



## RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
[greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)  
Mobile: 07529 214172  
<https://ringsteadpc-norfolk.info>

MINUTES of the Meeting of Ringstead Parish Council held on Monday 9 October 2023 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett (JB), Cllr B Crowfoot (BC), Cllr V Everitt, Cllr S Little (SL), Cllr D Rice (DR) Cllr N. Shelley (NS), Borough Cllr T. de Winton (TW) and S. Lee (Clerk).  
Two members of the public Mr and Mrs Cooke.

1. **Apologies for absence.**

None.

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

No declarations and requests for dispensations were received.

3. **Approve the minutes of the last Parish Council meeting held on 12 September 2023.**

The minutes of the Parish Council meeting held on 12 September 2023 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).**

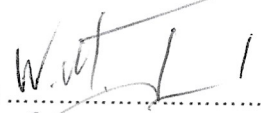
Mr Cooke asked for an update on the Chapel Lane development given that there were concerns amongst residents regarding the lack of progress with the build and sought clarification on the situation. Cllr Jacob advised that he recuse himself from the meeting and Cllr Rice took the Chair.

The Clerk advised that the Parish Council had no powers in relation to planning matters other than as a statutory consultee on planning applications. Mr Cooke asked why Cllr Jacob had recused himself from the meeting. The Clerk advised that previously there had been requests from the public for Cllr Jacob to recuse himself because of potential conflicts of interest and in the interests of transparency he had done so, and therefore felt it necessary to do so again, which was a matter for him to determine.

Following the discussions that had taken place at the last meeting the Clerk advised that he had written to the local planning authority setting out the local residents' concerns about lack of progress asking for an update on any matters that were delaying completion of the project. The Clerk was aware that there was a planning condition regarding the external finish of the new properties that was still outstanding, and also rumours whether a new contractor was being appointed to complete the development. No response from the local planning authority had been received.

Clerk email: [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)

Page 1 of 6

Signed by the Chair: 

Dated: 13/11/23

Cllr de Winton advised that commercial aspects of a development were not matters for the local planning authority and restated that the Parish Council's only power was as a statutory consultee on planning applications.

There was a discussion about the potential appointment of a new contractor, and Cllr Little advised that there were new personnel on the site very recently. The Clerk advised that he hoped to receive a response to his letter to the local planning authority that might clarify matters.

Cllr Jacob returned to the meeting at 19:20hrs. Mr and Mrs Cooke thanked the councillors and left the meeting.

## 6. Finance.

### a. Bank Balances and Reconciliation.

The Clerk noted there was currently £31,857.28 in Unity Trust Bank which included £26,848.74 in the Unity Trust Bank Savings account. The Chair thanked Cllr Rice for having undertaken an independent bank reconciliation during September 2023.

### b. Consider payments and invoices July/August/early September 2023.

The meeting approved the payments and receipts for September and October 2023.

#### Accounts

Bank Account	Sep-23	Sep-22
Current	5008.54	20700.16
Deposit	26848.74	9460.00
<b>TOTAL</b>	<b>31857.28</b>	<b>30160.16</b>
Difference vs. last yr:		£1,697.12

#### Ringstead Parish Council Transactions July/August/early September 2023

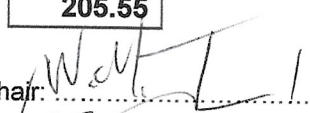
A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	Sept	BACS	446.11	0.00
	HMRC	HMRC	Sept	BACS	111.60	0.00
	Clerks Mileage	Clerk	Sept/Oct	BACS	53.19	0.00
	Service charge UTB	UTB	Jul-Sept	BACS	18.00	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	Sept	Direct Debit	296.2	49.37
<b>Total</b>					<b>925.10</b>	<b>49.37</b>

#### Receipts received September 2023

A/C	Description	Payee	Period	Remittance Number	Amount (£)
savings	Interest on Instant Access savings account	UTB	July-Sept	Credit interest	£205.55
<b>Total</b>					<b>205.55</b>

Clerk email: [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)

Page 2 of 6

Signed by the Chair: 

Dated: 13/11/23

**c. Consider any late payments.**

The Clerk advised that there were no late payments.

**7. General Agenda Items.**

**a. External Reports.**

Cllr de Winton spoke about the busy summer period and that the tennis week had passed without any serious incidents and thanked the local police in Hunstanton for their support.

Cllr de Winton along with the Chair had attended a meeting held by the recently elected Leader of Kings Lynn and West Norfolk Borough Council with other Parish Council's. Cllr Jacob had welcomed the opportunity and that anyone present was able to ask any questions.

A number of issues had been discussed, particularly in relation to planning that was a concern to many parishes. Cllr de Winton emphasised the importance of seeking the support of the local Ward Councillor for contentious planning applications. Where an application was called-in and there was a material planning objection, there was a duty on the local planning authority to ensure that it was considered by a senior planning officer. There were discussions about second-home ownership and Cllr de Winton advised of a recent application in Holme-next-the-Sea where a s.106 Agreement had been prepared in relation to five new properties requiring that they only be available as primary residences of the village.

There had been discussions about vexatious behaviour that had taken up a considerable amount of time in some parish councils and also concerns where residents had decided to take unilateral action without the authority of the local parish council.

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

The Clerk advised that his CiLCA course was progressing well and that many of the assignments were practical and based upon Ringstead Parish Council. Unfortunately, the Clerk reported that there was a problem with one of the SAM2 signs, he had contacted Westcotec but had yet to receive a response. The Clerk also asked if there was any objection to signing up to The Circuit which would place the location of the defibrillator on a national data base, there being no objections, the Clerk agreed to progress the matter.

**c. Village Hall report.**

Cllr Rice advised that the clean-up session held on Saturday 16 September had been well-supported by committee members and had improved the appearance of the hall before the Art Exhibition which was held between the 22 and 30 September 2023.

The repairs to the car park planned to be implemented were postponed as a result of the Art Exhibition but are anticipated to commence shortly.

The Table Tennis and Carpet Bowls Club were continuing to meet weekly and the plans for the Race Night event to be held on the Saturday 21 October 2023 were well underway.

The Chair advised of an incident in which the entrance pillar to the playing field wall had been hit by a vehicle and dislodged. At present there was some uncertainty about whether the wall formed part of the Parish Council's insurance, and the Chair asked if the wall at the front of the Village Hall had been included in the charity's insurance. Members of the Village Hall committee present at the meeting agreed to investigate the matter.

Cllr Barnett advised that the CIL funding application for £8,650 to undertake the redecoration of the Hall had been successful. Members thanked Cllr Barnett for progressing the project.

**d. Highway related items.**

The Chair and Clerk had started to record the locations of groups in the village, with a view to sharing these with the Rangers before their visit in November 2023.

The Clerk also advised that on his way to the meeting signage had been installed advising of a temporary road closure on the Sedgeford Road past the Heacham Long Drive on the double bend. Members were concerned about the potential impact of the closure on businesses and residents, meaning access to the village from the south would not be possible for potentially a five-day period. The Clerk was asked to follow up with the County Council and that if the closure were planned, something could be included in the autumn newsletter.

**e. Modification applications for the addition of Public Footpaths to the Definitive Map and Statement for the parish of Ringstead.**

The Chair advised that nothing further had been received, although the Footpaths Officer at the County Council had clarified the issue with regards the concern raised about the name of the footpath extension.

**f. Potential Trods – Parish Partnership Funding.**

The Clerk explained that 'trods' were small informal footpaths of normally loose-fill aggregate installed into verges and part funded through the Parish Partnership Scheme. The Clerk cited a couple of local examples, a recently installed trod on the Sedgeford Road leading to Snettisham and another on Beach Road, Snettisham. The Chair advised that potentially these might improve safety for access to The Downs from the village and also on the bend by the horse chestnut tree on Docking Road. The Clerk was instructed to contact the engineer to facilitate a meeting to investigate their feasibility at these two locations.

**g. Proposed Noticeboard – Bus Stop Holme Road**

The Clerk had previously circulated two quotations for a free-standing A1 noticeboard, or one attached to a wall that would accommodate 9 A4 sheets. There was some discussion about the location and although a free-standing sign was proposed there was no support, and it was proposed by Cllr Rice and seconded by Cllr Everitt and unanimously **RESOLVED**: to purchase an aluminum A1 noticeboard to be attached to the exterior of the bus shelter at a cost of £379.73 inc. of VAT and carriage. It was agreed to promote the location of the sign in the winter edition of the newsletter.

**h. Update on Home improvement Scheme**

The Clerk advised that the officer at the Borough Council responsible for the project had confirmed that residents of Ringstead were eligible for funding. It was agreed to organise an evening meeting of local residents and invite the officer to give a presentation. The Clerk was instructed to organise a date and to prepare a leaflet to be circulated to residents advising them of the meeting.

**i. Donation to the Royal British Legion – Poppy Wreath**

The Clerk advised of the power under s.137 Local Government Act 1972 for Parish Council's to utilise funds for purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants. In 2022 the Council had used the power to make a donation of £50 to the Royal British Legion for a poppy wreath. It was proposed by Cllr Little, seconded by Cllr Shelley and **RESOLVED**: to make a donation of £50.00 to the Royal British Legion for the acquisition of a poppy wreath. It was also confirmed that Cllr Crowfoot would lay the wreath as part of the Remembrance Sunday event in the village.

**j. Update on the Playing Field – entrance and mirrors.**

The Chair updated the meeting on the incident in which the entrance pillar to the playing field had unfortunately been hit and dislodged. The Estate had arranged for the prompt repair of the pillar, but there was now a question raised by the Estate of whether the Parish Council were responsible for payment. The Chair had written to the Estate advising on the vagueness of the lease and a response was anticipated.

Cllr Little advised that the grass cutting operations were progressing well. An issue had arisen where dead flowers from the churchyard were being placed in the litter bins on the playing field. It was confirmed that there was a compost bin in the churchyard and the Chair agreed to contact the church to see if a sign could be displayed asking for flowers to be deposited in the compost bin.

There was a discussion about the installation of a mirror on the opposite side of the road to the entrance to the playing field car park to improve accessibility. A number of suggestions were made on the location, and it was agreed to undertake a site visit to investigate the matter further. If the most suitable location were for installation of a mirror on private land, the Council would write seeking permission to have a mirror installed.

It was also agreed that the Clerk would obtain quotations to have the car park at the playing field regraded and the depression at the entrance filled utilising stone from the regrading operations.

The Clerk advised that he had not been able to progress the repairs to the playground equipment. He was meeting with fellow Clerks the following week and was going to ask them for any recommendations. Cllr Shelley advised that there was a local engineering firm who might be able to assist and agreed to try and ascertain their interest.

**k. Grounds Maintenance**

There were no further comments, and it was confirmed that the contractor had cut the strip along Docking Road that had been missed on the two previous visits.

**l. Policies, procedures and risks – Revised Freedom of Information Policy based on model publication scheme.**

The Clerk had previously circulated a revised Code of Conduct based on the Local Government Association model scheme, together with a Data Protection Audit. Members were content with the revised policies, and it was proposed by Cllr Barnett and seconded by Cllr Shelley and **RESOLVED**: to adopt the revised Code of Conduct based on Local Government Association model scheme.

It was proposed by Cllr Little and seconded by Cllr Everitt and **RESOLVED**: to adopt the Data Protection Audit.

**8. Planning matters.**

**a. Planning Applications.**

*Planning Application 21/00094/F*: 14 Golds Pightle planning application was still outstanding there had been no further update from the Enforcement Officer.

*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 – the application had been approved and Cllr Barnett confirmed works had commenced on site.

*Planning Application 23/01335/F: Retrospective backfill of extg clay pit to the rear garden and level up of garden levels to the rear of the house garden. Westgate House, 17 Chapel Lane, Ringstead, Norfolk, PE36 5JX. – concerns had been raised by a local resident, but the matter was with the local planning authority and a decision was awaited.*

*34 Docking Road: potential breach of building regulations – no further progress, Cllr Barnett raised the issue of potential incursion on the footway once the development works were completed. It was agreed to monitor the situation.*

*Consider any Other Applications/Decisions that are received following publication of the Agenda.*

*23/01493/F: Extension to the front providing a new entrance and single storey extension to the rear with minor internal alterations at Apple Tree Cottage 62 Docking Road Ringstead Hunstanton Norfolk PE36 5LA. A letter had been sent to the local planning authority generally supporting the application.*

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

The Chair reported that a meeting had been held with a representative of AECOM who were undertaking the environmental assessment of the land proposed for the social housing off Peddars Way North as required by Natural England. It was anticipated, subject to the outcome of the study, that the work would be completed early in 2024 and that the proposed consultation on Regulation 14 could then proceed.

**9. To review any correspondence.**

Nothing to report.

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

None were received.

**11. To confirm date of the next meeting of Parish Council meeting as Monday 13 November 2023 at 7:00pm.**

Meeting closed at 20:25hrs.