



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
Clerk and RFO: Simon Lee
greatringsteadpc@outlook.com
Mobile: 07529 214172
<https://ringsteadpc-norfolk.info>

DRAFT MINUTES of the meeting of Ringstead Parish Council held on Monday 10 June 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.**

None.

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

Cllr Jacob advised of an interest in the Chapel Lane development.

3. **Approve the minutes of the Annual Meeting Parish Council held on 13 May 2024.**

The minutes of the Annual Meeting of Parish Council held on 13 May 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 £43,831.99 in Unity Trust Bank this included the ringfenced CIL funds of £9912.65.

b. **Consider payments and invoices May/June 2024.**

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

Accounts

| Bank Account | Jun-24 | Jun-23 |
|-------------------------|-----------------|-----------------|
| Current | 2589.41 | 2771.37 |
| Deposit* | 41242.58 | 34515.49 |
| TOTAL | 43831.99 | 37286.86 |
| Difference vs. last yr: | | £6,545.13 |

Ringstead Parish Council Transactions May & June 2024

| A/C | Description | Supplier | Period | Payment Type | Gross (£) | VAT (£) portion |
|----------------|--------------------------------------------------|--------------|--------|--------------------|---------------|-----------------|
| Current | Clerk's salary | Clerk | May | BACS | 478.40 | 0.00 |
| | HMRC | HMRC | May | BACS | 119.60 | 0.00 |
| | Clerks Mileage and Expenses (see separate sheet) | Clerk | May | BACS | 63.75 | 0.00 |
| | Grounds maintenance services | HHA Grds Mtc | June | Standing Order | 317.00 | 52.83 |
| | Missed part payment to HMRC - November 2023 | HMRC | May | Debit Card (Clerk) | 19.08 | 0.00 |
| Total | | | | | 997.83 | 52.83 |

c. Consider any late payments.

There was one late payment approved of £20.00 for Justin Aldis to relocate the noticeboard at the bus shelter.

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 briefing being held by the Borough Council in September 2024.

c. Village Hall report.

Cllr Rice advised that the Hall had been used to serve teas and lunches as part of the Open Gardens event held on Sunday 9 June 2024. An Art Exhibition would be held later in June 2024. The Hall was still being used by several local groups.

Cllr Rice advised of a financial scam that the Charity had been subject to, involving an invoice for a contractor.

d. Highway related items.

The Clerk had previously circulated designs and a quotation of £5424.62 to install a new 'gateway entrance sign' at the entrance to the village on Hunstanton Road. Cllr Shelley reminded the meeting of the need to ensure that agricultural machinery could fit through the proposed gateway. It was proposed by Cllr Barnett, seconded by Cllr Everett and **RESOLVED:** to approve the installation of the new gateway sign on Hunstanton Road, and that the Clerk submit a Parish Partnership Scheme bid for 50% towards the cost, as well as confirming a LMF contribution from County Cllr Jamieson of £1250.00 and a Local Ward Fund of £250.00 from Borough Cllr T. de Winton, with the Parish Council contributing the remaining £1212.31.

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

It was agreed to defer a decision on contributing towards repair of the church clock, until the 2023/24 accounts and reserves from the Friends of St Andrew's Church had been received.

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

The Chair advised that a letter had been circulated to all households on Holme Road seeking residents' views by the beginning of July 2024, on the installation of a bench on the highway verge opposite the houses. The Chair had received one verbal response supporting the proposal. Cllr Shelley advised that the location needed to avoid sites where cars parked. It was agreed that the Clerk produce a plan showing two proposed locations, together with a quotation for installation of the bench on a concrete pad for consideration at the July 2024 meeting. The Clerk reminded the meeting that a licence would need to be obtained from the County Council for installation of the proposed bench.

The Chair advised that a proposal had also been received from a resident to donate a memorial bench with a small plaque to be installed near the new Jubilee trees on the playing field. It was agreed in-principle to approve the installation of a bench, subject to more details of the bench being provided by the resident.

g. Playing Field.

Cllr Little advised that the grounds maintenance contractor had left certain areas of grass on the playing field uncut on their last visit. The Clerk confirmed that the contractor had concerns about damage to their machinery from the number of mole hills. The Clerk had been unable to ascertain who had previously assisted with controlling the moles. Cllr Shelley advised that there was possibly a contractor based in Heacham who might be able to assist and agreed to try and provide contact details.

Cllr Everett advised that there was a lot of litter in the bins, that had been removed prior to the Gardens Open Day.

h. Grounds Maintenance.

It was confirmed that areas of grass adjacent to the to the pond in South Peddars Way had been strimmed by a local resident. Given the unkempt appearance of the pond and its immediate environs, the Clerk was instructed to bring the matter to the attention of the Le Strange estate who owned the land.

Cllr Little advised that there were areas of grass with spring bulbs that still needed to be cut throughout the village. The Clerk would follow up with the grounds maintenance contractor.

i. Policies, procedures and risks – Draft Delegation Policy.

Having been previously circulated by the Clerk, it was proposed by Cllr Little, seconded by Cllr Shelley and **RESOLVED**: to approve the Delegation Policy.

8. Planning matters.

a. Planning Applications.

The variation to Planning Applications 24/00639/F, 22/01185/F and 4/00100/TREECA were all still outstanding.

The Clerk also advised of concerns regarding adherence to Building Regulations at 34 Docking Road concerning the installation of a septic tank very close to the property.

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

The Clerk had sent a further email to follow up on the letter sent to the Head of Planning on 24 April 2024, as no acknowledgement or response to concerns about the quality of finish to

new properties in the development had been received. It was agreed that that the Clerk follow up with Borough Cllr T. de Winton.

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 Council were anticipating commencing the Regulation 16 consultation in mid-June 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 8 July 2024. It was noted that the September meeting would be held at 7:00pm on the 2 September 2024.

Main Meeting closed at 19:43hrs.

The Clerk left the meeting.

Clerk's Salary

In the absence of the Clerk, Councillors reviewed the Clerk's salary and in view of the excellent service the Clerk has rendered the Council during the two years since his appointment, it was proposed by Cllr Barnett, seconded by Cllr Little and **RESOLVED**: that the Clerk's salary should be increased from 1 July 2024 from Spinal Column Point 17 on the National Joint Council for Local Government Services agreed rates of pay to Spinal Column Point 20.