



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 12 February 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett, Cllr B Crowfoot, Cllr V. Everitt and Cllr S Little S. Lee (Clerk).

1. **Apologies for absence.**
Cllr D. Rice and Cllr N. Shelley.
2. **Declarations of interest and requests for dispensations by councillors.**
None were received.
3. **Approve the minutes of the last Parish Council meeting held on 12 February 2024.**
The minutes of the Parish Council meeting held on 12 February 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
6. **Finance.**
 - a. **Bank Balances and Reconciliation.**
The Clerk noted there was currently £28112.12 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65.
 - b. **Consider payments and invoices January/February 2024.**
The meeting approved the payments and receipts for February and March 2024.

Accounts

Bank Account	Mar-24	Mar-23
Current	2066.65	12852.96
Deposit*	26045.47	9471.04
TOTAL	28112.12	22324.00
Difference vs. last yr:		£5,788.12

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions February & March 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	Feb	BACS	503.05	0.00
	HMRC	HMRC	Feb	BACS	125.60	0.00
	Clerks Mileage and Expenses (see separate sheet)	Clerk	Feb	BACS	70.94	0.00
	<i>Grounds maintenance services</i>	<i>HHA Grds Mtc</i>	Feb	<i>Standing Order</i>	296.20	49.37
	Subscription	Norfolk PTS	Feb	BACS	190.00	0.00
	Photocopying Neighbourhood Plan	BCKLWN	Feb	BACS	82.50	0.00
	Chalk Pit late rental payment	GRAC	Feb	BACS	12.00	0.00
Total					1280.29	49.37

c. Consider any late payments.

None were received.

7. General Agenda Items.

a. External Reports.

The members received a report from County Councillor A. Jamieson.

b. Parish Clerk's report.

The Clerk advised that he was attending the final session of the CiLCA training on Thursday 14 March 2024 and had one more set of modules to complete. The Norfolk PTS had invited the Clerk to give a talk on Biodiversity at their forthcoming seminar. The Clerk advised that he was also intending to attend a Clerks networking session in Swaffham in early April 2024.

The Chair advised that he had recently attended a meeting convened by the Leader of the Borough Council for Chairs of Parish Councils. The Borough Council had established a One-Stop Shop enabling people to be directed to the most appropriate Department regarding matters appertaining to the council services. In addition, it had been confirmed that Parish Councils would receive a proportion of the increased Council Tax for second homeowners in the parish that would be coming into force in 2025/26.

c. Village Hall report.

Cllr Rice had provided a written report:

Weather permitting, the external redecoration of the Village Hall should begin next month, and the Venetian blinds should be fitted week commencing 18th March. Mr Young has kindly offered to spray the Car Park to eradicate the weeds when the weather conditions are suitable. A quiz night has been organised for 12th April which will hopefully be well attended. Cllr Rice thanked Cllr Barnett for organising the posters for the event.

d. Highway related items.

The Clerk advised that the Highways Department had confirmed that the resurfacing of the Sedgford Road on the 'S' bend where the new kerb had been installed was programmed to

be undertaken. The Clerk agreed to inform the Highways Department of a raised manhole on the public footpath opposite the Village Hall that presented a potential trip hazard.

Concerns were raised about the builders of Chapel Lane blocking the High Street, alternative parking arrangements had been suggested, but had not been pursued by the developers. The Clerk was instructed to draft a letter to the Site Agent advising on the dangers and requesting that given the use of the playing field car park by builders, and agreement to repair the deep depressions at the entrance to car park, to date no action had been taken.

e. Update on damaged SAM2 sign

The Clerk advised although the recently repaired SAM2 was working, the battery for the other SAM2 sign had now failed. It was agreed to purchase a new one from Westcotec. Members considered a Risk Assessment for the SAM2 sign previously circulated by the Clerk which was approved.

f. Portrait of the King.

After discussion the Clerk was instructed to pursue the acquisition of a free portrait of His Majesty King Charles III.

g. Playing field including repairs to play equipment; provision of a recycling bin and sheds in the car park.

Cllr Little advised that moles and rabbits were still prevalent.

Members considered an email the Clerk had circulated from a local handyperson who had provided estimates to undertake repairs to the play area. It was agreed that the Clerk instruct the person to undertake the work.

h. Children's Garden Competition project.

The Clerk advised that unfortunately the Council's public liability cover would not cover third party projects. The Clerk had informed Mrs Whiteford and suggested that perhaps the Open Gardens event might have public liability cover.

i. Councillor Refresher Training.

The Clerk of Old Hunstanton had confirmed that three councillors would like to join the training being organised by Norfolk PTS. A number of potential dates had been suggested and the Clerk agreed to seek views by email on which dates in May 2024 were the most convenient.

j. Policies, procedures, and risks – Receive the Internal Audit Report 2023/24 and Updated Risk Register.

The Clerk had previously circulated copies of the Internal Audit Report 2023/24. The Chair thanked the Clerk for preparing for the audit and for the very thorough report that had been prepared by the independent auditor. There being no other comments it was proposed by Cllr Little, seconded by Cllr Barnett, and **RESOLVED**: to receive the annual independent auditors report for 2023/24.

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.**

It was confirmed that Planning Applications 22/01185/NMA and 21/00546/FM had been approved.

Members considered a recent application for the demolition of existing rear conservatory and construction of new rear flat roofed sunroom with lanterns at 5 Burnham Road Ringstead Hunstanton Norfolk PE36 5LB. Whilst members in principle had no opposition to the extension, they were concerned about the skylights and impact on the dark skies policy in the draft Neighborhood Plan. Also, members were opposed to the wooden cladding. The Clerk was instructed to prepare a letter setting out the members objections.

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

The Chair gave an update on the recent Regulation 14 consultation. Copies of the Summary of Responses to the Regulation 14 consultation had previously been circulated. It was confirmed that in addition to responses from members of the public, the Clerk had sought responses from over 70 organisations and individuals, including Natural England, Historic England, Environment Agency, RSPB along with other statutory bodies. In terms of responses from residents almost 85% were generally in favour of the Ringstead Neighbourhood Plan. The Clerk confirmed that there had also been a response received from Brancaster Parish Council not currently included in the summary document. Having discussed the responses, it was proposed by Cllr Little, seconded by Cllr Everitt and **RESOLVED**: to receive the Summary of Responses prepared by the Council's planning consultants Collective Community Planning.

The Chair confirmed that the consultants would where appropriate be incorporating comments received into the Plan and a copy would be made available to members of the Working Group and Council for consideration at the next Council meeting. If approved the draft Plan would be submitted to the Borough Council, who would undertake a further consultation, before the Plan would be submitted for independent examination.

9. **To review any correspondence.**

A number of concerns had been raised to the Chair by a member of the public about matters appertaining to the Top End of the village. The Clerk agreed to inform the Highways Department about vehicles parking on the grass verge along Holme Road, although it was acknowledged that they may have little powers to act. The Clerk would also advise the Highways Department of a sign that had been damaged on the Holme Road.

The member of the public had raised concerns about why the Council had decided not to pursue the installation of a seat on Holme Road. Although it had been discussed at previous meetings, members agreed to include the matter in the forthcoming newsletter and seek views of parishioners on whether there was a requirement for seating.

It was also agreed to relocate the noticeboard to the other side of the bus shelter away from the dog bin.

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

The clerk advised that the Annual Accountability and Governance Return would be considered at the next meeting.

11. **The date of the next meeting of Parish Council meeting was confirmed as Monday 15 April 2024 at 7:00pm.**

Meeting closed at 19:52hrs.