



GREAT 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 12 September 2022 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr B Crowfoot (BC), Cllr S Little (SL), Cllr J O'Shea (JO), Cllr D Rice (DR)
S. Lee (Clerk).

Three members of the public attended who were also the candidates standing for co-option.

Following co-option Cllr J. Barnett (JB) joined the meeting.

Prior to the meeting commencing the Chair in commemoration of the recent passing of HM The Queen on Thursday 8 September 2022 asked everyone to stand for a minute's silence.

1 Apologies for absence.

None were received.

2 Declarations of interest and requests for dispensations by councillors

None were declared.

3 Approve the minutes of the last Parish Council meeting held on 11 July 2022

The minutes of Parish Council meeting held on 11 July 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 Co-option of Great Ringstead Parish Councillor

The Chair welcomed the three candidates standing for election and explained that advice had been taken from Norfolk PTS on the process to be followed.

Each candidate in turn Jane Barnett, John Crofts and Noel Shelley gave a brief presentation.

A paper ballot was then held and the results were given by the Chair. The Chair proposed and DR seconded that Jane Barnett be co-opted and **the Councillors resolved that Jane Barnett be co-opted to the Council.**

After the signing of the Declaration of Acceptance Jane Barnett joined the meeting.

The Chair thanked all candidates for standing for election and noted there would be a further opportunity to join the Parish Council in the May 2023 elections.

6 Allow Public Participation (10 mins).

No questions were received.

7 Finance

a. Bank Balances.

The Clerk noted there was currently £24,543.72 in Unity Trust Bank and £9,459.06 in Barclays Saving account.

b. Consider payments and invoices July and August 2022.

The meeting retrospectively approved the payments for July 2022, there having been no meeting in August 2022.

July payments and receipts for retrospective approval Sept 22

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
HMRC	Tax for July	Log sheet	BACS	£103.40	£0.00
James Howard	Pay for July	Payslip	BACS	£413.00	£0.00
James Howard	Expenses for July	Expense sheet	BACS	£123.00	£0.00
Jason Clarkson	Grounds maintenance	Contract	Standing order	£260.00	£0.00
TOTAL				£899.40	£0.00

Payments for August 2022 were considered and approved for payment.

August payments and receipts for approval Aug 22

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
BHIB Affinities	Parish Council insurance	LCO01593-669191	BACS	£472.07	£0.00
Norfolk Parish T&S	Induction training new Clerk	19781	BACS	£80.00	£0.00
Defib Store Ltd	New pads for defibrillator	21143	BACS	£90.00	£15.00
Jason Clark	Grounds maintenance	Contract	S/O	£260.00	£0.00
Community Planning	Neighbourhood Plan	Inv - 0143	BACS	£1,200.00	£200.00
Simon Lee	Pay for August	Payslip	BACS	£478.80	£0.00
Simon Lee	Expenses for August	Expense sheet	BACS	£20.70	£0.00
Fraser Dawbarns LLP	Landlord fees new playing field lease	R11243-0002	BACS	£920.00	£153.33
Fraser Dawbarns LLP	Landlord disbursements playing field lease	R11243-0002	BACS	£20.00	£0.00
Cruso & Wilkin	Rent for playing field	10733	BACS	£26.00	£0.00
TOTAL				£3,567.57	£368.33

Payments received

Payee	Reason	Invoice Number	Payment by	Amount
Groundwork UK	Neighbourhood Plan Grant	NPG-12968	BACS	£8,500.00
TOTAL				£8,500.00

c. Consider any late payments.

A late payment from Dolphin Graphics for £348.00 for printing of the autumn newsletter was approved.

- d. Barclays Business Saving Account – transfer to Unity Trust Bank.

The Chair proposed and SL seconded that the transfer be made.

Resolved: That the funds in the Barclays Saving Account be transferred to a Unity Trust Bank savings account.

The Clerk was instructed to progress the transfer.

- e. To note receipt of a grant from Groundwork UK Neighborhood Planning Team.

Receipt of a grant of £8500 from Groundwork UK for the Neighbourhood Development Plan costs was noted.

- f. SAAA central external auditor appointment arrangements – determine whether or not to opt-out.

SAAA had offered Councils the option to opt-out of the central auditor appointment process. The Clerk outlined the potential risks and implications Councils opting out.

The Chair proposed and JO seconded the proposal not to opt out of the current arrangement.

The Council resolved not to opt-out of the central external auditor appointment process.

8 General Agenda Items.

- a. Any external reports.

None were received.

- b. Parish Clerks report.

The Clerk noted he had spent his first month to familiarising himself with the Council's work, sorting out the banking arrangements and meeting local people.

- c. Village Hall report.

DR reported that regular activities had been resumed; Pipework in the Hall car park had been replaced; a deep clean of the kitchen had been undertaken; and two new trustees had been appointed, Jane Barnett and Leah Gee. A Race Night, was planned on the 22 October 2022.

- d. Highway related items: Update on new Village Gateway.

The Clerk reported he, SL and DR had met with Mr Jeffries Highway Engineer (West 1) Highways, Transport & Waste on Tuesday 6 September 2022 on Burnham Road to confirm the location of the new Village Gateway barriers. It was anticipated that installation would take place within a few weeks.

It was noted the groups had been recently cleared.

- e. Report on the website.

The Chair explained there was a need to improve the current Council website to become the Council's main on-line window.

The Clerk spoke to his paper setting out the potential options. Starting from scratch would present an unnecessary cost, Norfolk PTS had advised upgrading the current Wix website and establishing a new domain, undertaking an audit of the existing system and providing training for the Clerk.

It was noted further consideration needed to be given to the domain name to alleviate confusion with Ringstead Northants which might involve reconsideration of the Parish Council's name. It was resolved to adopt the principles set out in the Clerks report.

JB offered her professional experience in with developing the website.

The Clerk also requested an upgraded software package to help manage pdf files for the Parish Council.

DR proposed and SL seconded the draft resolution be approved. It was Resolved:

1. to upgrade the current Wix account enabling allocation of a new domain such as *greatringsteadpc.info* and removing adverts, at a cost of £80 per annum;
2. to undertake an audit of the current website by a specialist employed by Norfolk PTS to ensure compliance with Web Content Accessibility Guidelines (WCAG), together with training and support for the Clerk at a cost of £135;
3. to purchase a licence to manage pdf documents at a cost of £90/annum.

f. Future editorial of Parish Newsletter.

The Chair noted that, regrettably, the current editor of the Parish Newsletter is moving away and that either a new volunteer was required or the Clerk should take on the role.

It was suggested there was a need to rethink the production of the quarterly newsletter including the costs, the quantity of colour printing, increasing advertising, and possibly sponsorship opportunities.

There was general consensus that a hard copy delivered to every household was the right approach to ensure information about village life to people without the internet and second home owners.

It was agreed the matter be considered at the next meeting of the Parish Council.

g. Update on Sam Sign and its management.

The Clerk reported that the volunteer who had agreed to help with managing the Sam Signs should be attending training this week and that the batteries had recently been changed in one sign.

The Clerk was asked to ascertain if a certain threshold of speeding incidents would trigger the police to undertake a speeding operation in the village.

Concerns were expressed about the speed cars travelled through the village and it was suggested a sign was required on Docking Road.

h. To consider tree works quotation – Cllr Mrs Crowfoot.

BC had previously obtained quotations for various treeworks. The Clerk reported he had recently met with representatives from the Le Strange Estate about a large fallen branch on the playing field and that the opportunity had been taken to visit other sites in the village.

The Estate had accepted responsibility for removing the dangerous field maple on footpath Ringstead FP3 and had agreed the Clerk might undertake some light crown lifting of other trees on the footpath.

In terms of power cables running through the Jubilee tree on the triangle of grass on Docking Road/Burham Road junction, there was a need to contact UK Power Networks and the Estate were investigating the ownership of the land.

It was noted the horse chestnut in the Gin Trap car park was subject of a Tree Preservation Order and was the landlord's responsibility.

The Estate had confirmed that the ash tree in the corner of the Village Hall car park was subject to regular inspection and that further works were necessary.

BC noted that a tree on the emergency access to the playing field required removal and that a local resident was qualified and had agreed to undertake removal.

i. Update on new playground equipment.

The Clerk confirmed that installation of new item of play equipment was now anticipated in mid-November 2022 at the earliest. To locate the new item in the same place as the roundabout

the area would need turfing so the matting for the safety surfacing could grow through the grass.

Resolved, that the Clerk should obtain quotations and pursue the returfing of the area as a matter of some priority.

j. Chalk Pit – location of seat.

The Chair advised that he was seeking a meeting of representatives of the Chalk Pit to consider this matter.

k. Playing field, inspection report.

DR reported on the condition of the Playing Field. She noted several branches had fallen from an ash tree at the rear boundary of the site which the Clerk advised had been cleared by the Estate who would ensure the tree would be regularly inspected by a qualified arborist.

Rabbits remained active the Chair advised t he had asked the Estate Keeper who had agreed to have a look at the problem along with a similar issue in the adjoining shop garden.

It was agreed to recruit a 'working party' to clean the equipment before the next independent inspection of the play equipment scheduled for October 2022.

It was reported that the original bird deterrents had been removed from the swings by persons unknown and as a result birds were fouling the swing seats rendering them unusable unless cleaned. DR proposed and SL seconded and it was **resolved the Clerk purchase plastic bird deterrent to be placed on top of the swings, together with five A4 Snap signs to display notices to explain why the bird deterrent had been installed.**

l. Grounds maintenance

BC reported meeting with the contractor responsible for grounds maintenance about the hedge cutting previously agreed by the Council. There was also a need for the scrub along the front edge of the Village Hall in Docking Road to be cut. The contractor had been concerned about the volume of traffic, but would be undertaking cutting operations now the summer season was coming to end an end.

It was noted the annual contract for grass cutting operations is due for review.

m. Policies, procedures and risks.

The Chair noted the need to ensure that regular reviews of policies and procedures were undertaken, and advised that the Clerk would develop a draft risk register for consideration at the next meeting.

9 Legal Matters.

a. Update on progress new playing field lease.

The Clerk reported he had contacted the Estate who had confirmed they were looking at a renewal of the current lease for a term 25-years with similar terms, but updated to reflect new regulations. He had therefore formally confirmed the appointment of Fraser Dawbarns LLP, to represent the Parish Council. The Landlords legal fees as per payment list (see Item 7 b.) would be held by Fraser Dawbarns LLP. The Chair commented that the fees when spread over the 25-year term of the lease represented value for money.

10 Planning matters.

a. Planning Applications.

Planning Application 21/02136/F: Land Adjacent To 56 High Street Ringstead – The Clerk advised that a decision on the application was still awaited.

Planning Application 21/00094/F: 14 Golds Pightle

The Clerk advised that an Enforcement Officer from the Borough Council had confirmed that an investigation in respect of the massing of outbuildings would be undertaken.

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

The Chair reported that a Housing Needs Assessment, Site Assessment and draft Design Guidance had been prepared by the consultants and circulated to Councillors. Issues about some images used in the Design Guidance were being resolved but overall, the Plan was progressing on schedule.

An on-line meeting was planned for Thursday 15 September 2022 with representatives of the Borough Council's planning team, the consultants and members of the Working Group to consider the possibility of proposals for three affordable housing units.

A public meeting is proposed at the Village Hall on the morning of the 12 November 2022 to enable parishioners to learn more about the proposals and to provide an opportunity for feedback. The village would again be circulated with information about this.

11 To review any correspondence.

The Clerk reported that a resident who had recently purchased a property in the High Street had written expressing concerns about cars speeding along the road. He had responded advising of Sam Sign and Gateways initiatives to remind motorists e they were entering a village and to reduce speed.

12 Agenda items for next meeting.

It was agreed to include the Chalk Pit on the next agenda.

13 The date of the next Parish Council meeting was confirmed as 10 October at 7pm in the Village Hall.

