Minutes of the Annual Ryhall Parish Council Meeting held on Monday 11 May 2026 at 19:00 relocated to the Methodist Church Hall due to Library being unavailable.

Present: Cllrs. Debbie Rolfe (Chair), David Wilby, Simon Houghton, Kevin Corby, Sarah Markwell-Cook, David Denman.

In Attendance: 2 Members of the public and Sarah Gresty-Parish Clerk

Agenda

26/27-01 Election of Chairperson

a) Cllr. Rolfe was nominated to re-stand as Chairperson of the Parish Council. No further nominations were received. Cllr. Corby proposed this nomination, Seconded by Cllr. Markwell-Cook with a unanimous in favour-**RESOLVED**. Cllr. Rofe accepted the post and signed the Declaration of Acceptance of Office.

26/27-02 Election of Vice Chairperson

a) Cllr. Corby was nominated to stand as Vice Chairperson of the Parish Council. No further nominations were received. Cllr. Rolfe proposed this nomination, Seconded by Cllr. Wilby with a unanimous in favour-**RESOLVED**. Cllr. Corby accepted the post and signed the Declaration of Acceptance of Office.

Cllr. Rolfe wanted to thank Cllrs. Richard Ludlow and Phill Davies who have stepped down as Councillors for all their hard work during their tenure.

26/27-03 Confirmation of 7 **Parish Councillors** forming Ryhall Parish Council were: Cllrs. Debbie Rolfe, Kevin Corby, Sarah Markwell-Cook, David Wilby, Simon Houghton, David Denman and Reg Symonds, leaving 4 vacant seats.

26/27-04 Apologies for Absence: None received.

26/27-05 Declarations of Interest and Dispensations. No new Declarations declared.

The meeting will be suspended to conduct the public forum

26/27-06 Public Forum:

A member of the public wanted to voice his objections and concerns regarding the planning reference 2026/0508/FUL. A discussion with the Planning Sub Committee took place.

Closure of public forum and commencement of parish council meeting.

26/27-07 Minutes of:

a) 02 March 2026 Parish Council meeting were presented as a true and accurate record of events proposed acceptance Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous in favour-**RESOLVED.**

b) 13 April 2026 Annual Parish Meeting were presented as a true and accurate record of events proposed acceptance Cllr. Markwell-Cook, Seconded Cllr Houghton with a unanimous in favour-**RESOLVED.**

26/27-08 Action Tracker – updates noted:

- A6121 mini roundabouts – it was noted that the bollards have been replaced however the line markings are still outstanding.
- Village green status – to be removed from the action tracker
- Tree survey now complete – remove from action tracker

26/27-09 Co – Option of Councillor Vacant Seat. (This item took place immediately after the public forum).
Proposal: To **resolve** to **accept** co option application from Marsha Richards. Proposed Cllr. Rolfe, Seconded Cllr. Denman with a unanimous voted in favour. Marsha accepted the post and signed her Declaration of Acceptance of Office and joined the meeting at this point in the agenda.

26/27-10 Appointments to Sub Committees
a) Planning
i) **Proposal:** To appointment: Cllrs. Corby, Denman and Markwell-Cook to the Planning Sub Committee, and for Cllr. Houghton to be a delegated Councillor if required, proposed Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous vote in favour.

ii) **Proposal:** To **agree** to **adopt** Terms of Reference for the Planning Sub Committee without changes proposed Cllr. Rolfe, Seconded Cllr. Richards with a unanimous vote in favour.

b) Neighbourhood Plan Steering Group Committee
i)**Proposal:** To **agree** to **adopt** the appointment to the Steering members: Cllr. Denman (chair), Cllr. Reg Symonds, Andrew Nebel, Simon Davies, Robin Morris-Denholm, Janine Juggins and the Clerk acting as secretary/treasurer. Proposed Cllr. Rolfe Seconded Cllr. Wilby with a unanimous in favour.

ii)**Proposal:** To **agree** to **adopt** Terms of Reference for the Steering Group Sub Committee proposed Cllr. Rolfe, Seconded Cllr. Denman with a unanimous vote in favour.

26/27-11 It was **agreed** that **no new committees** were required at this time.
Councillor Representatives were:
Cllr. Houghton for the Village Hall Committee
Cllr. Richards for the Allotments Committee
Cllr. Richards for the Finance
Library – when this new CIO charity was formed a Cllr. Member be appointed.

26/27-12
Proposal: To **agree** to **adopt** the Document Review Schedule with adjusted date revisions proposed Cllr. Corby, Seconded Cllr. Denman with a unanimous vote in favour.

i) Regulatory Documents due for review at this meeting
available on the website: [Parish Council Regulatory Documents - Ryhall Parish Council]
a) Standing Orders – no amendments required
b) Financial Regulations – no amendments required
c) Code of Conduct – no amendments required
d) Fixed Asset Register inventory of assets – as per Audited Accounts 2025/26 – no amendments required
Proposal: To **agree** to **adopt** all the above documents proposed Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous vote in favour.

e) Proposal: Insurance provision with Clear Council 1 June 2026 £1800.07 2nd year of 3 year fix term was **noted** and **adopted.** Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous vote in favour.

New Policies for consideration

f) Data Retention Policy

Proposal: To **agree** to **adopt** the Data Retention Policy proposed Cllr. Rolfe, Seconded Cllr. Corby with a unanimous vote in favour.

g) Model Publication Scheme

Proposal: To **agree** to **adopt** the Model Publication Scheme proposed Cllr. Rolfe, Seconded Cllr. Corby with a unanimous vote in favour.

h) IT Policy

Proposal: To **agree** to **adopt** the IT Policy proposed Cllr. Rolfe, Seconded Cllr. Corby with a unanimous vote in favour.

i) Website Accessibility Statement. Cllr. Houghton was in the process of reviewing the website. Some upgrades are required to comply with new regulations. An approximate cost of £250 was unanimously agreed at the meeting under the Council expenses.

Finance Year 2025/26

26/27-13 Annual Internal Auditor's Report 2025/2026

Proposal: To **resolve** and **adopt** the Audited Accounts 2025/26 by Maxwealth Ltd with the requirement that Internal objective item O be re checked for compliance proposed Cllr. Wilby, Seconded Cllr. Corby with a unanimous vote in favour. The Cllr. Rolfe and the Clerk signed the accounts.

26/27-14 Annual Governance and Accountability Return (AGAR) 2025-2026

a) Internal Control objectives were **agreed** and **adopted** and signed by the Chair and Clerk.
b) Annual Governance Statement 2025-2026 was **agreed** and **adopted** and signed by the Chair and Clerk.
c) Accounting Statements 2025-2026 was **agreed** and **adopted** and signed by the Chair.
d) Bank reconciliations 2025-2026 was **agreed** and **adopted**
e) Explanation of variances was **agreed** and **adopted**
f) Breakdown of reserves was **agreed** and **adopted**
g) Dates for the period of public rights to be Wednesday 3 June -Tuesday 14 July 2026 was **confirmed**

h) Audit procedures for 2026/27 was confirmed as Maxwealth Ltd.

Current Year 2026/27

26/27-15 Proposal: The salary scales for the Clerk in accordance with the NJC Salary Scale 22 @ £17.47 per hour proposed Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous vote in favour.

26/27-16 Proposal: Budgetary Contractors and payment expenditure as presented with the agenda for this meeting were unanimously **accepted** and **adopted**.
26/27-17 Financial matters presented by the Clerk as follows:

a) Financial Report for the period 01 April 2026 to 31 April 2026 with bank statements.
The Council **NOTED**: That Income of £69,413.09 had been received in April. The Council **RESOLVED** to **AUTHORISE** the bank transfer from the savings account to the current account of £5,000 on 9th April, Expenditure Totalling £5,537.76 as shown on the Financial Report for April. The Financial Report and bank statements for April were checked by all Councillors prior to the meeting. Signed and proposed by Cllr. Rolfe, Seconded Cllr. Markwell-Cook and unanimously agreed.

b) **Proposal:** To **accept** and **resolve** Earmarked Committed funds of:

- Half precept receives including election contingency £25,355
- Cemetery extension £15,000
- 20mph scheme £404.38 – dissolve back to general funds
- Library Action Group Fund £352.78 – dissolve back to general funds
- Legal contingency £5,000

c) **Proposal:** To accept quotation for signage for new meeting venue £25 + VAT proposed Cllr. Rolfe, Seconded Cllr. Markwell-Cook with a unanimous voted in favour-**RESOLVED.**

d) New bank signatory for authorisation of payments. Cllr. Richards agreed to this role.
Action: Clerk to arrange mandate

26/27-18 Planning. To received new applications and notification since last meeting.

- **2026/0508/FUL** – 11 Castle Rise – Two storey side extension, single storey rear extension, rendering of existing property and associated internal and external alteration to dwelling
Response: Ryhall Parish Council object of this application. Having visited the property, we have serious concerns relating to overshadowing, loss of light and privacy to the adjacent bungalow number 10, which will have a significant impact on its residential amenity.
The Finished floor level at number 10 is set lower than that of no. 11 which further exacerbates the issue.
We also have concerns relating to the overall design which in our view would be detrimental to the overall character , scale and design of the street scene.
Concern has also been raised with regard to the future use of the dwelling given the number of proposed ensuite bedrooms, therefore should Officers be minded to approve, a condition should be considered in order to ensure that this dwelling remains for private use only.

- **2026/0512/LBA** – Green Dragon – Installation of new and replacement guttering to outbuilding.
Response: No objections.

- **2026/0525/FUL** – 6 The Crescent – Two storey side/front and rear extensions with terrace and external staircase to rear. Single storey rear extension. New front porch.. A meeting will be arrange to discuss this application.

26/27-19 Village Issues – to receive updates or further information on:
a) Neighbourhood Plan update – Cllr. Denman

890 questionnaires had been printed.
Cllr. Denman proposed a vote of thanks to Cllr. Symonds for all the help in designing and printing these.
An Extended deadline of 29th May for the return of the questionnaires was agreed.
SLA agreement meeting with RCC was wed 20th May at 10 am
Next task large task to the analysis of the questionnaires

b) Library – general update
Cllrs. Rolfe and Corby are due to meet with RCC Cllr. Christine Wise on 20th May at the library. A report will follow at the next meeting in June.

c) Highways issues
i) Update on RCC speed indicator sign upgrade and to receive quotation from Swarco for future consideration. Action: c/f to next meeting

26/27-20 Report from Councillors on meetings they have attended as parish council representatives.
a) Cllrs. Rolfe and Corby had a Councillor Surgery at which 2 people attended. One person was happy with grass and hedge cutting. The other person was concerned about speeding especially at Turnpike on the A6121 and would like to see a road crossing. Action: Cllr. Rolfe and Wilby to invite Jack Nixon from RCC to Ryhall to have a site walk.

Footpaths. The Clerk would walk the footpaths in the area and report this alongside the assets check.

Cllr. Houghton had a report from a resident on Meadow Lane that people were now walking around the field of the proposed development site. This was not a parish council issue and one that the resident should broach with the landowner.

26/27-21 Parish Council meeting dates for 2027 to be held in the Library were confirmed as:
11 January, 1 Feb, 1 March, Wed 7 April (Village Hall – Annual Parish meeting cheese & wine) 10 May, 7 June, 5 July, 6 September, 4 October, 8 November and 6 December.

2026 - 8 June, 6 July, 7 September, 5 October, 2 November & 7 December.

26/27-22 Correspondence received from last meeting

a) To receive, consider and resolve pledging funds under s.137 Local Government Act 1972 to the following requests:

- Citizens Advice Rutland. **Proposal:** To **agree** to **donate** £150 Cllr. Rolfe, Seconded Cllr. Wilby with a unanimous vote in favour.
- Ryhall and Essendine Guides. Action: To ascertain how many Ryhall and Belmesthorpe children attend before a decision is made. c/f to next meeting.

26/27-23 To receive Items for Future Meetings
Community Infrastructure Levy (CIL) to receive notification of payment from RCC. and

The Meeting closed at 20:58