

MINUTES OF THE PARISH COUNCIL MEETING OF RYBURGH PARISH COUNCIL

Held on Tuesday 19th September 2023 at 7.30pm at The Memorial Hall Annex, Ryburgh

Present: Cllr E Savory (Chairman), Cllr N Dandy (Vice-Chairman), Cllr K Wilson, Cllr Chris Buxton, Cllr H Plattin, Cllr J Binstead, Cllr A James, Cllr I Wilson and Cllr J Savory

Attendance: K Orgill – Clerk and RFO and Cllr M Hankins – NNDC Councillor

The meeting was opened at 7.30pm by Cllr E Savory (Chairman) who gave a warm welcome to Karen Orgill on her first meeting as the new parish clerk and also welcomed all to the meeting.

1. **To consider apologies for absence** – Cllr S Aquerone - NCC 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 Public present
4. **To approve the Minutes of the Annual Parish Council meeting** held on 27th June 2023. These were proposed by Cllr N Dandy, and seconded by Cllr A James and were duly approved and signed by the Chairman.
5. **To receive reports from Police, County and District Councillor Reports** -
Police – no reports received
Cllr S Aquerone – NCC Councillor had sent his report which was duly circulated before the meeting and will be annexed to the minutes and placed on the website.
Cllr M Hankins – NNDC Councillor had sent his report just before the meeting and ascertained whether the parish councillors had received NNDC’s Autumn 2023 edition of Outlook which outlines some of the work and future plans for the year ahead and progress on the North Norfolk Local Plan - confirmation was given.
Cllr M Hankins then read his report and informed the meeting that planning approval has been granted for the first two stages of the Crisp Malting expansion plan (Road and Storage) but a TRO (Traffic Regulation Order) has been issued to mitigate the increased HGV traffic to the plant. However, this does not mitigate the flow of HGV traffic through the village or Weigh Bridge. Cllr M Hankins explained that NNDC’s Planners were well aware of Crisp Maltings requirement to produce a plan for storage and movement of vehicles within the site.
Cllr E Savory (Chairman) informed the meeting that both she and Cllr N Dandy (Vice-Chairman) met representative from Crisp Malting that morning and Crisp Malting had agreed to relook at the Weigh Bridge and move it closer to the end of the new road.
Cllr N Dandy also informed the meeting that the planning application containing the Weigh Bridge was classed as “Outline”.
Cllr E Savory (Chairman) passed around a poster of a Family and Community Open Day at Crisp Malting on Saturday 30th September 12-4pm at Gate 2.
Cllr M Hankins also informed the meeting that the fly infestation in Fulmodeston is now the subject of an abatement order and the company is working with NNDC’s Environmental

Team to clean up the area. Cllr M Hankins concluded his report by explaining that NNDC is proposing the Glaven Valley becomes a Conservation Area and the final full proposal will be published shortly for public consultation.

6. Updates on Items from the last meeting

(a) Cllr N Dandy informed the meeting that he had asked NCC Highways to repaint the road markings at the junction to the A1067.

(b) Cllr N Dandy explained to the meeting that the offer of £182 per year from NCC to Ryburgh Parish Council for cutting the grass verges 5 times a year wouldn't actually pay for all the grass cutting to be done plus clarification was required whether this included May Green as well. Cllr N Dandy was concerned that parishioners would end up paying more money if the grass cutting came within the parish council's remit. Cllr H Plattin was concerned and stated that parishioners shouldn't be expected to pay more.

The parish clerk offered to contact NCC and ask for a map indicating the start and finish plus meterage for the grass verges and roads currently being cut by NCC.

Cllr K Wilson explained that the grass cutting was okay in Little Ryburgh.

7. New Items

(a) The Road Markings outside the Old School/Nursery

The parish clerk was asked to contact NCC and ask for the long white 'H' strip to be repainted. The strip was painted about 4 years ago but is showing signs of wear and tear – the 'H' strip is to stop people parking on the 90-degree bend.

8. Updates from the Members:

(a) Assets – Cllr N Dandy (Vice-Chairman) informed the meeting that he would bring the updated asset list to the meeting which would include the new parish council laptop.

(b) Little Ryburgh – Cllr K Wilson asked the parish clerk to request the rangers clear the mud and sand on the middle of the road on The Street leading to May Green, Little Ryburgh.

Finance and Governance

- (a) To consider the bank reconciliation and associated bank statements for June/July/August – noted at the meeting
- (b) To receive an up-to-date bank statement showing current balance – noted at the meeting
- (c) To receive the budget monitor for June/July August – noted at the meeting
- (d) To approve Karen Orgill (Clerk/RFO) has delegated authority to make payments specified in the budget (All such payments are authorised by the Chairman at the point of transaction). Proposed by Cllr K Wilson and seconded by Cllr J Binstead and all agreed and the decision was duly given.
- (e) To approve the purchase of a new Computer – The parish clerk had previously circulated the criteria and costs required for a replacement laptop.
 - (i) Computer set up by Curry's – cost £70 – Unanimous agreement and a decision to purchase the set up was duly given
 - (ii) Purchase of Microsoft 365 and McAfee – cost £159 - a discussion was held as to benefits of one year purchase versus lifetime purchase for Microsoft 365 and a one

year for McAfee- unanimous agreement and a decision to purchase the lifetime 365 and one year for McAfee was duly given. Noting that a budget item would be required for McAfee yearly cost.

- (iii) Purchase of laptop – a discussion was held around the different laptops - unanimous agreement and a decision to purchase the HP20C21 - £469 was duly given. Noting that a 5-year budget item would be required under restricted contingencies for its replacement.
- (f) To approve payment to John Bailey for strimming The Bridge (invoice previously circulated) £75.00. Cllr N Dandy (Vice-Chairman) explained that the contractor had been requested to clear the mess on the bridge which included weeding, general cleaning of litter/mess, sweeping and removal of litter/mess. The payment was proposed by Cllr J Binstead and seconded by Cllr I Wilson and was agreed by all.
The requirement to have an agreed strategy was discussed and this will be placed on a future agenda.

PLANNING

9. **To receive updates and new planning applications** - none
10. **Highways** - The parish clerk was asked to inform NCC's Highways of the Village Sign which has been knocked at an angle, to identify the owner of the bus stop sign and report that the repaired metal drain cover (now filled with concrete) is flooding on Station Road opposite The Nursery.
If parishioners have concerns over drains or flooding, they can contact NCC Highways direct via the website: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

OTHER

Cllr L Savory (Chairman) and Cllr N Dandy (Vice-Chairman) informed the meeting that they had met representatives from Crisp Malting as individuals and not as parish councillors. The meeting covered various village topics and they had invited Crisp Malting to address the parish council at a future date when village representatives will be invited to join the meeting. Cllr K Wilson and Cllr J Binstead requested that all parish councillors be informed before any further meetings take place.

11. Items that have arisen since the publication of the agenda – for information only, to be included on the November agenda

- (a) River Wensum River Quality
- (b) Blue Plaque Scheme

12. The next meeting of Ryburgh Parish Council will be held on Tuesday 10th October at 7.30pm
13. There being no further business, the meeting closed at 9:03pm

Action Points

- (a) The Clerk to contact NCC Highways regarding grass cutting
- (b) The Clerk to contact NCC Highways regarding 'H' strip to be repainted and report the metal drain cover (now filled with concrete) is flooding on Station Road opposite The Nursery
- (c) The Clerk to contact NCC Highways regarding the Village Sign
- (d) The Clerk to contact the Rangers regarding mud and sand in the middle of The Street, Little Ryburgh
- (e) To purchase the Ryburgh Parish Council laptop