



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 14 October 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Everitt, Cllr Rice, Cllr Little, Cllr Shelley and Borough Cllr T. de Winton and 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 item 7.e as he was Secretary of the Ringstead Parochial Church Council.

3. **Approve the minutes of the Parish Council meeting held on 2 September 2024.**

The minutes of the Parish Council meeting held on 2 September 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).**

None were present.

6. **Finance.**

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £39,645.76 in Unity Trust Bank this included the ringfenced CIL funds of £9,912.65.

b. Consider payments and invoices September/October 2024.

The meeting approved the payments and receipts for September and October 2024.

Accounts

Bank Account	Sep-24	Sep-23
Current	2900.25	5008.54
Deposit*	36745.51	26848.74
TOTAL	39645.76	31857.28
Difference vs. last yr:		£7,788.48

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions September/October 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary (inc O/T)	Clerk	Sept	BACS	554.40	0.00
	Tax	HMRC	Sept	BACS	138.60	0.00
	Clerks Expenses	Clerk	Sept	BACS	68.79	0.67
	Grounds maintenance services	HHA Grds Mtc	Sept	Standing Order	317.00	52.83
	External audit	PKF Littlejohn	Sept	BACS	252.00	42.00
	Service Charge	UTB	Sept	Direct	18.00	0.00
Total					1348.79	95.50

Receipts received June 2024

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Current	Adverts newsletters	Moulam and Horn	2024		90.00
	Adverts newsletters	Classic Cottages	2024		45.00
Sav	Interest	UTB	Jun - Sept		254.44
Total					389.44

c. Consider any late payments.

The Clerk apologised that there had been a misunderstanding with the resident who had donated the memorial seat on the playing field, as they had expected the Council to pay for the installation of the base for the bench. Although one Councillor considered it inappropriate for public funds to be used for the seat base, others agreed that it was always the Council's intention to place a seat on the playing field and savings had been made, as the seat itself had been donated by the resident. The following late payments were approved:

Rent for playing field for March 2024	Cruso & Wilkin	Mar	BACS	26.00
Rent for playing field for Sept 2024	Cruso & Wilkin	Sept	BACS	26.00
Chalk Pit Rent	GRAC	Oct	BACS	12.00
Installation of memorial seat	J. Aldis	Oct	BACS	250.00

7. General Agenda Items.

a. External Reports.

Cllr T. de Winton updated the meeting on several matters appertaining to the Borough Council, including that he now sat on both the Planning and Audit Committees. There was a discussion on various matters relating to planning policies.

b. Parish Clerk's report.

The Clerk advised that he attended a Planning Seminar organised by the Borough Council in September 2024. The meeting provided a helpful oversight of the work of various disciplines

within the local planning authority. One area of concern raised was that the statutory consultation period of 21 days for Parish Councils to comment on planning application might be reduced.

c. Village Hall report.

Cllr Rice advised that the Table Tennis Group had moved to a Thursday evening and the Monday morning private hire had resumed after the summer break. An Art Group had booked the venue for 24 October 2024 and plans were well underway for the Race Night to be held on 16 November 2024 at 7pm, it was hoped that this would be well supported.

The fire hearth had been removed and plans were being made to have a screen placed to block the fireplace. The coin meter for the heating system was faulty and various options were being considered by the Committee. The Gin Trap had agreed to cut back vegetation growing over the wall into the bowling green.

The Clerk was asked to confirm with the Le Strange Estate whether a replacement tree was being provided for the large ash tree that had recently been removed from the front of the Village Hall.

d. Highway related items.

The Clerk advised that he would request that the Highway's Department clear the groups, particularly along Docking Road. A concern was raised about potential works impinging on the highway on Sedgford Road outside The Lodge, the Clerk would be advised if it was felt the Highway's Department should be involved.

It was noted that recent highway works in Chapel Lane to reconfigure the road layout had not taken into account the impact for delivery vehicles to neighbouring commercial properties. It was unclear why they had not been included in any traffic study and that as a result it was necessary for them to make special arrangements to exit their premises.

e. Request from St Andrew's Church for an additional contribution of funds towards the repair of the church clock.

The Clerk had written to the Chair of the Friends of St Andrew's who had advised that all information that had been published had been presented to the Councillors. This was noted and the Councillors regretted that working accounts had not been provided. It was agreed that no funds be provided.

f. Proposal to divert Coastliner bus service through the village.

The Chair introduced the item and advised that some residents had asked about having a bus service through the village. There was a debate about a previous bus service that had not been well supported, as the timetable didn't coincide with train departures from King's Lynn and the service only ran every four hours or so, requiring a lengthy visit to Lynn.

It was agreed to explore with Lynx Coastliner service, which operated on a regular basis, whether its service could be redirected through the Village, particularly during the summer months.

g. Saxon Shore Meeting

The Clerk advised that the last meeting of the Group focused mainly on coastal issues. A further meeting had been arranged for December 2024.

h. Remembrance Sunday and Donation to Royal British Legion – Poppy Wreath

The Clerk advised that the Council, utilising its powers under s.137 Local Government Act 1972 normally gave a donation to the Royal British Legion of £50.00, in return for a poppy wreath. The Snettisham Royal British Legion had agreed to provide a wreath for Remembrance Sunday and Cllr Crowfoot was asked if she would lay the wreath on behalf of the Parish Council. Cllr Shelley proposed to increase the donation to £60.00, this was seconded by Cllr Everitt, and it was **RESOLVED**: that using powers under s.137 Local Government Act 1972 a donation of £60.00 be given to the Snettisham Royal British Legion.

The Clerk advised that Snettisham Royal British Legion required cash for the donation which he would pay on behalf of the Council and reclaim at the November meeting and collect the wreath on behalf of the Council, this was unanimously supported.

i. Update on installation of memorial seat on the playing field.

It was confirmed that the memorial seat was now in place.

j. Update on Playing Field and Grounds Maintenance including moles.

The Clerk advised he had visited the playing field that morning and was concerned about the level of mole activity. He had spoken with the contractor who was controlling moles who had advised that he had visited the site that afternoon to install traps.

The Clerk was instructed to contact the grounds maintenance contractor to obtain a quotation to remove the small self-seeded multi-stemmed tree at the entrance to the playing field car park, which could potentially damage the boundary wall, and remove the ivy growing over the wall causing an obstruction to the pavement.

k. Policies, procedures and risks – Ringstead Parish Council – Financial Regulations.

The Clerk had previously circulated a copy of the Financial Regulations prepared by Norfolk PTS. All agreed that these were easier to read than previous versions and it was proposed by Cllr Barnett, seconded by Cllr Little and **RESOLVED**: to approve the Financial Regulations for the ensuing year.

8. Planning matters.

a. Planning Applications.

Planning Application - 24/01706/TDD: It was confirmed that the dead elm tree in Chapel Lane had been removed.

Planning Application 24/01714/F - Poachers Gap 21 Peddars Way South: Having been previously circulated the Council objected to the variation of condition number 2 attached to planning permission 22/00674/F which proposed introducing a Cart Shed, rather than a simple porch. The Council were concerned about the scale and massing of the approved application replacing a modest bungalow and that the Cart Shed would only exacerbate the situation. It had also been brought to the attention of the Council that a brick building with a pitched roof had been built in the rear garden of the property, which appeared to be contrary to planning legislation. Cllr T. de Winton agreed that the application should be 'called-in'. The Clerk was instructed to submit a letter of objection to the local planning authority and to request Cllr de. Winton that the application be 'called-in'.

Planning Applications 24/01524/F & 24/01525/LB: The Council supported the retrospective application to rebuild the agricultural buildings at East End farm, utilising reclaimed bricks.

Planning Application 24/01813/F - 9 Burnham Road: A late application had been received in respect of the demolition of existing bungalow and replacement with a new 1.5 storey property. Having reviewed the application, members of the Council were unanimously opposed to the scale and massing of the development, which sought to introduce a substantially larger two-storey house with demolition of the existing bungalow. It was noted that established trees had been removed from the property prior to the submission of a planning application. Reference was made to the Design policies within the emerging Neighbourhood Plan which required all developments to be consistent with the Ringstead Neighbourhood Plan Design Guidance and Codes (2022), particularly in terms of density, height and rooflines when compared to adjacent properties and local vernacular. Cllr de Winton agreed that the application should be 'called-in'. The Clerk was instructed to submit a letter of objection and to request Cllr de Winton that the application be 'called-in'.

Planning Application 24/01811/F - Westgate House, 17 Chapel Lane: A further late application had been received for the retrospective partial infilling of a pit and raising ground levels. Additional technical reports had been submitted to the local planning authority, following the refusal of the previous application. These included intrusive soil analysis by an independent specialist company that had concluded that the no significantly elevated contaminant concentrations had been revealed from the tests that would present a potential risk to human health. Other independent ecological studies had also been undertaken, including a Great Crested Newt survey, with the mitigation works recommended producing net gain for biodiversity. The Council agreed to support the application.

b. Update on Ringstead Neighbourhood Plan following– Cllr Dr Jacob

Cllr Jacob advised that the independent Examiner had been appointed and was in the process of finalising a report to the Borough Council of the Independent Examination of the Ringstead Neighbourhood Development Plan. Subject to any recommendations being adopted it was envisaged that the Plan would then proceed to a referendum.

9. **To review any correspondence.**

None received.

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

It was agreed to include award of grants for the Village Hall/maintenance of the churchyard, the outline budget for 2025/26 and updated Standing Orders.

11. **The date** of the next meeting of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the **11 November 2024**.

Meeting closed at 20:02hrs.