



# Notice of Meeting and Summons to Councillors to Attend The Annual Ringshall Parish Council Meeting

Dear Councillor

You are summoned to attend the Annual Parish Council meeting at the Village Hall, Ringshall, on Tuesday 23rd May 2023 at 7.30pm (or immediately after the conclusion of the Annual Parish Meeting, whichever is the first).

L Luther  
Parish Clerk  
Tel: 07702 132061  
email – pc.ringshall@gmail.com

## AGENDA

- 1) Election of the Chairman of the Council  
*(To receive the Chairman's Declaration of Acceptance of Office)*
- 2) Election of the Vice-Chairman of the Council
- 3) To receive apologies of Absence – Cllr C. Payne.
- 4) To receive Declarations of Interest
- 5) To receive any Applications for Dispensation
- 6) To approve the Minutes of the previous meeting held on March 28<sup>th</sup> 2023
- 7) To appoint representatives to Committees and Outside Bodies
  - a. Personnel Committee
  - b. Ringshall Village Hall Committee Representative
  - c. Tree Warden
  - d. Footpath Warden
  - e. SID Operator
- 8) Authorisation of Annual Subscriptions a. Suffolk Association of Local Councils £274.75 9)
- 9) **Public Participation Session** – *Limited to 15 minutes with 3 minutes per person.  
Members of the public may raise any matter affecting the parish.*
- 10) **To receive the County Councillor's Report** – *County Cllr Kay Oakes*
- 11) **To receive the District Councillor's Report** – *District Cllr Daniel Pratt*
- 12) **Highways** – to receive any reports on highway matters and consider if they require raising to Highways, other authorities or require another action.
  - a) Flooding on Lower Farm Road opposite bus shelter and Stowmarket Road. County Cllr Kay Oakes to update.
  - b) Light Issue at top of Lower Farm Road
- 13) **To receive the Clerk's Report including the following Financial Matters**
  - a) To receive the Clerk's Report
  - b) To receive Budget Monitoring Report for 2022/23 Financial Year.



- c) To receive the Finance Report
  - d) To request approval for overtime hours.
  - e) To authorise payments and note Receipts (detailed on separate sheet in additional information) Payments include invoices for lawnmower, benches for play area, and expenses related to play area.
  - f) To review and sign CIL Report for 2022/23
  - g) To request Councillors sign and complete their new register of Interest forms
  - h) Clerk to present lap top quotes for replacement of equipment.
  - i) Clerk to present outcome of Internal Audit for 2022-23 and request approval from council for the Internal Audit report.
- 14) To approve Policies and Procedures**
- a) To review and approve Asset Register
  - b) To review and approve the Risk Assessment document for Ringshall Parish Council
- 15) Planning Applications**
- a) To note the decision relating to planning application DC/23/00921 Chestnuts Farmhouse West
- 16) Wattisham Airfield Driving Experience Track Days update**
- 17) Public Meeting on 30<sup>th</sup> Meeting**
- 17) Play Area Updates**
- a) Repairs to joint Connectors on climbing frame - update
  - b) Wobbly Bridge issue
  - c) Springer request
  - d) Grass Cutting –
    - i) What to do with grass cuttings from play area
    - ii) Purchase of strimmer for grass around Fences
  - e) Play Area – Benches update
- 18) Ringshall Parish Church**
- i) To discuss the most recent Financial Report from the Church in relation to the request for £600 in funds.
- 19) Village Hall Roof Repair**
- Clerk to update Council on current position with regards to VAT reclaim.
- 20) GREEN National Grid Pylons Consultation**
- 21) Sustainability Statement for Proposed development at Anglia Business park.**
- 22) Matters to be brought to the attention of the Parish Council – *Items for consideration and/or inclusion on the next agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.***
- 23) Date of next meeting:** 7pm, Tuesday, July 25<sup>th</sup> 2023.

For enquiries about the meeting, please contact Lacey Luther, Parish Clerk  
Tel: 07702 132061 or email: pc.ringshall@gmail.com