



Minutes

Ordinary Ringshall Parish Council Meeting
on the
24/11/2020 at 7.30-9.30pm
via Zoom¹

Time	URL
19:30-20:00	https://us04web.zoom.us/j/72781723243pwd=MWL4WnZwdEMvZm9KUKVqMDViMXgyUT09
20:00-20:30	https://us04web.zoom.us/j/73058349603?pwd=RnNFSTFsVkloZksZlBQVzNyK2ZjZz09
20:30-21:00	https://us04web.zoom.us/j/72580328751?pwd=ZEdoMHRoYU5ScG4rTks5TVFCZmlBZz09
21:00-21:30	https://us04web.zoom.us/j/75374613837?pwd=cWs0RjhuZGdXVmFleFJWcGsv3UxUT09

Times are approximate, and will depend on how the agenda is flowing.

Zoom meeting was started at 19:30

Started	19:40 <i>Technical issues caused a late start</i>
Present	<i>Cllr A Williams (Chairman), Cllr H Williams, Cllr L Hitchcock - all meeting Cllr N Last - present until RPC/2020/11/07/g inclusive, and then from RPC/2020/11/13 due to technical issues.</i>
Also present	<i>Cllr K Oakes - County Cllr D Pratt - District D. Smith - Clerk to Council</i>
	<i>4 members of the public (at various times due to technical issues)</i>

Minute Id

RPC/2020/11/ 01	To receive apologies and consider approval of any absences <i>None</i>	
02	To receive any declarations of interest <i>Cllr Hitchcock re items RPC/2020/11/7, RPC/2020/11/13</i>	RA(DPI)R 2012 Suffolk Local Code of Conduct
03	To consider any dispensation requests <i>One still active for Cllr Hitchcock related to RPC/2020/11/7, RPC/2020/11/13</i>	LA2012 s33
04	To resolve that the following minutes are a true and correct record. • Ordinary Council Meeting - 29th September 2020 <i>Council resolved to accept the minutes as a true and correct record.</i>	LGA 1972 Sch12 Para 41(1) RESOLUTION
05	Public participation session Limited to 15 mins with 3 minutes per person <i>None</i>	Standing Order 3e
06	Clerk's Report on Matters Arising Covers all actions not handled by a specific agenda item	

¹ Due to the current COVID-19 restrictions meeting will only be held virtually

Signed: _____ Date: _____



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Clerk presented report as given in the Additional Information document.

The Chairman remonstrated to the Clerk over the use of the verb "to inspect" in the report, suggesting "to look at" was a better fit.

Additionally, the Clerk reported that they had approached MSDC Infrastructure wrt. the discussion at the last Council meeting regarding using CIL for the village hall roof work. Infrastructures initial opinion is that the repair work is not a suitable candidate for CIL funding, as it would be classed as maintenance work. The Communities Budget team were of the same opinion. The Clerk has passed this information on to RVHMC, suggesting that they look at the requirements and decide if they could make a case under them.

- 07 Financial Financial Regs
 - a To receive and approve financial reports
 - i Receipts and payments since last meeting

The Clerk presented these as given in AdditionalInformation document.

Council **resolved** to approve them. RESOLUTION
 - ii Bank Reconciliation

The Clerk presented this report as given in AdditionalInformation document.

Council **resolved** to approve them. RESOLUTION
Due to COVID-19 these will be signed at a later date, outside of a meeting.
 - iii Budget To Actual

The Clerk presented this report as given in AdditionalInformation document.

The Chairman requested some small changes to wording, and formatting of the spreadsheet.

Council **resolved** to approve the budget report. RESOLUTION
 - iv CIL

The Clerk presented this report as given in AdditionalInformation document.
 - b To consider authorising payment of ICO fee by direct debit
Council **resolved** to authorise the payment of this fee by direct debit. RESOLUTION
 - c To authorise payments as listed on separate sheet

The Clerk presented the payments as given in the AdditionalInformation document.

Council **resolved** to approve all payments. Noting that the ICO payment should now be £35 rather than £40 due to the use of a direct debit to pay. RESOLUTION
 - d To receive the draft budget for 2021-2022 for initial review
[To be agreed and signed off at the January meeting.]

The Clerk presented the initial cut of the draft budget for 2021-2022, hi-lighting the costs of running the Council and the amounts that Council levies for use in providing grants and giving donations.

Council after discussion suggested that at this time no amendments were necessary.
 - e To consider continued funding of the Clerk's membership of the Society of Local Council Clerks (SLCC)

After the Clerk explained the difference between the SLCC and SALC, the Council **resolved** to approve this payment. RESOLUTION
 - f Village Christmas cards: To approve request for funding AW

This motion was withdrawn, as enough funding had been sourced elsewhere.
 - g To consider a donation request from Mid Suffolk CAB

Council **resolved** to donate £100 to MidSuffolk CAB, and thanks them for their work in supporting members of the parish. RESOLUTION
- The Zoom meeting closed at this point, and the Clerk started the next Zoom meeting.
Cllr Last was unable to rejoin the Zoom meeting at this time, due to technical issues, and would rejoin when resolved.

The Clerk **advised** Council that they were still quorate, and so could continue. ADVICE

Signed: _____ Date: _____



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- The Chairman decided to continue the meeting.* DECISION
- h** To consider purchase of a Zoom license
- Some discussion was held about the future requirement for this, since some members felt that from April Council would be back to having in person meetings.*
- The Clerk advised Council to consider whether there would still need to be a requirement to support remote access to meetings for some members of the public, given that COVID-19 will still be an issue for many for some time to come.* ADVICE
- Council resolved to buy a single license for Zoom.* RESOLUTION
- Clerk actioned to pursue this.* ACTION
- The Clerk further advised Council that they would not be buying using their own facilities, but would require the debit card to be discussed in RPC/2020/11/07i* ADVICE
- i** To consider applying for a debit card for the Community account.
- The Clerk reported to Council that purchase of items from the Internet is often not possible without use of a card, and that it is unreasonable to assume that the Clerk would use their own facilities for this. Therefore having a card tied to the Council's chequeing account that the Clerk could use in such circumstances would be beneficial to Council.*
- Council resolved to approve application for a debit card against the Community Account.* RESOLUTION
- 08** To receive reports from the County and District Councillors
- Two months of reports from both Councillors were received.*
- Cllr Pratt had no additional information to add.*
- Cllr Oakes additionally spoke to the positive movement that had been made in getting Highways to inspect the issues that were reported by the Welfare Officers at Wattisham Airbase regarding the roads in and around the married quarters housing.*
- 09** To accept the anonymous donation of a notice board for the Charles Tye area AW
- Council resolved to accept this donation.* RESOLUTION
- The notice board to be mounted by the Chairman with the help of a member of public.*
- 10** To receive and consider proposals for how received CIL monies could be spent
- The CIL (Amendment) Regulations 2013 P59C
- No proposals made. Council feels it is better to wait until it is known if sufficient funds will be forthcoming from MSDC to cover the before allocation of retained funds.*
- 11** To receive reports on any highways matters, and consider if they require raising to Highways or other authorities, or require other action
- Reports of drain blockages near the bus shelter, and on the B1078 near the start of Lower Farm Road.*
- Reports of road edging issues on Stowmarket Road.*
- Cllr Oakes said she would take these matters up with Highways.*
- Clerk reminded all that there is a reporting tool that can be used to report highways issues. A link to this is on the Parish Council's web site. This would be quicker than waiting until a Parish Council meeting to report.*
- 12** To receive any updates on the village hall sewerage system issue and consider any further action
- Clerk reported that the CIL bid due to be considered on the 7th. Currently expect it to fund around £16k of the costs, with a further £8k hopefully coming from the Communities Grants budget. At this time neither is certain.*
- Subsequent to a site meeting between the preferred contractor and Cllr Hitchcock the contractor submitted a revised (lower quote) based on connecting the outflow to a different (nearer) point.*
- Cllr Hitchcock also reported that the contractor offered to install some sort of temporary solution, to help out the hall before then.*
- The Clerk advised Council that given this temporary solution was not in the quote, and indeed was not talked about to other contractors, that due consideration to transparency, and the potential for it to be considered as a "sweetener" should be taken into account.* ADVICE

Signed: _____ Date: _____



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The Clerk advised Council that the revised quote was based on a new outlet point, which was not discussed with any other contractor, and it is likely that all the STW quotes would adjust down if this was taken into consideration. ADVICE

Council decided that no decisions could be made until the status of the funding was known. DECISION

Cllr Last rejoined the meeting during the next item

- 13** **To receive any updates on the village hall car park maintenance issue and consider any further action**
- The three quotes received were discussed.
All contractors suggest that the work is best done in better weather.*
- The Clerk suggested that given spread of the three quotes received, where the middle quote was 50% larger than the lowest quotes, and the highest quote 75% more than the middle quote that maybe the Council should pursue further quotes as that is huge variance on a fairly small sum.*
- Chairman actioned to contact Asset Education to see where they are with their quotes, and to take our highest quote to them.* ACTION
- 14** **To consider the previously mooted post COVID-19 parish event**
- Council considered this event, and were in favour of having one, when circumstances allowed.*
- Council resolved that a sum of £500 should be allocated in the budget to any event that may happen.* RESOLUTION
- 15** **To review the draft 3 year business plan and consider adoption**
- Council resolved to adopt the business plan as is.* RESOLUTION
- Clerk actioned to pursue the xmas tree recycling with MSDC for this year.* ACTION
- 16** **To consider signing up for the Quiet Lanes initiative**
- Cllr Oakes informed Council that Willisham and Offton will likely be pursuing Holly Road as a Quiet Lane.*
- Council discussed issues around this, including a write up in the EADT, and were informed of footpaths that run parallel to Offton/Holly Road, and heard input from Cllr Pratt about the initiative itself.*
- Clerk actioned to sign up to this initiative.* ACTION
- 17** **To consider supporting the Slow Ways initiative**
- Some information, passed by email to the Clerk from a resident, on Slow Ways was included in the AdditionalInformation document.
Council had a long discussion on this topic, trying to work out what it was about and the issue involved.
Cllr Oakes reported on her help in trying to upgrade a footpath from Combs to Stowmarket into a bridleway.*
- Council resolved to put it on the agenda again for January's meeting as no Councillors had any further information on this bar that supplied by the Clerk.* RESOLUTION
- 18** **To receive correspondence on the End Of Life project, and consider support**
- Clerk actioned to add a suitable article to the website.* ACTION
- Council resolved that some information should be put in the next 4 Links Magazine.* RESOLUTION
- Chairman actioned to submit the article.* ACTION
- 19** **To review and approve the revised Village Hall Responsibilities document**
- Clerk advised Council that the co-chairs of the RVHMC and the landlord have been sent copies of the draft document for review.* ADVICE
- Council did not have any amendments to the document.*
- The Chairman asked RVHMC, and the landlord to formally respond to this communication, so it can be discussed at the next RPC meeting in Januray.*

Signed: _____ Date: _____



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Items for consideration for inclusion on the next agenda

Council resolved to call an extraordinary meeting to make a decision on the contractor before the 11th and after the 7th. Date left to Clerk to organise.

RESOLUTION

*Sewage Works update
Car park update*

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To receive the proposed dates for the next year of meetings, and confirm the January 2021 date

List of dates provided in AdditionalInformation document.

Council resolved to adopt these dates in principle.

RESOLUTION

Signed: _____ Date: _____