

## MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 10<sup>th</sup> October 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr K Wilson, Cllr A James, Cllr C Buxton,  
Cllr H Plattin, Cllr I Wilson, Cllr N Dandy (Vice-Chairman), and Cllr J Savory  
Attendance: K Orgill – Clerk and RFO and Cllr S Aquerone - NCC Councillor  
2 parishioners

The meeting was opened at 7.30pm by Cllr E Savory (Chairman) who welcomed all to the meeting.

1. **To consider apologies for absence** – Cllr J Binstead and Cllr M Hankins – NNDC Councillor
2. **To Receive Declarations of Interest and Request of Dispensations of disclosable pecuniary interests by Councillors in any agenda item** – none received
3. **Public Participation** – A parishioner asked Ryburgh Parish Council if they could contact NNDC regarding the dilapidated condition of their neighbours Grade II property with a view to making the property weather secure due to a lack of activity on site to progress the work. The Parish Clerk informed the meeting that she had emailed the Conservation Design and Landscape Team and was waiting for a reply.  
A second parishioner gave an overview of the life of Percy Everitt – a Victorian inventor who invented coin-operated machines (vending devices) with world-wide patents alongside his partner John Sandeman. Percy Everitt lived in Great Ryburgh and the parishioner asked if Ryburgh Parish Council would apply to NNDC for funding for a Blue Plaque to be mounted on the Station Building. A recommendation was given that Nic Costa would be asked to unveil the blue plaque.
4. **To approve the Minutes of the Parish Council meeting held on 19<sup>th</sup> September 2023.**  
Cllr C Buxton requested the minutes be changed and Cllr N Dandy proposed they be kept as published and this was seconded by Cllr H Plattin  
The Minutes were then proposed by Cllr N Dandy, and seconded by Cllr H Plattin and were duly approved and signed by the Chairman.  
**To review Action Points**  
(a) The Parish Clerk to contact NCC Highways regarding grass cutting – this was undertaken and the Parish Clerk handed out Steve White - NCC's Highway Engineer's reply which stated that currently NCC cut the verges either side of Hillcrest which is 1184m<sup>2</sup> in size and cut 5 times a year. The offer of £300 from NCC to Ryburgh PC was given. Steve White's reply also showed the plan for May Green which is a rural cut and if the parish council want to take over this cut, then it would be for the whole of the parish.  
A discussion took place and a decision was made to continue with NCC Highways carrying out the cuts. The councillors and parish clerk will monitor the cuts to ensure that 5 cuts to either side of Hillcrest are taking place each year along with 2 cuts on A and B roads and 1 cut on C and Us roads 'rural cut' using a tractor and flail.

(b) The Clerk to contact NCC Highways regarding 'H' strip to be repainted – NCC Highways were contacted and they confirmed that after investigation they have confirmed action is required. Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks. This defect is now programmed for repair. The Clerk to contact NCC Highways regarding the metal drain cover which is now filled with tarmac – the parish clerk informed the meeting that she couldn't find the drain at the side of the road but had asked the NCC's Rangers to sweep the leaf litter from the drains as she had noticed they were full of decomposing leaf litter and this might be stopping the rainwater flowing into the drains. The parish clerk was informed that the drain was in the footpath and she confirmed she would report this.

(c) The Clerk to contact NCC Highways regarding the Village Sign which had been bend in two directions – NCC Highways were contacted but they assessed that the defect does not currently meet their intervention criteria. They will continue to monitor it as part of normal scheduled inspections

(d) The Clerk to contact the Rangers regarding mud and sand in the middle of The Street, Little Ryburgh – NCC Rangers were contacted and the work has been scheduled.

(e) To purchase the Ryburgh Parish Council laptop – this was purchased as per the agreed specification.

5. **To receive a report from Norfolk County Councillor S Aquerone** – Cllr S Aquerone had sent in his report which will be placed on the parish website which highlighted that he had tabled a motion against the closure of reablement unit Benjamin Court in Cromer, highlighted the importance of future improvements in Adult Social Care and he questioned the plan made earlier this year to build a new recycling centre in Sheringham in a designated AONB. Cllr Aquerone also informed the meeting that the grass cutting at the Little Ryburgh junction had improved the visibility to the west but not to the east of the junction. Cllr Aquerone reminded councillors that NCC's Parish Partnership deadline was 8<sup>th</sup> December whereby NCC support projects by 50% funding but also, he would support projects with his own NCC funding – projects which could be supported were pedestrian refuges, village gates and a SAM2 flashing speed sign. These were all different measures for reducing speeding cars through the village and worked well with a Community Speed Watch Team.
6. **To receive a report from North Norfolk District Councillor M Hankins** – Cllr M Hankins had sent in an email which informed the meeting he had received a good response from parish councils in the Stibbard Ward requesting evidence of postal deliveries which paint a common picture of patchy unreliable deliveries which he will take up with the Royal Mail and NNDC and that NNDC have now received an interim report from the Integrated Care Board regarding dental services.
7. **To receive a report from the Police** – no report was received
8. **To receive the Clerks Report** – The clerk reminded all councillors that her work days were Tuesdays to Thursday and correspondence should be via the parish council email [ryburghpc@gmail.com](mailto:ryburghpc@gmail.com)

- (a) The meeting was informed that the parish council website would have the history of Ryburgh on its front page and a new history tab was being requested.
- (b) The Chairman had asked the parish clerk to review minute numbering and two recommendations were put to the meeting – (i) either start minute number for the current year starting with 23/1 or (ii) start minute numbering in January 2024 with 24/1. Cllr N Dandy proposed that the minute numbering start in the current year with 23/1 and Cllr H Plattin seconded the motion and the decision was carried unanimously. The parish clerk will present the renumbered minutes at November’s meeting to be resigned.
- (c) The parish clerk recommended that councillors have specific emails for Ryburgh Parish Council and she would send suggestions to all councillors for a decision to be made in November.
- (d) It was confirmed that a charge of £1.50 per month for 50 copies will be charged to Ryburgh Parish Council each month.
- (e) The parish clerk confirmed that the option to ‘opt out’ of the Pension Regulator had been sent back.
- (f) The parish clerk informed the meeting that she had attended Norfolk PTS Clerks Networking on Friday 6<sup>th</sup> October where items discussed covered a gov.email account, GDPR forms to be completed by councillors and specific parish council emails addresses.

9. Planning

- 9.1 To consider plans at the time of publishing: None
- 9.2 To consider plans since publication of agenda: None
- 9.3 To consider outcomes of planning – approved/withdrawn by the NNDC: None
- 9.4 To consider any Enforcement Matters and since publication of the agenda:
  - 9.4.1 21/23 Fakenham Road, Great Ryburgh – see item 3.

10. Highways, Footpaths and Rangers

- 10.1 Update on any NCC’s Highways matters – Cllr N Dandy asked the parish clerk to arrange for the hedge to be cut back along Fakenham Road particularly between the bus stops and the Memorial Hall as the overgrown hedges are impeding pedestrians walking safely along the narrow footpath.  
Cllr N Dandy informed the meeting that the request for the Gateley Road to be refurbished had been agreed by NCC but he was waiting for a start date.
- 10.2 Matters needing reporting - none

The meeting was closed for 2 minutes between 8.35pm and 8.37pm

11. Finance and Governance

- 11.1 To approve the accounts for payment in October 2023. These were unanimously agreed.

Receipts and Payments for October 2023 - Ryburgh Parish Council					
			<b>Net</b>	<b>Vat</b>	<b>Gross</b>
<b>RECEIPTS</b>					
22/09/2023	NCC/Recycling Credits Claim 21176	Recycling	274.44	0.00	274.00
25/09/2023	NNDC - Precept 2nd Inst	Precept	6,875.00	0.00	6,875.00
<b>Total</b>			<b>7,149.44</b>	<b>0.00</b>	<b>7,149.00</b>
			<b>Net</b>	<b>Vat</b>	<b>Gross</b>
<b>PAYMENTS</b>					
20th September	NNDC	Dog Bins	539.50	107.90	647.40
23rd September	Karen Orgill/Currys	Laptop	581.67	116.33	698.00
28th September	TT Jones Electrical, Street Lighting Main	Oct-Nov-Dec	51.77	10.35	62.12
4th October	npower - 1 sept to 30 sept 2023	Electricity	134.10	6.70	140.80
6th October	Karen Orgill	Salary/Expenses	615.41	0.00	615.41
<b>Total</b>			<b>1,922.45</b>	<b>241.28</b>	<b>2,163.73</b>

- 11.2 To receive bank reconciliation and cash book up to 4<sup>th</sup> October 2023 – previously sent out.
12. River Wensum River Quality – Cllr I Wilson and Cllr N Dandy informed the meeting that they have been accepted as Citizen Scientists by the Norfolk Rivers Trust to help protect rivers from pollution by taking regular samples of the river quality. They explained that each testing point costs £300 per year which Norfolk River Trust are paying, however, if Ryburgh is included in the River Wensum catchment as an additional new testing point new funding will have to be sought and both councillors asked if Ryburgh Parish Council could fund this? Further discussion regarding this funding will be held in November when the budget is reviewed and agreed.
13. Blue Plaque Scheme - A decision was made to apply to NNDC for funding to purchase an English Heritage Blue Plaque for the sum of £600 and the parish clerk was asked to prepare the application.
14. Correspondence
- 14.1 CANT email – noted at the meeting
- 14.2 NNDC Town & Parish Council Engagement Forum – next meeting is at 10am Wednesday 8<sup>th</sup> November – noted at the meeting
15. Items for inclusion on the next agenda
- 15.1 Budget Setting
- 15.2 Climate Modification
- 15.3 Remembrance Sunday 12<sup>th</sup> November – 10am St. Andrew’s Church followed by 10.55 at the War Memorial
16. The next meeting of Ryburgh Parish Council will be held on Tuesday 14<sup>th</sup> November 2023 starting at 7:30pm

There being no further business, the meeting closed at 8:50pm.