



## RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 17 April 2023 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr B Crowfoot (BC), Cllr V Everitt (VE), Cllr S Little (SL),  
Cllr D Rice (DR) & S. Lee (Clerk).

1. **Apologies for absence.**

Councillor J Barnett.

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 March 2023.**

The minutes of Parish Council meeting held on 13 March 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 £33,064.72 in Unity Trust Bank which included £9,515.49 in the Unity Trust Bank Savings account. The precept of £19,000 had been received from the Borough Council.

b. **Consider payments and invoices March/April 2023.**

The meeting approved the payments and receipts for March and April 2023.

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

| Payee                | Reason   | Invoice Number                 | Payment by | Amount           | VAT Portion   |
|----------------------|--|--------------------------------|------------|------------------|---------------|
| Clerk                | Salary March 2023                                  | Salary                         | BACS       | £415.20          | £0.00         |
| HMRC                 | Tax for March 2023                                 | HMRC Payments                  | BACS       | £103.60          | £0.00         |
| Clerk                | Milage/Expenses Mar/Apr 2023                       | Mileage                        | BACS       | £51.75           | £0.00         |
| Jason Clarkson       | General grass cutting taken out of bank 31.03.2023 | Standing Order (final payment) | S/O        | £260.00          | £0.00         |
| HHA Grds Maintenance | General grass cutting taken out of bank 01.04.2023 | Standing Order                 | S/O        | £296.20          | £49.37        |
| Clerk                | Outstanding payment Toilet+ for Coronation event   | 1RING1 - 307102                | BACS       | £98.00           | £0.00         |
| Cruso & Wilkin       | Rent for playing field                             | 11211                          | BACS       | £26.00           | £0.00         |
| East Coast Signs     | Signs for playing field                            | INV31668                       | BACS       | £104.40          | £17.40        |
| <b>TOTAL</b>         |  |                                |            | <b>£1,355.15</b> | <b>£66.77</b> |

**Receipts received April 2023**

| Payee  | Reason  | Payment by   | Amount            |
|--------|---------|--------------|-------------------|
| BCKLWN | Precept | BACS         | £19,000.00        |
|        |         | <b>TOTAL</b> | <b>£19,000.00</b> |

**c. Consider any late payments.**

A late payment for HP Instant Ink was approved for the sum of £16.49 including £2.75 VAT.

**d. AGAR 2022/23 – Receive the Internal Audit Report; 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 updated the meeting on the work undertaken regarding advisory notes set out in the Internal Audit Report that had been previously circulated. On a proposal from Councillor Little, seconded by Cllr Crowfoot it was **RESOLVED**: to accept the Internal Audit Report and completed section of the AGAR form for the Financial Year ending 2022/23.

The Clerk then went through Section 1 – Annual Governance Statement 2022/23 of the AGAR Form that had been previously circulated and the Council agreed that there were internal controls in place and that in respect of item 4 the exercise of public rights had been advertised late by one day in 2022. The Council accepted the Internal Auditors letter accompanying her report that would be sent to the External Auditor explaining the issue. On a Proposal by Councillor Rice seconded by Councillor Everitt it was **RESOLVED**: that the Chairman and the Clerk signed the Statement.

The Clerk advised on Section 2 – Accounting Statements for 2022/23 that had been previously circulated and confirmed the balances carried forward for the year were £14,361.00. The Accounting Statement was signed by the RFO and on a proposal from Councillor Little, seconded by Councillor Crowfoot it was **RESOLVED**: that the Chairman signed the Statement.



The Clerk advised that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return would be published on the 24 April 2023 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 2022/23.

**7. General Agenda Items.**

**a. External Reports.**

Councillor Crowfoot updated the meeting on recent planting work undertaken in the playing field car park.

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

The Clerk updated the meeting on the results of the uncontested election and advised Councillors that they would need to sign the Declaration of Acceptance of Office before taking their place at the next meeting and that they would need to complete and submit the Parish Council Register of Members' Interest. It was agreed to circulate copies of the documents in advance of the next meeting.

**c. Village Hall report.**

Councillor Rice advised that Ms C. Nelson had retired from the Committee of Trustees and that Mrs M. Hutchinson had joined as a trustee and had agreed to take on the role of Treasurer/Secretary. An annual risk assessment had been undertaken and no major issues had been identified. Income for the Hall had been reduced as a result of the loss of both weekly yoga sessions, but Mr E. Goodridge had recently held his Art Exhibition in the Hall. Also the Carpet Bowls group had extended their use of the Hall during the summer months.

The perimeter wall had been repaired at a cost to the Charity of £1,500 and the Estate had indicated that they would provide £1,000 if the wall collapsed completely, however, there was a concern that this would be totally inadequate to cover costs. Councillor Rice advised that the Committee are continuing to monitor electricity costs.

The Clerk advised that the insurance for the Village Hall had been renegotiated and copies of the documents had been previously circulated.

**d. Update on Great Ringstead Allotment Charity.**

After some discussion it was agreed that an advert be prepared for the appointment of a further trustee for the charity.

**e. Highway related items.**

The Clerk confirmed that works were planned to be undertaken by the Highways Department during May 2023 including relining of the road markings along Docking Road. An issue with the width of an agricultural machine trying to manoeuvre through the new Gateway at Burnham Road has caused an issue. The Clerk agreed to advise the Highways Department.

**f. Update HM King Charles III Coronation Day celebration.**

**i. Celebration event 7 May 2023 at the Chalk Pit.**

The Chair advised that plans were well underway and that he had spoken with Mr T. Large about the planned activities. Flyers had been distributed around the village.

The Council unanimously agreed that Mrs Brock should plant the commemorative tree and the Clerk agreed to source a suitable species when the location had been identified.

There was a discussion around the cake bake-off and some lack of clarity on what exactly was required. A generous offer was made that the Ringstead Allotment Charity fund the provision of a cake on behalf of all residents and this was agreed.

The Clerk advised that the disabled toilet would arrive on Friday 5 May 2023.

ii. Parish Litter Pick 8 May 2023.

The Chair advised that Councillor Barnett had prepared a poster that had been distributed around the Village. After discussion the Clerk agreed to contact the Borough Council to ascertain if they had equipment and sacks that they could provide volunteers with for the day.

**g. Update on SAM2 sign and its management.**

The Clerk advised he had circulated two reports that had been downloaded from the two SAM2 signs. There was a lot of data to digest as the machines had not been downloaded since the summer of 2022. With regards the High Street machine the highest speed recorded was 50mph, which was of great concern, however the machine at Peddars Way North had recorded a speed of 70mph. It was hoped that more regular reports would be available in the future. The Clerk had thanked the Mr J. Alldis for his support. Councillor Crowfoot asked that the machine be located on Docking Road where speeding by cars was a real hazard.

**h. Playing field – playground maintenance equipment.**

The Clerk advised on the quotation that had been received from OnLine Playgrounds for maintenance of the equipment. The proposals put forward for the remedial works to the steps for the embankment slide were high. The Clerk advised that unfortunately another company approached for a quotation had ceased trading since they visited the site. The Clerk had obtained the name of a further company who he had approached to try and obtain a comparison quotation. It was agreed after discussion that the Clerk obtain a quotation for filling the potholes in the car park at the playing field.

**i. Grounds Maintenance.**

Councillors were generally happy with the standard of grounds maintenance provided by HHA Grounds Maintenance Ltd. The Clerk had drawn to their attention the need to cut a one metre strip along the Docking Road that had been missed on the first visit.

**j. Review of the number of residential properties in the Parish.**

The Chair advised there had been some debate nationally about whether planning legislation should be amended, requiring any change of use of buildings to holiday accommodation to submit a planning application.

**k. Policies, procedures and risks.**

The Clerk advised he was attending a Clerks networking event organized by Norfolk PTS and was raising the current position on the amended Code of Conduct that had been adopted by some Councils.

**8. Planning matters.**

**a. Planning Applications.**

*Planning Application 21/00094/F:* 14 Golds Pightle planning application was still outstanding and the Clerk had been in contact with the Planning Officer who had acknowledged that a planning application was still outstanding for the development.



*Planning Application 22/01979/F Amended Plans: Rear extension, loft conversion and alterations to dwelling at Manningham House 21 High Street Ringstead Hunstanton Norfolk PE36 5JU. The Clerk had submitted a detailed objection to the proposal earlier that day. The Chair raised the need to have the application called into the Planning Committee. This was agreed and the Clerk was instructed to write to Councillor B. Lawton to ask that he put forward this request.*

*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*

An objection had been submitted and there was much concern about the recent works undertaken by way of a Certificate of Lawfulness. Councillors could not understand why a further vehicular accessway was necessary as recent works had provided a double accessway into the property. There was a view that this be brought to the attention of the local planning authority.

*Planning Application 23/00639/F: Alterations to dwelling Flint barn 20 Burnham Road, Ringstead, Norfolk PE36 5LB.*

The Clerk advised that although this had been reported on the weekly list of applications from the Borough Council, no econsultation documents had been received. On inspection of the Borough Council's website earlier that day no documents had been found. The Clerk advised that he had written to the Planning Department to ascertain when documents would be loaded onto the website. It was agreed to circulate these when they were available.

**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 submitted to the Borough Council, who were currently assessing the Plan. It was hoped that the formal consultation period due to end later that week would not present any significant issues. If that were the case then the proposed local consultation could proceed on the 13 May 2023. The Chair confirmed that flyers and posters would need to be prepared advertising the consultation. The documents would also need to be uploaded onto the Council's website.

**9. To review any correspondence.**

Nothing to report.

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

None were received.

**11. To confirm the date of the next meetings:**

**Annual Parish Meeting on 15 May 2023 at 6:30pm, (at which Mr C. Meakin would attend and update the community on the work of the Estate); followed by**

**Annual Meeting of the Parish Council**