



RINGSTEAD PARISH COUNCIL

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MINUTES of the Meeting of Ringstead Parish Council held on Tuesday 12 September 2023 at 7.15 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett (JB), Cllr B Crowfoot (BC), Cllr V Everitt, Cllr S Little (SL), Cllr D Rice (DR) Cllr N. Shelley (NS), S. Lee (Clerk).

Two members of the public.

1. **Apologies for absence.**

None.

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

Cllr Jacob advised of an interest in a matter being raised under Item 5 concerning Chapel Lane development, Cllr Crowfoot advised of an interest in a planning matter regarding her property.

3. **Approve the minutes of the last Parish Council meeting held on 10 July 2023.**

The minutes of the Parish Council meeting held on 10 July 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).**

Cllr Jacob recused himself from the meeting and Cllr Rice took the Chair.

The Clerk advised that an email regarding concerns about the Chapel Lane development had been received from a local resident and circulated to members. One of the members of the public spoke to the item and raised concerns that no works had taken place on site for over 6 weeks. The impact of the development on local people, particularly those living in Chapel Lane was very disruptive. There were concerns that the site looked a mess and worries about when work would recommence to complete the development.

The developer had previously agreed to keep residents advised of works, but only two fliers had been distributed to residents in the past year. The member of the public advised that in the original programme, the development should have now been completed. The lack of communication about the programme of works was discussed and that this was causing distress, as there were no timescales set out for completion.

There was a discussion about the footpath leading to the High Street from the development. It was acknowledged that the barrier to prevent access to the footpath had been improved. Another member of the public commented on the fact that no jobs were ever completed but left half-finished.

The Clerk advised that he had been on the planning portal and could see that there was currently an issue with discharging a condition relating to the external finish of the buildings. It appeared that there were technical difficulties in finding a solution.

Members of the Council were sympathetic to the concerns raised by the public and it was agreed that the Clerk should write to the local planning authority to try and ascertain why delays were being experienced.

There was a brief discussion about the No Through Road sign that had been knocked down by a bin lorry, so more traffic was using the lane and having to turn round at the end. It was agreed that the Clerk raise this with the Highways Department.

The members of the public thanked the Council for providing the opportunity to hear their concerns and left the meeting.

Cllr Jacob returned to the meeting.

The Clerk raised a further email received from a resident concerning the potential increase in costs for emptying septic tanks as one local contractor was no longer going to provide the service and suggesting that the mains sewer at the top of the village be extended throughout the village.

There was a general discussion, and the Councillors were all of the view that the costs for residents in seeking to have a mains sewer installed throughout the village would be prohibitive. The matter had been investigated several times previously and Anglian Water had indicated that service costs for residents would increase dramatically. There was no appetite amongst members to pursue the project.

6. Finance.

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £33,366.76 in Unity Trust Bank which included £30,643.19 in the Unity Trust Bank Savings account.

b. Consider payments and invoices July/August/early September 2023.

The meeting approved the payments and receipts for July/August/early September 2023.

Accounts

Bank Account	Sep-23	Sep-22
Current	2723.57	25543.72
Deposit	30643.19	9460.00
TOTAL	33366.76	35003.72
Difference vs. last yr:		-£1,636.96

Ringstead Parish Council Transactions July/August/early September 2023

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	Aug	BACS	415.20	0.00
	HMRC	HMRC	Aug	BACS	103.60	0.00
	Clerks Mileage	Clerk	July/Aug	BACS	41.85	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	Aug	Direct Debit	296.2	49.37
	Spring newsletter printing	BCKLWN	July	BACS	127.60	0.00
	External audit	PKF Littlejohn	Aug	BACS	252.00	42.00
	Clerk expenses - cable ties for swings	Clerk Expenses - Huws Grays	July/Aug	BACS	6.12	1.02
	Grounds maintenance services	HHA Grds Mtc (paid)	Sept	Direct Debit	296.20	49.37
	CiLCA training	Norfolk PTS	Aug	BACS	280.00	0.00
	Payroll services	James Johnson	Aug	BACS	172.80	28.20
	Rent for The Chalk Pit	Great Ringstead Allotment Charity	Sept	BACS	12.00	0.00
	Total					2003.57

Receipts received July/August 2023

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Current	Newsletter Advert	Mouliam & Horn	July	2/23	£45.00
	Newsletter Advert	The General store	July	4/23	£45.00
Total					90.00

c. Consider any late payments.

The Clerk advised that a late of £117.26 had been received from the Borough Council for printing of the summer newsletter. It was agreed that payment be made.

7. **General Agenda Items.**

a. **External Reports.**

The Clerk advised that the Chair had been sent an e-mail from the Leader of the Borough Council inviting him to a meeting with other Chairs from other Parish Council's. The Chair confirmed that it was his intention to join the meeting when a date had been set.

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

The Clerk advised that he was commencing the CiLCA course and that confirmation had been received that the bursary of £200.00 towards the costs of the course had been confirmed from SLCC. The Clerk advised that he was giving a presentation at the autumn NorfolkPTS seminar in October 2023 on management of open spaces.

c. **Village Hall report.**

Cllr Rice advised that income for the Village Hall was still low as only the carpet bowls and table tennis clubs were now hiring the facility. An art exhibition was being planned to be held in the Hall in late September/early October 2023.

The annual Race Night was being organised for October which had traditionally been an important event raising funds to support the costs of managing the Hall.

Cllr Barnett updated the meeting on an application for CIL funding that had been submitted to the Borough Council for internal decorations to the Hall. Unfortunately, not everyone asked to provide a letter of support had done so and this had reduced the points awarded for the project. It was noted that a significant number of applications had been received for CIL funding. At this stage it was not known if the application would be successful.

A clean-up of the Hall was planned for the forthcoming Saturday, all volunteers were welcomed.

d. **Highway related items.**

A concern was raised about occupiers of the properties opposite the Village Store parking in the layby, not at the rear of the properties, resulting in people using the shop having to park their cars on the High Street. It was agreed that there was no easy solution to the problem as many of the houses were holiday lets. A suggestion was made about including the issue in a newsletter or that a letter be distributed to properties, however, the point was made that the cleaners tended to throw away 'junk mail'.

The clearing of groups was raised and it was agreed that these be marked on plan and sent to the Rangers.

e. **Modification applications for the addition of Public Footpaths to the Definitive Map and Statement for the parish of Ringstead.**

Cllr Shelley had previously outlined a concern about the incorrect labelling of South Peddars Way on one of the maps. It was agreed that the Clerk raise the matter with the Rights of Way Officer at Norfolk County Council.

It was confirmed that nothing further had been received regarding any objections raised about the proposed modifications.

f. **Saxon Shore Meeting.**

The Chair confirmed that notes of the meeting had previously been circulated. A number of matters had been raised:

- a) Port Evo/Wash Barrier – Hunstanton Town Council were organising a meeting on 20 October 2023, the Chair urged people to attend;
- b) Planning issues had again been raised as a concern with Cllr Terry Parish, the Leader of the Borough Council;
- c) A presentation had been received about a home improvement project from an officer of the Council. There was some concern that opportunities for funding were only for properties in coastal villages. It was agreed the Clerk seek clarification and if Ringstead were included that the officer be asked to make a presentation to residents.

g. Dog Incident

It was confirmed that the complaint made to the Council about nuisance dogs by a visitor walking The Downs had been passed to Le Strange estate.

h. Update on the Playing Field.

Cllr Little advised that the grass cutting operations were assisting with the rabbit and mole problems, although mole hills were reappearing. Although there had been a suggestion of placing a bin on the playing field for recycling materials, it was no longer considered necessary. The conclusion was that the high number of paper cups/cardboard were from the builders working at 56 High Street who had nearly completed their works.

Cllr Crowfoot advised that three new oak trees needed to be ordered to replace ones that had failed on the playing field. Contact details for a supplier would be provided to the Clerk, who would arrange to purchase replacements in November 2023.

i. Grounds Maintenance

Cllr Little advised that the contractor had missed cutting the strip of verge along Docking Road on two previous visits, but that it had been cut on this occasion. The Clerk agreed to remind HHA Grounds Maintenance Services of the need to cut the strip on every visit.

j. Policies, procedures and risks – Revised Freedom of Information Policy based on model publication scheme.

The Clerk had previously circulated a revised Freedom of Information Policy based on model publication scheme. Members were content with the revised policy and attached schedule indicating where information could be located by the public. It was proposed by Cllr Barnet and seconded by Cllr Shelley and **RESOLVED**: to adopt the revised Freedom of Information Policy based on model publication scheme.

The Clerk confirmed in response to a question that the annual data protection fee to the Information Commissioners Office had been paid.

8. Planning matters.

a. Planning Applications.

Planning Application 21/00094/F: 14 Golds Pightle planning application was still outstanding there had been no further update from the Enforcement Officer.

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 – A decision was still awaited.

Planning Application 23/01335/F: Retrospective backfill of extg clay pit to the rear garden and level up of garden levels to the rear of the house garden. Westgate House, 17 Chapel Lane, Ringstead, Norfolk, PE36 5JX. – It was discussed that this was a retrospective application, the

works having been implemented, it was for the local planning authority to determine whether it was permitted or refused.

34 Docking Road: potential breach of planning law and building regulations – Awaiting outcome of visit by Planning Enforcement Officer, the Clerk also raised that a neighbour had indicated that there were breaches of Building Regulations. It had been confirmed to the resident that the local building control consultancy CNC were not being used, but another firm based in London. It was agreed that the Clerk obtain the details of the Building Control company being used and advise them of the potential breaches.

Consider any Other Applications/Decisions that are received following publication of the Agenda.

23/01493/F: Extension to the front providing a new entrance and single storey extension to the rear with minor internal alterations at Apple Tree Cottage 62 Docking Road Ringstead Hunstanton Norfolk PE36 5LA.

Cllr Crowfoot recused herself from the meeting.

The scale of the changes was considered moderate, with little impact on neighbouring properties. A concern was raised about the installation of additional rooflights and potential light pollution. It was agreed given the dark skies policy in the emerging Neighbourhood Plan that the Clerk draft a letter to the local planning authority generally supporting the proposals but raising concerns about potential light pollution.

Cllr Crowfoot rejoined the meeting.

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

The Chair reported funding for the environmental assessment of the land proposed for the social housing off Peddars Way North as required by Natural England from Locality had been confirmed. A meeting had been suggested for earlier that day by the Clerk with a Principal Environmental Planner from AECOM who had emailed requesting a meeting. Although emails had been sent including representatives of Collective Community Planning and the Chair no response to the suggested meeting date had been received from the officer at AECOM. It was hoped that the meeting would be confirmed in the near future. Given delays and the time to undertake the study, it was confirmed that almost a year would be lost in terms of hopefully moving to consultation under Regulation 14.

Cllr Everitt raised a concern about a light pollution issue from the White House, Docking Road from a security light left on all night. It was agreed that the Clerk approach Mrs. Nelson, who was known to know the owner, to see if a solution might be accommodated.

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 Monday 9 October 2023 at 7:00pm.