



RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob
Clerk and RFO: Simon Lee
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 9 January 2023 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 Vice Chair (DR),
S. Lee (Clerk).

Two members of the public who live in Chapel Lane.

Prior to the commencement of meeting the Chair asked all present to pay their respects following the sad passing of Cllr Jim O'Shea who had died just before Christmas and to stand for a minute's silence. The Chair advised that the funeral service was being held on the 20 January 2023 at 11.00am at the Catholic Church in Hunstanton.

1. Apologies for absence.
None were received.
2. Declarations of interest and requests for dispensations by councillors
None were received.
3. Approve the minutes of the last Parish Council meeting held on 12 December 2022
The minutes of Parish Council meeting held on 12 December 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).

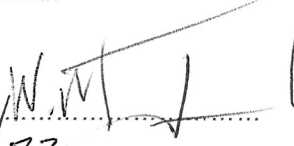
One of the residents advised that they had written to the Clerk asking to heard about matters concerning the new development off Chapel Lane. The Chair who had an interest in the matter advised the meeting that he would recuse himself from the Chair and that the Vice Chair would assume the Chair. The member of the public asked if the Chair would leave the meeting. The Clerk advised that as there was no decision to be taken, there was no need.

Two matters were raised by the member of the public:

- a) Concerns regarding health and safety and potential lack of access for emergency vehicles during the construction of the development, coupled with a concern that welfare facilities and offices had been located one metre outside of the development. The resident asked for support in raising the matter with the Borough Council.

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Page 1 of 6

Signed by the Chair: 

Dated: 13/2/23

- b) Objection to the proposed street name for the development which had been marketed as 'Jacobs Yard'. The resident of Chapel Lane referred to the Borough Council's policy which suggested that naming streets after living persons should be avoided.

Two alternative names were suggested by the resident, however, the Clerk advised that he had that afternoon received a letter from the Street Naming and Numbering Authority (SNNA) to the land agent for the development confirming that the name 'Jacobs Yard' had been registered. In accordance with the National Land and Property Gazetteer Handbook the SNNA had interrogated its database, the Local Land and Property Gazetteer, to ascertain the appropriateness of the proposed street name and could find no reason why 'Jacobs Yard' should not be used.

The Clerk advised that there was a consultation period until the 23 January 2023 and that if no comments were received by 8 February 2023 the name would be adopted. The Clerk suggested that in line with good practice the letter from the SNNA be displayed on the Parish noticeboard. The Clerk agreed to advise the SNNA that given the letter of registration only arrived that afternoon, the Parish Council had been unable to consider the matter at its meeting.

The residents were thanked and left the meeting. The Chair assumed responsibility for the meeting.

6. Finance

a. Bank Balances.

The Clerk noted there was currently £22,776.35 in Unity Trust Bank which included £9,460.00 in the Unity Trust Bank Savings account.

b. Consider payments and invoices December 2022.

The meeting approved the payments for the remainder of December 2022.

December payments and receipts for approval at January 9 Parish Council Meeting

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
Simon Lee	Salary December 2022	Salary	BACS	£456.68	£0.00
Clerk	Tax for Dec 2022	HMRC Payments	BACS	£114.00	£0.00
Unity Trust Bank	Service Charge	Statement	BACS	£18.00	£0.00
Jason Clarkson	General grass cutting	Standing Order	S/O	£260.00	£0.00
Simon Lee	Mileage	Expenses	BACS	£13.50	£0.00
TOTAL				£862.18	£0.00

c. Consider any late payments.

None were received. The Clerk raised the need to purchase new ink cartridges at a cost of approximately £50.00. The Clerk suggested that a significant saving could be achieved by

utilising HP InstantInk, costing the Council £2.50/month for printing of up to 50 pages/month. It was agreed that the Clerk sign up and reclaim the expense on a quarterly basis.

7. General Agenda Items

a. External Reports

None were received.

b. Parish Clerk's report.

The Clerk spoke about the professional and prompt service received from the Borough Council's printing services in the production of the Winter edition of the Newsletter and the savings that had been achieved. The Chair was delighted to advise that Mrs M. Hutchinson who had stepped in to the editorial position at very short notice for production of the Winter edition had agreed to continue in the role for the next edition of the Newsletter, which was due for publication before Easter 2023.

c. Village Hall report.

DR advised that a section of the perimeter wall to the bowling green had collapsed and that quotations were being sought for its repair. A leak had unfortunately arisen in the foyer area of the building and was being pursued through the contractor's insurers. In looking to reduce costs, the spraying of the car park later in the year, to eradicate weeds, would once again be undertaken by one of the trustees of the Charity who had the appropriate qualifications.

There was a discussion about ivy growing on the perimeter wall along the Docking Road that was the responsibility of the Landlord. The Clerk was asked to bring this matter to the attention of the land agent acting for the Landlord.

d. Update on Great Ringstead Allotment Charity.

The Chair advised that a notice advertising the vacancy for a trustee had been posted on the Council Noticeboard.

e. Highway related items: Update on the Rangers' visit in February 2023.

The 30mph sign on Peddars Way South needed repair as it looked as though it had been hit by a vehicle. The Clerk was also asked if he could request that the groups within the verges be cleared to facilitate egress of water into ditches.

f. Coronation Day celebration

After discussion of several ideas, it was proposed that the Chair of the Ringstead Woodland Gardens and Walks Group be approached to ascertain if the group would be prepared to host an event on the Bank Holiday Monday (8 May 2023) to celebrate the Coronation of HM King Charles III.

g. Update on SAM2 sign and its management

Following the death of Cllr O'Shea, who had managed one of the SAM2 signs, it was proposed to approach the resident who managed the other device to ascertain if they would now be prepared to maintain both devices.

h. West Norfolk Community Transport withdrawal of bus service Route 21.

Concerns were expressed about the bus service; it had been introduced without appropriate consultation but also withdrawn without any consultation. One Councillor who used the service regularly advised that the timetable for the service was not synchronised with other public transport services. The bus would arrive at Kings Lynn just five minutes after the

mainline train had departed the station. It was agreed that the Chair write to the company expressing the Council's concern. It was noted that the route for the revised service no longer incorporated Ringstead.

i. Playing field, inspection report.

Cllr Little advised that there was still a problem with moles, although rabbit damage was currently confined to the southern part of the site. It was noted that the small toddler climbing frame was in need of cleaning.

j. Grounds Maintenance.

It was agreed that the Chair, Cllr Crowfoot, Cllr Little and the Clerk would have a site meeting on Thursday 12 January 2023 to confirm the areas where grounds maintenance was required, with a view to putting together a specification to enable quotations to be obtained.

k. Review of the number of residential properties in the Parish

The Chair explained that a potential anomaly had arisen with regards the number of residential properties in the Parish. The Council Tax base for 2023/24 had been set by the Borough Council at just over 169, however, 200 Parish Newsletters had been distributed. The Clerk had written to the Borough Council to ascertain if they could provide an explanation for the discrepancy. There was a suggestion that it was to do with those properties paying Business Rates, or residences that were exempt from Council Tax payments.

l. Annual Parish Meeting and Annual Parish Council Meeting dates

The Chair advised of the need to set a date for the above two meetings following the May 2023 local election. Given the Bank Holiday for the Coronation, it was agreed that the Annual Parish Meeting be held at 6:30pm on Monday 15 May 2023 followed by the Annual Parish Council Meeting.

The Chair suggested approaching Mr C. Meakin of the Le Strange estate to attend Annual Parish Meeting and update parishioners on his vision for the future of the Estate.

It was also agreed to move the April meeting from the Easter Bank Holiday (10 April 2023) to the 17 April 2023 at 7:00pm.

m. Policies, procedures and risks – approval of Financial Regulations & Data Protection Policy.

The Clerk set out the context to the Council adopting the model National Association of Local Councils (NALC) Financial Regulations. It was agreed that wherever possible the Council should adopt policies set out by national bodies as updates would be provided where legislation/regulation was amended. It was proposed by DR and seconded by JB and unanimously **RESOLVED**: that the Parish Council adopt the model Financial Regulations.

The Clerk had also updated the Data Protection Policy based upon a template from Norfolk PTS. It was proposed by JB and seconded by DR and unanimously **RESOLVED**: that the Parish Council adopt the Data Protection Policy.

The Clerk would update these documents on the Council's website.

8. Legal Matters.

a. Update on progress new playing field lease.

Copies of the letter sent by the Chair to Cruso & Wilkin and their response had been circulated. On two occasions during 2022 Cruso & Wilkin advised that they had informed the Council that the fees for undertaking the work associated with the renewal of the playing field lease would be £1215.00 exc. VAT. It was agreed that it was very unclear that this included

any fees from Cruso & Wilkin, the Parish Council and its solicitors had understood that these were fees for solicitors acting for the Landlord. To endeavour to resolve the matter, it was agreed that the Chair write again to Cruso & Wilkin and offer to pay them £311.40 exc. VAT, the difference between their solicitor's legal fees and the £1215.00 exc. VAT that the Council had budgeted for renewal of the lease.

9. Planning matters.

a. Planning Applications.

Planning Application 21/00094/F: 14 Golds Pightle

The Clerk advised that an Enforcement Officer from the Council had confirmed that the replacement/new outbuilding required planning permission as it was forward of the principal elevation and the wall at the rear also required planning permission as the height exceeded 2 metres. A planning application was still outstanding.

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

An objection had been lodged but no decision had yet been determined.

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

There had been no decision on the revised proposals.

Planning Application 150/01089/F retrospective permission for use of the cartlodge as holiday accommodation.

An objection had been lodged, but no decision had been determined.

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

Planning Application 22/02272/F: Proposed single storey front, side and rear extensions at 1 Hall Lane Ringstead Hunstanton Norfolk PE36 5JL

There was agreement that the extensive redevelopment of the property would not add anything in terms of the special character and setting of the Conservation Area. The proposal appeared to maximise limited development potential with inappropriate proposals, at the expense of agreed Conservation Area planning requirements. It was **RESOLVED** that the Clerk object to the application on behalf of the Parish Council.

Concerns were raised about the demolition of the boundary wall at 56 High Street. Being in a Conservation Area it was confirmed that replacement should be in the traditional Carstone and chalk. The materials from the demolished wall appeared to have been removed from site. It was agreed that the Clerk advise the Borough Council's Conservation Planning Officer of the concerns and that if modern materials were seen to be used for the replacement wall the Borough Council's Enforcement Officers be immediately advised.

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

The Chair updated the meeting on progress with the development of the Neighbourhood Plan. The Council's planning consultants were currently progressing the preparation of a Draft Plan, including an Allocation Policy for Social Housing. To progress this policy the consultants required confirmation from the Parish Council on the exact extent of land to accommodate the 3 to 6 houses proposed on the preferred option on land off Peddars Way North.

The consultant's view was that to maintain the continuity of housing frontages, access to mains drainage and having just one landowner involved, their preferred site would be the land owned by the Le Strange estate. There was a discussion about the merits of both sites that had been identified, but on the basis put forward by the planning consultants for the northern end, it was proposed by DR and seconded by SL and **RESOLVED:** that the Parish Council's preferred location for the social housing units would be the northern end of the land off Peddars Way North owned by the Le Strange estate.

The Chair advised that once the Allocation Policy had been prepared there would need to be an environmental screening assessment followed by a statutory consultation with statutory bodies.

The Chair also advised that following the preparation of a Draft Plan there would need, under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012, to be a public meeting, followed by a further minimum 6 week consultation period with residents.

It was again noted that ultimately the decision whether or not to approve a Neighbourhood Plan and its implementation, including any future social housing development would be a matter to be decided by parishioners and over 50% of those voting would need to approve its adoption.

The Chair advised that he had also spoken with the Le Strange estate about the Greenspaces element of the Plan and concerns had been expressed about the inclusion of the Downs, as it might falsely give the impression that the area, particularly the woodland, was accessible to the public.

10. To review any correspondence.

Nothing to report.

11. Agenda items for next meeting.

None were received.

12. To confirm the date of the next meeting of Parish Council.

It was agreed the next meeting would be held at 7:00pm on the 13 February 2023.