

MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 14th November 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr J Savory, Cllr C Buxton, Cllr H Plattin, Cllr K Wilson and Cllr N Dandy (Vice-Chairman)
Attendance: K Orgill – Clerk and RFO
6 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, Cllr A James and Cllr I Wilson.
Cllr S Aquerone - NCC Councillor 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** – No comments were received.
- 4.1 **To approve the Minutes of the Parish Council meeting held on 10th October 2023.**
Cllr K Wilson proposed that she wants all meetings to be closed properly with a resolution that all members be asked to vote, which they weren't. The one member of public at the meeting wasn't asked to leave and it wasn't stated what the reason was.
Cllr H Plattin stated there is no reason for the Chairman not to stop the meeting.
The vote by show of hands to support the resolution was: Cllr K Wilson and Cllr C Buxton for the resolution. The vote by show of hands against the resolution was: Cllr L Savory, Cllr N Dandy, Cllr H Plattin and Cllr J Savory. The vote was: 2 for and 4 against - the resolution was not carried.
The Minutes were proposed by Cllr N Dandy and a vote by show of hands to agree the Minutes was given by Cllr L Savory, Cllr H Plattin, Cllr J Savory and Cllr N Dandy.
A vote by show of hands against the Minutes was given by Cllr K Wilson and Cllr C Buxton.
The Minutes were duly approved and signed by the Chairman.
- 4.2 **To review Action List**
 - (a) Parish Clerk to contact NCC Highways regarding the metal drain cover on the footpath which is now filled with tarmac. Update: To be carried out after the meeting
 - (b) Parish Clerk to arrange for a new history tab for the parish website – Update: NALC had been emailed and they confirmed that this is now self-serve and had sent the parish clerk a guidance note. New tab to be inserted after the meeting.
 - (c) Parish Clerk to arrange for the hedge to be cut back along Fakenham Road between the bus stops and the Memorial Hall. The parish clerk had been out to view the hedge but wasn't sure which hedge it was. Cllr H Plattin explained it was the hedge between the bus stops and Westwood Lane. The parish clerk informed the meeting she would revisit the hedges.

- (d) Parish Clerk to send an application to NNDC regarding the Blue Plaque Scheme for Percy Everitt. Update: the parish clerk informed the meeting that the owner of the village shop had given written permission to site the blue plaque on the road-end of the building. The application will now be sent.
- (e) All councillors had been sent email suggestions and a decision was made for the new email addresses to be: full name with initials for Ryburgh PC. Cllr K Wilson stated she would keep her own personal email and Cllr C Buxton stated he would not be using emails in the future and asked for Agendas and Minutes to be posted to him. The parish clerk queried whether he wanted background papers to be handed to him at the meeting and he agreed to this.
- (f) The parish clerk confirmed that minute numbering starting in the current year with 23/1 had been carried out.

- 5. **To receive a report from Norfolk County Councillor S Aquerone** – Cllr S Aquerone has sent his report which stated his previous report remained the same.
- 6. **To receive a report from North Norfolk District Councillor M Hankins** – Cllr M Hankins had sent in an email with his report which will be duly attached to the minutes and placed on the website. Noted at the meeting.
- 7. **To receive a report from the Police** – no report was received.
- 8. **To receive the Clerks Report** –
 - 8.1 The calendar for meetings for 2024 had previously been circulated and was duly agreed. This will be placed on the parish website shortly.
 - 8.2 The parish clerk handed round a Data Protection Advice for Councillors form and will forward these by email for completion by January's meeting.
- 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: None
- 10. **Highways, Footpaths and Rangers**
 - 10.1 Update on any NCC's Highways matters – Cllr N Dandy informed the meeting that the Gateley Road refurbishment hadn't happened and normally he would have received a 'Road Closure' notice. When this is received Cllr N Dandy will circulate it to all Councillors.
 - 10.2 Matters needing reporting – Cllr L Savory asked the parish clerk to inform the rangers to sweep the leaves on Station Road pavement. The parish clerk was also asked to inform NCC's Highways of flooding on Norwich Road and to ask for the ditch to be re-dug out again.

Cllr J Binstead had previously asked her fellow councillors to monitor the new road join between Dereham Road/Fakenham Road as the join is not smooth and she had expressed her concern about future potholes.

11. Finance and Governance

- 11.1 To approve the accounts for payment in November 2023. These were proposed by Cllr N Dandy, seconded by Cllr J Savory and were unanimously agreed.

Receipts and Payments for November 2023 - Ryburgh Parish Council				
		Net	Vat	Gross
RECEIPTS				
31/10/2023	NCC - Recycling Credits Claim 21176	274.44	0.00	274.44
Total		274.44	0.00	274.44
PAYMENTS				
		Net	Vat	Gross
3rd September	John Bailey - weeding around bridge and paths	75.00	0.00	75.00
19th October	NNDC - Invoice for elections	61.84	0.00	61.84
4th November	npower - 1 Oct to 31 Oct 2023 - Electricity DD	152.12	7.61	159.73
November	Miles Mitchell - Cemetary Grass Cutting - SO	180.00	0.00	180.00
14th November	Royal British Legion - Remembrance Sunday Wreath	50.00	0.00	50.00
14th November	Karen Orgill - November's salary/expenses	604.84	2.12	606.96
14th November	Countrystyle Recycling - October 2023	7.50	1.50	9.00
14th November	WildPonds - Bridge path cutting x 4	152.00	30.40	182.40
14th December	Karen Orgill - December's salary/expenses	572.21	0.00	572.21
Total		1,855.51	41.63	1,897.14

- 11.2 To receive bank reconciliation and cash book up to 8th November 2023 – the parish clerk explained to the meeting that she still hadn't received her login details from Unity Trust Bank but she would chase them up and when received she would forward on these reports.

- 11.3 Budget Setting for 2024-2025 – the parish clerk had previously emailed all councillors the budget document and handed Cllr H Pattin a paper copy. The decision on the final budget for 2024-2025 will be made at the meeting on 9th January 2024. NNDC's Parish Precept Request for 2024/25 will then be completed in readiness for the deadline of 31st January 2024.

Items discussed were: Training – the parish clerk had previously circulated various options on councillor training from Norfolk ALC and Norfolk Parish Training & Support. The parish clerk was asked to contact Norfolk ALC to provide more in-depth options.

Donation – The Chairman informed the meeting that a donation had been made in 2022-23 financial year to Great Ryburgh Playing Field for grass cutting.

A resolution to adjourn the meeting was made to allow the Treasurer of Ryburgh Playing Field to speak to the parish councillors to request funding for cutting of the grass for the new financial year. The Treasurer had previously forwarded this year's accounts to the parish clerk who had duly forwarded them on. The Treasurer outlined that the cost of grass cutting had increased to £2,400 for the new year and would appreciate financial support from the parish council.

The Treasurer explained that whilst they were carrying out fund raising activities these monies were not sufficient to cover all the costs. The Treasurer concluded by informing the meeting that the Memorial Hall and Playing Field had joined together but their accounts were being kept separate as they were still two separate entities. Cllr N Dandy enquired whether she had asked the Memorial Hall for financial assistance and the Treasurer replied that unfortunately they were unable to help. Cllr C Buxton suggested that she ask Crisp Maltings for a donation. Cllr H Plattin recommended that the parish council invite Crisp Maltings to join January's meeting.

12. **Siting of the Beacon for D-Day 80 6th June 2024** – The Chairman explained to the meeting that she had received confirmation from the church warden that they were willing to have a beacon in the cemetery and also from the Sennowe Estate. The Chairman also asked whether Ryburgh Playing Field would host a beacon lighting as a fund-raiser and the parish clerk offered to send details about the beacon to the Treasurer.
13. **Parish Councillor Training** – see item 11.3
14. **Climate Modification** – Cllr C Buxton informed the meeting that in his opinion planes were spraying chemicals (chemtrails) into the air and whether we were able to find out who does this and that he believed they were not contrails. Cllr C Buxton asked for his comment to be sent to Cllr S Aquerone - NCC Councillor. The parish clerk confirmed that a copy of these minutes were sent to Cllr S Aquerone.
15. **Remembrance Sunday 12th November 2023** – The Chairman thanked Cllr H Plattin for organising the Remembrance Wreath on behalf of Ryburgh Parish Council and for putting everything together. Cllr H Plattin informed the meeting that 18 people attended the service at the War Memorial. Cllr C Buxton passed on his thank you to the Church.
16. **Correspondence** – The Chairman was handed an NHS poster and she offered to place a copy on both noticeboards (Great Ryburgh and Little Ryburgh).
17. **Items for inclusion on the next agenda:**
 - 17.1 Vandalism within Ryburgh
 - 17.2 Update on River Wensum testing training in Ryburgh
 - 17.3 Update on Ryburgh's Memorial Hall and Playing Field maintenance specification
 - 17.4 Dog Waste Bins within the parishes of Great and Little Ryburgh
 - 17.5 Update on Ryburgh Parish Council's Assets
 - 17.6 Update on grass cutting specification within Ryburgh
18. The next meeting of Ryburgh Parish Council will be held on Tuesday 9th January 2024 starting at 7:30pm.

There being no further business, the Chairman closed the meeting at 8:33pm and wished everyone a Merry Christmas.