



Agenda

Annual Meeting of the Ringshall Parish Council

18/05/2020

To start at 7.30pm

In Ringshall Village Hall

It is hoped that members of the public can also join via Zoom

Time	URL	Meeting ID	Passcode
19:30	https://us02web.zoom.us/j/82319427100?pwd=YmYzVGxQemJLRXhuaWdtZDBCNO9KQT09	823 1942 7100	438666

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|----|--|--|
| 1 | To elect the Chairman and receive their acceptance papers | Standing Orders |
| 2 | Co-option | |
| a | To consider co-option of candidate to Council | |
| b | To receive acceptance of office forms for newly co-opted Councillors or resolve to accept at a later date | |
| 3 | To consider election of a Vice-Chairman | Standing Orders |
| 4 | To receive apologies and consider approval of any absences | |
| 5 | To receive any declarations of interest | RA(DPI)R 2012
Suffolk Local Code of Conduct |
| 6 | To resolve that the minutes of the meeting of the following Council meetings are a true and correct record: <ul style="list-style-type: none">30th March 2021 | LA2012 s33 |
| 7 | Governance and Policies | Standing Orders |
| a | To review the Standing Orders and accept any proposed changes | |
| b | To review the Financial Regulations and accept any proposed changes | |
| c | To review the complaints policies and accept any proposed changes | |
| d | To review freedom of information (FOI) and data protection (GDPR) policies and accept any proposed changes | |
| e | To review employment policies and procedures and accept any proposed changes | |
| f | To set a specific policy on reference requests | |
| 8 | Committees | Standing Orders |
| a | Personnel Committee | |
| i | To review the Personnel Committee Terms Of Reference and accept any proposed changes | |
| ii | To review the membership of the Personnel Committee | |
| 9 | Roles & Representatives | Standing Orders |
| a | RVHMC Representative | |
| i | To consider the role specification of the position | |
| ii | To consider appointment to the position | |
| b | Tree Warden | |
| i | To receive a report on the last year's work | |
| ii | To consider the role specification of the position | |



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- iii To consider appointment to the position of tree warden for the parish till the next AM
- c **Footpath Warden**
 - i To consider the position of footpath warden for the parish
 - ii To appoint to the position of footpath warden for the parish till the next AM
- d **SID Operator**
 - i To consider the position of SID operator
- 10 **Asset Register** Standing Orders
 - To review and approve the asset register for 2020-2021
- 11 **Public participation session** Standing Orders
 - Limited to 15 mins with 3 minutes per person
- 12 **To receive any reports/comments from the District and County Councillors**
- 13 **Clerks Report on Matters Arising From Previous Meetings and Council**
 - Covers all active actions not handled by a specific agenda item
- 14 **Financial** Standing Orders
 - Financial Regs
- a **2020-2021 accounts**
 - i Review and confirm year end figures
 - ii Review S137 spend
 - iii To confirm and sign the Neighbourhood CIL form
- b **Annual Governance and Accountability Return (AGAR)**
 - i To answer each question in Section 1 of the AGAR
Note each answer needs to be a separate decision
 - ii To approve Section 1 of the AGAR
 - iii To review and approve accounting statements in Section 2 of the AGAR
- c **To receive and approve financial reports**
 - i Receipts and payments since last meeting
 - ii CIL Report
 - iii Bank Reconciliation
 - iv Budget to actual
- d **To authorise payments as given in documentation pack**
- e **To consider donations to:**
 - 1. SARS
 - 2. EACH
 - 3. Four Parishes Link Magazine
- f **To consider applying for internet banking for all banking signatories who are council members**
- 15 **Councillor Training**
 - To consider approval of councillor training funding
- 16 **Planning Applications**
 - a To consider commenting on the following planning applications:
 - DC/21/02497 - Orchard Barn, Bildeston Road, Ringshall, Suffolk IP14 2LY
 - DC/21/02600 - 1 South View, Offton Road, Ringshall, Suffolk IP14 2JD
 - b To consider a policy for handling commenting on future planning applications
- 17 **Street lighting**
 - a To consider the updated costs for the LED upgrades
 - b To consider requesting additional grant monies from Cllr Pratt's Locality Award Budget
- 18 **Village Hall Sewage Plant Project**
 - a To receive an update on the installation of fencing, and consider any further actions required



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- b To receive an update on the making good of the installation area, and consider any further actions required
- c To adopt the Health and Safety Policy
- d To approve Clerk's additional hours spent on the H&S policy
- 19 **Village Hall Car Park** Carried over
- a To receive an update on the Chairman's action to contact the school's trust regarding their initial offer to maintain the car park surface.
- b To consider how to best to proceed with the car park maintenance
- 20 **Highways Matters** Standing Orders
- a To receive reports on any highways matters, and consider if they require raising to Highways or other authorities, or require other action
- b To consider backing a request to extend the 30mph limit towards Gt Bricett, to include at least the new dwellings.
- 21 **Neighbourhood CIL** Standing Orders
To receive and consider proposals for how Neighbourhood CIL could be spent
- 22 **Slow ways** Carried over
- a To receive a report from the Chairman on Slow Ways
- b To consider supporting the Slow Ways initiative
- 23 **Charles Tye Notice Board** Carried over
To receive an update on the provision of the notice board at Charles Tye
- 24 **Quiet Lanes Suffolk: Offton Road, Holly Road scheme** CP
- a To consider holding a public meeting to inform Ringshall residents of the proposal to create a Quiet Lane
- b To publicise the local scheme in advance of a public meeting and specifically to households and affected business premises in Offton Road, Ringshall
- c To publicise in the village newsletter and, if necessary, by leafleting each household
- 25 **To consider supporting climate change/biodiversity initiatives**
- 26 **Telephone Box** LH
- a To discuss upkeep
- b To appoint someone to be responsible for looking after the books
- 27 **Items for consideration for inclusion on the next agenda**
- 28 **Future Meetings** Standing Orders
- a To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- b To confirm the date of the next ordinary meeting as 27th July 2020

Dave Smith
Clerk to the Council
Maple Cottage
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Date:13/05/2021