



RINGSTEAD PARISH COUNCIL

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MINUTES of the Meeting of Ringstead Parish Council held on Monday 12 December 2022 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),
Borough Councillor B. Lawton (BL)
S. Lee (Clerk).

One member of the public.

1. Apologies for absence.

Apologies for absence were received from Cllr V Everitt and Cllr J O'Shea.

The Chair welcomed Cllr Bob Lawton to the meeting.

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 14 November 2022

The minutes of Parish Council meeting held on 14 November 2022 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. Approve the minutes of the last Extraordinary Parish Council meeting held on 28 November 2022

The minutes of Extraordinary Parish Council meeting held on 28 November 2022 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).

A local resident asked a number of questions in relation to the emerging Neighbourhood Plan and sought clarification of the issues discussed at the Extraordinary Parish Council meeting. They were concerned about the process and wanted clarification on why the proposed number of affordable units suggested in the early development of the Plan had jumped from three to six. The Chair explained that it was the Borough Council officers who were enthusiastic about the project and suggested an increased number of units might be more viable.

The local resident asked about the prioritisation of housing allocation. The Chair explained the tiering with villagers being given first priority, then those from neighbouring parishes and then from residents within the Borough.

The exact model for provision of the affordable housing was unknown at this stage, but the Chair explained that several Housing Associations had expressed an interest. There had been a suggestion from two of the Housing Associations that some units might be sold at market value to fund the development of other affordable units.

The member of public sought clarification on the extent of land for the preferred site off Peddars Way North. The Chair advised that whilst initially the land had been wholly in the ownership of the Le Strange estate, land in the ownership of the Crown's had been suggested for inclusion at the Extraordinary Parish Council meeting in late November 2022. This had been approved by the Council.

In response to a question about how a comment should be submitted regarding the plans for the proposed affordable housing the Chair explained the process. He clarified that the Plan was not currently at the Regulation 14 stage, this would likely commence in March 2023. The consultants assisting the Parish Council were currently preparing a further draft which would again be subject to a public consultation. In terms of due process any comments received by the Parish Council would be passed to the Borough Council at the appropriate stage. The process for adopting a Neighbourhood Plan was very transparent. Together with assessment by the Borough Council an independent person would assess the merits of the Plan. Ultimately adoption would be determined by a referendum of the local people of Ringstead.

There was a discussion about the difference between social housing and affordable housing. The Chair confirmed that the preferred route would be for rental scheme with hopefully, if permitted and legally enforceable, a covenant to prevent right to buy. It was acknowledged that the Government were currently reviewing the right to buy scheme.

The local resident thanked the Councillors and left the meeting.

8. Finance

a. Bank Balances.

The Clerk noted there was currently £25,507.19 in Unity Trust Bank which included £9,460.00 in the recently opened Unity Trust Bank Savings account.

b. Consider payments and invoices November 2022.

The meeting approved the payments for the remainder of November 2022.

November payments and receipts for approval at Dec 22 Parish Council Meeting

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
Simon Lee	Salary November 2022	Salary	BACS	£511.20	£0.00
James Howard	Backpay November 2022	Back pay	BACS	£139.50	£0.00
Clerk/Previous Clerk	Tax for Nov 2022	HMRC Payments	BACS	£162.40	£0.00
Collective Community Planning	Consultation event	202	BACS	£1,440.00	£240.00
Jason Clarkson	General grass cutting	Standing Order	S/O	£260.00	£0.00

Simon Lee	Mileage	Expenses	BACS	£40.50	£0.00
Steve Jackman Training	Wix training	1962	BACS	£135.00	£0.00
TOTAL				£2,688.60	£240.00

c. Consider any late payments.

One late payment was agreed.

Late payments approved Dec 22

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
12th Dec 22	Election training	19966	BACS	£36.00	£0.00

d. Update on Barclays Business Saving Account.

The Clerk confirmed that the Savings Account with Unity Trust Bank had been opened.

e. CIL Funding 2023/24

It was agreed that on this occasion no CIL funding applications would be submitted to the Borough Council.

f. Consideration of the Outline Budget 2023/24

The Clerk had circulated an updated budget template based upon the projected operational expenditure and limited income for the financial year 2023/24. On the basis of current expenditure the Parish Council would be required to set the precept for Band D at £120.00, a significant increase on the precept for 2022/23.

After a thorough discussion it was agreed that setting the precept at around £21,500 was not acceptable and expenditure would need to be reduced. There were a number of suggestions including reducing the standard of grounds maintenance and not replacing the Clerk's computer. A further unknown factor was the potential cost of a contested Parish Council election in May 2023 which could cost up to £1,000.

The Parish Council **Resolved:** that the net expenditure requirements for the financial year to 31 March 2024 would be £19,000 and based upon the Council Tax Base of 169.10 would set the Council Tax Band D rate £110.59.

It was agreed that an article be submitted in the Spring newsletter explaining the precept and the Parish Council's limited funds, necessitating a reduction in some services.

9. General Agenda Items

a. External Reports

Cllr B. Lawson advised that matters were improving in the Borough Council's Planning Department as new staff had recently been appointed.

b. Parish Clerk's report.

The Clerk advised that there was a training course being arranged through Norfolk PTS on managing the election process. The value to be gained from these training events was

recognised and it was **RESOLVED**: that the Parish Council support the training courses for Clerk.

c. Village Hall report.

DR advised that there were no substantive issues to report.

d. Update on Warm Spaces

There was a consensus after discussion that there was unlikely to be a need for the scheme in the village and that the resources necessary to organise it would be significant. It was agreed that the Making Space initiative provided opportunity for local people to meet in the Village Hall.

e. Resignation Chairman Great Ringstead Allotment Charity.

The resignation of the Chairman of Great Ringstead Allotment Charity was noted. The Chair agreed to advertise for a new trustee.

f. Highway related items: Update on the Rangers' visit in November 2022.

There was a concern about weeds growing along the edges of roads and whether they had been treated during the year. The Clerk also advised that the new "gateway" on the Burnham Road had been installed.

g. Update on Winter edition of Parish Newsletter.

The Chair advised that he was delighted that local resident Mrs M. Hutchinson had agreed at very short notice to undertake the editorial role of the newsletter and asked that thanks be minuted for her support and efficiency in bringing together all the different articles. It was hoped that Mrs Hutchinson would continue in the role. The Clerk also thanked Cllr Lawson for making contact with the Borough Council's Print Room, who had been exceptionally helpful and offered a very competitive rate for production of this edition of the newsletter.

h. Update on Sam Sign and its management.

It was confirmed that the software necessary to download data from the Sam Sign would be provided to the local resident managing the scheme.

i. Receive independent play inspection report October 2022 and consider implementation of recommendations.

The Clerk had circulated the independent playground inspection report. There were a number of recommendations, none were high risk, but it was agreed that these should be implemented by Easter 2023. There was a suggestion to approach the developer building houses in Chapel Lane to see if any of their trades people might undertake the remedial work as a goodwill gesture to the village. The Clerk would follow up this suggestion.

j. Playing field, inspection report.

Cllr Little advised that there was still a problem with moles, although rabbit damage was reduced.

k. Grounds Maintenance.

There was a discussion about the increase in grounds maintenance costs and the need to review the current specification. It was agreed that after Christmas, Cllr Crowfoot, Cllr Little and the Clerk would walk the sites and prepare a plan and specification for tendering these services.

l. Policies, procedures and risks – approve updated Asset Register.

The Clerk set out the basis on which the assets of the Parish Council had been restated. The Parish Council **RESOLVED**: to approve the Fixed asset Register and to restate the figures on Line 9 of the Accounting Statement AGAR form. This would be restated for 2021/22 to £94,896 and for 2022/23 to £109,163 acknowledging the purchase of the new playground equipment and "gateway" entrances on the Burnham Road.

10. Legal Matters.

a. Update on progress new playing field lease.

The Clerk had circulated a copy of the draft Lease, Lease Plan and Lease Report from Fraser Dawbarns LLP, together with a Provisional Completion Statement. There had been some uncertainty on the terms of the insurance, but these had been clarified and agreed by Fraser Dawbarns LLP.

There was considerable surprise at receiving an invoice from the Landlord's agents Cruso & Wilkin. Whilst there had always been an understanding by Fraser Dawbarns LLP, Councillors and Clerk that the Parish Council would pay the Le Strange estate's legal fees, it had not been considered that the Landlords agent would submit a fee to the Parish Council.

The Parish Council **RESOLVED**:

- i. to approve the new twenty-five lease for the Ringstead Playing Field, Norfolk with the trustees of the Le Strange estate on the terms set out by Fraser Dawbarns LLP in their Lease Report for the Engrossed Lease and Lease Plan;
- ii. to approve the Provisional Completion Statement with the exception of the Landlord's Agent's fees as currently stated;
- iii. that the Chairman write to Cruso & Wilkin on behalf of the Council expressing its surprise at receiving an invoice from the company which unlike the legal fees had not been budgeted for by the Parish Council and placed significant pressure on the Council's already limited finances.

11. Planning matters.

a. Planning Applications.

Planning Application 21/00094/F: 14 Golds Pightle

The Clerk advised that an Enforcement Officer from the Council had confirmed that the replacement/new outbuilding required planning permission as it was forward of the principal elevation and the wall at the rear also required planning permission as the height exceeded 2 metres. A planning application was still outstanding.

Planning Application 22/01487/F Erection of a single storey dwelling on land adjacent to 62 Docking Road at Apple Tree Cottage 62 Docking Road Ringstead Hunstanton Norfolk PE36 5LA.

The application had been approved.

Planning Application 22/01979/F. Rear extension, loft conversion and alterations to dwelling at Manningham House 21 High Street Ringstead Hunstanton Norfolk PE36 5JU.

It was confirmed that the Clerk had submitted an objection on behalf of the Council.

Planning Application 22/01185/F Erection of 1 x No. two-storey house and garage at Land South of 8 Chapel Lane, Ringstead, PE36 5JX

The application had been approved.

Planning Application 21/01594/FM Proposed glamping pitches & associated facilities at Courtyard Farm Burnham Road Ringstead Norfolk.

There had been no decision on the revised proposals.

Planning Application 22/01760/F Orchard House 60 Docking Road.

The application had been approved.

Planning Application 150/01089/F retrospective permission for use of the cartlodge as holiday accommodation.

There was a general objection that a building that had received planning approval as a cartlodge could now be used as holiday accommodation. There was a unanimous feeling that retrospective applications of this nature were seeking to by-pass planning regulations. It was **RESOLVED**: that the Clerk submit an objection, including issues around accessibility.

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

The Chair updated the meeting on the next steps regarding the preparation of a further draft Plan for consideration by the Parish Council and another public consultation.

12. To review any correspondence.

The Clerk advised of the Police Commissioner's meeting in Kings Lynn, to be held on the 13 December 2022.

13. Agenda items for next meeting.

None were received.

14. To confirm schedule of Parish Council meetings 2023.

It was agreed that all meetings be held on the second Monday of each month at 7:00pm except for August.