



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
Clerk and RFO: Simon Lee
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 11 December 2023 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett, Cllr B Crowfoot, Cllr S Little and Cllr N. Shelley
Borough Cllr T. De Winton and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr V. Everitt and Cllr D. Rice.

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

Cllr Jacob advised that he had an interest in a recent planning application regarding a non-material amendment to 22/01185/F -Erection of 1 x No. two-storey house and garage Copper Lodge 1 Jacobs Yard.

3. **Approve the minutes of the last Parish Council meeting held on 13 November 2023.**

The minutes of the Parish Council meeting held on 13 November 2023 were approved, subject to two corrections:

Item 7. c. the interior redecoration of the Village Hall is planned to be undertaken in December 2023 and the exterior redecoration in the Spring of 2024.

Item 7. f. the structure on Holme Road would be more accurately referred to as a bus shelter.

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 present.

6. **Finance.**

a. **Bank Balances and Reconciliation.**

The Clerk noted there was currently £33,244.73 in Unity Trust Bank which included £29848.74 in the Unity Trust Bank savings account.

b. **Consider payments and invoices November/December 2023.**

The meeting approved the payments and receipts for November and December 2023 and received the budget analysis as of 1 December 2023 circulated by the Clerk.

Accounts

Bank Account	Dec-23	Dec-22
Current	3395.99	25907.91
Deposit*	29848.74	9460.00
TOTAL	33244.73	35367.91

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions December 2023

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary (includes backpay)	Clerk	Nov	BACS	714.31	0.00
	HMRC	HMRC	Oct	BACS	178.40	0.00
	Clerks Mileage	Clerk	Nov/Dec	BACS	76.05	0.00
	Printing autumn newsletter and flyer	BCKLWN	Nov	BACS	129.97	0.00
	New battery SAM2	Westcotec	Nov	BACS	109.80	18.30
	Ink for printer	Clerk - Instant Ink	Nov	BACS	4.49	0.75
	Grounds maintenance services	HHA Grds Mtc (paid)	Nov	Standing Order	296.2	49.37
Total					1509.22	68.42

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Current	Bursary towards CiLCA course	SLCC	01.12.23	N/A	200.00
Total					200.00

c. Consider any late payments.

The Clerk advised that there were no late payments, however a receipt for a grant of £4650.00 had been received from Groundwork UK ringfenced as consultancy fees towards the development of the Neighbourhood Plan.

d. Consider the draft budget for 2024/25 and set the annual precept.

The Clerk had circulated a report and a draft budget for 2024/25. Based upon the projections for receipts and payments the Clerk advised that the precept would need to be set at a minimum of £18,606 unless the Council utilised its general reserves. Based on a Council Tax base of 172.1 this would set the precept at £108.11 for a Council Tax Band D.

After some discussion regarding potential future projects including gateway signage and trods, together with the need to retain a general reserve of at 70% of operational costs, it was proposed by Cllr Little, seconded by Cllr Shelley and **RESOLVED** to approve:

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Signed by the Chair: _____

Dated: 9/1/2024

- i. the proposed budget for 2024/25; and
- ii. that the net expenditure requirements for the fiscal year to 31 March 2025 for the annual precept be retained at £19,000.00.

The Clerk would advise the Borough Council accordingly.

7. **General Agenda Items.**

a. **External Reports.**

Cllr. T. De Winton spoke about the meeting held in Hunstanton to consider the potential barrage project. Although it hadn't resolved concerns, it was a project with significant implications and a watching brief was essential. In terms of planning Cllr De Winton advised that a new Arboricultural Officer had been appointed.

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

The Clerk advised that he had successfully completed the legal learning outcomes for the CiLCA qualification.

c. **Village Hall report.**

Cllr Rice had provided a written report which the Clerk read out:

The Hall is regularly used by the Table Tennis and Carpet Bowls Clubs on a weekly basis (Tuesday evenings and Wednesday afternoons) and a new 'drop in' group 'Making Time' meets in the Hall on the first and third Thursday of the month between 10am and 12 noon. The Hall will close for the Christmas break on 14th December, reopening on Monday 8th January 2024. During this period redecoration of the interior will take place, thanks to the Grant awarded by the Borough Council.

d. **Highway related items.**

There was a discussion about the recent road closure and impact on the village. Concerns were expressed about the delay in removing signage which resulted in further inconvenience, as the burst water main was not on the Docking Road. The Clerk asked that he be advised if similar issues happened in the future so that he could liaise with the Highways Department.

e. **Update on damaged SAM2 sign**

The Clerk advised that the new battery had not resolved the problems and that the SAM2 sign was still defective. Westcotec who manufactured the device had suggested a further solution which the volunteer managing the signs was going to try. If that didn't resolve the problems the equipment would need to be returned to Westcotec in Dereham for further investigation.

f. **Archive historic minutes at Norfolk Records Office**

The Chair advised that there was a considerable quantity of old minutes stored at the church, some going back to 1895. It was proposed by Cllr Barnett and seconded by Cllr Shelley and **RESOLVED**: that the archive material be taken to the Norfolk Records Office in Norwich. The Chair agreed to deliver the material on a trip to the City.

g. **Update modification applications for the addition of Public Footpaths to the Definitive Map and Statement for the parish of Ringstead.**

The Clerk had circulated an email from the Case Officer dealing with the applications for the addition of the two Public Footpaths to the Definitive Map that confirmed it is a two-stage process. Any party has up until the 15th December 2023 to lodge an objection to the order. If no objection is received, then the Order can be confirmed. If an objection is submitted, the

Case Officer will have to refer the order to the Planning Inspectorate (PINS) for them to decide whether to confirm the order. As the order is based upon user evidence from members of the public it is likely PINS would decide to hold a local public inquiry into the routes as part of their decision-making process.

h. Cycle Storage Scheme.

There was no overall appetite for cycle storage facilities, as the general view was that cyclists tended to pass through the village. It was confirmed that The Gin Trap has cycle stand facilities.

i. Update on Playing field – play equipment maintenance.

Cllr Little advised that there was a branch down from a tree in the churchyard that was too heavy to remove. It was agreed that the Estate Office be informed.

The Clerk had previously circulated a quotation from Wicksteed Leisure for five replacement half round logs for the Humpty Dumpty Bridge that has been deemed a moderate risk in the recent annual independent playground inspection. It was agreed that the Clerk be instructed to purchase the materials at a cost of £270.22 excluding VAT. The Clerk agreed to fit the replacement timbers when they had been delivered.

j. Grounds Maintenance.

There were no further matters to report.

k. Installation of seat Holme Road.

After some discussion about providing a seat, it was agreed to hold a site meeting with a view to considering the most appropriate location and report back to the next meeting.

l. Councillor Refresher Training.

The Chair advised that it had been sometime since the councillors had undertaken any collective refresher training. The Clerk had obtained a quotation from Norfolk PTS who would hold a two-and-a-half-hour session at a cost of £295.00. There was general support for an evening training session, perhaps with other local councils. The Clerk agreed to contact Norfolk PTS to ascertain if this were something they would accept.

m. Policies, procedures, and risks – Biodiversity Duty & Standing Orders.

The Clerk had previously circulated a copy of a briefing paper on the recently approved Biodiversity Duty on all local councils. There was a general discussion about the work to enhance the playing field, including the recent tree planting. The village had a small group of volunteers who supported Cllr Crowfoot in undertaking work at various sites to enhance the local landscape. In addition, the council placed retention of trees and other vegetation high on its list of considerations when assessing planning applications. The Clerk advised that there was an obligation in the future to adopt a policy and action plan.

The Clerk had previously circulated an amendment to Standing Orders 18. Financial Controls and Procurement. It was proposed by Cllr Barnett and seconded by Cllr Shelley and **RESOLVED**: to adopt the amended model Standing Orders prepared by the National Association of Local Councils.

These would be updated and placed on the Council's website.

8. Planning matters.

a. Planning Applications.

Planning Application 21/00094/F: 14 Golds Pightle the Clerk had received a response from the Enforcement Officer that in the absence of a planning application and after a visit having been carried out by a planning officer, the case was reviewed with the Assistant Director and it was agreed that although the outbuilding does not benefit from Permitted Development (PD) as it is forward of the principal elevation, it was considered to not be very tall, although right on the boundary, that it is situated to the south of No 13, so would impact on overshadowing afternoon/late evening to front garden and property, however, it was not considered to be overbearing and no privacy issues and that the materials were acceptable.

It was therefore agreed that the works would likely be considered to be favourable and therefore in this instance not being in the public's best interest to take any further action.

With regards to the works involving the breezeblock wall at the rear of the property, they are also considered to benefit from PD as it is located forward of a boundary fence and therefore is considered to be a structure which does not exceed 2.5 m high, within 2 m of the boundary and its purpose being to accommodate an oil tank. The case was therefore closed.

Planning Application 23/01764/F: Proposed K-rend Application to Front & Side Elevations (Chalk White Colour) BLock up Garage Door, & Repair & Paint Existing Timber Cladding at Primrose Cottage 34 Docking Road Ringstead, Norfolk PE31 5LA – this was a delegated decision on 27 November 2023 to permit the development.

Work on trees in a Conservation Area 23/00208/TREECA: Privet - T1&2- dismantle 2x privet hedge at front of property. Beech -T3- dismantle Holly -T4- dismantle Pantiles 18 Docking Road Ringstead Norfolk PE36 5LA – crown lifting of beech tree had been permitted by the Arboricultural Officer, but no Tree Preservation Order had been applied. The Clerk had spoken with the owner of the beech tree who was concerned about the proximity of the tree to a neighbours garage. The crown lifting that had been permitted would reduce the risk.

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

Three further applications had been received:

Planning Application 23/00252/TREECA: - The Gin Trap 6 High Street Ringstead Hunstanton Norfolk PE36 5JU - T1 - sycamore - Fell. Tree is in decline, with several major cavities throughout entire crown. Photographic evidence produced to tree officer during site visit to the property in October 2023, to which he had agreed verbal consent to fell due to poor condition in a dangerous area, and replant with suitable species nearby – after some discussion it was agreed that the Clerk write to the Planning Department requesting that an indigenous tree be replanted in the same location.

Planning Application 23/02114/F: Replacement of existing rear conservatory and first floor side extension 5 Burnham Road Ringstead Hunstanton Norfolk PE36 5LB – the Clerk circulated copies of the existing and proposed plans. After discussion it was agreed that the Clerk write to the Planning Department supporting the overall development, but objecting to proposed wooden cladding, requesting that a white rendered finish be a condition of the planning permission if officers approved the plans.

Planning Application 22/01185/NMA: 1 Jacobs Yard Copper Lodge Ringstead Norfolk – 1 non material amendment to planning application 22/01185/F - Erection of 1 x No. two-storey house and garage - the Clerk was asked to try and ascertain from the Planning Department exactly what was being proposed as it was very unclear from the planning portal.

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

The Chair introduced the item and advised that the planning consultancy supporting the council had written to the Case Officers at AECOM requesting updates on progress with the two environmental reports. It was hoped that these would be completed early in the New Year enabling the council to undertake a consultation on the draft Plan, prior to the submission of the draft Plan under the Regulation 14 requirements. It was hoped that with grant funding having been obtained from Groundwork UK further progress could be made this financial year with the support of the council's consultants Collective Community Planning.

9. To review any correspondence.

None received.

10. Agenda items for next meeting.

The Clerk advised that he would be bringing an Internal Control Policy, and that the Council would need to approve Financial Regulations. In addition, the Council would need to formally approve the appointment of an independent internal auditor to assist with the annual audit.

11. To confirm date of the next meeting of Parish Council meeting as Monday 8 January 2024 at 7:00pm.

Meeting closed at 20:05hrs.