



## RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 12 June 2023 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnet (JB), Cllr B Crowfoot (BC), Cllr V Everitt (VE), Cllr S Little (SL), Cllr D Rice (DR) Cllr N. Shelley (NS), Borough Cllr T. de-Winton & S. Lee (Clerk).

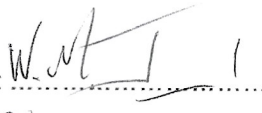
- 1. Apologies for absence.**  
None.
- 2. Declarations of interest and requests for dispensations by councillors.**  
None were declared.
- 3. Approve the minutes of the last Parish Council meeting held on 15 May 2023.**  
The minutes of Parish Council meeting held on 15 May 2023 were approved.
- 4. Matters arising from the above minutes not discussed elsewhere on the agenda.**  
No matters arising not noted on the agenda were raised.
- 5. Allow Public Participation (10 mins).**  
No members of the public were present.
- 6. Finance.**
  - a. Bank Balances and Reconciliation.**  
The Clerk noted there was currently £37,286.86 in Unity Trust Bank which included £34,515.49 in the Unity Trust Bank Savings account.
  - b. Consider payments and invoices March/April 2023.**  
The meeting approved the payments and receipts for May and June 2023.

### Accounts

Bank Account	Jun-23	Jun-22
Current	2771.37	20542.95
Deposit	34515.49	9460.00
<b>TOTAL</b>	<b>37286.86</b>	<b>30002.95</b>

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Clerk email: [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)

Signed by the Chair: 

Dated: 10/7/2023

**Ringstead Parish Council Transactions May/June 2023**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary (inc 2hrs o/t)	Clerk	May	BACS	435.74	0.00
	HMRC	HMRC	May	BACS	109.00	0.00
	Clerks Travelling & Expenses	Clerk	May	BACS	27.29	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	May	Direct Debit	296.20	49.37
	Norfolk PTS - Internal Audit fee	Clerk	May	BACS	44.50	0.00
	East Coast Signs - No Access	Clerk	May	BACS	34.80	5.80
<b>Total</b>					<b>947.53</b>	<b>55.17</b>

**c. Consider any late payments.**

No late payments were received.

**7. General Agenda Items.**

**a. External Reports.**

None were received.

**b. Parish Clerk's report.**

The Clerk advised that the Annual Governance and Accountability Return 2022/23 had been submitted to the external auditor and receipt had been acknowledged.

**c. Village Hall report.**

Cllr Rice advised that the art group had decided not to meet during the summer, but to reconvene in the autumn.

The Clerk had circulated costs for a chair trolley that could be used to move the banquet chairs in the Village Hall. The current arrangements for carrying chairs presented a manual handling risk. It was proposed and the Council **RESOLVED**: to purchase the banquet chair trolley at a cost of £263.98 utilising funds available under Section 137 Local Government Act 1972.

**d. Highway related items.**

Cllr Crowfoot asked if contact had been made with the County Council regarding cutting of grass beneath the horse chestnut on the Docking Road/Burnham Road junction. The Clerk advised that he had received an email from the Highway Team confirming that it was on their schedule, and that he would follow it up with officers from the Highway's Department.

**e. Sam Sign.**

The Clerk advised that reports would be provided bi-monthly. Cllr Barnet advised that the sign in Docking Road was not operating, the Clerk agreed to follow this up.

There was a discussion about sending a copy of the data collected to the police, although there was some scepticism, the Clerk agreed to take this forward.

Cllr Everitt asked about the procedure to try and reduce the speed limit in the village from 30mph to 20mph. The Clerk advised on the process and that initially this would require a Feasibility Study by a specialist team within the Highway's Department who would require an upfront £5,000.00 payment to progress any proposal. Cllr de Winton advised that Brancaster had committed £20,000 for a Traffic Order in Brancaster. It was agreed that funds of that magnitude were not available.

**f. New Noticeboard on Bus Shelter Holme Road**

The Chair introduced the item and asked Cllr Shelley if he knew whether there was a key to the existing A4 sign in the bus shelter. Unfortunately, Cllr Shelley did not have a key. There was a general discussion about whether a new sign should be installed in the bus shelter or whether a free-standing sign on Peddars Way North might be a better location. The Clerk agreed to obtain costs for a free-standing sign and to explore what approvals would be required for a noticeboard to be installed on Peddars Way North.

**g. Playing field – playground maintenance, new notices and replacement tree.**

The Clerk advised that he was struggling to find another playground company to quote for the maintenance works at the play area. Cllr de Winton suggested contacting the Clerk at Brancaster to ascertain if he knew of any companies. Cllr de Winton provided the name of a contractor from Docking who had undertaken a number of maintenance jobs in the Parish.

The Clerk advised that the two new signs in the car park had been installed. Cllr Shelley provided a copy of the Deed of Easement between the le Strange Estate and 14 Chapel Lane regarding use of the accessway. It was agreed that the new sign be installed on the chainlink fence and that the Clerk write to the owners of the Airbnb.

It was noted that one of the new trees planted for the Platinum Jubilee was not doing very well. It was agreed to look at the tree in the autumn to determine whether it should be replaced.

**h. Grounds Maintenance.**

Cllr Crowfoot asked whether there was any maintenance included in the new ground's maintenance contract for the area at the entrance South Peddars Way by the pond. It was agreed that Cllrs Barnet and Crowfoot meet with the Clerk on site after the meeting with a view to obtaining a quotation from the grounds maintenance contractor to cut the area two or three times a year.

**8. Planning matters.**

**a. Planning Applications.**

*Planning Application 21/00094/F:* 14 Golds Pightle planning application was still outstanding although the Clerk had received an email from the Enforcement Officer advising that they had discussed the Case with the Assistant Director who had requested that a photograph of the wider streetview regarding the front of the property and a photograph from the neighbouring property regarding the rear wall be obtained. The Enforcement Officer advised that these would be considered at the next Case Review in July 2023, with a view to consider formal action.

*Planning Application 22/01979/F Amended Plans:* Rear extension, loft conversion and alterations to dwelling at Manningham House 21 High Street Ringstead Hunstanton Norfolk PE36 5JU. The Clerk explained his frustrations that the incorrect email address for the Case

Officer had been provided by the Borough Council. The Councillors remained concerned about the decision-making process regarding the approval of the development the day after the consultation had been completed and that the Parish Council were unable to get the case called-in to the Planning Committee.

Cllr de Wilton advised that at Brancaster they had introduced a policy enabling Zoom meetings to be called to consider urgent planning applications that arose between meetings. It was agreed to follow up this suggestion.

*Planning Application 23/00558/F: Replacement of rear single storey extension retaining balcony; alterations to fenestration; new materials | Wanans 48 Docking Road Ringstead Hunstanton Norfolk PE36 5LA – Objection submitted, awaiting outcome.*

*Planning Application 21/02136/F: Land adjacent to 56 High Street – the Clerk circulated photographs showing the new boundary wall and photograph of the former boundary wall taken from the applicants Heritage Statement. There was general agreement that the new wall was incongruous and out of place in the High Street. The Clerk advised that a sample panel had been approved by the Conservation Officer. It was agreed that the Clerk raise the issue with the Conservation Officer, drawing attention to the Heritage Statement about the composition of the original wall.*

*Planning Application 23/00639/F: Alterations to dwelling Flint barn 20 Burnham Road, Ringstead, Norfolk PE36 5LB.*

Cllr Barnett advised there was the introduction of a new skylight. The Clerk advised that a balcony had been introduced on the first-floor bedroom. Overall, it was decided that the changes were minor and that no further comment was necessary.

*Tree Preservation Order – Oak tree Peddars Way South – the Chair thanked Cllr Crowfoot for raising the issue. The Clerk advised that the Arboricultural Officer from the Borough Council had been extremely supportive.*

**b. Update on Ringstead Neighbourhood Plan and next steps – Cllr Dr Jacob.**

The Chair introduced the item and advised that there was no further progress. The Council were still waiting to hear if funding was going to be made available to enable the environmental assessment of the land proposed for the social housing off Peddars Way North as required by Natural England.

**9. To review any correspondence.**

Nothing to report.

**10. Agenda items for next meeting.**

None were received.

**11. To confirm date of the next meeting of Parish Council meeting as 10 July 2023 at 7:00pm.**