



## 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 13 November 2023 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J. Barnett (JB), Cllr B Crowfoot (BC), Cllr V Everitt, Cllr S Little (SL), Cllr D Rice (DR) Cllr N. Shelley (NS) and S. Lee (Clerk).

1. **Apologies for absence.**

None.

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

No declarations and requests for dispensations were received.

3. **Approve the minutes of the last Parish Council meeting held on 9 October 2023.**

The minutes of the Parish Council meeting held on 9 October 2023 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 present.

6. **Finance.**

a. **Bank Balances and Reconciliation.**

The Clerk noted there was currently £34,527.06 in Unity Trust Bank which included £26,848.74 in the Unity Trust Bank savings account. It was agreed to transfer funds from the current account to savings account retaining circa £3,500 in the current account.

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

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

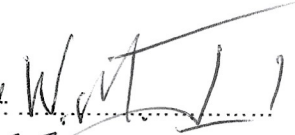
### Accounts

Bank Account	Nov-23	Nov-22
Current	7678.32	30324.69
Deposit	26848.74	0.00
<b>TOTAL</b>	<b>34527.06</b>	<b>30324.69</b>

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Clerk email: [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)

November 2023

Signed by the Chair: 

Dated: 11/12/23

**Ringstead Parish Council Transactions October 2023**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary	Clerk	Oct	BACS	446.11	0.00
	HMRC	HMRC	Oct	BACS	111.60	0.00
	Clerks Mileage	Clerk	Oct/Nov	BACS	56.70	0.00
	Uncontested election fee	BCKLWN	Oct	BACS	54.60	9.10
	Playground inspection	PI Company	Oct	BACS	107.40	17.90
	Noticeboard Top End	Greenbarnes	Oct	BACS	379.73	63.29
	Rent for playing field	Le Strange Estate	Oct	BACS	26.00	0.00
	Ink for printer	Clerk - Instant Ink	Oct	BACS	3.99	0.67
	Grounds maintenance services	HHA Grds Mtc (paid)	Oct	Direct Debit	296.2	49.37
<b>Total</b>					<b>1482.33</b>	<b>140.33</b>

A/C	Description	Payee	Period	Remittance Number	Amount (£)
<b>Current</b>	CIL Payment - Chapel Lane	BCKLWN	Oct	21/00546/FM	3576.88
<b>Total</b>					<b>3576.88</b>

**c. Consider any late payments.**

The Clerk advised that there were no late payments, however a cheque for £200.00 had been received from Society for Local Council Clerks as the bursary towards the Clerk's CiLCA qualification.

**7. General Agenda Items.**

**a. External Reports.**

None were received.

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

The Clerk advised that he was currently preparing a draft budget for 2024/25 to be presented to the December 2023 meeting, where the precept would need to be set. A copy of the Public Liability insurance certificate had been received from the Ringstead Woodland Gardens and Walks Group for £5M cover, ending on 8 November 2024.

**c. Village Hall report.**

ClIr Rice advised that the Race Night had raised £920.00 and thanked all members for their support in hosting the event. The table tennis and carpet bowls clubs were still making use of the Hall. The works to redecorate the outside of the Hall utilising the CIL funding secured from the Borough Council would commence in December 2023, with the interior works planned for the Spring 2024.

**d. Highway related items.**

The Clerk confirmed that the location of the groups for the village had been forwarded to the Rangers.

**e. Update on damaged SAM2 sign**

After some discussion it was agreed to purchase a new battery from Westcotec at a cost of £84 plus VAT and £7.50 delivery charge. The Clerk was asked to establish whether the company could supply solar panels to charge the SAM2 sign and how easy these would be to relocate to the different locations around the village.

**f. Noticeboard – Bus Stop Holme Road**

The Chair thanked the Clerk for his help with installing the new noticeboard on the bus stop at Holme Road.

**g. Report on the Home improvement Scheme presentation**

The Chair confirmed that 8 members of the public attended the presentation which was very informative. The officer from the Council has been very responsive to further requests for information. The Chair agreed to circulate the contact details for the officer as some members had not been able to attend the presentation.

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

There was some confusion about a recent email and documentation forwarded by the Case Officer at Norfolk County Council dealing with the applications for the addition of footpaths to the definitive map. The Clerk was asked to clarify if this was a two-stage process and that further objections could be submitted by the 15 December 2023.

**i. Play equipment annual inspection report and maintenance update.**

The Clerk had previously circulated the detailed annual independent play inspection report produced by the Playground Inspection Company at a very reasonable fee of £107.00/annum.

There were two moderate risk issues identified. These were for repairs to the steps to the embankment slide and replacement of some wooden bridge slats on the Wicksteed multi-play equipment. The Clerk had contacted Wicksteed Leisure to obtain a quotation for five new bridge slats. The Clerk was still trying to find a company to undertake repairs to the embankment steps. The remaining issues were all low or very low risk.

The Clerk had been in contact with a playground maintenance company who would undertake two operational surveys each year and price up repairs for works. Given the detail contained in the independent inspection report which was required for insurance purposes it was hoped that a local company could be identified to undertake the repairs, rather than a company who would undertake a lower-level inspection and submit costs to undertake repairs for which they would charge an attendance fee of £199.00.

**j. Update on the Playing Field – entrance and mirrors.**

The works to repair the pillar were complete, the Clerk advised that UK Power Networks had confirmed that they do not permit third parties to attach equipment to their posts.

The Chair advised that the contractors undertaking the development at Chapel Lane who were utilising the car park at the playing field had agreed to undertake repairs to the car park surface. The Clerk was asked to follow up if works had not been undertaken.

**k. Grounds Maintenance**

The Clerk had obtained a revised quotation for HHA Grounds Maintenance Ltd to continue with their grounds maintenance contract in 2024/25. The company were proposing to increase fees by a modest 7% increasing the value from £2962/annum to £3170/annum. Cllr Rice proposed, and Cllr Barnett seconded, and it was **RESOLVED**: to approve the retention of HHA Grounds Maintenance Ltd for grounds maintenance services in 2024/25. The Clerk was instructed to advise HHA Grounds Maintenance accordingly.

**l. The Wash Barrier Presentation**

The Chair updated the meeting on The Wash Barrier presentation that he had attended on Friday 3 November 2023. In summary there was still a considerable amount of work required to understand the potential environmental impacts arising from such a scheme which would potentially take several years to complete. In the meantime, a watching brief be kept on any developments.

**m. Policies, procedures and risks – draft grievance procedure and draft disciplinary procedures – based on ACAS model documents.**

The Clerk had previously circulated a copy of a draft grievance procedure and draft disciplinary procedures – based on ACAS model documents. It was proposed by Cllr Shelley and seconded by Cllr Barnett and **RESOLVED**: to adopt the grievance procedure and disciplinary procedures – based on ACAS model documents.

**8. Planning matters.**

**a. Planning Applications.**

*Planning Application 21/00094/F*: 14 Golds Pightle planning application was still outstanding, the Clerk had chased the matter given it had been outstanding for several months and had received an email from the Enforcement Officer advising that a Case Review was being held on 7 November 2023, unfortunately no further update had been provided. The Clerk would follow up with the Enforcement Officer.

*Planning Application 23/00558/F*: Replacement of rear single storey extension retaining balcony; alterations to fenestration; new materials | Wanans 48 Docking Road Ringstead Hunstanton Norfolk PE36 5LA – the application had been approved and Cllr Barnett confirmed works had commenced on site.

*Planning Application 23/01335/F*: Retrospective backfill of extg clay pit to the rear garden and level up of garden levels to the rear of the house garden. Westgate House, 17 Chapel Lane, Ringstead, Norfolk, PE36 5JX. – the application had been refused planning permission on 11 October 2023.

*Planning Application 23/01764/F*: Proposed K-rend Application to Front & Side Elevations (Chalk White Colour) BGlock up Garage Door, & Repair & Paint Existing Timber Cladding at Primrose Cottage 34 Docking Road Ringstead, Norfolk PE31 5LA – copies of the proposed plans were circulated at the meeting. Although there was some concern about the white render it was agreed that given the property was outside of the Conservation Area and other properties within the immediate vicinity were rendered in white it was not a material reason for objecting to the planning application. There was a discussion that none of the ground works changes to the property had been included in the planning application and there were

concerns about possible encroachment of the property onto the public highway. The Clerk was asked to follow this up with the planning officer.

*Planning Application 23/01493/F:* Extension to the front providing a new entrance and single storey extension at Apple Tree Cottage 62 Docking Road Ringstead Hunstanton Norfolk PE36 5LA – the Clerk confirmed that planning permission had been permitted on the 3 November 2023.

*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 – the members present unanimously agreed and supported the letter objecting to the removal of the beech tree submitted by the Clerk.

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

None received.

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

- i. Report to Inform Habitats Regulations Assessment – AECOM
- ii. Strategic Environmental Assessment (SEA) for the Ringstead Neighbourhood Plan - Scoping Report - AECOM.

The Chair introduced the item and advised that he had provided some comments to the authors of the two documents. After some further discussion about the process Cllr Little proposed, Cllr Rice seconded, and it was **RESOLVED**: to approve the two draft documents enabling the process for the development of the Habitats Regulations Assessment and Strategic Environmental Assessment to support the Neighbourhood Plan to progress to the next phase.

**9. To review any correspondence.**

The Chair advised that there had been a report of a naked man on the permissive footpaths at Courtyard Farm that had been reported to the police and owner of the farm. It was agreed that should further incidents be witnessed the public should contact the police on 999.

**10. Agenda items for next meeting.**

The budget for 2024/25 and potential location of a bench near to the bus stop on Holme Road enabling the views over the village to be enjoyed.

**11. To confirm date of the next meeting of Parish Council meeting as Monday 11 December 2023 at 7:00pm.**

Meeting closed at 20:00hrs.