



# RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
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DRAFT MINUTES of the Meeting of Ringstead Parish Council held on Monday 15 April 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Everitt Cllr Rice, Cllr Little and Cllr Shelley S. Lee (Clerk).

1. **Apologies for absence.**

None.

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

Cllr Jacob advised of an interest in the Chapel Lane development.

3. **Approve the minutes of the last Parish Council meeting held on 11 March 2024.**

The minutes of the Parish Council meeting held on 11 March 2024 were approved. Cllr Shelley advised that he had left a voice message for the Clerk giving his apologies for the previous meeting, but this had not been received by the Clerk prior to the meeting. The Clerk explained that unfortunately voicemails on his telephone often didn't arrive for several days, he was unsure of the reason for the delay.

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 advised of an email previously circulated to Councillors that had been received from a parishioner. They expressed concerns about the appearance of the principal elevation of the developments on Chapel Lane and inappropriate treatment at the junction between the window and door frames that were considered to be totally out of character with the village.

Several of the Councillors also considered the treatment to be out of character with the National Landscape status of the area.

The Clerk advised that the details would have formed part of the planning approval process and that it was likely that panels of the samples of construction materials would have been signed off by Planning Officers.

Following further discussions about the inappropriateness of the finish to properties the Clerk was instructed to redact personal details from the email from the parishioner and to write to the Planning Department including the correspondence and expressing the Council's concerns.

Two members of the public were present at the meeting and advised that they were concerned about the Neighbourhood Plan and proposed affordable housing scheme. The Chair agreed with the meeting to bring forward Agenda Item 8.b.

- b. Update on Ringstead Neighbourhood Plan
  - i. Ringstead Neighbourhood Plan following Regulation 14 consultation and submission to the Local Planning Authority;
  - ii. Consultation statement and statement of basic conditions document.

The Chair introduced the item and advised that following the completion of the Regulation 14 process, the consultants advising the Council had analysed the results of the consultation and as a result had suggested several minor amendments to the Neighbourhood Plan.

A copy of the revised Plan together with the Consultation Statement setting out the analysis of the Regulation 14 consultation and the Statement of Basic Conditions setting out the legal and regulatory compliance with the process had been previously circulated to Councillors and Working Group members.

The Chair advised that he had identified several further minor factual inaccuracies and had advised the planning consultants. Members were generally impressed with the detail of feedback from consultees, demonstrating that they had read the proposed Plan in detail.

The Chair explained that if approved the Plan would be submitted to the Borough Council who would undertake a further consultation.

The two members of the public expressed concerns about the proposed affordable housing development. The Chair advised that the Parish Council will publish the revised Neighbourhood Plan on the Council’s website, together with the results of the consultation, and stressed that there would be further opportunities for the public to express their views through the Regulation 15 procedures organised by the Borough Council.

Following further discussions it was proposed by Cllr Barnett, seconded by Cllr Little and **RESOLVED:** to approve the draft Neighbourhood Plan and policies, subject to minor amendments on matters of factual inaccuracies and to submit the draft Neighbourhood Plan and supporting Consultation Statement and the Statement of Basic Conditions to the Borough Council to enable the next stage of the process to commence.

**6. Finance.**

**a. Bank Balances and Reconciliation.**

The Clerk noted there was currently £45,325.93 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65 and the precept for 2024/25 of £19,000.00.

**b. Consider payments and invoices March/April 2024.**

The meeting approved the payments and receipts for March and April 2024.

**Accounts**

<b>Bank Account</b>	<b>Apr-24</b>	<b>Apr-23</b>
Current	19083.35	23549.23
Deposit*	26242.58	9515.49
<b>TOTAL</b>	<b>45325.93</b>	<b>33064.72</b>
Difference vs. last yr:		£12,261.21

\*CIL funds 2023/24 £9912.65

**Ringstead Parish Council Transactions March & April 2024**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary	Clerk	Mar	BACS	514.02	0.00
	HMRC	HMRC	Mar	BACS	128.60	0.00
	Clerks Mileage and Expenses (see separate sheet)	Clerk	Mar	BACS	47.19	0.00
	Grounds maintenance services	HHA Grds Mtc	Apr	Standing Order	317.00	52.83
	Dog Bin emptying	BCKLWN	Apr	BACS	456.77	76.13
	New battery for SAM2 sign	Westcotec	Apr	BACS	109.80	18.30
	Annual Audit	Di Dann	Apr	BACS	40.00	0.00
	Repairs to play area	J. Aldis	Mar	BACS	664.21	63.36
<b>Total</b>					<b>2277.59</b>	<b>210.62</b>

**Receipts received Apr 2024**

A/C	Description	Payee	Period	Remittance Number	Amount (£)
<b>Cur</b>	Precept 2024/25	BCKLWN	Apr	22012449	19000.00
<b>Sav</b>	Credit Interest	UTB	Jan-Mar	0	197.11
<b>Total</b>					<b>19197.11</b>

**c. Consider any late payments.**

Two late payments were approved:

- i. Ringstead Village Hall – hire of hall for meetings 2023/24 £208.00.
- ii. Justin Aldis – repairs at playing field £89.00.

**d. Clerk CiLCA qualification – salary.**

The Chair advised that having successfully completed the CiLCA training, the Clerk in accordance with his agreed contract of employment was entitled to have his hourly rate of pay increased from the nationally agreed Spinal Column Point of 13 to 17. This was unanimously agreed.

**e. AGAR 2023/24 – Approve Governance Statement and Accounting Statement, Notification of the Dates of the Period for the Exercise of Public Rights.**

The Clerk introduced the item and spoke about the recommendations within the approved internal audit. It was agreed that earmarked reserves be included in the approved 2024/25 budget on the basis set out below:

**RESERVES AS AT 31/03/2024**

<b>31/03/2024</b>		<b>Item</b>
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	Actual TOTAL	
<b>RESERVES</b>	<b>26,643.00</b>	
<b>Ear Marked Reserves</b>	<b>6,730.00</b>	Playing field / Neighbourhood Plan
<b>CIL</b>	<b>9,913.00</b>	Ringfenced funds
<b>General Reserve</b>	<b>10,000.00</b>	Available funds

It was then proposed by Cllr Shelley, seconded by Cllr Crowfoot, and **RESOLVED**: to accept the Internal Audit Report and completed section of the AGAR form for the Financial Year ending 2023/24.

The Clerk then went through the items on Section 1 of the Annual Governance Statement 2023/24 that had been previously circulated. On a proposal by Cllr Barnett seconded by Cllr Rice it was **RESOLVED**: that the Chairman and the Clerk sign the Statement.

The Clerk advised on Section 2 – Accounting Statements for 2023/24 that had been previously circulated and confirmed the balances carried forward for the year were £26,643.00. The Accounting Statement was signed by the RFO and on a proposal from Cllr Little, seconded by Cllr Everitt it was **RESOLVED**: that the Chairman sign the Statement.

The Clerk advised on the dates for **Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return** that would be published on the 20 April 2024 and that the public would have a period of 30 days during the dates set out in the Notice to inspect the accounting records of the Parish Council for the financial year 2023/24. This was agreed.

## 7. **General Agenda Items.**

### a. **External Reports.**

No external reports were received.

### b. **Parish Clerk’s report.**

The Clerk thanked the Councillors for their support enabling him to undertake the CiLCA qualification which although a lot of work had been an extremely valuable course. The Clerk advised on the recent poor print quality of the newsletter and advised that he had been in touch with the printers who were apologetic, some technical issues with the format of the final document needed to be investigated.

### c. **Village Hall report.**

Cllr Rice advised that one of the founding members of the Village Hall Committee, Stephen Ward, had retired from their position. Cllr Rice thanked members present who had helped organise the Quiz Night that had raised £83.00. A water leak had been identified and although the pipe had repaired by Anglian Water the hole at the entrance to the car park had yet to be refilled. Members of the Council were impressed with the new blinds and Cllr Barnett advised that promotional material was being prepared to advertise the facility.

### d. **Highway related items.**

Cllr Everitt suggested that a 'SLOW' sign be painted on the Docking Road before the sharp bend as you leave the village to mirror the one coming into the village. There were also concerns raised by Cllr Little about the visibility of the give-way lines at the junction with the High Street and Docking Road. The Clerk agreed to advise the Highways Department. The manhole cover opposite village hall and overgrown state of the path along Peddars Way North had been reported to the Highways Department.

The Clerk advised that he also needed to contact the Area Engineer to discuss the proposed installation of a new 'gateway sign' on the Hunstanton Road leading into the village, hopefully part-funded through the Parish Partnership Scheme.

**e. Update on damaged SAM2 sign.**

The Clerk advised a new battery for one of the signs had been received, he confirmed that both signs were being used, one on Peddars Way North and the other on the Docking Road. Members requested that one of the signs be installed on the High Street, the Clerk agreed to contact the volunteer managing the signs.

**f. Feedback on bench locations from the Newsletter.**

The Clerk advised that following publication of the newsletter, parishioners had suggested three locations, one 500yards from the last house on Peddars Way South, one by the new tree planting on the playing field to catch the early morning sun and one at the 'Top End' to enjoy the view over the village. After discussion it was agreed that the Clerk approach the handyperson who had repaired the play equipment, to see if they could provide a quotation to make a simple wooden bench. Depending on costs for supply and installation on a concrete base the Council could potentially phase the funding for a bench at each location.

**g. Playing field including repairs to play equipment.**

Cllr Little advised that moles and rabbits were still prevalent but that the mowing regime was helping to control the mole hills. Members were very pleased with the work undertaken by the local handyperson in repairing the steps for the embankment slide. The Clerk advised that other works had also very recently been completed, so all the issues arising from the independent play inspection had been implemented.

The Clerk advised of the need to keep records for the weekly playground inspections, and it was agreed that members involved in the weekly inspections would email the Clerk so that a record could be kept.

**h. Grounds Maintenance.**

The Clerk advised the damage to the footpath at the end of Hall Lane had been repaired and the area seeded. There was some concern about the quality of the repair further along the footpath.

**i. Saxon Shore Meeting**

The Clerk had previously circulated copies of the notes of the meeting and these were received.

**j. Councillor Refresher Training.**

The date for the meeting had been agreed for 9 May 2024 at 7:00pm. A list of topics for the training was discussed and six themes were agreed. The Clerk confirmed that three councillors from Old Hunstanton would be joining the meeting.

**k. Policies, procedures, and risks – Draft Grant Awarding Policy.**

The Clerk had previously circulated copies of the proposed grant awarding policy and application form. It was proposed that applications for grant funding be received by October each year, enabling inclusion in the annual budget. There being no other comments it was proposed by Cllr Barnett, seconded by Cllr Everitt, and **RESOLVED**: to approve the grant awarding policy. The Clerk advised that he would publish this on the Council's website.

The Clerk had previously circulated copies of the Updated Risk Register, after discussion it was proposed by Cllr Barnett, seconded by Cllr Everitt, and **RESOLVED**: to approve the Risk Register.

**8. Planning matters.**

**a. Planning Applications.**

Only one new planning application had been received for emergency works to remove a dangerous tree in Chapel Lane.

**9. To review any correspondence.**

None received.

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

None.

**11. The date of the next meetings of Parish Council meeting were confirmed as 13 May 2024:**

- a. Parish Meeting at 6:30pm at the Village Hall; followed by
- b. Annual Meeting of the Parish Council.

**Meeting closed at 20:18hrs.**