



RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob
Clerk and RFO: Simon Lee
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MINUTES of the Annual Meeting of Ringstead Parish Council held on Monday 15 May 2023 at 7.30pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett (JB), Cllr B Crowfoot (BC), Cllr V Everitt (VE), Cllr S Little (SL), Cllr D Rice (DR), S. Lee (Clerk) & 10 members of the public.

1. **Apologies for absence.**

Councillor N. Shelly.

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 Everitt and Cllr Jacob was duly elected Chairman.

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

The Chair asked for nominations and Cllr Rice was proposed by Cllr Little. There being no other nominations this was seconded by Cllr Crowfoot and Cllr Rice was duly elected Vice Chairman.

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

None were declared.

5. **Approve the minutes of the last Parish Council held on 17 April 2023 and Extraordinary Parish Council meeting held on 2 May 2023.**

The minutes of Parish Council meeting held on 17 April 2023 and Extraordinary Parish Council meeting held on 2 May 2023 were approved.

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

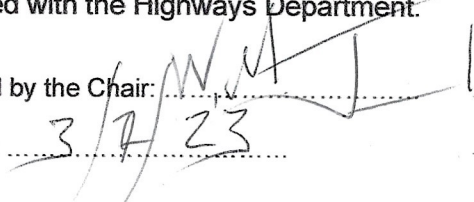
No matters arising not noted on the agenda were raised.

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

A member of the public asked about road closures and why there were so many in the villages along coastline. A road closure had been advertised for Ringstead High Street commencing on the 16 May 2023 for three days, potentially impacting on local businesses. The Clerk advised that the Parish Council were advised in advance of Temporary Traffic Regulation Orders coming into force. There was a brief discussion about signage for road closures being moved. In the event that information wasn't clear, or signage being moved. The Clerk advised to email at greatringsteadpc@outlook.com to enable the matter to be raised with the Highways Department.

Clerk email: greatringsteadpc@outlook.com

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Signed by the Chair: 

Dated: 3/7/23

8. Finance.

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £38,248.85 in Unity Trust Bank which included £9,515.49 in the Unity Trust Bank Savings account.

b. Consider payments and invoices April/May 2023.

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

Accounts

Bank Account	May-23	May-22
Current	28733.36	22293.00
Deposit	9515.49	9460.00
TOTAL	38248.85	31753.00

Ringstead Parish Council Transactions April/May 2023

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary (inc 2hrs o/t)	Clerk	Apr	BACS	435.94	0.00
	HMRC	HMRC	Apr	BACS	108.80	0.00
	Clerks Travelling	Clerk	Apr	BACS	77.85	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	Apr	Direct Debit	296.20	49.37
	ICO data protection fee paid by Clerk	Clerk	May	BACS	40.00	0.00
	Wards Nursery tree and stake for Coronation event	Clerk	May	BACS	43.20	0.00
Total					1001.99	49.37

Receipts received April 2023

A/C	Description	Payee	Reason	Remittance Number	Amount (£)
Current	CIL Remittance Chapel Lane	BCKLWN	CIL	22010362	6335.77
Total					6335.77

c. Consider any late payments.

None were received.

d. Receipt of CIL funding.

CIL funds of £6335.77 had been received from the Borough Council as the first tranche of funds arising from the Chapel Lane development.

9. **General Agenda Items.**

a. **External Reports.**

None were received.

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

The Clerk advised of a networking event held by Norfolk PTS that he had attended and also updated the meeting that the Annual Governance and Accountability Return [AGAR] 2022/23 had been submitted to external auditors PKF Littlejohn who had acknowledged receipt. For the benefit of the public the Clerk explained the procedure that all Parish Councils undertake with regards approving their end of year accounts and undertaking an independent internal audit.

c. **Village Hall report.**

Cllr Rice advised that the Hall was being used by its regular users and would be used as a venue for teas/coffees at the forthcoming Gardens Open Day.

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

Cllr Crowfoot was able to clarify that the Charity had the requisite number of trustees.

e. **Highway related items.**

Cllr Little raised a concern about the condition of the road on the 'S' bend along the Sedgeford Road, where erosion of the road surface was causing a hazard. There was a general concern about visibility splays at road junctions because of excessive growth of vegetation. The Clerk agreed to pass the details onto the Highways Department and raise concerns about visibility splays.

f. **Review of HM King Charles III Coronation Day celebration.**

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

The Chair thanked members of the Ringstead Woodland Gardens and Walks Group for organising the event at the Chalk Pit. The event had been a great success with a commemorative tree planted and successful Coronation Bakeoff.

ii. **Parish Litter Pick.**

The litter pick had been undertaken on 8 May 2023.

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

A copy of the most recent reports from the two SAM2 signs had been received for the preceding two-month period. Concerns were expressed that the maximum speed recorded by a car leaving the village along the Docking Road was 60mph and that a speed of 75mph had been recorded by the SAM2 sign at Peddars Way North entering the village.

There was a discussion about whether a SpeedWatch group might help resolve the problems, although managing such a project required a committed team of volunteers and other Parish Councils were struggling to attract volunteers. A member of the public advised that volunteers do get abused by drivers.

h. **Older People Falling – Manger Elk Project**

The Clerk advised of a project being led by a Dersingham resident to establish a group of volunteers in villages across north-west Norfolk to help with manger elks. A presentation was

being made to the next Saxon Shore meeting, but the initiative was to try and reduce the reliance on paramedics when an elderly person fell over.

i. Playing field – playground maintenance equipment.

A concern was expressed about one of the commemorative trees planted in the playing field. and Cllr Crowfoot agreed to undertake a site visit. The Chair raised a concern about the property immediately adjacent to the bottom access to the playing field off Chapel lane that was permitting cars to park in the access lane. It was agreed and the Clerk was instructed to purchase a 'No Parking – Access Required' sign. There was also a concern that as the house was used as an air bnb, it was possibly advertising the lane as a legitimate parking space. The Clerk agreed to investigate and that a letter be drafted to the owners expressing concerns if that were the case.

j. Grounds Maintenance.

The contract for grounds maintenance including the playing field was progressing well. Cllr Crowfoot expressed concerns about an area off Peddars Way South that required attention. The Clerk agreed to follow up outside of the meeting.

k. Policies, procedures and risks.

The Clerk advised there were currently no policies or procedures to review.

10. 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. The clerk was instructed to follow up with the Case Officer.

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 letter and EIR to the CEO of BCKLWN expressing the Parish Council's concerns at the procedures adopted for approval of the application.

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 This application had been withdrawn.

Planning Application 23/00558/F: Replacement of rear single storey extension retaining balcony; alterations to fenestration; new materials | Wanans 48 Docking Road Ringstead Hunstanton Norfolk PE36 5LA – Objection submitted.

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

The Chair introduced the item and advised that Natural England had requested a full Strategic Environmental Assessment (SEA). The Borough Council had sought clarification as to why an SEA is required for Ringstead Neighbourhood Plan (NP) but wasn't requested for a similar NP for Holme Next The Sea in 2019.

Natural England advised that as the Borough Council had adopted the Norfolk Green Infrastructure and Recreational Disturbance and Mitigation Strategy (GIRAMS) on 31st March 2022, there had therefore been a change in policy and the best available information

regarding recreational disturbance and the in-combination effects of residential growth in the County since the Holme NP was assessed.

Natural England's view was that this must be taken into consideration in the assessment of significant environmental effects arising from the policies of the Ringstead Neighbourhood Plan.

The Clerk advised of funding through Groundwork UK to fund a SEA and it was proposed by Cllr Barnett and seconded by Cllr Crowfoot and **RESOLVED**: that an application for external funding be pursued by Collective Community Planning to fund a Strategic Environmental Assessment.

11. **To review any correspondence.**

Nothing to report.

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

None were received.

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

Parish Council Meeting 12 June 2023 at 7:00pm