncut. Cllr Wilson has informed Cllr Aquerone and the Clerk was asked to follow the matter up.
8. **DISTRICT COUNCILLOR REPORT** District Councillor Vincent Fitzpatrick had previously circuited his report (attached). Councillor Fitzpatrick discussed some aspects of his report with the members and he was thanked accordingly.
9. **VILLAGE HALL To receive a report from Cllr O’Leary**. Cllr O’Leary had previously circulated a terms of reference document, under consideration by the village hall committee. Once finalised, the document will be signed by the Chairman of the Village Hall Committee and the Chairman of the Parish Council.
10. **VILLAGE TAXI SCHEME – To receive a report from Cllr Elizabeth Savory (Chairman).** CllrSavory asked the Member to approved an updated leaflet advertising the taxi scheme. Approved
11. **ASSETS - To Receive a report from Cllr Dandy (Vice – Chairman)**

Cllr Dandy (Vice-Chairman) had previously circulated the Asset Condition Report and asked Member to approve the work required to the War Memorial, the Village Sign and the Benches. It was agreed that the ownership of the land surrounding the benches would be researched to establish whose responsibility it is to strim the grass. Cllr Dandy (Vice-Chairman) will make the necessary enquiries. Members approved the works required from this year’s asset maintenance budget.

1. **PLANNING: To receive an update and to consider any new planning applications:**

**PF/21/2963 Extension to Birkburgh, & Fakenham Road, Ryburgh** No objection.

**Crisp Maltings** The Clerk updated the meeting about the Crisp Maltings Application. With the agreement of Crisp Maltings, NNDC have extended the planning process until March 2022. This is because the Client and the Planning Department are still providing information required for the decision making process. The Chairman informed the meeting that a new CEO has been appointed and will be in post in January.

1. **FINANCE and GOVERNANCE**
2. **To consider the Bank Statements for September and October.** Considered and approved.
3. **To consider the Budget Monitor.** Considered and approved
4. **TO CONSIDER THE PROPOSED BUDGET FOR THE FINANCIAL YEAR 2021 -22 AND TO SPECIFICALLY CONSIDER THE FOLLOWING MATTERS:**
   * 1. **To reduce the training budget for one year only (reinstate for 2023 – 24).** Proposed by Cllr K Wilson and unanimously agreed.
     2. **To continue to pay the Cemetery Grass Cutting at the new rate of £2160.00 for a further three years.** Proposed by Cllr K Wilson and unanimously approved. A monthly Standing Order will be set up to run from 2nd February to January 2023. A further standing order will be set up for the remaining two years of the contract
     3. **To Consider a donation to pay the playing field grass cutting and if approved, to confirm the value of that donation**. Cllr Ian Wilson and Cllr Jane O’Leary left the meeting at this point whilst this matter was considered,
     4. On a proposal by Cllr Dandy (Vice- Chairman) **Members** agreed that, if a request is received from the Committee the Parish Council will donate a total of £1600 to the Playground Committee for the year 2022. It was agreed that this will be paid in two sums, half in April and the second part in September. The Parish Clerk will no longer continue to receive or pay invoices directly to the Contractor. Cllr Kate Wilson abstained from this vote.
     5. T**o consider the grass cutting contract for the path from the bridge.** Cllr Jane O’Leary rejoined the meeting, Cllr Ian Wilson did not. On a proposal from Cllr Dandy (Vice- Chairman) The Members agreed to continue to support to the sum of £275 per annum. Cllr Ian Wilson re-joined the meeting.
     6. **To consider the formation of a new fund to assist with village with social and recreational projects.** On a proposal by Cllr Ian Wilson, Members agree to support.
     7. **To approve the Clerk’s salary increase to pay scales rates.** Proposed by Cllr Kate Wilson and unanimously approved.
     8. **To approve a reduction in the Clerk’s hours**. Proposed by Cllr Kate Wilson and unanimously approved.
     9. **To approve a reduction in administration** costs Proposed by Cllr O’Leary and approved.
     10. **To consider closing the meeting to discuss the Clerk’s salary.** Not required
     11. **TO CONSIDER THE PRECEPT REQUEST FOR 2021 – 22 After much discussion the Members agreed to a precept request of £13,750.00**
5. **TO CONSIDER THE MEETING DATES FOR 2022 (prEviously circulated).** It was agreed to amend the meeting dates because the Members agreed that meeting for the following year will be held on Tuesday at 7.30pm. The Clerk will issue dates as soon as possible The Parish Council will no longer be able to meet in the Memorial Hall. It was agreed that Cllr Savory (Chairman) will ask Crisp Maltings if future meetings may be held in the Old Chapel.
6. **NEW MATTERS FOR CONSIDERATION:**

To consider the village contacts leaflet prepared by Cllr Savory (Chairman) Considered and approved.

1. **To consider items that have arisen since the publication of the agenda**. Cllr O’Leary asked if she may have access to the NALC documents. Members agreed and Clerk was asked to contact NALC for a password.
2. **DATE OF THE NEXT MEETING - see section 14**
3. **TO CLOSE THE MEETING There being no further business, The Chairman closed the meeting at 9.30pm.**