



RINGSTEAD PARISH COUNCIL

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MINUTES of the Meeting of Ringstead Parish Council held on Monday 10 July 2023 at 7.00pm at the Village Hall.

Present:

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

1. **Apologies for absence.**

Cllr V. Everitt.

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 12 June 2023.**

The minutes of the Parish Council meeting held on 12 June 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 £37857.49 in Unity Trust Bank which included £34,643.19 in the Unity Trust Bank Savings account.

b. **Consider payments and invoices June/July 2023.**

The meeting approved the payments and receipts for June and July 2023.

Accounts

Bank Account	Jul-23	Jul-22
Current	3223.30	18407.55
Deposit	34634.19	9460.00
TOTAL	37857.49	27867.55

Ringstead Parish Council Transactions June/July 2023

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary (inc 2hrs o/t)	Clerk	June	BACS	435.74	0.00
	HMRC	HMRC	June	BACS	109.00	0.00
	Clerks Mileage	Clerk	June/July	BACS	26.10	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	June	Direct Debit	296.20	49.37
	Strimming Peddars Way South	HHA Grds Mtc	June	BACS	60.00	10.00
	Service charge UTB	UTB	June	BACS	18.00	0.00
	CiLCA Registration SLCC	Clerk	July	BACS	450.00	0.00
	Arnold-Baker: Local Council Administration Paperback 13th Ed	Clerk via LexisNexis	July	BACS	164.99	0.00
	Chair Trolley - Village Hall	Office Furniture	July	BACS	199.20	33.20
	Clerk's salary to be paid 10 August 2023	Clerk	July	BACS	415.00	0.00
	HMRC to be paid 10 August 2023	HMRC	July	BACS	103.80	0.00
Total					2278.03	92.57

Receipts received June/July 2023

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Dep	Interest on Deposit Account	Deposit A/C	June	Credit Interest	£127.70
Current	Newsletter Advert	Wards	July	3/23	£45.00
	Newsletter Advert	Norfolk Holiday	July	1/23	£45.00
	Newsletter Advert	AE Wallis	July	5/23	£45.00
	VAT Reclaim	HMRC	Juy	XJV126000103966	£1,063.11
Total					1325.81

It was suggested that the Arnold-Baker book could be obtained for £145.00 from Amazon, the Clerk agreed to check. The Clerk advised that he had found a different supplier for the chair trolley, making a saving of £100.00.

c. Consider any late payments.

No late payments were received.

7. **General Agenda Items.**

a. External Reports.

Cllr de Winton spoke about a recent planning application heard by the Borough Council's Planning Committee concerning a proposal for a small development of residential units in Holme-next-the-Sea. The Planning Committee had imposed a s.106 Agreement requiring that the houses be made available as permanent residences. There was a discussion about what criteria would constitute a permanent resident, but there was support for such an approach.

It was confirmed that this requirement would pass with the property when sold. If the developer chose not to sign the s.106 Agreement, then the application would be deemed to be refused and the matter would then be dealt with through an Appeal process.

As Ringstead Parish had not yet adopted a Neighbourhood Plan there was a discussion about whether a similar policy should be introduced into the draft Plan.

b. Parish Clerk's report.

The Clerk thanked the Councillors for their financial support with the CiLCA qualification and agreed the terms that had been prepared regarding repaying a percentage of funds if he left the position within two years, but not if he had to relinquish the position because of serious illness or death. The Chair thanked Cllr Barnett for her support in drafting the Agreement.

c. Village Hall report.

Cllr Rice advised that income for the Village Hall had fallen considerably as only the carpet bowls and table tennis clubs were now hiring the facility.

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.

Quotations were being sought for some redecoration works and it was hoped that a CIL application for a grant towards the costs would be submitted to the Borough Council by the end of the month.

d. Highway related items.

Cllr Crowfoot was disappointed that the grass cutting through the County Council had not been undertaken. The Clerk advised that he had raised the issue with the Highways Department who had apologised that the Borough Council who undertook the work on agency basis hadn't yet cut certain areas, including the grassed triangle at the junction of Docking Road, Burnham Road and Foundry Lane.

The Clerk had liaised with the Highways Dept about clearing the large 'grub' at the entrance to Peddars Way South and the officer had visited and agreed to include it in the work programme, together with filling some potholes. It was confirmed that these had been marked-up.

Cllr Shelley raised a concern that the height of the SAM2 sign in the High Street was set below the recommended minimum height. It was suggested that the sign might be better located at the top end of the High Street beyond the Rectory bend. The Clerk agreed to contact the Highways Department to ascertain feasibility and costs for rectifying the height of the post of the current SAM2 sign and installing an additional post further up the High Street.

Cllr de Winton advised that he had written to the police requesting that they adopt a fairer approach in allocating resources for speed checks across all the Saxon Shore villages.

e. Parish Partnership Scheme and CIL Application.

No Parish Partnership Schemes had been identified; Councillor Barnett confirmed that a CIL application for redecoration works at the Village Hall was being prepared.

f. Renewal of Insurance and Premium BHIB.

The Clerk advised that he had not yet received the request for the premium for the renewal of the insurance and terms for a further three-year contract. A quotation from Zurich had been pursued but without success at present. The Clerk advised that BHIB had indicated that the insurance industry has been hit hard by Coronavirus related claims but that they were working hard with insurance providers to maintain premium stability. Given that the premium would expire in mid-August 2023 it was proposed by the Chair and second by Cllr Little and **RESOLVED**: that the Chair and Vice Chair in consultation with Clerk agree the terms of the insurance renewal for the next three-year contract and advise the Councillors of the premium.

g. New Noticeboard on Bus Shelter Holme Road

The Clerk had obtained quotations from two manufacturers for the supply of a free-standing noticeboard to be installed on Peddars Way North. The costs for the supply of the wooden noticeboard were in excess of £1,000 and there were concerns about whether such an investment would be worthwhile. The location of the noticeboard was discussed, and it was confirmed that it might require planning permission and a licence from the Highway Authority. On balance Councillors considered that further investigations be made on installing a significantly cheaper noticeboard in the window of the existing bus stop.

h. To consider grant of £600 for Village Hall and £600 towards maintenance churchyard previously approved – November 2022 meeting.

The Clerk explained that the church had requested more funding towards the maintenance of the churchyard back in November 2022, although this had been declined, the Council had resolved to continue to support a grant of £600.00 and that this hadn't yet been paid for 2023/24.

Given concerns about funding for the Village Hall it was agreed to increase the grant to £800.00. This was proposed by Cllr Shelley and seconded by Cllr Little and it was **RESOLVED**: to increase the annual grant to the Village Hall to £800.00 for 2023/24.

It was agreed that the Clerk include these two grants in the July 2023 payments.

i. Update Saxon Shore Meeting

The Clerk had attended the meeting on behalf of the Council and advised of a presentation given by a Dersingham resident. They were developing a project to appoint volunteers across north-west Norfolk villages, enabling residents to assist elderly people if they had fallen over, using a 'Manger' self-inflating device, without the need to seek assistance of the emergency services. Councillors doubted the desirability of volunteers having the appropriate knowledge to assess whether a person who had fallen had sustained any internal injuries.

The Clerk advised that the recently appointed Leader of the Borough Council had attended the meeting. There had been a long debate regarding concerns from all Parish Councils about planning and the officers at the Borough Council's understanding of local policies within adopted Neighbourhood Plans. The Leader had suggested that on contentious applications, the Parish Council's should seek to get the application called-in to the Planning Committee, rather than dealt with as a delegated matter by officers.

Concerns had been raised about the annual tennis tournament in Hunstanton and impact of anti-social behaviour by unsupervised young people in rented properties in villages across the Saxon Shore area.

j. Borough Council Home Improvement Scheme

The Chair advised of the Borough Council's Home Improvement Scheme project that had circulated by email. It had been confirmed that a presentation would be given to the next meeting of the Saxon Shore Meeting at Old Hunstanton. The date of the meeting would be circulated and given some skepticism of such schemes the Chair urged Councillors to attend.

k. Summer Newsletter

The Chair thanked Mrs Hutchinson for all her work in preparing the summer edition of the newsletter that was currently being distributed around the village. Councillors agreed that there would be merit in approaching printing companies to ascertain costs for preparing a template for the newsletter and assisting with its layout.

The Chair also suggested that there was scope to increase advertisements within the newsletter to contribute towards production costs and asked for any ideas to be given to himself or the Clerk. There was a need to remove some advertisements as companies were not paying for adverts, Cllr Barnett agreed to assist with updating the pdf document.

l. Playing field – playground maintenance.

The Clerk advised that he was continuing to struggle to find any playground companies to provide an additional quote for the maintenance works at the play area. Online Playgrounds had revised their quotation to exclude the maintenance of the embankment slide steps, but it was still in excess of £2,000. The Clerk was attending a NorfolkPTS networking meeting later that week and would be seeking advice from fellow Clerks.

m. Grounds Maintenance.

Some concerns were raised about the need for the grounds maintenance contractor to trim the edges of areas. The Clerk advised that the area at the top-end of the village was due to be trimmed in September. It was agreed that the Clerk follow-up other areas with the contractor.

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 – The Clerk had received confirmation from the Case Officer that revised plans were being prepared and that a further formal consultation period would be likely to be required.

Planning Application 23/00639/F: Alterations to dwelling Flint barn 20 Burnham Road, Ringstead, Norfolk PE36 5LB. The Clerk advised that the application had been approved under delegated authority.

Planning Application 23/00046/TPO: Ringstead 570662 340624 2/TPO/00158: T1 - Lime. Stand alone tree. Healthy. Good form. Minimal work required. Raise crown overhanging road to a height of approx. 3-4 meters. Prune away from service wires. Remove dead wood. The

Old School High Street Ringstead Hunstanton Norfolk PE36 5JU. Given the nature of the works there were no comments.

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

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 email had been received from the owner of the property advising that amendments to the scheme were being introduced to endeavour to alleviate impact on neighbouring properties. This included a decision not to fit roof lights on the long side of the extension roof that faces the neighbouring cottages, leaving only be three facing the garden of the property.

Furthermore, the owner confirmed that they did not intend to convert the attic space at this time. This was welcomed and it was agreed the Clerk thank the owner of the property, copying the relevant Planning Officer.

- b. **Consider Resolution enabling Chair and Clerk/RFO to request potentially contentious planning applications to be called-in to Planning Committee by local Ward Councillor.**

The Chair advised that at the discretion of the Chair and Clerk if a potentially contentious planning application were received between Council meetings, authority be given to call-in the application to Planning Committee by local Ward Councillor. This was proposed by Cllr Barnett and seconded by Cllr Shelley and it was **RESOLVED**: that at the discretion of the Chair and Clerk if a potentially contentious planning application were received between Council meetings, authority be given to request calling-in the application to the Planning Committee by the local Ward Councillor and the matter included on the next available Council agenda.

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

The Chair reported that there was no further progress and that 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 TUESDAY 12 September 2023 at 7:15pm.**