

**MINUTES OF THE MEETING OF RYHALL PARISH COUNCIL HELD ON  
MONDAY 21<sup>ST</sup> MAY 2018 AT THE VILLAGE HALL, RYHALL**

**PRESENT** Mr P Huddleston (Chairman) (PH), Mrs S Smith (SS), Mr D Wilby (DW) Mrs E Sismore (ES)  
Mr D Amies ( DA) Mrs D Rolfe (DR) Mr P Harris (PKH)

**01/18 APOLOGIES** - Mr A Gombault (AG) Mr C Parsons (CP) Mr N Bellairs (NB)

**02/18 ELECTION OF CHAIR**

Mr P Huddleston was proposed for Chair by DA, seconded by SS. There were no further nominations  
At the vote, carried unanimously. The Declaration of Acceptance of Office was signed

**03/18 DECLARATIONS OF UNREGISTERED DISCLOSABLE PECUNIARY INTERESTS IN AGENDA ITEMS  
AND REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A  
REGISTERED DISCLOSABLE PECUNIARY INTEREST** – There were no DPI's or requests for dispensation  
received from members on the agenda items

**04/18 MINUTES OF THE MEETING**

It was proposed by SS , seconded by ES and agreed that the **Minutes** of the ordinary Meeting of 19  
March 2018 and the Annual Parish Meeting of 19<sup>th</sup> March 2018 were correct, and be approved and  
signed.

**05/18 WELCOME TO PCSO LAUREN ORGILL**

Lauren stated that there had been 34 incidents recorded in the village of Ryhall in the past year.  
Each month the parish council receives a Beat Report detailing the specific incidents although it was  
noted there are various categories ( 75 different types of theft.) In future the Beat Report will  
include any statistics from Belmesthorpe .The Police have recently completed a very successful  
operation - Fatal Four – focusing on drink driving, seatbelts, use of phones and speeding.  
There is currently a campaign to highlight the dangers of dogs agitating lambs, as farmers can shoot  
to kill a dog that is attacking his flock. The Police urge dog owners to keep pets on leads.  
Any antisocial behaviour should be reported to the Police in the usual way. The Police support  
children playing out on the greens and should there be any youth projects in the future would be  
happy to attend . North Beat will be present at the Rutland County Show . As a PCSO, Lauren is in  
the village of Ryhall on every shift. She is due to be promoted in September so will introduce her  
replacement in due course.  
The Chairman thanked Lauren for her informative update.

**06/18 PUBLIC TIME** – Four members of the public attended. Decided to hold this session at the end  
of the meeting

**07/18 MATTERS ARISING**

Storm Damage to White Bridge – recently repaired by Rutland County Council  
Potholes – DR and the Clerk undertook a comprehensive pothole inventory . Each pothole was  
logged with length depth width and photographed. RCC have since highlighted a selection for repair  
on the north side of the river. It was agreed to submit our inventory to assist the Highways  
inspection team on their next visit. DR offered to accompany the Highways Inspector on the walk.  
Grit Bin – RCC have not responded to the request to site a new one on the green by St Johns Close.  
Others highway issues outstanding - noted  
Christmas Tree lighting – confirmation from RCC that the lights can remain in the tree for the  
foreseeable future as they are not currently impacting on the tree.

Update on Lincs Rural Housing query – circulated in full to Councillors. Agreed to keep a watching brief

## **AGENDA ITEMS**

### **08/18 ELECTION OF VICE CHAIRMAN**

It was indicated that there may be more than one nomination for vice-chair but in the absence of the 2017/18 vice chair, and three other councillors it was agreed to defer this item to the next meeting.

### **09/18 CO-OPTION OF COUNCILLOR**

Mrs Sarah Markwell-Cook had expressed her wish to be considered for co-option on to the parish council and gave a short presentation to the meeting. It was proposed by DR, seconded by SS and agreed unanimously to co-opt Mrs Markwell -Cook. She duly signed the Declaration of Acceptance of Office. She was issued with the DPI register.

### **10/18 COMMUNITY INFRASTRUCTURE LEVY**

The Chairman informed the meeting that the parish council has received an initial payment from the CIL of £2009. The next payment of £120,547.06 is due in May 2018. The Parishes 15% will follow in the October disbursement. (£15,723.53)

CIL funding is ring-fenced and regulations state that parish councils can spend their CIL funds on

- (1) the provision , improvement, replacement operation or maintenance of infrastructure or
- (2) anything that is concerned with addressing the demands the development places on the area.

### **11/18 PARISH PLAN**

The results of the parish plan questionnaires were approved and ratified and will act as the basis of the creation of a parish plan with regard to the actions to be undertaken by the parish council. A copy of the questionnaires and the results will soon be available on the website and in binders held in the Library. A draft paper has been circulated with initial action points to address.

A static display will be produced for the library (and again for Gala Day ) – Clerk to ask Rutland County Council if we can borrow some display boards . It was proposed by PH, seconded by ES and agreed to approve a budget of £50 for printing & stationary costs.

A laminator would be a useful asset to the parish council. It was proposed by PH, seconded by SS and agreed to the budget of £80.

A banner to promote the website was suggested to increase awareness as the survey had indicated poor cognizance. It was proposed by ES, seconded by DW and agreed to the quote of £50

The parish plan committee offered to join the working party, led by DA, to take forward the plan. They will submit comments to the clerk for inclusion into the next draft within 28 days.

### **12/18 GENERAL DATA PROTECTION REGULATIONS**

(1) Agree fees to the ICO – It was proposed by ES, seconded by DR and agreed to the fee of £35 for the ICO which the Clerk will sign up for on their website.

(2) Data Protection Audit - this has been completed by the Clerk and was noted.

All documents had been circulated in hard copy prior to the meeting

It was proposed by ES, seconded by DR and resolved to adopt all listed below:

Data Protection Policy

GDPR General Privacy Notice

GDPR Privacy Notice for Staff & councillors and Role Holders

GDPR Consent Form

Subject Access Request (SAR)

Data Breach Policy

All the above will be on the parish council website under the GDPR title along with the website Privacy Policy on the home page.

The LRALC endorse the use of parish council emails expressly for parish business. It was agreed in principle that this would be good practice. It was resolved to investigate a corporate style email for use by all councilors.

It was suggested that the purchase of a mail box for consent forms and GDPR communications would be useful. It was proposed by PH, seconded by ES and agreed to purchase a lockable metal mail box under a budget of £75.00. The exact location will be decided – either in the village shop if space allows or on the wall at the village hall.

### **13/18 COUNCILLOR ROLES FOR 2018/19**

It was proposed by PH, seconded by SS and resolved to confirm the roles as detailed below, subject to the Councillors' not present at this meeting concurring

Planning Committee:	Mr P Huddleston (Chairman) Mrs E Sismore Mrs S Smith Mr N Bellairs Mr D Amies Vacancy
Allotment Committee:	Mr N Bellairs – PC Representative Mr D Pearce - Allotment Association Secretary ( Parishioner)
Tree Warden:	Mr P Harris
Church Clock Guardian:	Mr S Fenn ( former Councillor)
Defibrillator Guardians:	Mr N Bellairs for Ryhall Mr A Johnson for Belmesthorpe ( Parishioner)
Village Hall Rep:	Mr P Huddleston
Ryhall Meadows Playing Fields	Mr D Wilby – Acting Chairman Mr N Bellairs - Play area safety checks. Mrs D Rolfe - Gala Committee Member
Snow Warden:	Mr G Roberts (Parishioner)
Burial Administrator	Mr D Toone (Parishioner)
Library Representative	Mr A Gombault
Neighbourhood Watch	Vacant
Parish Forum Representative:	Mr A Gombault & Mrs S Smith
Emergency Resilience Lead	Mr D Wilby
Parish Plan Lead	Mr D Amies

### **13/18 NEW CEMETERY ISSUES**

(1) Noted the confirmation by the Diocesan Office that the burial ground was consecrated in 1987 and 2002 there is one small area at the top for non consecrated graves. To define the cremations area , the purchase of new low level fencing was as agreed at the March meeting. It was proposed by DR, seconded by SS and agreed to the quote of £380 for installation, labour and concrete for this fencing.

(2) Posts reinstated in field behind the cemetery to define purchased area – it was proposed by DR, seconded by SS and agreed to the quote of £130 for the installation of the posts, labour and concrete.

(3) Quote to cut hedge on far right hand side - deferred

(4) Note new Burial Fees for 2018/19

**15/18 ST JOHNS CHURCH CLOCK** Maintenance visit took place on 8/5/18. The Clock Guardian was in attendance.

**LIGHTING IN THE CHURCHYARD** following a request for funding to add additional lights further investigations have indicated that it may not be possible to fund under the Local Government Act 1894. Clerk is seeking further advice from the LRALC.

**GRASSCUTTING** – some complaints noted about the standard of the cuts. PH to investigate

### **16/18 RYHALL MEADOWS PLAYING FIELDS**

(1) Removal of Dugout – a volunteer team led by DW have plans in place to remove next month. DW to undertake the risk assessment.

(2) Flooding on Footpath – under review. DW to liaise with the school to check their drainage is satisfactory

(3) Request to move dog sign from the kissing gate to the pavilion. It was proposed by PH, seconded by DR to accept the quote for £20

(4) Decision on the middle hedge – comments to note – deferred to July meeting

(5) Dog Fouling – ongoing campaign. The purchase of a dog poo bag dispenser to be discussed at the next meeting

General review by DW - Acting Chair. Thanks expressed to the volunteer team who refreshed the current play equipment. The annual ROSPA check is due shortly. The treasurer has tendered her resignation. Sincere thanks expressed for her time and commitment over the past two years. The RMPF seeks a new treasurer for November 2018.

**17/18 INTEGRATED TRANSPORT CAPITAL PROGRAMMES** - ongoing

**18/18 OTHER MEETINGS** –Reports from Councillors on meetings they have attended as parish council representatives. *Meeting for Tree Wardens - 17 May .Parish Forum – 16 April*

### **19/18 CORRESPONDENCE**

**Circulated: by email**

21.03.18 RMPF Annual Report

21.03.18 St Georges Barracks concerns paper

23.03.18 2018 Rural Achievement Awards

23.03.18 Parish Council working group Notes ( Development control)

23.03.18 Draft Minutes

03.04.18 LRALC round robin

05.04.18 LRALC Newsletter

09.04.18 Village News draft

11.04.18 Parish Forum Agenda

04.05.18 Website report

04.05.18 PC Forum Notes of 16/4/18

04.05.18 HM Lord Lieutenant & WW1 Commemorations

04.05.18 Rural Cuts

05.05.18 St Georges Barracks

09.05.18 Community Safety Consultation – Survey

14.05.18 Came & Company

14.05.18 LRALC round robin

14.05.18 St Georges Barracks – dates of consultation exhibitions

### Correspondence to note

Letter of thanks from Rutland CAB  
Statement of funds of Ryhall Neighbourhood Watch received

### 20/18 FINANCE

#### Income received into Parish Account

31.03.18 From Rutland County Council – Snow Warden reimbursement	21.00
10.04.18 From Rutland County Council – Precept	29,150.00
24.04.18 From Rutland County Council – Community Infrastructure Levy	2,009.12
04.05.18 From Rutland County Council – Grass cutting and Hedge cutting reimbursement	10,339.26

Payments made since last meeting	Nett	VAT	Total
26.03.18 Rutland CAB Donation			50.00
09.04.18 Glendale Grasscutting March	533.30	106.66	639.96
05.04.18 G Roberts Snow Warden			21.00
16.04.18 Rutweb Yearly Maintenance			162.00
16.04.18 Biffa Waste Dog bins	300.00	60.00	360.00
16.04.18 Lamin & White Admin Fee	44.00	8.80	52.80
03.05.18 HM RevenueTax for April			271.38
03.05.18 Mrs C Adams Clerks salary April			850.33
03.05.18 The Grasscutter April			178.04
03.05.18 Glendale Grasscutting	533.30	106.66	639.96

Payments to be made at meeting:	Nett	VAT	TOTAL
Lamin & White Internal Audit	205.00	41.00	246.00
Rural Community Council Membership			60.00
Playing Fields Association Membership			30.00
LRALC Membership			369.88
Came & Company Annual Insurance			369.88
Rutweb Website amends reference GDPR			51.00

#### Payments made from Burial Accounts since last meeting

RCC Cemetery Rates for 2018/19	81.50
Anglian Water	15.87

#### Payments to make from the Burial Account – None

#### Income received into Burial Account

16.04.18 Memorial	75.00
16.04.18 Internment of Ashes	73.00
16.04.18 Reserve 2 plots	480.00

#### To consider renewal of the Annual Insurance - Came & Company

Three quotes had been submitted by Came & Company for consideration. They offered an option of a three year long term agreement ( LTA ) with Inspire. This means a reduction in the annual premium of 5%. Annual policy would be £1,457.21 . LTA would be £1,386.85 per annum held for three years with caviats . It was proposed by ES, seconded by DR and resolved to accept the LTA.

To consider renewal of membership to the LRALC - £369.88. It was proposed by ES, seconded by DW and agreed to this subscription

To consider renewal of membership to the Playing Fields Association £30 . It was proposed by SS, seconded by DW and agreed to renewal of this membership

To consider renewal of membership to the Rural Community Council £60 . It was proposed by ES, seconded by DW and agreed to renewal of this membership

### Accounts as at 19 March

Current Account	40,380.35 *
High Interest	24,044.32
Burial Current	1,057.04

- Does not include the CIL 2,009.12, which is ring fenced

Payment of the expenses as detailed above was proposed by PH, seconded by ES and agreed.

### 21/18 ANNUAL AUDIT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2018

All documentation had been circulated in advance of the meeting for consideration

Review and agree the Statement of Account for the Year ended 31 March 2018

It was proposed by ES, seconded by SS and resolved to accept the statement of accounts.

**21/18 (A)** Approve Section 1 – the Annual Governance Statement. It was proposed by PH, seconded by DA and resolved to approve . Signed by the Chairman

**21/18 (B)** Approve Section 2 -The Accounting Statements – it was proposed by PH, seconded by DA and resolved to approve. Signed by the Chairman

The external audit of accounts will take place on 11 June undertaken by PKF Littlejohn. Ryhall has been selected for an intermediate audit.

The Notice of Appointment of the date for the exercise of Electors rights will be posted on the Notice board and the website. Any elector interested has the right to inspect the accounts and make copies of the annual return, all books, deeds and contracts relating to the accounting statement for the year ending 31 March 2018. With reasonable notice , these documents will be available from the Clerk

### 22/18 PLANNING

St Georges Barracks Proposal– full details had been circulated to Councillors. DW gave an overview on the proposed development . The informal consultation around early proposals for the redevelopment of St George’s Barracks in Rutland is being extended, with the addition of several new information events out in local communities.

Following initial feedback received as part of the consultation, the Council and Ministry of Defence (MOD) have extended the consultation period to 15 June 2018, with the addition of several new information events in the local communities. DW urged all Councillors and interested parties to attend one of the road shows. AG will be attending the special parish forum on this issue on Tuesday 29<sup>th</sup> May 2018. Following his report the parish council would still have the opportunity to make a comment if deemed applicable.

#### Full Planning Permission Granted

From 2 No windows and enlarge roof lights by 25%. Internal alterations. Belmesthorpe Grange Newstead Lane Belmesthorpe PE9 4JJ **2018/0134/FUL**

Move front entrance, extend drive to rear, erect carport, greenhouse and fences. Columbine, Main Street, Belmesthorpe, Rutland PE9 4JQ **2018/0076/FUL**

#### Retrospective Applications - None

#### Listed Building Consent – None

#### Refusal of Planning Permission - None

**Notification of decision in respect of a section 211 Notice proposing works to a tree or trees in a conservation area**  
Crown Reduce 2 Ash Trees up to 5m in height and remove dead and overhangin branches back to the boundary. Fell 1 No Ash Tree

Bridge Farm Barn, Mill Street, Ryhall PE9 4HF **2018/0066/CAT**

**Determination as to whether the prior approval of details is required (Agricultural and Forestry development)-  
None**

**Planning applications observations:**

**2018/0245/ FUL** Demolition of garage to side of property and extension to the rear..New extension to the rear side porch , alterations to windows and door. Widen vehicular access. The Bungalow, Church street, Ryhall PE9 4HR

1 Hawthorn, 1 willow reduce height by 3M , reduce 2 laterals by 2.5M including foliage growing onto cypress. 1 No Ash remove lower branches over neighbours garden- Hemgate House, New Road PE9 4HL **2017/0455/CAT**

Demolition of existing outbuilding and replacement with a 1 two bed single storey dwelling house.  
**The Glen, Waterside, Ryhall PE9 4EY 2017/0886 FUL Revised**

**Appeal under Section 78**

Demolition of existing property to build new residential property for holiday letting. Elderflower Cottage, Belmesthorpe Lane, Ryhall PE9 4JF The Planning Inspectorate has decided that the procedure for this appeal needs to be changed from written representations to a hearing. Hearing will be on 18 July 2018 at 10.00 in Barleythorpe Oakham

**Determination as to whether the prior approval of details is required  
( Agricultural and Forestry Development )**

Prior Notification for the erection of a steel portal framed agricultural building – Green farm Lane, Newstead Lane, Belmesthorpe, Rutland PE9 4JJ **2018/0337/AGP** *The development can proceed as notified.*

**Approval of Details Required by Condition 1 ( contamination scheme ) and 2 ( materials) of prior approval ref:  
2016/0989/PAD – Grange Farm, Newstead Lane, Belmesthorpe Rutland PE9 4JJ**

**23/18 PUBLIC TIME**

Comment received on the poor state of the road surface on New Road

Request for a grit bin half way down the hill on New Road by the phone box ( although noted that this road is on the gritting route)

Comments received about the demarcations of grave spaces. Clerk to check the history of any the regulations

**24/18 FUTURE AGENDA ITEMS - None**

**25/18 NEXT MEETING-** Monday July 2nd 2018 at 7.00pm at the Village Hall, Ryhall.

Chairman – Paul Huddleston

Dated