



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 12 February 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett, Cllr B Crowfoot, Cllr V. Everitt, Cllr S Little, Cllr D. Rice and Cllr N. Shelley

One member of the public and S. Lee (Clerk).

1. **Apologies for absence.**

County Councillor Jamieson and Borough Councillor T. De Winton.

2. **Declarations of interest and requests for dispensations by councillors.**

None were received.

3. **Approve the minutes of the last Parish Council meeting held on 8 January 2024.**

The minutes of the Parish Council meeting held on 8 January 2024 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 asked that item 7. h. Children's Garden Competition be moved up the agenda so that Mrs Whiteford could speak to the proposal that had been previously circulated to members of the Council, which was agreed.

Mrs Whiteford introduced the initiative that as part of the Open Gardens event, it would be good to engage with children to promote their interest in gardening/nature utilising a small area of the playing field close to the churchyard wall, as funds from the Open Gardens event were donated to the church. The concept would be for children to be inspired to design a garden during 2024 and that during the year the winning design would be implemented. Mrs Whiteford was proposing to promote the idea in local primary schools, possibly with two age brackets for entrants. The focus was not just on designing the garden, but also constructing and tending the small area over the coming years. Although schools were being approached to raise awareness of the project, submissions would be from individual children.

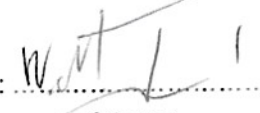
There was a discussion about the proposed location, and it was agreed that a small area to the west of the embankment slide steps on the sloping land adjacent to the churchyard wall would be the most appropriate site.

Mrs Whiteford hoped that the design would be displayed at the Village Hall at the Open Gardens event and judging would be by a small group of people. Mrs Whiteford had secured some prizes aimed at families.

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Clerk email: greatringsteadpc@outlook.com

January 2024

Signed by the Chair: 

Dated: 11th February 2024

It was envisaged that plants and materials to construct the small garden would be through donations.

There was a discussion about public liability insurance that the Clerk was following up with the Council's insurers and also the need to ensure safeguarding and Disclosure and Barring Services were in place.

There was enthusiasm from members of the council and Mrs Whiteford stressed that the garden would be a small area which it was envisaged would be included as a garden to be viewed in the 2025 Open Gardens event. There had been good media interest, it was hoped that the competition would attract a number of entrants.

It was proposed by Cllr Little, seconded by Cllr Barnett, and **RESOLVED**: that the Council in principle support the creation of a small garden within the playing field to be constructed and tended with support of adults as part of the Open Gardens event in the village.

6. **Finance.**

a. **Bank Balances and Reconciliation.**

The Clerk noted there was currently £35,231.24 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65. The Clerk advised that £7,000 had recently been transferred from the current account to the instant savings account to cover the payments for the period. The Clerk thanked Cllr Rice for undertaking a further reconciliation in February 2024 confirming that all accounts reconciled.

b. **Consider payments and invoices January/February 2024.**

The meeting approved the payments and receipts for January and February 2024.

Accounts

Bank Account	Feb-24	Feb-23
Current	2185.77	14572.93
Deposit*	33045.47	9471.04
TOTAL	35231.24	24043.97

Difference vs. last yr: £11,187.27

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions January & February 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	Jan	BACS	480.51	0.00
	HMRC	HMRC	Jan	BACS	120.20	0.00
	Clerk's Mileage and Expenses (includes Microsoft Office)	Clerk	Jan	BACS	156.09	13.33
	Grounds maintenance services	HHA Grds Mtc (paid)	Jan	Standing Order	296.20	49.37

Replacement timbers for play equipment	Wicksteed Leisure Ltd	Jan	BACS	324.26	54.04
Poppy Wreath	RBL Hunstanton	Jan	BACS	50.00	0.00
Printing of Winter newsletter	BCKLWN	Jan	BACS	117.26	0.00
Repair SAM2 Sign	Westcotec	Jan	BACS	262.20	43.70
Neighbourhood Plan	CCPlanning	Feb	BACS	5220.00	870.00
Total				7026.72	1030.44

c. Consider any late payments.

The Clerk advised that there was one late payment from Witley Press for photocopying for the Neighbourhood Plan at a total cost of £92.40.

7. General Agenda Items.

a. External Reports.

The letter circulated to members from Cllr T. De Winton regarding the Council's increase in Council Tax for second homeowners and an update on a rough sleeper was received.

b. Parish Clerk's report.

The Clerk advised that he had now completed the Finance and Management learning outcomes for the CiLCA qualification and had one more set of modules to complete.

c. Village Hall report.

Cllr Rice advised that redecoration of the hall was complete, there had been a discussion about the wooden floor and whether any works were required. In terms of usage, the yoga club were still attending on Monday mornings, table tennis was held Tuesday evening, the carpet bowls on Wednesday and that Making Time were still utilising the Hall. Unfortunately there had been a couple of cancellations of events over the summer period. The Committee were organising a quiz for Friday 12 April 2024. It was also proposed that once the venetian blinds were installed the opportunity would be taken to promote the facility in Town and Around to try and secure more bookings.

d. Highway related items.

Cllr Shelley raised concerns that the surfacing of the Sedgeford Road on the 'S' bend where the new kerb had been installed was failing. The Clerk agreed to follow this up with the Highways Department. Concerns were also expressed that large lorries were still mounting the kerb.

e. Update on damaged SAM2 sign

The Clerk advised he had taken the SAM2 sign to Westcotec offices in Dereham where they had undertaken the necessary repairs while he waited. The sign was now fully operational and was installed in the village.

f. Update modification applications for the addition of Public Footpaths to the Definitive Map and Statement for the parish of Ringstead.

The Clerk had received confirmation from the Case Officer dealing with the applications for the addition of the two Public Footpaths to the Definitive Map that an objection had been

formally received. The matter would need referring to the Planning Inspectorate, timescales for resolution were uncertain.

g. Playing field including repairs to play equipment; provision of a recycling bin and sheds in the car park.

Cllr Little advised that moles and rabbits were still prevalent and that one of the new trees planted was being damaged by rabbits.

The Clerk had investigated costs for a recycling bin which were in excess of £300, after discussion it was agreed that the current volume of recycled material may reduce when the development of Chapel Lane was completed. It was agreed to monitor the situation.

The Chair thanked the Clerk for having replaced the half round log for the Humpty Dumpty Bridge that has been deemed a moderate risk in the recent annual independent playground inspection. The Clerk advised that other logs may need replacing later in the year, and that several of the other smaller repairs to equipment outlined in the playground inspection report had also been implemented. The Clerk had arranged to meet a handyperson to talk through other repairs, but they had not attended a meeting that had been arranged. The Clerk advised that if the Council were prepared to pay for materials and some overtime, he would undertake the repairs to the steps to the embankment slide and damaged post on the handrail to the church. There was agreement from the Council for the Clerk to proceed.

There was a discussion about the condition of the sheds at the end of the car park, but as these were not part of the lease for the playing field, it was agreed that it was for the Estate and leaseholder of the shed to resolve the matter.

h. Children's Garden Competition project.

Dealt with earlier in the meeting.

i. Councillor Refresher Training.

The Clerk advised that he was still waiting to hear from the Clerk of Old Hunstanton to ascertain if any Councillors wished to join a refresher training session being organised by Norfolk PTS. It was agreed that if no response were received a date be set for training and Councillors could join the session if available.

j. Policies, procedures, and risks – Asset Register and Training and Development Policy.

The Clerk had previously circulated copies of the Asset Register and Training and Development Policy. It was agreed that the mobile chair mover purchased earlier in the previous year had been gifted to the Village Hall. There being no other comments it was proposed by Cllr Shelley, seconded by Cllr Crowfoot, and **RESOLVED**: to approve the Asset Register and Training and Development Policy.

8. Planning matters.

a. Planning Applications.

The refusal of replacement of existing rear conservatory and first floor side extension 5 Burnham Road was noted. The only other application was the single storey garage extension providing a link through Flint Barn 20 Burnham Road which members did not consider to be a material change to the present building.

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

The Chair advised that a consultation event on the Regulation 14 procedures had been held at the Village Hall on Saturday 10 February 2024. It was estimated that approximately 15 people

had attended during the morning. The main comments were in relation to the proposed affordable housing site. Other comments had also been received outside of the event regarding the second homes policy, where there appeared to be a lack of clarity that the policy would only apply to new properties.

Following the consultation event, it was agreed that it might be helpful to produce a Frequently Asked Questions document, reiterating the importance of a Neighbourhood Plan in protecting the village from inappropriate development, background on the affordable homes proposal and second home policies and providing parishioners with hard copies of the survey. These had been produced and would be delivered to all properties in the village over the coming days.

In response to a question from Cllr Shelley the Chair explained the process going forward which the consultants advising the Council had outlined. Ultimately the matter would be placed before the parish and a referendum held to consider whether to adopt the Plan.

9. To review any correspondence.

The Clerk had responded to a resident who had concerns regarding increased costs for cleaning septic tanks and had contacted Anglian Water. They had responded setting out in some detail the procedures and potential costs for installing foul sewers, which the Clerk had previously circulated. It was generally agreed that costs for installation of a foul sewer in the village were prohibitive.

10. Agenda items for next meeting.

The clerk advised that he would need to bring an updated Risk Register to the next meeting.

11. The date of the next meeting of Parish Council meeting was confirmed as Monday 11 March 2024 at 7:00pm.

Meeting closed at 20:15hrs.