



# RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
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DRAFT MINUTES of the Annual Meeting of Ringstead Parish Council held on Monday 13 May 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 County Cllr Jamieson and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr Rice.

2. **To elect a new Chair**

The Chair asked if there were any nominations for Chair, Cllr Little proposed Cllr Jacob. There being no other nominations this was seconded by Cllr Barnett and Cllr Jacob was duly elected Chairman for the ensuing year.

3. **To elect a new Vice Chair**

The Chair asked for nominations and Cllr Rice was proposed by Cllr Barnett. There being no other nominations this was seconded by Cllr Little and Cllr Rice was duly elected Vice Chair for the ensuing year.

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

Cllr Jacob advised of an interest in the Chapel Lane development and would not participate in any debate regarding planning applications for the site.

5. **Approve the minutes of the last Parish Council meeting held on 15 April 2024.**

The minutes of the Parish Council meeting held on 15 April 2024 were approved.

6. **Matters arising from the above minutes not discussed elsewhere on the agenda.**

No matters arising not noted on the agenda were raised.

7. **Allow Public Participation (10 mins).**

None were present.

8. **Finance.**

a. **Bank Balances and Reconciliation.**

The Clerk noted there was currently £45,008.04 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65 and the VAT refund for 2023/24 of £1797.49.

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

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

### Accounts

Bank Account	May-24	May-23
Current	8765.46	28733.36
Deposit*	36242.58	9515.49

**TOTAL**                      **45008.04**      **38248.85**

Difference vs. last yr:                      £6,759.19

\*CIL funds 2023/24 £9912.65

### Ringstead Parish Council Transactions April & May 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary	Clerk	Apr	BACS	478.40	0.00
	HMRC	HMRC	Apr	BACS	119.60	0.00
	Clerks Mileage and Expenses (see seprate sheet)	Clerk	Apr	BACS	171.05	0.00
	Grounds maintenance services	HHA Grds Mtc	May	Standing Order	317.00	52.83
	ICO Annual Fee	ICO	May	DD	35.00	0.00
<b>Total</b>					<b>1121.05</b>	<b>52.83</b>

### Receipts received Apr 2024

A/C	Description	Payee	Period	Remittance Number	Amount (£)
<b>Cur</b>	VAT Refund	HMRC	2023/24	XJV126000103966	1797.49
<b>Total</b>					<b>1797.49</b>

**c. Consider any late payments.**

There were no late payments.

**d. Annual CIL Return 2023/24.**

The Annual CIL Return having been previously circulated was agreed and signed by the Clerk and Chair.

**9. General Agenda Items.**

**a. External Reports.**

Cty Cllr Jamieson gave an overview of the Devolution Deal agreed by Norfolk County which would deliver an additional £20M of funding each year from Government for the next 30 years. The Devolution Deal would also give the County Council more autonomy on where existing central Government funding should be spent within the County. In return, the County had agreed that a Directly Elected Leader of the Council be voted for in May 2025.

In terms of the National Landscape which was formerly known as an Area of Outstanding Natural Beauty, a £1.2M DEFRA grant had been received. Cllr Jamieson advised that some of this would be used to improve the landscape along the A149 – introducing grazing and rough pasture.

Cty Cllr Jamieson advised that given the Borough Council’s decision to increase Council Tax for second homeowners, a significant proportion of the revenue generated would go to the County Council. Given that the new funding would be raised within parishes of north-west Norfolk Cty Cllr Jamieson considered that it should be directed to schemes improving services within those parishes. Cty Cllr Jamieson gave four examples of where those funds might be used:

- i. Improved bus services;
- ii. Sustainable economic development projects, for example improving internet connectivity and speed;
- iii. Projects aimed at mitigating the impact of Climate Change;
- iv. Affordable Housing and Assisted Care accommodation.

In response to a question Cty Cllr Jamieson advised that it might have been more appropriate for the Borough Council to focus doubling Council Tax on holiday homes registered as businesses.

Cty Cllr Jamieson advised that he had £10,000 available to support local projects from his Local Members Fund and reminded the Council that there were also funds available from the Parish Partnership Scheme.

Cty Cllr Jamieson was thanked for his report and left the meeting.

**b. Parish Clerk’s report.**

The Clerk advised that he had again spoken to the Site Manager of the Chapel Lane development and was pleased to report that the large depressions in the playing field car park had now been repaired.

**c. Village Hall report.**

A detailed report on the work of the Village Hall Committee had been received as part of the Annual Parish Meeting held prior to the Annual Meeting of the Parish Council.

**d. Highway related items.**

The Clerk advised members of a meeting that he had attended with the Senior Engineer from the County Council. Several projects had been inspected:

- i. New Gateway sign on Hunstanton Road – the engineer was obtaining quotations and designs, and it was hoped to apply for Parish Partnership and Local ward Funds to implement the project;
- ii. The narrow footpath along Peddars Way North was programmed to be strimmed to improve accessibility;
- iii. A Peddars Way sign at the top of Holme Road that had fallen over would be replaced;
- iv. The manhole opposite the Gin Trap was programmed to be repaired to remove the trip hazard.

The Clerk also advised that temporary Road Closure on the High Street had been received because of a burst water main. The Clerk was instructed to write to the County Council

requesting that a “Businesses Open as Usual” notice be installed at the top and bottom of the High Street, given that the road was due to be closed for five working days.

The Clerk had also previously circulated an email from the Highways Department regarding a request from a parishioner that the surface of Ringstead FP3 footpath between Hall Lane and Chapel Lane has its surface improved with loose stone, compacted to form a firmer surface to walk on. The County Council had inspected the footpath and it was found to be to an acceptable standard and therefore they would not look to do anything utilising public funds. The Parish Council had been asked to consider whether it would fund the works.

There was no appetite among any members of the Council that works be undertaken to install loose stone along this rural footpath at a cost of over £2000.

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

It was noted that the County Council had referred the Order for two footpaths to be added to the definitive map and statement to the Planning Inspectorate. There was a discussion on the process. It was hoped that two parishioners who had been instrumental in preparing the detailed evidence would attend the hearing to support the proposal.

**f. Village Stocks.**

The Chair thanked Cllr Crowfoot for having raised the matter. The Clerk advised that the stocks had been located in the car park of the Gin Trap and that he had spoken with the owner of the establishment who was keen to see them refurbished and installed as a feature in the garden of the public house.

**g. Installation of bench.**

The Clerk was in the process of obtaining a quotation for a simple wooden bench and showed a photograph of a bench installed on the Holkham estate that was generally supported. After some discussion about locations for benches to be installed, including one on the grassed area by the Pond on South Peddars Way, it was proposed by Cllr Barnett, seconded by Cllr Little and **RESOLVED:** to agree in principle that a bench be initially installed on the highway verge along Holme Road, subject to entering a licence with the County Council, agreeing a precise location following consultation with local residents on Holme Road.

The Clerk agreed to circulate dates for a meeting of Council members to consider the location for a bench along Holme Road.

**h. Playing Field.**

Cllr Little updated the meeting on the works undertaken by a local resident to bark mulch around the base of the trees planted for the Platinum Jubilee. It was agreed that the Clerk purchase two replacement English oak trees and further bark mulch.

**i. Grounds Maintenance**

There was a discussion about undertaking additional mowing of the grassed area adjacent to the pond in South Peddars Way owned by the Le Strange estate, and it was agreed the Clerk meet with Cllr Little to confirm the area and to then obtain a quotation from the grounds maintenance contractor.

An issue regarding retaining the rural appearance of the allotment sites was briefly discussed. One plot had installed structures considered out of keeping with the rural location. It was

agreed that the Clerk visit the site with Cllr Little and that a letter of concern be sent to Cruso & Wilkin who manage the site on behalf of the Le Strange estate.

**j. Councillor Refresher Training.**

All who had attended the training held by Norfolk PTS considered it a very helpful and informative session.

**10. Planning matters.**

**a. Planning Applications.**

The variation to Planning Applications 24/00639/F and 22/01185/F were still outstanding. There was a discussion that Planning Application 24/0064/F had been implemented and it was confirmed that permission had been granted.

A new Planning Application 4/00100/TREECA | Fell trees within the group G3-B2, B3 as James Blake Associate Report JBA22-173 AMS AR01 had been received and previously circulated by the Clerk. This concerned felling a group of mature trees including Plane trees, ash, field maple and hawthorn along Chapel Lane. The Clerk advised that there appeared to be some confusion, as the new footpath to the Chapel Lane development had been installed without any need for trees to be felled. Nonetheless as the application was for felling trees, he recommended that a letter of objection be sent to the local planning authority. This was strongly supported by all members participating in the discussion.

**b. Update on response from Borough Council – Development of land South of Chapel Lane**

The Clerk had previously circulated a letter sent to the Head of Planning in response to concerns about the quality of finish to new properties in the development that differed from the plans submitted as part of the Design and Access Statement that formed part of the original application. No response to the application had yet been received and the Clerk agreed to follow up if a response had not been received within two weeks.

**c. Update on Ringstead Neighbourhood Plan following submission to Borough Council of the Regulation 15 version of the Plan and supporting documents – Cllr Dr Jacob**

Cllr Jacob advised that the Neighbourhood Plan and associated documents had been submitted to the Borough Council in accordance with the Regulation 15 requirements and they were now processing the information.

**11. To review any correspondence.**

An email from a resident concerned about the placing of dog waste bags on the steps of a property in Chapel Lane was discussed. There was no support from any members present that this one-off incident necessitated the installation of a dog bin at the end of Chapel Lane.

**12. Agenda items for next meeting.**

The Clerk advised that he would be bringing a policy of Delegation to the meeting.

**13. The date of the next meeting of Parish Council meeting was confirmed as 10 June 2024. It was also confirmed that the September meeting be held at 7:00pm on the 2 September 2024. The Clerk would update the website accordingly.**

**Meeting closed at 20:24hrs.**