



Minutes

Ordinary Ringshall Parish Council Meeting

28/07/2020

7.30¹-9.30pm

Virtual meeting via Zoom

Due to the limitation of 40 minutes on the length of Zoom meetings when using the free version, there are four meetings scheduled with slight timing overlaps.

Part 1 - <https://us04web.zoom.us/j/76912668695?pwd=ZytNQ0ZzcjFEQ04yS0JETWpqaElxdz09>

Meeting ID: 769 1266 8695 Passcode: 9Lc36D

Part 2 - <https://us04web.zoom.us/j/77358512731?pwd=MER0cGRoZXBOQ0x6bWwzNFZOa1lYUT09>

Meeting ID: 773 5851 2731 Passcode: 4rHi5X

Part 3 - <https://us04web.zoom.us/j/74995836860?pwd=VEwzV2JXRFPqdWxVZlhxNFNFWHZCZz09>

Meeting ID: 749 9583 6860 Passcode: 0cZrnw

Part 4 - <https://us04web.zoom.us/j/75060204280?pwd=WXRcDjVSkhWRXdLQW1KclZoUzNjdz09>

Meeting ID: 750 6020 4280 Passcode: 3QhyCV

Meeting started	20:02	
Present		Cllr A Wiliams (Chairman), Cllr Last, Cllr H Williams, Cllr Hitchcock
Also Present		<i>D Smith (Clerk) Cllr D Pratt (MSDC) Cllr K Oakes (SCC) 0 other Members of the public</i>
RPC/ 2020/07	1	To receive apologies and consider approval of any absences <i>None, as all councillors were present (three vacancies still exist)</i>
	2	To receive any declarations of interest and consider any dispensation forms <i>The Chairman declared for Cllr Hitchcock on items 8&9, to which Cllr Hitchcock confirmed. The pecuniary nature or not of the declaration was not declared. No dispensations received nor considered.</i>
	3	To resolve that the minutes of the meeting of the following Council meetings are a true and correct record: • 30 th June 2020

RA(DPI)R 2012
Suffolk Local Code
of Conduct

LA2012 s33

1 Or as soon as possible after the prior meeting of Councillors with MSDC&SCC if it runs late

Signed by Chairman: _____ Date: _____



RESOLUTION

Council **resolved** to approve the minutes without alteration.

Minutes to be signed at a later date, and returned to the Clerk due to the virtual nature of the meeting.

- 4 **Public participation session** Standing Order 3e
Limited to 15 mins with 3 minutes per person

No public presentations.

- 5 **To receive any reports/comments from the District and County Councillors**

Cllr Pratt and Cllr Oakes had already submitted both June and July reports to the Clerk, which had been dispersed as part of the meeting pack to the Parish Councillors.

Cllr Pratt also gave some information of a cross party motion to improve walking and cycling within MidSuffolk

Cllr Pratt left the meeting at this point.
Cllr Oakes chose to remain for the rest of the meeting.

- 6 **Clerks Report on Matters Arising From Previous Meetings**
Covers all active actions not handled by a specific agenda item

Clerks report consisted of just one item: the Passed minutes to Chairman by email, awaiting a response on how to handle them.

Chairman indicated that they would be signed and returned to the Clerk.

- 7 **Financial**

- a **To receive and approve financial reports**

- i Receipts and payments since last meeting

None

- ii CIL Report

The CIL report was accepted by Council.

ACCEPT

- iii Bank Reconciliation

Council **resolved** to approve the bank reconciliation.

RESOLUTION

Chairman **actioned** to sign the reconciliation as only non-bank signatory. This to be done at a later date due to the nature of the meeting

ACTION

- iv Budget to actual

Budget was presented to Council, who **accepted** it without comment.

ACCEPT

- b To acknowledge or authorise payments as given in documentation pack

Council **approved** all payments as detailed in the documentation pack.

APPROVAL

Cheques, and associated paperwork, to be signed later due to the virtual nature of the meeting.

- c To consider if the Clerk should continue to pursue gaining telephone banking access

The Clerk **indicated** that they had still not been able to get Barclays to set up telephone banking access, and that this means all money transfers to enable cheque payments, needs the Clerk to have a transfer order signed by two signatories, and to take that into a Barclays branch to action it.

Council **resolved** that the Clerk should not pursue telephone banking access at this time.

RESOLUTION

- d To consider if the banking signatories should request internet banking

Discussion was held, and the Chairmain felt that the hours required to get internet banking setup out weighed the need for it.

Council **resolved** that internet banking would not be pursued for bank signatories at this time.

RESOLUTION

- 8 **To receive updates on the sewerage works, and consider next steps**

Cllr Hitchcock did **not** leave the meeting for this item.

Cllr Last was brought up to speed regarding the prior meeting with SCC and MSDC. Concern was raised over the validity of the figures used to size systems for the quotes.

Clerk was **actioned** to go to Brian, co-chair, of the RVHMC to ascertain the veracity of the figures.

ACTION

Signed by Chairman: _____ Date: _____



- 9 To receive updates on communications with Ringshall School's academy trust regarding the potential for a new agreement regarding their use of the village hall car park and consider next steps
- Cllr Hitchcock did not leave the meeting for this item.*
- Councillors discussed the information given in the prior meeting, where the school academy trust indicated that they would be happy to enter into a new usage contract with RPC/RVHMC. The trust also indicated that they would consider a shared payment for the currently required maintenance of the car park, and that they would pursue quotes. The trust also indicated that RPC/RVHMC should also seek independent quotes for the surfacing works required.*
- Council resolved to leave the barrier as an option.* RESOLUTION
- 10 To receive and review the internal audit
- The internal audit was received by Council. The Chairman indicated that he had read the audit, and that it showed a good bill of health. The Chairman requested information on the outstanding cheque.*
- The Clerk indicated that this was an unrepresented cheque made out to a former Councillor. Councillors realised this was for the previous Clerk's leaving present.*
- The Clerk was actioned to make contact with the former Councillor, and ask them how they want to proceed - either a reissue, or a cancel.* ACTION
- 11 Assets
- a To review the asset register
- The asset register was reviewed by Council and approved.* APPROVAL
- b To receive and consider a report on the state of the Council's assets
- The Clerk went through the status column of the asset register and pointed out a number of items with issues, but forgot to indicate on the bus shelter.*
- A short discussion on the reinstatement of the Charles Tye notice board has held, and the Chairman indicated he might be able to source one for free*
- Council resolved to revisit the Charles Tye notice board at the September meeting. No resolutions were made on any other maintenance issues.* RESOLUTION
- 12 To receive proposals for CIL spend, for consideration at the next appropriate meeting
- No proposals were put forward.*
- The Clerk indicated that they were still awaiting a response from SCC about the cost of installing more subdued LED lights in place of the harsh white ones previously quoted.*
- Cllr Oaks requested that the information be passed onto her, so she could follow up with Highways.*
- Clerk was actioned to report back to Council on the requirement to gain quotes for work as given in the Council's approved Financial Regulations.* ACTION
- 13 To receive and consider residents' concerns of the flying of helicopters from the airbase over the parish
- Various Councillors raised their increased concerns over the flight times, and what seems to be increased frequency.*
- Cllr Oakes indicated that the matter had gone to the MP, and that not much further action could be taken.*
- No resolutions were made.*
- 14 To receive and consider resident's concerns over traffic issues
- Council received the report, but did not discuss the contents.*
- Cllr Oakes indicated that she would be happy to take the relevant highways matters up with SCC Highways, if the information was passed onto her.*
- Council resolved that this was an opportunity to try and create a liaison group with the base, and that Council would look into the road issues if there was compromise on the helicopter flights.* RESOLUTION

Signed by Chairman: _____ Date: _____



Ringshall Parish Council

- Council resolved to allow the Chairman to approach the author of the traffic issues report regarding setting up of a liaison group.* RESOLUTION
- Clerk was actioned to given "headed notepaper" proforma to the Chairman for this purpose.* ACTION
- 15 To consider what to do with the Resident Survey responses**
- The Clerk reported that there were 19/20 online responses and 25 paper responses.*
- The Clerk advised that any summation of the results should be handled by the Clerk, due to the potential conflict of interest.* ADVICE
- Councillors indicated that they wanted to read the survey results as written, and the Clerk agreed that this was sensible, and advised Councillors that they could make appointments with the Clerk to read the surveys at the Council office.* ADVICE
- Council resolved that the surveys should be taken to the September meeting, where they can be read.* RESOLUTION
- The Clerk advised Council that the September meeting was two months away, Councillors indicated that they were happy to wait this time before reviewing the survey.* ADVICE
- 16 To consider the grounds upon which the Clerk should submit update articles on Council actions to the 4 Parishes Link magazine**
- Council discussed this and resolved that the Chairman should place all future articles.* RESOLUTION
- Chairman asked Cllr Hitchcock to request that the 4 Parishes Link magazine editor contact the Chairman to facilitate this.*
- 17 To consider commenting on the following planning applications:**
- DC/20/02586 - Broad View Farm, Lower Farm Road, Ringshall, Stowmarket Suffolk IP14 2JF
 - DC/20/02971 - Nine Elms Farmhouse, Bildeston Road, Ringshall, Stowmarket Suffolk IP14 2L
- Council resolved that no comments need to be made on either application.*
- 18 To review and approve the following policies:**
- Grievance Policy
 - Disciplinary Policy
- The Chairman indicated that the policies both stated that the relevant committee required three members, and that this was a problem given the current membership of the Council (it being just four people).*
- Chairman further indicated that they had approach SALC about this and was awaiting a return call.*
- Council decided to push this item to the next agenda.* DECISION
- 19 To consider if the Personnel Committee should meet to discuss issues related to the work of the Clerk**
- The Chairman asked what this item was about, and the Clerk indicated this was in response to various recent emails (which all Councillors were included on) regarding who the Clerk was spending his time.*
- This item was therefore added to allow Council to convene the appropriate body to properly discuss any concerns, rather than continued email exchanges.*
- The Chairman indicated that this was not necessary, and the other Councillors seemed to agree.*
- 20 To consider responding to the LGA Code of Conduction consultation**
- Council resolved not to respond.* RESOLUTION
- 21 To consider backing the Local Electricity Bill**
- The Clerk and Cllr Oakes gave some back ground to the Bill, to back up the link the Clerk have furnished with the meeting summons.*
- Council resolved that if it was easy for the Clerk to sign up on Council's behalf, then that should be done.* RESOLUTION
- 22 To consider joining The Great British September Clean 11-27 September 2020 organised by Keep Britain Tidy**
- After various discussions Council was in favour of the event. Cllr Hitchcock stated that she would not wash the Council's hi-viz vests if used by people.*
- Cllr Oaks offered to wash any hi-viz vests used, that were Council property.*

Signed by Chairman: _____ Date: _____



Ringshall Parish Council

Council resolved that they would support a litter pick from 11-27 September. RESOLUTION

Council resolved to action the Chairman to write an insert of the 4 Parishes Link magazine to advertise the event, that Cllr Hitchcock could insert when delivering the magazine. RESOLUTION

Clerk actioned to email MSDC to organise two pick ups for the waste bags. ACTION

Clerk actioned to put a notice about the litter pick on the Council's website. ACTION

23 Items for consideration for inclusion on the next full council agenda

The following additional items are to be added for the September meeting:

- Sewage system - CIL bid
- car park

24 To confirm the date of the next ordinary meeting as 29th September 2020

The Chairman stated his wish for the next meeting to be in person, in spite of all the current recommendations not to do this.

The village hall will not be operational by then.

Cllr Oakes offered to pay for the use of the Community Center at Needham Market.

The Clerk advised Council that they would need to complete both a risk assessment and the checklist as provided by NALC/SALC. ADVICE

Clerk further advised that Council has a duty of care to their employees, and should bear that in mind when making decisions about return to work for employees.

Council resolved to confirm the 29th Sept as the next ordinary meeting date, and that the venue should be the Community Center if possible. RESOLUTION

Meeting
Closed

21:00

Signed by Chairman: _____ Date: _____