



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
Clerk and RFO: Simon Lee
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DRAFT MINUTES of the meeting of Ringstead Parish Council held on Monday 11 November 2024 at 7.00 at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Everitt, Cllr Rice, Cllr Little, Cllr Shelley and S. Lee (Clerk).

1. **Apologies for absence.**

County Cllr A. Jamieson and Borough Cllr T. de Winton.

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

Cllr Jacob advised of an interest in item 7.e being secretary of the Ringstead Parochial Church Council and Planning Application 24/01939/F. Cllrs Rice and Barnett both advised of an interest in item 7.e. as they are members of Ringstead Village Hall Committee.

3. **Approve the minutes of the Parish Council meeting held on 14 October 2024.**

The minutes of the Parish Council meeting held on 14 October 2024 were approved.

4. **Matters arising from the above minutes not discussed elsewhere on the agenda.**

The Clerk had previously circulated a response from the Commercial Manager at Lynx who was unable to accommodate the proposal to divert the Coastliner bus service through Ringstead. The diversion would add approximately 30minutes to the journey time, requiring an additional bus to be purchased and the road between Ringstead and Holme was unable to accommodate a double-decker bus.

5. **Allow Public Participation (10 mins).**

None were present.

6. **Finance.**

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £45,149.34 in Unity Trust Bank this including additional ringfenced CIL funds now amounting to £17,066.42.

b. Consider payments and invoices October 2024.

The meeting approved the payments and receipts for October 2024.

Accounts

Bank Account	Oct-24	Oct-23
Current*	8403.83	7678.32
Deposit**	36745.51	26848.74
TOTAL	45149.34	34527.06
Difference vs. last yr:		£10,622.28

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions October 2024

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary	Clerk	Oct	BACS	504.00	0.00
	Tax	HMRC	Oct	BACS	126.00	0.00
	Clerks Expenses and mileage	Clerk	Oct	BACS	95.35	0.00
	Grounds maintenance services	HHA Grds Mtc	Oct	Standing Order	317.00	52.83
	Annual Playground Inspection	PI Company	Oct	BACS	114.00	19.00
	Printing autumn newsletter	BCKLWN	Oct	BACS	117.26	0.00
	Service Charge Current Acct	UTB	Oct	Direct	5.40	0.00
Total					1279.01	71.83

Receipts received Oct 2024

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Cur	CIL Payment - Development South Chapel Lane	BCKLWN	Oct	22014001	7153.77
Total					7153.77

c. Consider any late payments.

There were no late payments.

d. Outline budget 2025/26.

The Clerk had previously circulated a spreadsheet showing the outline budget projections for 2024/25 and the proposed budget for 2025/26. The Clerk drew attention to the recent changes announced in the Chancellor's budget that would require the Parish Council as an employer to contribute National Insurance. It was estimated based on the current hours and Clerk's salary that £415.00 would need to be included in the budget to meet these contributions. The Clerk was awaiting information from the grounds maintenance contractor on prices for providing the service in 2025/26, he had assumed for the purpose of the outline budget a similar increase to 2024/25. Additional sums had been included in the budget for IT, including renewing the WIX domain and also contributions towards a replacement SAM2 sign. The outline budget for 2025/26 was noted.

7. **General Agenda Items.**

a. **External Reports.**

There were no reports.

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

The Clerk advised that a new Area Engineer responsible for north-west Norfolk had been appointed by the County Council and was due to commence in the role in December 2024. The Clerk also advised of the changes proposed by the County Council to introduce a booking system at the Heacham civic amenity site. There were concerns that this might lead to increased incidents of fly-tipping. There was a view that booking systems worked well in other parts of the country, however, there were concerns that at present only a 15-minute slot would be allocated. The Clerk had received an email from a representative of Heacham Parish Council who were considering launching a petition opposing the proposal. It was agreed to include this on the next agenda for the next Council meeting.

c. **Village Hall report.**

Cllr Rice advised that the Table Tennis Group had decided to take a break as the numbers attending sessions had declined. The Carpet Bowls Group were still actively using the Hall and there were a couple of private bookings.

Cllr Rice advised that the Committee were hosting the popular Race Night on the 16 November 2024, and thanked people for donating prizes to the raffle.

d. **Highway related items.**

The Clerk advised he had requested that the Highways Department clear the groups, particularly along Docking Road.

e. **Consider grant applications – Ringstead Village Hall and Ringstead Parochial Church Council (PCC).**

The Clerk had previously circulated applications forms from both the PCC and Village Hall. The PCC had requested a grant of £1,000 towards maintenance of the churchyard which annually cost £2,000 per annum. The Village Hall had requested a grant of £800 towards maintaining the Village Hall.

Following a discussion it was proposed by Cllr Shelley, seconded by Cllr Rice and **RESOLVED:** to award a grant of £800.00 to Ringstead Parochial Church Council.

Cllr Little proposed and seconded by Cllr Crowfoot, and it was **RESOLVED:** to award a grant of £800.00 to Ringstead Village Hall.

f. **Update on Playing Field and Grounds Maintenance including moles.**

Cllr Little had recently undertaken an inspection of the playing field and was concerned about damage by rabbits and moles. Concerns were raised that rabbits were prevalent in the "spring area" to the west of the playing field. After a discussion the Clerk was instructed to write to the tenant of the land adjacent to the playing field to ascertain if they would undertake rabbit control or give permission for others to undertake control. The Clerk would follow up with the mole control contractor.

g. Policies, procedures and risks – Ringstead Parish Council – Standing Orders.

The Clerk had previously circulated a copy of the Standing Orders prepared by Norfolk PTS. All agreed that these were easier to read than previous versions and it was proposed by Cllr Little, seconded by Cllr Barnett and **RESOLVED**: to approve the Standing Orders for the ensuing year.

8. Planning matters.

a. Planning Applications.

Planning Application 24/01939/F Variation of condition number 13 attached to planning permission 24/00639/F: The Clerk had previously circulated plans showing the currently approved surface water and foul water drainage configuration, together with the proposed configurations. From the plans it appeared that the developer was proposing to amend the foul water system with an enlarged Kingspan (or equivalent) sewer treatment plant to deal with 70 rather than 50 people. The cellular soakaway tank has been replaced by a drainage field which from the drawing was 15m from the nearest property so complies with Part H of Building Regulations. An Environment Agency permit would need to be issued before it is signed off for use. The surface water system has been replaced by a cellular soakaway tank to an infiltration pit. It appears from the text on the drawing that a 1:100-year rainfall event would not result in any local flooding. The Council agreed, noting that planning officers would need to be satisfied that the schemes were compliant with current Regulations.

Planning Application 24/01813/F - 9 Burnham Road: Although the Council had submitted an objection, further information had been received about whether the plot could accommodate a drainage field to service the significant number of handbasins, toilets and showers proposed in the new building. There was also a concern that the original application had indicated that the property was on mains sewer. It was agreed that this was a material planning concern and that the Council should submit an additional comment raising awareness of the issue.

Planning Application 24/01714/F - Poachers Gap 21 Peddars Way South: It was confirmed that an objection and a supplementary comment had been submitted to the local planning authority. It was noted that the owners of the property had submitted a complaint about the comments submitted to the local planning authority by the Parish Council.

In terms of the additional structure recently built in the garden of the property the Council were concerned about whether it conformed to The Town and Country Planning (General Permitted Development) (England) Order 2015, specifically E1 (b), the total area of ground covered by buildings, enclosures and containers within the curtilage of the dwelling and E1 (e) ii. the height of the building within 2 metres of the boundary of the curtilage of the dwellinghouse.

Planning Applications 24/00225/TREECA and 24/00226/TREECA – carrying out works to reduce the crown spread of a sycamore at Hillside 60, High Street and reduction of the crown of a red oak at Easterly Lodge 68 High Street within a Conservation Area: - two late applications had been received by the Parish Council on Friday 8 November 2024. The Clerk circulated photographs of the red oak that showed that it had previously been reduced, it was difficult to determine from the photograph and site plan provided with the application, exactly which was the sycamore. It was agreed that subject to further investigations, if it was the trees that the Clerk had identified, no further comment would be made, however, if it was the large tree shown in the right of the photograph, that the Council should object as it had significant local amenity value.

b. Update on Ringstead Neighbourhood Plan – Cllr Dr Jacob

Having been previously circulated, Cllr Jacob advised that the independent Examiner had finalised their report to the Borough Council of the Independent Examination of the Ringstead Neighbourhood Development Plan. The report highlighted the Examiner’s conclusions and suggested that, subject to a series of recommended modifications set out in the Report, the Ringstead Neighbourhood Plan meets all the necessary legal requirements and should progress to a referendum. The report was received and agreed, Cllr Jacob advised that it was likely that a referendum would be held early in the New Year.

9. To review any correspondence.

The Clerk advised of a forthcoming meeting of the SNAP Priority Setting Meeting on 13 November 2024 starting at 7pm at Hunstanton Town Hall. The Chairman advised of a briefing meeting being organised by the Borough Council on the Council Tax setting and arrangements for second homes, to be held on 21 November 2024.

10. Agenda items for next meeting.

It was agreed to include the final budget report for 2025/26 and setting the annual precept, along with the Heacham Civic Amenity site.

11. The date of the next meeting of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the 9 December 2024.

The meeting closed at 20:10hrs.