



RINGSTEAD PARISH COUNCIL

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MINUTES of the Meeting of Ringstead Parish Council held on Monday 14 November 2022 at 7.00pm 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),
Borough Councillor B. Lawton (BL)
S. Lee (Clerk).

1. Apologies for absence.

Apologies for absence were received from Cllr J O'Shea. The Chair welcomed Cllr Bob Lawton to the meeting.

2. Declarations of interest and requests for dispensations by councillors

The Chair advised that in respect of Item 9. a. he had a declaration of interest regarding Planning Application 22/01185/F which was noted.

3. Approve the minutes of the last Parish Council meeting held on 10 October 2022

The minutes of Parish Council meeting held on 10 October 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. Allow Public Participation (10 mins).

No public were present.

6. Finance

a. Bank Balances.

The Clerk noted there was currently £29,794.69 in Unity Trust Bank which included £9,460.01 transferred from the Barclays Saving account on the 23 September 2022.

b. Consider payments and invoices October 2022.

The meeting approved the payments for October 2022.

October payments and receipts approved Oct 22

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
17th Oct 22	Turfing at Play Area	1339	BACS	£480.00	£80.00
19th Oct 22	Donation for Wreath	email	BACS	£50.00	

24th Oct 22	Training for budgets	19901	BACS	£44.00	
31st Oct 22	Leaflets for Neighbourhood Plan event	15885	BACS	£93.60	
30th Oct 22	Salary October 2022 Clerk	Salary	BACS	£383.20	
25th Oct 22	Tax for October 2022	HMRC Payments	BACS	£95.60	
2nd Nov	HMRC Letter regarding Credit	HMRC Payments		-£76.78	
31st Oct 22	Mileage October 2022	Expenses	BACS	£57.15	
31st Oct 22	Cutting playing field	email	BACS	£120.00	
31st Oct 22	General grass cutting	Contract	S/O	£260.00	
31st Oct 22	Expenses Jubilee Sue Little	Receipts	BACS	£50.51	
TOTAL					
				£1,557.28	£80.00

*Credit of £76.78 (see HMRC letter 2 Nov 2022) therefore only need to pay HMRC £18.82

Payments received October 22

Payee	Reason		Payment by	Amount
HMRC	VAT Refund		BACS	£1,991.74
Ringstead General Store	Adverts		BACS	£45.00
TOTAL				£2,036.74

c. Consider any late payments.

Two late payments were agreed.

October late payments approved Oct 22

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
11h Nov 22	Playground inspection	57426	BACS	£107.40	£17.90
11th Nov 22	Printing leaflets	49268	BACS	£27.00	£4.50

d. Update on Barclays Business Saving Account.

The Clerk informed the meeting that documents confirming the identity of the Chairman had been sent to Unity Trust Bank, but according to the bank had not been received. These documents had subsequently been emailed to the bank by the Clerk.

e. Authorised Signatories

Given the Council require at least two signatories for payments, the Clerk recommended that Cllr Jane Barnett be added to the list to authorise payments. In addition, the bank had recommended that to improve resilience of the organisation a Councillor, in addition to the Clerk, also be authorised to raise orders. It was **RESOLVED**: that Cllr Jane Barnett become

an authorised signatory and Cllr Debbie Rice also be authorised to raise orders for Unity Trust Bank.

f. Internal Auditor Appointment 2023/24.

The Clerk had received a quotation from Mrs. Di. Dann a former Clerk, Partner at Norfolk PTS for the sum of £40.00 (to include a report as required and completion of Page 4 of AGAR), plus disbursements to undertake an internal audit for 2023/24. It was **RESOLVED**: that the Parish Council appoint Di Dann as Internal auditor for 2023/24 in accordance with the terms of her letter of 20 October 2022 and the Clerk be instructed to take the matter forward.

g. Updated Local Government Payscales and Allowances

A copy of the updated payscales for 2023/24 had been circulated and these were received.

h. CIL Funding 2023/24

The Chair introduced the item and asked the meeting if there were any potential CIL schemes for 2023/24. It was noted that any scheme would require match funding. After some consideration, the Councillors agreed that there were no CIL schemes at present. As a grant had been obtained from the Borough Council in 2022 to celebrate Queen's Platinum Jubilee, the Council agreed that should further funding become available to support an event to celebrate the King's coronation, an application for £200 should be made. It was **RESOLVED**: that the Parish Council seek £200 match funding from the Borough Council to hold an event to celebrate the King's coronation in May 2023 if funding from the Borough Council becomes available.

i. Consideration of the Outline Budget 2023/24

The Clerk introduced this item and had circulated a spreadsheet showing the projected out-turn expenditure for 2022/23 against the original budget, together with a projected budget for 2023/24. The Clerk explained the basis on which the precept was prepared and how it related to the Council Tax Base set by the Borough Council. The Clerk advised that Council Tax Band D had been set at £99.00 for 2022/23.

The Clerk advised that it seemed very likely that the precept for the current year would not meet the Council's expenditure and funds would be required from reserves, this was not a sustainable position long-term. Whilst other Parish Council's had income streams, Ringstead Parish Council was only currently able to raise income from adverts in the newsletter.

The Chair was concerned that compared with other Parish Councils Ringstead's precept was quite high. There was a discussion about potential income streams, including investigating car park charges for the playing field car park, it was acknowledged that this would take time to potentially implement.

Given this scenario, the Council agreed to give serious consideration to reducing expenditure. There was a suggestion to retender the grounds maintenance services or reduce the current specification. It was agreed that BC/SL/Clerk review the current grounds maintenance specifications. The Clerk advised that was a need to obtain a new computer as the laptops hinge was broken and it could not be closed. Cllr Lawton advised that he would investigate if there were any grants from the Borough Council towards IT equipment.

The Clerk also advised that given there was an election in 2023 the Borough Council had indicated that if the Parish Council election were contested, a sum in the order of £1,000 would be required for administration of the process and that this had been included in the provisional 2023/24 budget.

It was hoped that the Council Tax Base for 2023/24 would be made available by the Borough Council in early December 2022, enabling the Parish Council to set its budget and precept at the December 2022 meeting.

7. General Agenda Items.

a. Any external reports.

None were received.

b. Parish Clerks report.

The Clerk advised that there was a training course being arranged through Norfolk PTS on managing the end of year accounts procedures that would help with completion of the AGAR forms. In addition, there was an induction training for Cllr Jane Barnett and also a Chair's training session. The value to be gained from these training events was recognised and it was **RESOLVED**: that the Parish Council support the training courses for Cllr Jane Barnett the Chair and Clerk.

c. Village Hall report.

DR advised that the Race Night held on the 22 October 2022 had raised over £1,300. There was also a BINGO night being planned for the 17 November 2022.

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

The Clerk thanked Councillors for providing photographs and information for the Rangers visit. These had been passed to the staff at Saddlebow Depot who had confirmed that they would monitor the issue of water not draining off the Docking Road and also ensure highway street signs were facing the correct way.

Concerns were raised about the inadequacy of signposting for the current diversion in place preventing access to the Village along the Burnham Road. The Clerk was instructed to advise the Highways Department.

e. Saxon Shore Meeting.

The Chair advised that he had recently attended a meeting of the Saxon Shore Group and the minutes had been circulated.

f. Future editorial of Parish Newsletter.

The Chair advised that he was in discussions with a local person about taking on the editorial role for the newsletter. The Clerk had obtained quotations from three local print companies for a range of different specifications for production of the newsletter. Councillor Lawton agreed to investigate if the Council would print the newsletter. It was **RESOLVED**: that the next newsletter have full colour front and back covers, with the rest of the pages being in black and white making a saving of £120 per edition, subject to any quotation from the Borough Council.

g. Update on Sam Sign and its management.

The Clerk advised that there had been problems encountered with downloading data from the Sam Sign to the computer. It was **RESOLVED**: that, if necessary, a new serial lead be purchased to help resolve the technical problems.

There was a request that the Sam Sign on the High Street be periodically relocated to Docking Road.

The Clerk was asked to obtain a quotation for a solar panel for each machine which would alleviate the need to charge batteries.

h. Update on new playground equipment.

The installation of the new item of playground equipment had been completed and the opening event on Saturday 12 November 2022 had been a success with Town and Around sending a photographer to cover the event.

i. Chalk Pit insurance.

The Clerk had received a copy of the Ringstead Woodland Garden and Walks Public Liability insurance certificate issued by Zurich and renewable on the 21 October 2023. The level of cover was £5,000,000 for any one event and was in accordance with the requirements of the agreement.

The Clerk considered it important to record the relationship and ownership of this open space. He confirmed that the Great Ringstead Allotment Charity owned the Chalk Pit. In 2011 a lease had been entered into between Great Ringstead Allotment Charity and the Parish Council who were in effect the tenants of the land. The lease also included an arrangement where Ringstead Woodland Garden and Walks would maintain the site on behalf of the Parish Council which they had undertaken since 2011, obtaining grant funding and introducing new habitats and keeping the site well maintained. The Ringstead Woodland Garden and Walks Group were an unregistered charity and had obligations under the lease in terms of maintaining the site. Under the terms of the arrangement the Group were required to provide regular reports to the Parish Council and submit their accounts as part of the Annual Parish Council meeting. The Clerk had been in touch with the Parish Council's insurers who had advised that the Group maintaining the site should have in place appropriate Risk Assessments. It was agreed that the Clerk write to the Chair of the Group and obtain copies of their Risk Assessments.

There had been a formal extension to the lease in 2016 for a further five-year period and whilst the Clerk had found paperwork for a further five-year extension in 2021, he had not been able to locate a signed copy of the document. It was agreed that Cllr Crowfoot and the Clerk review files to ascertain if a signed copy of the further lease extension could be located.

j. St Andrew's Church – maintenance of the churchyard.

An email from the Treasurer of the Ringstead St Andrew's PCC was considered requesting additional grant funding towards the maintenance of the churchyard. At present the Parish Council provide an annual grant of £600 towards the maintenance of the churchyard. After thorough consideration of the request the Parish Council **RESOLVED**: to continue to support maintenance of the open churchyard with an annual grant of £600.

k. Playing Field Inspection Report.

The Clerk advised that the annual independent inspection of the play equipment had been completed. There were no high/very high risks identified, but a number of moderate risks would need attention, the majority of risks were low, or very low. It was agreed to bring the inspection report to the next full meeting of the Council.

l. Grounds maintenance.

There was a discussion about maintenance of the wall adjacent to the car park of Village Hall along the Docking Road. Some concerns were raised about whether the ivy growing on the wall should be removed. It was agreed that the Clerk inspect the area and seek the views of the Le Strange estate regarding its removal.

m. Update on the Footpath Report

Cllr Crowfoot had received an email from the resident who had compiled the detailed footpath report, who had advised that after a very lengthy delay, it was hoped that the County Council's solicitors would be reviewing the document.

n. Tree Preservation Orders

Some concerns were expressed about the protection of hedgerow trees along the Burnham Road. It was agreed that an inspection take place.

o. Dropping off locations – school bus

A parishioner was concerned that there were no formal arrangements for dropping children from Smithdon High School at the northern end of the Village. It was agreed that if parents were concerned, they should raise the matter directly with the High School.

p. Dumping of Garden Waste

It was agreed that garden waste should not be dumped in open space areas in the Village and that this matter be included as an article in the next edition of the newsletter, advising residents to dispose of garden waste responsibly.

q. Flowers under the 'Gateways'

There was a discussion about introducing planting under the gateway signs. It was noted that there was potentially an additional cost for maintenance that could not be supported at the present time.

A suggestion was made that an appeal be made in the next newsletter for volunteers to plant and maintain these gateways.

r. Policies, procedures and risks.

The Clerk had produced a Fixed Asset Policy that was approved, enabling a review of the current fixed assets to be progressed by the Clerk.

8. Legal Matters.

a. Update on progress new playing field lease.

The Clerk reported there had unfortunately been no progress.

9. Planning matters.

a. Planning Applications.

Planning Application 21/00094/F: 14 Golds Pightle

The Clerk advised that an investigation in respect of the massing of outbuildings 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 was still to be determined.

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

Concerns were raised that information had only been posted on the Borough Council's website earlier that day and that not all Councillors had therefore had an opportunity to consider the scheme. Initial concerns were raised about the choice of materials and potential blocking of light from neighbouring properties. It was **RESOLVED**: to delegate authority to the Clerk to receive further comments and to submit an objection on behalf of the Parish 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

It was reported that the above development was being considered at the Borough Council's Planning Committee on Friday 18 November 2022. After an initial discussion, the Chair recused himself from the meeting at 8:45hrs. Although there were concerns about the proposed development the Clerk drew the Councillors attention to the officer's report. This had concluded that the in allowing the previous appeal, the Inspector concluded that "Policy DM3 does allow for small groups of dwellings in such settlements in exceptional

circumstances where the development is of particularly high quality and would provide significant benefits to the local community". He further opined that "...based on the estimate that there are currently around 170 households in the village it is considered that the further ten dwellings proposed would comprise a relatively small group of dwellings". On that basis the planning officer had concluded that an additional dwelling, as now proposed, making a total of 11 dwellings would still constitute a small group and there is, therefore, no conflict with Policy DM3. On that basis the Planning Officer was recommending approval. The officers report had responded to the concerns and objections raised by the Parish Council. It was agreed with some reservations that it was very likely that the Planning Committee would uphold the officer's recommendation and the Parish Council would not make further representations.

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

It was noted that this was a detailed amendment to the previous scheme that had been considered by the Parish Council. Information had only very recently been posted on the Council's website. It was agreed that the Chairman and Clerk review the amendments and if required make comments to the Local Planning Authority.

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

The Chair reported on the consultation event that had been widely advertised in the Village and that had attracted an estimated 40 residents to the Village Hall on Saturday 12 November 2022. The consultants were in the process of analysing the information that had been received.

A number of the attendees had expressed concerns about exactly what type of affordable/social housing was being proposed at Ringstead. The Chair asked Councillor Lawton what Brancaster Parish Council were proposing. He was able to advise that the scheme being progressed by the Parish Council was for rented social housing. This was very much supported by all the Parish Councillors present at the meeting. Concerns were raised about Right to Buy and any future legislation that might enable tenants such a right.

The Chair advised that to maintain momentum he was proposing a Special Meeting of the Council to consider the consultant's report, with a view to agreeing

- a. Non-designated Heritage Assets;
- b. Local Green Space Assessments;
- c. Views;
- d. Design Guides; and
- e. Preferred location for affordable housing.

It was proposed by the Chairman and agreed by Councillors to convene an Extraordinary Meeting of the Parish Council to consider this one item on Monday 28 November at 12noon.

10. To review any correspondence.

None received.

11. Agenda items for next meeting.

The Chair asked Councillors to submit any requests to the Clerk.

12. The date of the next full meeting Parish Council meeting was confirmed as 12 December at 7pm in the Village Hall.