



# RINGSTEAD PARISH COUNCIL

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DRAFT MINUTES of the Meeting of Ringstead Parish Council held on Monday 13 March 2023 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J Barnett (JB), Cllr B Crowfoot (BC), Cllr V Everitt (VE), Cllr S Little (SL), Cllr D Rice (DR), County Councillor A. Jamieson (BL) & S. Lee (Clerk).

Eight members of the public.

1. Apologies for absence.  
Borough Councillor B. Lawton.
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 13 February 2023.  
The minutes of Parish Council meeting held on 13 February 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).

The Chair welcomed the members of the public to the meeting.

Councillor Jamieson spoke on two matters, Norfolk Wild Trusts (NWT) plans for dog control on Holme Beach. Whilst understanding the need to protect ground nesting birds, Councillor Jameison considered the approach by NWT to be negative rather than actively encouraging responsible dog control. He urged the meeting to participate in the current consultation being undertaken by the NWT.

Councillor Jameison also updated the meeting on the County Deal, a scheme hoping to bring a more devolved form of governance to Norfolk. The new County Deal would make £20m per annum available over the next 20years and with 60% of that available to support revenue schemes, those resources could be used to pay interest on borrowed money making potentially £120M available to focus on priorities such as coastal defence, adult learning and provision for a greater number of carers.

The owners of The Old School House updated the meeting on works currently being undertaken in accordance with a Certificate of Lawfulness they had obtained in June 2021 to lift existing tarmac and create a fenced garden area. They stressed that the scheme underway was completely separate from the recent planning application to

create a new vehicular entrance. The owners stressed that the current works had involved an arboriculturalist and that retention of the legally protected mature Lime tree was at the heart of the project.

The current Chairman of Brancaster Parish Council Mr Tom de Winton introduced himself to the meeting and advised that he would be standing as a Borough Councillor in the forthcoming May elections. He spoke about the pressures on the local area and the need to preserve local institutions and communities.

Mr P. Gyton a local resident and trustee of the Village Hall Charity asked about the ownership of the western boundary wall to the Village Hall which had collapsed. The Clerk spoke about the arrangements back in 1981 to establish the Village Hall Charity, with the Le Strange estate being the Landlord, the Parish Council were tenants and also the Custodian Trustees. The day to day management functions of the Village Hall, were the responsibility of the Village Hall Charity. The 1981 lease had included a plan that showed the extent of the demised premises which included the western boundary wall and the building. If clarification were required about responsibility for the wall, the Clerk advised that it was for Village Hall Charity to seek this from the Estate. The Chair of the Village Hall Charity advised that clarification had previously been sought and that the Estate considered the wall part of the demised premises of the 1981 and current lease.

Mr Large was able to update the meeting on the proposals for the Coronation event being held at the Chalk Pit on Sunday 7 May 2023. There would be a marquee available with two BBQ's and people could bring their own picnic and have use of these facilities. In response to a question from the Chair Mr Large confirmed that the Woodlands Gardens and Walk Group had been unable to apply for funding from the Borough Council as they didn't have a bank account. An updated flyer had been produced and Mr Large agreed to get 300 A5 leaflets produced to be distributed two weeks before the event to all households in the village. The Chair also confirmed that a bid had been made for funding and that the Parish Council had ordered a disabled mobile toilet to be placed at the Chalk Pit for the event.

6. Finance

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £22,324.00 in Unity Trust Bank which included £9,471.04 in the Unity Trust Bank Savings account.

b. Consider payments and invoices January 2023.

The meeting approved the payments for the remainder of February/March 2023.

**February/March payments and receipts for approval at March 2023 Parish Council Meeting**

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
Clerk	Salary February 2023	Salary	BACS	£456.68	£0.00
HMRC	Tax for February 2023	HMRC Payments	BACS	£114.00	£0.00
Clerk	Milage February/March 2023	Mileage	BACS	£51.75	£0.00
Clerk	Deposit for Hire of Portaloo	1RING1 – 307102	BACS	£100.00	£0.00
Jason Clarkson	General grass cutting taken out of bank 28.02.2023	Standing Order	S/O	£260.00	£0.00
BCKL&WN	Dog Bin Emptying 2023	BC110172582	BACS	£416.00	£69.33

Fraser Dawbarns LLP	Fees for Playing Field lease	K10843	BACS	£918.20	£151.60
Collective Community Planning	Draft Neighbourhood Plan	INV-0236	BACS	£2,040.00	£340.00
Ringstead Village Hall	Hire of Hall 2022/23	1	BACS	£209.00	£0.00
Norfolk PTS	Subscription 2023	20107	BACS	£190.00	£0.00
Groundwork UK	Return unspent grant for Neighbourhood Plan	NPG-12968	BACS	£3,233.90	£0.00
<b>TOTAL</b>				<b>£7,989.53</b>	<b>£560.93</b>

There were no receipts.

- c. Consider any late payments.

None were received.

- d. Receive Internal Audit Report 2022.23 and Year End Procedures

The Clerk outlined the work involved in preparing for the internal audit and outlined depth and breadth of the review. The recently appointed internal auditor was recommended by Norfolk PTS and understood a great deal about the policies and procedures underpinning good governance. The Council had received a positive report which placed it in a good position for the forthcoming external audit by PKF Littlejohn.

7. General Agenda Items

- a. External Reports

As previously set out by Councillor Jamieson.

- b. Parish Clerk's report.

The Clerk updated the meeting on the forthcoming Parish Council election and confirmed that any nomination forms would need to be completed, submitted and approved by the Borough Council before 4:00pm on 4 April 2023. The Clerk would be notified on the 5 April 2023 whether the election in Ringstead was to be contested or not. The Clerk confirmed that local elections were taking place on 4 May 2023.

- c. Village Hall report.

Councillor Rice advised on the range of costs that had been obtained by the Village Hall Charity for repair of the western boundary wall, which ranged from £750.00 to £9870.00 for repair of a more substantial part of the wall than that which had collapsed. The costs of the repair and future liabilities were a significant concern to the Charity. Councillor Crowfoot advised that the Great Ringstead Allotment Charity could provide financial support as the Village Hall served as an amenity to the whole Village. There was a suggestion that other grants to be investigated and that previously the Estate had helped towards funding repairs.

Councillor Rice advised Mrs M. Hutchinson had joined as a trustee and had agreed to take on the role of Treasurer/Secretary.

Works had also been undertaken by an electrician to help try to resolve underfunding of electricity costs when the Village Hall was being used. Further alterations had been recommended to try and ensure hirers paid full costs for electricity used.

d. Update on Great Ringstead Allotment Charity.

The Chair thanked Ms Ruth Gouden for attending the meeting and advised that her appointment as a trustee of the charity was being progressed.

e. Highway related items.

The Clerk confirmed that the need for clearance of a grupp on South Peddars Way had been passed to the Highways Department.

f. Coronation Day celebration

This item had been considered earlier in the meeting.

g. Port Evo/Barrier Wash Project

Councillor Jamieson informed the meeting that there was now some doubt as to whether the presentation being made by those promoting the Port Evo/Wash Barrier would proceed on the 19 April in the Princess Theatre, Hunstanton.

h. Update on SAM2 sign and its management.

The Clerk advised the current resident who was managing the other Sam2 sign had agreed to also maintain the second Sam2 sign. The Clerk was asked to try as a matter of priority to ensure that one of the SAM2 signs was positioned along the Docking Road.

i. Playing field – proposed new signage.

The Clerk thanked Councillor Everitt for her assistance in obtaining quotations for new signage to be installed at the playing field and for her suggestions on the wording to be used. It was proposed and **RESOLVED**: to delegate to the Clerk to finalise and obtain two 'No Dog' signs and the Emergency Information sign at an estimated cost of £29.00 plus VAT for each sign with appropriate fixings.

j. Grounds Maintenance.

The Clerk had been in contact with the new grounds maintenance contractor and had arranged to meet them at 10:00am on 16 March 2023 with Councillor Little to handover a key for access to the playing field.

k. Review of the number of residential properties in the Parish.

The Chair advised that information arising from the Neighbourhood Plan from the 2021 Census had reinforced the serious position with regards privately rented accommodation in the village, which had fallen from 18.5% to just 4.3% over the preceding decade. The number of businesses letting rented properties had over the same period risen from 23% to 31%.

l. Policies, procedures and risks – approval of Equality, Diversity and Inclusion Policy.

The Chair thanked Councillor Barnett for her support in helping to prepare an Equality, Diversity and Inclusion Policy.

Following discussion Councillor Rice proposed and Councillor Everitt seconded and it was **RESOLVED**: to approve the Equality, Diversity and Inclusion Policy.

The Clerk would update the document on the Council's website.

8. Legal Matters.

a. Receive the new playing field lease.

The Chair advised that both parts of the new lease for the playing field had now been finalised and received. The new lease would terminate on the 28 September 2046.

9. Planning matters.

a. Planning Applications.

*Planning Application 21/00094/F:* 14 Golds Pightle planning application was still outstanding and the Clerk was instructed to follow up the matter with the Planning Officer.

*Planning Application 22/01979/F:* Rear extension, loft conversion and alterations to dwelling at Manningham House 21 High Street Ringstead Hunstanton Norfolk PE36 5JU.

An objection had been lodged but no decision had yet been determined. The Clerk advised that the Borough Council's Conservation Officer had submitted a helpful comment that it was not an appropriate design for the building.

*Planning Application 22/02139/F:* retrospective permission for use of the cartlodge as holiday accommodation.

The Clerk confirmed that the application had been approved with the following condition:

"In so far as the holiday let accommodation is concerned, it shall be for short stay accommodation only (no more than 28 days per single let) and shall not be occupied as a person's sole or main place of residence. The owners / operators of the holiday let hereby approved shall maintain an up-to-date register of lettings / occupation and shall make this available at all reasonable times to the Local Planning Authority."

*Planning Application 22/02272/F:* Proposed single storey front, side and rear extensions at 1 Hall Lane Ringstead, Hunstanton, Norfolk PE36 5JL

An objection had been submitted, and the application had to the surprise of many Councillors been approved by the local planning authority under delegated authority.

*Planning Application 23/00349/F: Formation of new Entrance Gates, comprising alterations to boundary wall onto Highway, Ringstead and associated external works. at The Old School High Street Ringstead Hunstanton Norfolk PE36 5JU*

Having received the earlier clarification on current works Councillors considered the appropriateness of the proposal. There were concerns that with a further vehicular access in such close proximity to the recently approved scheme at 56 High Street, there would be yet more loss of traditional boundary walls, which make such a significant contribution to the integrity and character of this part of the Conservation Area. The proximity to the blind bend was raised as yet another highway concern.

The Clerk reinforced the need to ensure that any development should be assessed by an arboricultural consultant in accordance with British Standard BS5837:2012 Trees in relation to design, demolition and construction – Recommendations.

The Chair raised concerns about whether wooden palisade fencing creating the splays on the vehicular entrance, were an appropriate choice of material in the Conservation Area and whether some form of iron fencing might be more appropriate.

The Clerk would submit comments to the local planning authority.

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

The Chair introduced the item and advised that a further iteration of the Plan had been prepared and that it was hoped that this might be submitted to the Borough Council within the next few days. At this stage it was unknown how long the Borough Council might take in assessing the Plan, however, if a site assessment on the proposed social housing were required this could potentially impact the timescales for the public consultation which might have to be postponed from May 13 2023.

There was a discussion on the Non Designated Heritage Assets and the Councillors asked that further representation be made to ensure that all those properties identified be included.

The Chair advised that the proposed policy on second homes would only apply to new build or where there was a change of use, existing properties could still be used as second homes.

It was proposed by Councillor Little and seconded by Councillor Barnett and **RESOLVED**: to approve the current iteration of the proposed Neighbourhood Plan, subject to any further minor revisions, to be submitted to the Borough Council and also posted on the Parish Council's website.

The Chair confirmed that when posted on the website, comments from the public could be received and that a deadline for receipt of these would need to be included.

10. To review any correspondence.

Nothing to report.

11. Agenda items for next meeting.

There was a discussion about the appropriateness of the car tyres being used as containers for shrub plantings at the entrance to the All Dog Meadow facility on the edge of the village.

12. To confirm the date of the next meeting of Parish Council.

It was agreed the next meeting would be held at 7:00pm on the 17 April 2023, a week later than normally held because of the Easter Bank Holiday.