



## RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
[greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com)  
Mobile: 07529 214172  
<https://ringsteadpc-norfolk.info>

MINUTES of the Meeting of Ringstead Parish Council held on Monday 13 February 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),  
Borough Councillor B. Lawton (BL) & S. Lee (Clerk).  
One member of the public.

1. Apologies for absence.

Cllr D Rice, Vice Chair.

2. Declarations of interest and requests for dispensations by councillors

SL advised that she knew two of the contractors who had submitted quotations for ground maintenance services.

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

The minutes of Parish Council meeting held on 9 January 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).

The Chair proposed that item 7. f. be brought forward to enable the Chair of the Ringstead Woodland, Gardens and Walk Group (RWGWG) (Mr M. Brock) to participate in a discussion about the HM King Charles III Coronation and an event to celebrate the occasion. This was agreed.

Mr Brock advised that his colleague Mr Large was unable to attend the meeting and had asked that his apologies be recorded, along with Mrs Brock who was also unable to attend.

A number of ideas for a community event were discussed to be held on Sunday 7 May 2023 at the Chalk Pit. Mr Brock advised that he had a marquee that could be installed together with a gas barbeque and that two generators were also available.

It was agreed to host a picnic event from midday at the Chalk Pit, with community games, a Ringstead Bake-off event with cakes to be judged for the Coronation along with some music played through a sound system.

Cllr Lawton advised he had £250.00 funding remaining in his Councillor Fund that the RWGWG could apply for to help host an event. Mr Brock confirmed and the cost of a tree that his Group had a bank account and could receive funding and that his Group would submit a bid towards posters, food, refreshments, bunting etc.

In addition, it was agreed to plant a tree at the Chalk Pit to celebrate the Coronation. There was a discussion about the need for mobile welfare facilities which were likely to cost in excess of £200.00. It was agreed that the Parish Council would also submit a bid to the Borough Council's Coronation Fund to support the hire of these welfare facilities and the cost of a tree.

There was a discussion around parking arrangements and facilitating access for disabled people and Mr Brock outlined his proposals.

The Chair thanked Mr Brock for attending the meeting.

6. Finance

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £25,243.97 in Unity Trust Bank which included £9,471.04 in the Unity Trust Bank Savings account. The Clerk advised that Cllr Rice had undertaken a full independent bank reconciliation and had signed the Unity Trust Bank statement confirming that the funds were all in order.

b. Consider payments and invoices January 2023.

The meeting approved the payments for the remainder of January/February 2023.

JB2:G14 January/February payments and receipts for approval at February 2023 Parish Council Meeting

Payee	Reason	Invoice Number	Payment by	Amount	VAT Portion
Clerk	Salary January 2023	Salary	BACS	£415.20	£0.00
Clerk	Tax for January 2023	HMRC Payments	BACS	£103.60	£0.00
Clerk	Milage January/February 2023	Salary	BACS	£27.45	£0.00
Jason Clarkson	General grass cutting	Standing Order	S/O	£260.00	£0.00
BCKL&WN	Printing of Newsletter	110170973	BACS	£110.20	£0.00
Wel Medical Ltd	Defib battery	S256109	BACS	£192.00	£32.00
Collective Community Planning	Draft Neighbourhood Plan	INV-0236	BACS	£1,200.00	£200.00
<b>TOTAL</b>				<b>£2,308.45</b>	<b>£232.00</b>



**Receipts received February 2023**

Payee	Reason	Payment by	Amount
VAT	Refund	BACS	£3,311.80
<b>TOTAL</b>			<b>£3,311.80</b>

c. Consider any late payments.

None were received.

7. General Agenda Items

a. External Reports

A report had been previously circulated from County Councillor Andrew Jamieson regarding the setting of the County Council Tax. The report was noted.

b. Parish Clerk's report.

The Clerk updated the meeting on two training sessions he had recently attended hosted by Norfolk PTS. One session had focused on the forthcoming Parish Council elections and the Clerk outlined the position with regards completion and submission of Nomination Forms for those Parish Councillors standing in the May 4 2023 Local Election. The Clerk also outlined work undertaken in preparing for year end procedures following a further training course by Norfolk PTS.

c. Village Hall report.

DR had provided a report for the Clerk to present at the meeting. Unfortunately, both the Yoga groups that met at the Village Hall on a weekly basis had cancelled their bookings, which would reduce the Hall's income considerably. Although there is currently a healthy bank balance, this would soon be depleted as the Hall is in need of redecoration, and due to its age and construction there are often 'jobs or repairs' that need to be undertaken.

In addition, Ms Carol Nelson, the Secretary and Treasurer, has decided to resign from the Committee after the next meeting in March 2023. Ms Nelson had contributed a significant amount of time and energy on behalf of the Village Hall over the years, and DR asked that her contribution, on behalf of the Committee be noted.

There was a discussion about the repair to the wall that had collapsed adjacent to the bowling green. The Clerk explained that the original lease from 1981 establishing the Village Hall Charity had been located. The lease set out the legal arrangements, the landlord was the Le Strange estate, the tenant was the Parish Council who were also referred to as the custodian trustee. The custodian trustee was a trustee who had the custody and care of trust documents and investments but does not have administration or management powers in relation to the trust. The Clerk advised that given this position, responsibility for repair of the wall rested with the Village Hall Charity who had management responsibility for the asset.

JB explained that to date only one quotation had been received for repair of the wall and that names of builders provided by the Clerk had been forwarded to the Chair and Secretary of the Village Hall Charity.

d. Update on Great Ringstead Allotment Charity.

The Chair advised that at least one person had registered an expression of interest to act as trustee for the Charity. It was proposed and **RESOLVED**: that Ruth Goulden be approached to act as trustee for Great Ringstead Allotment Charity. The Chair advised that a further potential candidate had also expressed an interest.

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

The Clerk updated the meeting on the proposed work that was being arranged by the Highway Department in clearing grumps, repairing signs and white-lining on roads, where the current lines had faded. A further grupp at Peddars Way South which had completely silted up was discussed, the Clerk agreed to inform the Highways Department once the exact location had been identified.

VE raised the issue of 30mph speed limit on the Sedgford Road not commencing at the gateway entrance. It was explained that the costs to move the 30mph speed limit were prohibitive and all agreed that ideally the speed limit should have been introduced further south along the Sedgford Road, as there were risks for cars pulling out of The Downs car park.

f. Coronation Day celebration

This item had been considered earlier in the meeting.

g. Delivery of Heacham Surgery Newsletter

The Clerk advised that Heacham Surgery were approaching Parish Council's to ascertain if their group practice newsletter could be delivered at the same time as the Parish Council newsletter. It was agreed that if the Surgery delivered their newsletters to the Chair at the same time as the Parish Newsletter was being delivered, the Surgery newsletters could also be delivered to local households.

h. Update on SAM2 sign and its management

The Clerk advised that DR had provided him with the maintenance equipment used for the High Street Sam2 sign. The Clerk had approached the current resident who was managing the other Sam2 sign to ascertain if he would be prepared to maintain a second Sam2 sign. It was recognised by the meeting that this was quite an onerous additional responsibility.

i. Playing field, inspection report.

Cllr Little advised that there was still a problem with moles, and that concerns had been expressed about rabbits digging around the base of the newly planted trees. BC advised that her volunteers would place some netting around the base of the trees to prevent this activity.

In preparing the risk management policy the Clerk had identified that in terms of best practice those undertaking weekly visual checks of the playing field ought to complete a simple tick-sheet form which could be handed to the Clerk at each meeting. VE explained that a form was previously used but that it hadn't been used recently as there was a concern of liability in the event that those undertaking the visual inspection had missed something. The Clerk advised that the visual inspection was just that, to try and identify obvious faults, Councillors undertaking these inspections were not qualified to identify anything other than obvious damage. VE advised that she might still have a copy of the form for the Clerk to review.

The Clerk advised that two playground companies were pricing the repair of equipment that had been identified as low and moderate risk in the annual inspection. In addition one



company had provided a quotation of £120.00 for an additional operational inspection of equipment to be undertaken six months after the annual independent inspection. This would provide further reassurance of the condition of equipment, supplementing the independent inspection and monthly visual inspections. It was agreed that the Council proceed with this quotation and the Clerk was instructed to action.

VE advised of quotations received for signage for the playing field. It was agreed that the Clerk would follow these up.

j. Grounds Maintenance.

The Clerk outlined the process of obtaining quotations for the annual grounds maintenance contract in the village. Five companies had been approached and three quotations obtained for all or part of the services had been received. The lowest quotation for both the playing field and the general village grounds maintenance was from HHA Grounds Maintenance Services, based in Wisbech. The difference in prices from the two current service providers was in excess of £2,000.00 per annum. The Clerk had obtained an excellent reference from another Parish Council about the services provided by HHA Grounds Maintenance. The company had been very responsive to issues raised during the tendering process and the Director had met on site with the Clerk. It was proposed by BC and seconded by JB and **RESOLVED**: that the Council appoint HHA Grounds Maintenance Ltd to undertake grounds maintenance services for Ringstead at an annual cost of £2962.00 per annum for 2023/24, with the opportunity, subject to provision of satisfactory services, to extend the contract for a further two years in 2024/25 and 2025/26.

The Clerk would speak with the current service providers who had provided excellent services and thank them and advise them of the position.

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

The Chair explained that this was an ongoing piece of work, but necessary to try and establish the total number of properties in the Village. The Clerk advised that he had written to the Borough Council to try and better understand the Council Tax base. Given workloads of staff involved he would follow up with a further email within the next two weeks.

l. Update of the Saxon Shore Meeting and Additional Hours for the Clerk

The notes of the meeting had been previously circulated and were noted.

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

The Clerk had circulated a number of revised policies, including Standing Orders based on the NALC model documents, a Risk Management policy, Health and Safety Policy and an updated Asset Register.

Following discussion JB proposed and BC seconded and it was **RESOLVED**: to approve the revised Standing Orders, Risk Management Policy, Health and Safety Policy and the updated Asset Register (enabling restated figures to be inserted in Line 9 of the AGAR for consistency and comparability).

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

It was agreed to prepare an updated Diversity, Equality and Inclusion Policy for the next meeting. JB offered to review this policy.

8. Legal Matters.

a. Update on progress new playing field lease.

Copies of the further correspondence between the Chair and Cruso & Wilkin had been circulated. The Council reluctantly agreed to except the position put forward by Cruso & Wilkin of a reduced fee of £611.52 inclusive of VAT and disbursements. The Clerk would advise Fraser Dawnbarns LLP and Cruso & Wilkin so that completion of the lease could proceed.

9. Planning matters.

a. Planning Applications.

*Planning Application 21/00094/F:* 14 Golds Pightle 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. The application had been approved.

*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. The Planning Officer had circulated the Parish Council with a proposed condition linking the annexe to the main building as a holiday let. There was a concern that the condition could not adequately be enforced and the Clerk was instructed to ascertain if a more robust condition could be drafted. There was a concern that if this permission were granted further cartlodges would be proposed in Ringstead and other villages and the local planning authority would have set a precedent for their construction and later alteration as holiday lets or second homes.

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

An objection had been submitted, but no decision had yet been determined.

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

The Chair introduced the item and thanked everyone for the comments that he had received on the first draft of the Neighbourhood Plan and supplementary documents. A further iteration of the documents had been undertaken by the planning consultants and circulated.

The Chair took each of the three supplementary documents in turn and Councillors considered at length a number of amendments:

*Views Assessment*

A number of additional views were considered including looking north from Sedgeford Road up to the church, looking from South Peddars Way across into the village; looking east across Docking Road to Burnham Road and looking either direction from Burnham Road.

*Heritage Assessment*

The Council considered at length a significant number of additional buildings for inclusion in the Heritage Assessment. This included cottages at the Top End, the shop, and then a



number of additional buildings down the High Street, cottages at the bottom of Foundry Lane and a number of farmsteads that were integral to the character of the village.

#### *Greenspaces*

In addition to the existing greenspaces identified as part of the previous consultation, a number of additional sites had been identified. This included the pasture at the end of Chapel Lane, pasture off Sedgeford Road Farm and the pasture south of Foundry Lane. These open spaces were considered integral to the setting and character of the Conservation Area and their potential loss would significantly reduce the amenity and sense of openness of the setting and clustering of the buildings in the village.

The Chair advised that it was unlikely that the verges could be included as greenspaces in the Plan.

There was a discussion about the Allotment site and whether it was protected by virtue of being held under the Allotments Acts. The Chair would seek clarification from the planning consultants.

Following the discussion and amendments considered the Chair asked if the Councillors would support approval of the three supplementary documents. SL proposed and BC seconded and it was **RESOLVED**: to approve subject to the inclusion of the amendments considered at the meeting the:

- a) Ringstead Neighbourhood Plan Views Assessment
- b) Ringstead Neighbourhood Plan Heritage Assessment
- c) Ringstead Neighbourhood Plan Greenspaces Assessment

The Chair then outlined the next steps in the process including submission of the documents to the Borough Council and in parallel a further consultation period, including an open public consultation meeting on the 25 March 2023 to be held at the Village Hall at 7.00pm.

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 March 2023.