Minutes of the Annual Ryhall Parish Council Meeting on
Monday 20 May 2024 at 19:00 in the Village Hall

Present: Cllrs. Debbie Rolfe (Chair), Richard Ludlow (Vice Chair), Andrew Nebel, Phil Davis, Andy Yates, Simon Houghton, Marc Blake, Sarah Markwell-Cook & Jon Whowell
In Attendance: Sarah Gresty Parish Clerk

Agenda

24/25-11 Election of Chairman
Cllr. Debbie Rolfe was nominated and elected as Chair for 2024/25. Proposed by Cllr. Markwell-Cook, Seconded Cllr. Nebel and unanimous in favour-**RESOLVED**

a) Cllr. Rolfe signed her Declaration of Acceptance of Office

24/25-12 Election of Vice Chairman
Cllr. Richard Ludlow was nominated and elected as Vice Chair for 2024/25. Proposed by Cllr. Rolfe, Seconded Cllr. Markwell-Cook and unanimous in favour-**RESOLVED.**

a) Cllr. Ludlow signed his Declaration of Acceptance of Office

24/25-13 Parish Councillors forming Ryhall Parish Council were also confirmed as Cllrs. David Wilby, Andrew Nebel, Phil Davis, Andy Yates, Simon Houghton, Marc Blake, Kevin Corby, Sarah Markwell-Cook & Jon Whowell .

24/25-14 Apologies for absence were received from Cllrs. Kevin Corby, David Wilby. These were unanimous accepted.

24/25-15 Disclosure of Pecuniary Interests: None received.

The meeting will be suspended to conduct the public forum

24/25-16 Public Forum: No members present.

Closure of public forum and commencement of parish council meeting.

24/25-17 Minutes of:

a) 22 April 2024 Parish Council meeting were presented as a true and accurate record of events. Proposed acceptance Cllr. Blake, Seconded Cllr. Yates, Cllrs. Nebel & Ludlow abstained due to being absent, the remaining unanimous in favour-**RESOLVED.**

24/25-18 Matters Arising from previous Minutes for information exchange.

a) **Neighbourhood Plan (NHP) update**. Cllr. Houghton gave a brief update of Actions from a recent meeting:
Craig Huntbatch would lead the group.
Contact would be made with Essendine Parish Council
Cllr. Corby would arrange to meet with Ketton Parish Council to look at their NHP and to fact find what is involved.
Cllr. Corby is liaising with RCC in relation to the draft County Local Plan
Central government guidance was noted and recommended that a wider committee with greater representations would be required.
More information and any potential costs will be brought to full council in September

b) **Library Refurbishment Update**. Cllr. Rolfe had met with RCC, who are finalising plans for the revamp of the library. More details are awaited.

It was formally noted the Cllr. Whowell disagreed with the plans so far and the lack of consultation.
Cllr. Ludlow requested confirmation that RCC will not be passing liabilities to the parish.
Cllr. Nebel requested confirmation that no extra costs would come to the Parish Council.

24/25-19 Appointments to Sub Committee

a) Planning The reappointment of: Cllrs. Corby (chair), Nebel, Houghton and Yates confirmed.

24/25-20 Appointment to Working Group were confirmed as:

a) Cemetery – Cllr. Nebel and the Clerk.
b) Allotment representee Cllr. Whowell.
c) Finance – Cllrs. Blake, Nebel, Ludlow and the Clerk
d) Neighbourhood Plan. To be confirmed at September meeting (see 18a above)
e) Bench reviews & highways issues - Cllr. Davis
f) Ryhall Meadows Playfields Association – Cllr. Rolfe is a Trustee, Cllr. Markwell-Cook is a Trustee and Parish Council representative.
g) Village Hall - Cllr. Houghton is a member of the committee
h) Cllr. Rolfe is liaison with the Primary school

24/25-21 Review of Regulatory Documents (all documents available on the website)

a) Standing Orders – no changes presented
b) Financial Regulations – Action: c/f to next meeting
c) Fixed Asset Register – as per Audited Accounts 2023/24
d) Code of Conduct – no changes presented
e) Risk Assessment – no changes presented
f) All Policies – no changes presented

All the above documents (except for the Financial Regulations), had been reviewed and no changes were recommended. It was proposed to **resolved** to **Adopt** these documents. Proposed Cllr. Nebel, Seconded Cllr. Ludlow and unanimous in favour.

24/25-22 Insurance provision from 1 June 2024 continuation of 3 year agreement with Clear Council (formally RHIB) £1562.58 – was confirmed and noted unanimously.

Finance 2023/24 Year End

24/25-23 Proposal: To **resolve** and **adopt** the audited accounts for 2023-24 by Max Wealth Associates. Proposed Cllr. Rolfe, Seconded Cllr. Blake and unanimous in favour.

24/25-24 2023-2024 Annual Governance (AGAR)

a) The Annual Internal Auditor's Report 2023/2024
b) Recommendations arising from the internal auditor's report – Action Clerk to address the debtors on the AGAR with Moors Accounts (external Auditor)
c) Annual Governance Statement 2023-2024
d) Accounting Statements 2023-2024
e) Bank reconciliation 2023-2024
f) Explanation of variances
g) Breakdown of reserves held report
h) Agree the dates for the period of public rights 3rd June-12 July 2024

Proposal: To **resolve** and **adopt** all the documents (a-h) above. Proposed Cllr. Rolfe, Seconded Cllr. Ludlow and unanimous in favour.

i) Audit procedures for 2024/25. The Clerk confirmed Max Wealth as internal auditors.

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Current Year 2024/25

24/25-25 **Proposal:** To confirm salary scales for Clerk currently in accordance with the NJC SCP scale 19. **Unanimously agreed**. Action: Chair and Vice Chair to annual appraisal the clerk.

24/25-26 **Proposal:** To confirm budgetary payments such as salary and HMRC payments, direct debits, mowing contractors, Insurance, staff and councillor expenses if these fall between meeting dates and to continue to pay by BACS and Direct Debit. **Unanimously agreed.**

24/25-27 **Financial matters presented by the Clerk as follows:**

a) Financial Report for the period 01 April 2024 to 30 April 2024 with bank statements.
Proposal: To **resolve** and **adopt**. Cllr. Nebel, Seconded Cllr. Rolfe and unanimous in favour.
Action: Clerk to revamp the layout of the report with Cllr. Blake

b) Payments as follows:

A/c ref	To Whom/invoice detail	£
1	LRALC inv. 3974 membership subscription	653.06
2	Rutland Web inv 2372 annual hosting	162.00
3	RJ Flower Contracting inv. 757	840.00
4	Biffa inv 01682 - dog bins	390.00
5	ICO - GDP renewal	40.00
6	RCC inv. 9153598 cemetery bins	390.00
7	Ryhall Village hall - 9.4.24	20.00
8	Smith of Derby inv. 131912	302.40
9	RCC rates 24/25 cemetery	121.03
10	Nest Pension	57.50
11	Belmesthorpe NHW	75.00
12	S Gresty - clerk salary Apr	1226.39

c) Income

A/c Ref	From Whom	£
I1	RCC precept 24/25	37200.00
I2	Cemetery receipt 467	85.00
I3	cemetery receipt 468	300.00
i4	RMPFA	10.00

d) Other payments presented for authorisation

K Altham – cemetery tap repair £55 & £170 bench cleaning
Village hall hire on 18 April and 20 May £30
ICO data protection £40.00
Bytham Trees A6121 hedge dangerous trees £510

24/25-28 **Planning.** No new applications had been received since the last meeting. It was noted that appeal 2024/0004/APPEAL had been approved by RCC Planning Committee, it was hoped that this did not set a precedent.

Cllr. Davis reported that a resident had come to him with concerns regarding a path edge ditch on Parkfield Road. Action: Cllr. Davis would pass details to Cllr. Rolfe to take this matter to the houseowner.

24/25-29 **Village Issues**

a) Highways

i. White bridge bollard repair. Action Clerk to chase RCC

CHAIR: DATE:

ii. A6121 bollard knocked over on roundabout and others requiring cleaning. Action: Clerk to chase

Cllr. Rolfe had been raising these types of issue through the Parish Forum meetings (next one 12th June) Ward Councillors will continue to campaign.
Cllr. Nebel suggested that a more strategic strategy from RCC was required.
Cllr. Markwell-Cook reported an incident on the Rutland Way roundabout. Action: Clerk to request improved road markings.

b) Parking Cllr. Rolfe had recently had a positive meeting with a parent governor, Mandy the Chair of governors, the police, PCSO, RCC's Hugh Croach and the head Teacher. The most viable option to help with parking issues is to open gates to the playing fields to run a 'drop off' type system. This would only be possible if this was under the full responsibility of school with risk assessments, insurance and guarantees that the school are solely liable. The Members of the School, have now gone away to see if this is viable together with some signage. The Bowls club and possible reinstatement of a tennis club would have to be taken into consideration for use of the parking area.
Action: RPC await proposals for consideration.

c) Other Items

i. Cllr. Nebel suggested an 'Action Log' for every Agenda. Action Clerk.
ii. Resurrection of a tennis club was discussed. This was a Ryhall Meadows Playing Field (RMPFA) issues.
iii. Action: Cllr. Rolfe to confirm the new draft lease with the RMPFA committee chairman.
iv. Land registration – Action c/f to next meeting
v. Parkfield Road land enclosure. – Clerk to chase RCC for advice
vi. It was noted that the Playgroup required an organiser or it would have to close. Action: help recruit a willing volunteer.
vii. It was noted that an increase in fly posters around village had been observed. Action: monitor and c/f to next meeting
viii. Reinstatement of the litter picking group. Action: Cllr. Rolfe to pursue.
ix. Francis court grass. It was unanimously agreed that the clerk would see if the contractor could cut the grass for the residents as a one off (reclaiming the funds from Longhurst group if possible)
x. The footpath at the back of the churchyard is overgrown with stinging nettles.

24/25-30 Report from Councillors on meetings they have attended as parish council representatives.
Cllr. Houghton had attended a village hall meeting. Ann Virgin is retiring and Martin is taking over as clerk. A new cleaner has been appointed. A new heating boiler has been put on hold at present.

24/25-31 Parish Council meeting dates for 2025 were confirmed as: 6th January, 3rd February, 3rd March, 7th April, 12th May, 9th June, 7th July, 1st September, 6th October, 3rd November & 8th December.

24/25-32 Correspondence received from last meeting were noted from the agenda.
An anonymous letter was read by the clerk complaining about youths playing on the Coppice Road village green.

24/25-33 To receive Items for Future Meetings
CAB Rutland donation.

Date of future meetings: 2024: 17 Jun, 15 July, 16 Sept, 21 Oct, 18 Nov, 16 Dec

The meeting closed at 20:53

CHAIR: DATE: