



# 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 2 September 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Rice, Cllr Little and Cllr Shelley and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr Everitt.

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

None.

3. **Approve the minutes of the Parish Council meeting held on 8 July 2024.**

The minutes of the of Parish Council meeting held on 8 July 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 were present.

6. **Finance.**

a. **Bank Balances and Reconciliation.**

The Clerk noted there was currently £40,668.31 in Unity Trust Bank this included the ringfenced CIL funds of £9,912.65.

b. **Consider payments and invoices August/September 2024.**

The meeting approved the payments and receipts for August and September 2024.

### Accounts

Bank Account	Aug-24	Aug-23
Current	4,177.24	2,723.57
Deposit*	36,491.07	30,643.19
<b>TOTAL</b>	<b>40,668.31</b>	<b>33,366.76</b>
Difference vs. last yr:		£7,301.55

\*CIL funds 2023/24 £9,912.65

**Ringstead Parish Council Transactions August/September 2024**

<b>A/C</b>	<b>Description</b>	<b>Supplier</b>	<b>Period</b>	<b>Payment Type</b>	<b>Gross (£)</b>	<b>VAT (£) portion</b>
<b>Current</b>	Clerk's salary	Clerk	Aug	BACS	504.00	0.00
	Tax	HMRC	Aug	BACS	126.00	0.00
	Clerk's Expenses and mileage	Clerk	Aug	BACS	12.99	0.00
	Grounds maintenance services	HHA Grds Mtc	Aug	Standing Order	317.00	52.83
	Summer newsletter print	BCKLWN	Aug	BACS	117.00	0.00
	<i>Grounds maintenance services (late payment)</i>	<i>HHA Grds Mtc</i>	<i>Sept</i>	<i>Standing Order</i>	<i>317.00</i>	<i>52.83</i>
<b>Total</b>					<b>1,393.99</b>	<b>105.66</b>

**c. Consider any late payments.**

There was one late payment for HHA Grounds Maintenance for September 2024 that was approved.

**7. General Agenda Items.**

**a. External Reports.**

There were no external reports.

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

The Clerk advised that he would be attending a Planning Seminar organised by the Borough Council in September 2024.

**c. Village Hall report.**

Cllr Rice advised that the Hall was still being used for table tennis and carpet bowls on a regular basis. The Hall had been used for two art exhibitions over the summer and a further one is planned for November 2024.

The redecoration of the Hall has significantly improved the appearance of the Hall and there have been several private bookings, helping to increase income, including for a band to practice and a private party. The car park has also been booked for two private events.

Cllr Rice advised that the Race Night was planned for 16 November 2024.

Cllr Barnett had agreed to investigate the possibility of solar panels being installed on the Village Hall roof. The Clerk had circulated information from Community Action Norfolk who are currently supporting the Borough Councils Go Green Communities Project, funded through the UK Shared Prosperity Fund which included seeking ways to improve energy efficiency of community buildings.

**d. Highway related items.**

The Clerk had requested a quotation from the County Council to relocate the post for the SAM2 sign in the High Street and update the Memorandum of Understanding, no response had yet been received.

Cllr Everitt had written asking for the 30mph speed limit on the Sedgeford Road to be moved back to the entrance “gateway” which had been raised previously and was noted.

Cllr Little raised concerns about blocked highway gulleys from the village shop on the High Street down to Docking Road junction. The Clerk agreed to raise the concerns with the County Council.

The loss of a ‘No Through Road’ sign at the entrance to Chapel Lane was raised, the Clerk agreed to advise the County Council.

Cllr Barnett raised concerns about the recent tar and gravel surfacing works along South Peddars Way, which had finished short of the previous resurfacing. Also, that the works appeared to alter the camber of the road, taking water away from the adjacent pond towards the properties. It was agreed that the Clerk ascertain why the works had finished short of the end of the road.

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

Although the Chair of the Friends of St Andrew’s had provided further financial information, there was still considerable concern that the information was not the detailed audited accounts setting out the expenditure and income that had been requested. All agreed that it was good to hear the chiming of the clock, however, as a public body the Clerk was instructed to advise the Friends Group that unless detailed accounts showing expenditure were provided the Parish Council would unfortunately not be a position to offer financial support towards the cost of repairs to the clock.

**f. Saxon Shore Meeting**

The Chair advised that the last meeting of the Group had focused mainly on coastal issues. A further meeting had been arranged for September 2024 which the Clerk would attend.

**g. Update on installation of memorial seat on the playing field.**

The Council agreed the wording proposed for the inscription on the memorial seat on the playing field being donated by a local resident. The Clerk advised that the cost of the base for the seat would be £200.00 which the resident had agreed to fund. The Clerk advised that he had agreed to meet with the resident to confirm the exact location for the proposed memorial seat.

**h. Update on Playing Field and Grounds Maintenance including moles.**

Cllr Little advised that the new trees were generally doing well, there was a concern about one tree. The Clerk advised that he had met with the grounds maintenance contractor earlier in the day and that a car had not been parked in front of the gate and they had been able to access the playing field on this visit. Overall, the Council were pleased with the standard of grounds maintenance provided by the contractor.

The Clerk advised that he needed to follow up with the pest control contractor to obtain an update on the control of moles.

Cllr Barnett raised concerns that the seating area adjacent to East End Farm was not part of the grounds maintenance contract and was quite untidy. It was agreed to raise the matter in the next issue of the Village Newsletter, seeking new volunteers to assist with maintenance as those who had previously maintained the area had left the village.

There was a discussion about the general state of the access road into the Chalk Pit and overgrown hedge. It was confirmed that these were matters for the respective private landowners to resolve, although it was acknowledged that if left much longer it would be more difficult to bring them back into a reasonable condition.

**i. Approve two leases for Ringstead Playing Field.**

The Clerk introduced the item and advised that when the application for registration of the Lease for the playing field had been submitted to HM Land Registry, they had noted that the Trustees of the Le Strange Estate only own part of the land. They had confirmed that Mr Michael George Le Strange Meakin personally owned part of the land.

To resolve the matter the solicitors acting for the Estate had prepared two separate Leases, with the same terms, save the annual rent of £52.00 is now £26.00 per annum for each Lease and each Lease only lets part of the land owned by the relevant Landlord.

It was proposed by Cllr Shelley, seconded by Cllr Little and **RESOLVED:** that the Chair and Vice Chair as authorised signatories sign each of the two Leases to enable HM Land Registry to register the different parts of land owned by the relevant Landlords.

**j. Policies, procedures and risks – Ringstead Parish Council Action Plan**

The Clerk had previously circulated a draft Action Plan, setting out short, medium and longer-term actions. There was support for the Plan, which the Clerk advised should be a live document, being updated and used to support the annual budget making process.

The Chair raised a further longer-term aim, regarding the possibility of the coastal bus making a short detour to Ringstead, as the village had no public transport servicing local people. It was agreed to raise this with County Councillor Jamieson.

It was proposed by Cllr Barnett, seconded by Cllr Rice and **RESOLVED:** to approve the Ringstead Parish Council Action Plan.

**8. Planning matters.**

**a. Planning Applications.**

It was noted that the Retrospective Planning Application for the partial infilling of pit and raising ground levels at Westgate House, 17 Chapel Lane, Ringstead, Hunstanton been refused permission.

The Clerk advised that he had been informed that the Borough Council's Planning Department and Building Control were now investigating matters regarding the location of the cesspit at 34 Docking Road.

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

The Clerk had previously circulated a response from the Assistant Director of Environment about the concerns raised by the Parish Council on the finish to the new properties on the development. The Assistant Director had stated that:

*"It is important to note that the contemporary nature of the scheme was originally approved on appeal by the Planning Inspectorate, and that decision has set the framework for future applications, because significant weight has to be given to the appeal decision. Subsequent applications have therefore followed this approach. Officers, especially those from conservation, have spent a great deal of time seeking improvements to some of the details,*

*including the provision of coursed Carstone, but as stated above the overall contemporary approach, including doors and windows, had already been approved.”*

Members remained concerned about the quality of the finish, it was acknowledged that the Design Codes in the draft Neighbourhood Plan would hopefully alleviate similar issues, on any future planning applications, if the Plan were adopted.

**c. Replacement King’s Lynn and West Norfolk Local Plan 2021-2040**

The Clerk had circulated information from the Borough Council on amendments to the Local Plan 2021-2040. Information had been circulated by a Borough Councillor outlining potential concerns of changes to the Plan and particularly impacts on Neighbourhood Plans. A response to this had been received from Collective Community Planning including a statement from the Principal Planner (Policy) at the Borough Council stating:

*‘Regarding Neighbourhood Plans at the post-submission stage (North Wootton and Ringstead), it is expected that these will come to referendum before adoption of the replacement Local Plan (anticipated by March 2025) so will need to accord with the current Local Plan (2011 Core Strategy and 2016 Site Allocations and Development Management Policies Plan).’*

It was confirmed that Collective Community Planning would be reviewing modifications and advising the Council if concerns are identified. It was agreed that no action be taken at this stage.

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

Following the Regulation 16 consultation completed on the Friday 26 July 2024, the Council had received details of three Examiners appointed by the Neighbourhood Planning Independent Examiner Referral Service to undertake an independent review of the draft Neighbourhood Plan.

Following discussion, it was proposed by Cllr Little and seconded by Cllr Shelley and **RESOLVED:** that the Chairman after seeking advice from its planning consultants advise the Borough Council and DRS Appointments Specialists from RICS of the Council’s preferred Examiner.

**9. To review any correspondence.**

None received.

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

It was agreed to include Remembrance Service wreath and Donations to local organisations. The Clerk agreed to circulate application forms to the Village Hall Committee and St Andrew’s Church based on the agreed Grant Awarding policy.

**11. The date** of the next meeting of Parish Council meeting was confirmed as 7:00pm at the Village hall on the **14 October 2024**.

**Meeting closed at 19:47hrs.**