



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 8 July 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 and S. Lee (Clerk).

1. **Apologies for absence.**

County Councillor Jamieson.

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

None.

3. **Approve the minutes of the Parish Council meeting held on 10 June 2024.**

The minutes of the of Parish Council meeting held on 10 June 2024 were approved.

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

The Clerk advised that he had received an email from the neighbour of 34 Docking Road advising that the Borough Council's Planning Department and CNC Building Control were investigating the issue of the septic tank.

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

None were present.

6. **Finance.**

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £43,009.65 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65.

b. Consider payments and invoices June/July 2024.

The meeting approved the payments and receipts for June and July 2024.

Cllr Everitt asked if a copy of the Bank Statement would be provided, the Clerk advised that the three Councillors who authorised payments all had access to the on-line bank accounts. It was confirmed that under the bank mandate at least two Councillors had to authorise payments. The Clerk was proposing to provide a bank statement for the meeting every three months. The Chair thanked Cllr Everitt for raising the matter.

Accounts

Bank Account	Jul-24	Jul-23
Current	1518.58	2771.37
Deposit*	41491.07	34515.49

TOTAL 43009.65 37286.86

Difference vs. last yr: £5,722.79

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions June & July 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	June	BACS	478.40	0.00
	Tax	HMRC	June	BACS	119.60	0.00
	Clerk's Mileage and Expenses	Clerk	June	BACS	32.94	0.00
	Clerk's Salary (<i>Scheduled Payment</i>)	Clerk	July	BACS	504.00	0.00
	Tax (<i>Scheduled Payment</i>)	HMRC	July	BACS	126.00	0.00
	Grounds maintenance services	HHA Grds Mtc	July	Standing Order	317.00	52.83
	Payroll services	James Johnson	June	BACS	180.00	30.00
	Service Charge	UTB	June	Direct	18.00	0.00
	Insurance	Clear Council	July	BACS	565.74	0.00
Total					2341.68	82.83

Receipts received June 2024

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Sav	Credit Interest	UTB	Jun-24		248.49
Total					248.49

c. Consider any late payments.

There were no late payments, however, the Clerk had previously circulated copies of the 2024/25 insurance documents including the Policy Schedule and Statement of Fact. Subject to clarification of one matter it was proposed by Cllr Rice, seconded by Cllr Barnett and **RESOLVED:** to approve the insurance for the forthcoming year with Clear Council insurance.

7. General Agenda Items.

a. External Reports.

There were no external reports.

b. Parish Clerk’s report.

The Clerk thanked the Council for the increase in his salary.

c. Village Hall report.

Cllr Rice advised that the Hall was still being used for table tennis and carpet bowls on a weekly basis. The Hall was also being used for a further art exhibition from the 25-29 July 2024.

Cllr Rice advised that Barclays bank had fully reimbursed the charity for the financial scam that the Charity had been subject to, involving an invoice for a contractor.

Cllr Rice advised of the sad and sudden death of Committee member John Crofts.

d. Highway related items.

The Clerk advised that he had spoken with an officer from the Borough Council who had confirmed that the Parish Council were unfortunately not eligible for the Member Ward Fund of £250.00 towards the proposed “Gateway”, this was noted. The Clerk advised that the Parish Partnership Scheme (PPS) application form for the proposed “Gateway” on Hunstanton Road had been submitted to the County Council, noting that County Cllr Jamieson had also agreed to contribute £1250.00 from his LMF. Although there was some surprise at the cost of the plastic structures, the Clerk confirmed that with the PPS and LMF contributions, the Council’s contribution would only be around £1300.00.

There was a discussion about the size of the proposed “Gateway” and concerns raised about the ability of agricultural machinery to pass through the structure given the width of the road. The Clerk confirmed that he had met with the senior engineer from the County Council who had measured the location and confirmed the width of the proposed “Gateways” from the design team who prepared all similar schemes across the County.

It was proposed that a Working Party be arranged to clean the plastic “Gateways” at various location in the village. The Clerk agreed to suggest some dates.

Cllr Everitt again raised the possibility of moving the 30mph speed limit on the Sedgford Road back to the entrance “gateway”. The Clerk advised that this matter had been raised previously and changing traffic speeds on the section of road between the “Gateway and the 30mph speed sign was not possible. It was suggested that all signs be retrofitted with “Please drive carefully” sign proposed for the Hunstanton Road “Gateway”. The Clerk agreed to investigate the feasibility and costs, although he was aware that the Senior Engineer for the area was moving to a new District and an appointment was still outstanding for their replacement and that this might take a little time.

The Clerk thanked Cllr Shelley for raising concerns again about the height of the SAM2 sign on the 30mph speed limit sign in the High Street. The Senior Engineer had confirmed that the SAM2 sign needed to be relocated onto a new post, which would involve updating the Memorandum of Understanding. It was agreed that a new pole be suggested to the County Council just south of the existing location adjacent to the open field where two trees had recently been removed. The Clerk agreed to follow up with the County Council and obtain costs for installation of the new pole if that location was acceptable.

An email had been received from a resident concerned about the overgrown state of the footway opposite Hillside adjacent to the church which had become very overgrown. The Clerk agreed to investigate, but if it wasn't highway land it would be the responsibility of the landowner to cut back vegetation. There was a view that the land formed part of the church grounds.

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

An email had been received earlier that day and circulated by the Clerk from the Chair of the Friends of St Andrew's confirming that the charity had funds of £40,000. The email advised that expenditure of £80,000 had been identified on external and internal projects. Members of the Council were however still not content that sufficient financial information had been received for a decision to be made. The Clerk was instructed to request a copy of the audited accounts for the Friends of St Andrew's for 2023/24.

f. Update on Peddars Way South Pond

The Clerk advised that he had written to Cruso and Wilkig regarding the state of the pond. The Clerk and Chair had subsequently met with Mr C. le Strange Meakin to look at the pond. There appeared to be an underlying issue with the water level which had dropped significantly revealing debris around the perimeter of the pond. Mr Meakin advised that he was in contact with a specialist in ponds and that when they were next due a visit to the area, he would ask if they would look at this pond. There was also ambiguity about who was responsible for the area, Mr Meakin had suggested it was the tenant farmer.

Various opinions were suggested on why the water level might have dropped. The Clerk advised that whilst the area looked neglected and the green algae unattractive, an abundance of wildlife, particularly birds had been seen on the site visit.

g. Update on installation of benches, including donation of memorial seat on the playing field.

The Council agreed the location of the proposed memorial bench sited amongst the new tree planting, looking up towards the church, on the playing field, subject to reviewing the inscription for the plaque. Costs for the concrete base were still awaited.

The Clerk had previously circulated a copy of the comments received from residents towards the installation of a seat on Holme Road, looking south across the valley. There was general consensus about having the seat sited west of the former bus shelter.

However, the issue of retaining provision of parking spaces on the verge was raised and the Clerk read out an email received from a resident complaining about cars and trailers being parked on the highway verge. There followed a robust exchange of views about whether the highway verge should be used for parking vehicles and trailers, that it looked unsightly, it was also suggested that driveways were not large enough to accommodate vehicles, especially where a family had several cars.

Concerns were raised that if the bench were sited to the west of the former bus shelter it would be close to the dog bin which would make it unpleasant. The Clerk advised that the dog bin could be relocated but that this would require authorisation from the County Council.

The idea of repurposing the former bus shelter and opening a view to the south was proposed. The Clerk advised that he would be bringing a paper to the September 2024 meeting setting out an Action Plan for the Council for the next 2-3years. It was suggested that the refurbishment and repurposing of the bus shelter be included and that costs be obtained

to make alterations to the structure which was no longer being used as a bus shelter. On this basis members agreed to defer a decision on installation of a bench.

h. Playing Field.

Cllr Little advised that the grounds maintenance contractor had cut the grass and that although the mole hills had been flattened, some 40 new hills had been created. The Clerk advised that the contractor appointed to control moles had caught eight, but there was a serious infestation of moles.

There was a discussion about the repair to the coping stones on the church wall. The Chair advised that he was following this up with the PCC.

i. Grounds Maintenance.

Cllr Shelley raised concerns that the grass in front of the large litter bin on the area by the Ringstead Village Sign had not been cut, and that the Council were no longer able to place the large green inner receptacle back into its housing. The Clerk agreed to investigate and advise the grounds maintenance contractor.

8. Planning matters.

a. Planning Applications.

The variation to Planning Applications 24/00639/F, 22/01185/F and 4/00100/TREECA had all been approved.

A new Retrospective Planning Application had been received for the partial infilling of pit and raising ground levels. at Westgate House 17 Chapel Lane Ringstead Hunstanton Norfolk PE36 5JX. Concerns were raised about management of surface water, and it was proposed that the Clerk contact the Agent to request a site urgent meeting with Parish Councillors to provide an opportunity for matters to be clarified. It was proposed by Cllr Barnett, seconded by Cllr Rice and **RESOLVED**: that delegated authority be given for the Clerk to write to the local planning authority if concern regarding management of surface water was not clarified by the applicant.

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

The Clerk had sought the assistance of Cllr T. de Winton regarding the lack of a response to the letter of the 24 April 2024 and had received an email from the Assistant Director of Planning advising that the Director had retired. The Clerk had subsequently received an email confirming that a response to the letter of the 24 April 2024 would be provided by 25 July 2024.

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

It was confirmed that the Borough Council had commenced the Regulation 16 consultation, Notices had been placed in noticeboards in the village. The consultation would be completed on the Friday 26 July 2024.

9. To review any correspondence.

None received.

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

None received.

11. **The date** of the next meeting of Parish Council meeting was confirmed as 7:00pm at the Village hall on the **2 September 2024**.

Main Meeting closed at 20:05hrs.

