



Minutes

Ordinary Ringshall Parish Council Meeting

26/05/2020

7.30-9.00pm

Virtual meeting via Skype

<https://join.skype.com/hRjSL9ubJ9p2>

| | | | |
|-------------|--|--|---|
| Started | 19.30 | | |
| Present | Parish Councillors: | | |
| | <ul style="list-style-type: none">Cllr N LastCllr H WilliamsCllr L HitchcockCllr A Williams (Chair) | | |
| | Public: | | |
| | <ul style="list-style-type: none">Dave Smith (Clerk to Council)Cllr K OakesCllr D Pratt (intermittently at times due to technical difficulties)One member of the public | | |
| RPC/2020/05 | 1 | To receive apologies and consider approval of any absences | |
| | | None | |
| | 2 | To receive any declarations of interest | RA(DPI)R 2012 Suffolk Local Code of Conduct |
| | | Cllr A Williams & Cllr H Williams for item 12 due to being neighbours. Cllr L Hitchcock item 11 - landlord representative. | |
| | 3 | 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 April 2020 | LA2012 s33 |
| | | Council <i>resolved</i> that the minutes were correct, and the Chair <i>signed</i> on camera so all could see. | RESOLUTION SIGNING |
| | | A Cllr Williams <i>actioned</i> to drop off the minutes to Clerk when convenient. | ACTION |
| | 4 | To review the Standing Orders and Financial Regulations | |
| | | Clerk <i>advised</i> Council that there had been no change to these documents since the last review, and that they need to be reviewed yearly, as per Standing Orders | ADVICE |
| | | Council <i>resolved</i> to accept the documents without change. | RESOLUTION |
| | 5 | To approve the creation of a Personnel Committee and its associated terms of reference | |
| | | The Council reviewed the TOR, and decided that two Councillors would be needed to allow for the ability to have dispute resolution. Leaving just to sit on any appraisal meeting, as Council currently has only four members. Whilst this is against Standing Orders, Council felt this was the best solution at the time, and that it could be reviewed when more members join. Council therefore amended the TOR in line with this and <i>approved</i> them. | TOR |
| | | Cllrs Last and Cllr H Williams were <i>appointed</i> to the appraisal section of the Personnel Committee, and Cllr Hitchcock and Cllr A Williams to the dispute resolution section. | APPOINTMENT |
| | 6 | To receive and consider an application for the position of a tree warden for the parish | |

Signed by Chair: _____ Date: _____



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Council **received** the application and lengthy discussion was held on the applicant's merits, the role of Tree Warden, actions taken under the umbrella of Tree Warden, and the need for change at this time.

Council did not **resolve** to support the application as this time.

The current tree warden extended an invitation to the applicant to discuss the current actions they have taken over the last few years under the umbrella of Tree Warden, so they could gain a better understanding of the some of the issues involved, as they see it.

RESOLUTION

7 Public participation session

Limited to 15 mins with 3 minutes per person

Standing Order 3e

8 To receive any reports/comments from the District and County Councillors

Both Cllr Oaks and Cllr Pratt had submitted their current reports to the last meeting.

In addition to this, Cllr Pratt reminded council of the funds available for smaller businesses and community halls due to the Covid-19 situation.

Cllr Oakes said that the recycling centres were working well, and that they might continue to use a booking system post the Covid-19 situation.

9 Clerks Report on Matters Arising From Previous Meetings and Council

Covers all active actions not handled by a specific agenda item

Report was received by Council, with the Clerk also saying that the internal audit was with the auditor, and would be picked up later that week.

At this time the Chair decided to move to what was item 11 on the agenda and then afterwards proceed with what was item 10.

10 To receive updates on the sewerage works, and consider next steps

There were no updates to provide to Council.

Council discussed the situation with the current knowledge, and with input from Cllr Pratt, and Cllr Oakes, and the member of the public.

A member of the public reported that the seems on the car park probably need to be maintained.

Council **resolved** to allow an engagement of a solicitor to review the legal standing regarding the situation.

RESOLUTION

Chair **actioned** to email the academy trust directly to ascertain their position.

ACTION

Cllr Oakes once again offered her assistance at furthering this issue with the relevant officers at SCC.

11 Financial

a To correct income figure on AGAR form page 6 and approve & sign corrected page

The Council **approved** the minor change to the income figure on the AGAR form page 6, which had failed to include the small VAT reclaim, and the Chair duly signed the amended form on camera.

APPROVAL
SIGNING

Cllr Williams **actioned** to return form to Clerk as soon as convenient.

ACTION

b To receive and approve financial reports

i Receipts and payments since last meeting

Council **received** this report.

RECEIVE

ii CIL Report

Council **received** this report.

RECEIVE

iii Bank Reconciliation

Council **received** the reconciliation

RECEIVE

iv Budget to actual

Council **received** this report.

RECEIVE

c To authorise payments as given in documentation pack

The Clerk also informed Council that the battery in the defibrillator will be due for replacement soon. This would be £170 +VAT + £10 postage.

Council **approved** this un-budgeted expenditure.

APPROVAL

Signed by Chair: _____ Date: _____



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- Clerk **actioned** to determine if they are able to replace the battery, or if extra cost would be incurred by the requirement of a trained person to install it. ACTION
- d To consider donation requests from:
1. SARS
 2. Marie Curie
- Council **decided** that due to the current situation, they would raise their normal donation to £100, and **resolved** to donate this amount to both SARS and Marie Curie. RESOLUTION
- Cheques will be signed out of meeting due the virtual nature of the meeting. ACTION
Clerk **actioned** to make sure this happens.
- 12 To consider the following planning applications:
- DC/20/01873 - Mile End Farm, Charles Tye, Ringshall, Stowmarket Suffolk IP14 2HU
- Council resolved to make no comment* RESOLUTION
- DC/20/01988 - Land Adjacent To Substation , Roman Road, Great Bricett, IP7 7DR
- Council resolved to make no comment* RESOLUTION
- 13 To consider holding an event after Covid-19 restrictions are lifted
- Council resolved that this should be kept on the agenda for future meetings when more information about the resolution of the Covid-19 situation is known, and a suitable celebration time can be decided upon.* RESOLUTION
- 14 Items for consideration for inclusion on the next agenda
- *Post COVID-19 event*
 - *Sewerage works update*
- 15 To confirm the date of the next ordinary meeting as 28th July 2020
- Council **confirmed** this as the date of the next ordinary meeting. CONFIRM
- The Chair also **agreed** to a call to have an extraordinary meeting at the end of June to allow Council to review the current COVID-19 situation and related topics. The date for this will be 30th June 2020. AGREE

Signed by Chair: _____ Date: _____