



Minutes

Ordinary Ringshall Parish Council Meeting

27/07/2021

7.30pm

In Ringshall Village Hall

Meeting Started 19:30
Present Cllr C Payne, Cllr N Last, Cllr H Williams, Cllr E Hitchcock, Cllr A Williams
Also Present County Cllr K Oakes
District Cllr D Pratt

Clerk: D Smith

Members of the public: 11 + Martin Kinsey, RAF Wattisham Liaison

Minute ID

RPC/2021/07/ 1	Chairman's Address <i>Chairman welcomed the attendees and spoke to the meeting process, hi-lighting the public participation section. The Chairman also thanked both the County and District Councillors for attending, and also the new liaison to RAF Wattisham, Martin Kinsey.</i>	
2	To note which Councillors have sent apologies <i>(the reasons need not be given at the meeting)</i> None	
3	To receive any declarations of interest and consider any dispensation forms <i>Cllr Hitchcock declared interests in items: RPC/2021/07/ 12 and RPC/2021/07/ 15 Cllr Hitchcock has an existing dispensation for the subject covered in RPC/2021/07/ 12 only.</i>	RA(DPI)R 2012 Suffolk Local Code of Conduct
4	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">• 18th May 2021• 24th June 2021 <i>Council resolved to approve both sets of minutes with out change, and they were duly signed by the Chairman.</i>	LA2012 s33 APPROVE SIGN
5	Public participation session Limited to 15 mins with 3 minutes per person To include an address by the new RAF Wattisham liaison Martin Kinsey <i>Martin Kinsey addressed Council and the public, and gave a comprehensive update on the activities of the base regarding helicopter flights, and committed to informing the public of any planned out of hours activity. He undertook to hi-light speeding and littering issues to base personnel, and would help by providing staff for any future litter picks.</i>	Standing Order 3e

Signed: _____ Date: _____



- 6 To receive any reports/comments from the District and County Councillors**
Written reports have been received by the Clerk from both the County and District Councillors and distributed to Council prior to the meeting.
Cllr Oakes also reported on the Quiet Lanes public consultation meeting, saying that in general the response was positive and that she will be proceeding with the next stages.
Cllr Pratt also reported that the Active Travel scheme is now closed.
- 7 Oral Report following meeting with Jo Churchill, MP and Wattisham airbase** AW
Cllr Williams reported back on the meeting with Jo Churchill, various Parish Councillors, residents and RAF Wattisham.
Notable points: Charles Tye seems to be effected more. More indication of out of hours flying would be helpful. Lots of local people in favour of the base.
- 8 Highways**
- a To receive reports on any highways matters, and consider if they require raising to Highways or other authorities, or require other action**
Cllr Hitchcock reported some ongoing issues, and Cllr Oakes undertook to arrange a meeting with Cllr Hitchcock to discuss them.
- b To receive updates on the speed limit issue on Lower Farm Road, and consider next steps**
Cllr Oakes reported on conversation she has had with SCC Highways. She will be arranging for the community engineer to come out and look at signage positioning, and costs.
Some talk of installing white “gates” and the start of the 30mph limit at the Gt Bricett end of LFR was discussed.
- c SID**
- i To receive an update report on the SID provisioning**
As per report in AdditionalInformation
- ii To review the agreement with SCC for use of the SID, and authorise its signing**
*Council reviewed the document and **resolved** for the Chairman to sign it on Council’s behalf.* RESOLUTION SIGN
- iii To consider the purchasing of a SID**
*Council considered the quotes and the recommendation from the Speedwatch team, and **resolved** to purchase a SID from ElanCity, along with the additional mounting brackets.* RESOLUTION
- iv To consider the purchase of necessary H&S equipment required to put up and move the SID**
The council discussed the purchase of hi-viz jackets but the general opinion was that they not required, and that the volunteers should use their own.
*The Clerk **advised** Council that it has a Health and Safety duty to any of the volunteers who will be operating the SID, and that it should be sure that it has complied with its policy (and the law) on this.* ADVICE
*Council **resolved** to not purchase any additional equipment.* RESOLUTION
- 9 Clerks Report on Matters Arising From Previous Meetings**
Covers all active actions not handled by a specific agenda item
Further to the report in AdditionalInformation, the clerk has received communication from SCC Legal department regarding STW License and how it was terminated. The clerk reverted with what actually happened (which differed from SCC’s view), and is awaiting their response.
- 10 Financial** Standing orders
- a To receive and approve financial reports**
- i Receipts and payments since last meeting**
*The report as given in AdditionalInformation was **received and approved**.* RECEIVE APPROVE
- ii CIL Report**

Signed: _____ Date: _____



Ringshall Parish Council

The report as given in AdditionalInformation was received and approved.

RECEIVE
APPROVE

iii Bank Reconciliation

Cllt Watkins was the Cllr charged with this function, as they were not present Council decided to not confirm the reconciliation.

Clerk to chase Cllr Watkins, and represent at the next meeting.

iv Budget to actual

The report as given in AdditionalInformation was received and approved.

RECEIVE
APPROVE

b To acknowledge or authorise payments as given in documentation pack

Council resolved to approve all payments as given in the AdditionalInformation document.

RESOLUTION

c To receive an update on signatories gaining internet banking capability, and consider any further actions required

Cllr Hitchcock - reported that they now had Internet banking enabled for the council accounts

Cllr Last - reported that they were unaware of the action regarding this.

Cllr H Williams - reported that they now had Internet banking enabled for the council accounts

d To receive a thank you letter from SARS for the recent donation

Received and duly signed by two banking signatories.

e To approve the Internet Banking Policy

Council resolved to approve the policy without discussion.

RESOLUTION

11 **Planning**

a Planning Committee

To consider the creation of a planning application committee and consider its associated TOR

On questioning the Clerk realised that they had not provided a TOR for the planning committee in the documentation pack.

The Clerk advised Council that they could defer the TOR approval to the planning committee

ADVICE

Council resolved to create a planning committee, and for it to agree its own TOR. Council also set the members to be:

RESOLUTION

- Cllr C Payne
- Cllr A Williams
- Cllr N Last

b Planning applications

To consider commenting on the following planning applications:

- DC/21/02497 - - Orchard Barn, Bildeston Road, Ringshall, Suffolk IP14 2LY

Much discussion was had surrounding this application, including from members of the public.

The Clerk advised Council that it should only consider the material considerations for planning commenting, as previously distributed to Council.

ADVICE

Signed: _____ Date: _____



Council resolved to return the following comment with regard to this planning application.

Resolution

Comments:

Ringshall Parish Council has concerns with regard to this application due to the cumulative impact on the surrounding area and the lack of progress.

12 Village Hall Car Park

- a To receive update on the repair work

The Clerk reported that proof of the contractors having suitable PLI had now been received and so the work could go ahead on the 3rd August.

Cllr Hitchcock wished to express their thanks to Cllr A Williams, Cllr H Williams and Cllr C Payne for their work in clearing the car park in preparation for the contractor.

- b Update on discussions with Asset Education re Car Park

AW

Cllr A Williams reported back on the latest communication with Asset Education. Cllr A Williams opined that the figures given were not suitable.

The Chairman said that Cllr A Williams could continue to communicate and negotiate on Council's behalf with Asset Education.

13 Internal Controls

- a To receive and review the internal audit, and consider recommendations

The Clerk read out the four recommendations on the internal audit to Council.

Recommendation (1): To ensure that VAT is reclaimed back from HMRC and minute the action taken.

Recommendation (2): To include reference to the council's GDPR Policy in the Council's Risk Assessment.

Recommendation (3): To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.

Recommendation (4): When applicable, the council's response to the Internal Audit recommendations should be contained in the minutes of the meeting.

The Clerk advised Council that:

- they had recently submitted a VAT claim for all (bar one) invoice to date.
- 4 is covered this year by the action of the Clerk to read and minute recommendations
- 2 was also on last year's internal audit
- 3 was due to the large grant from MSDC for the STW not being considered from a fidelity cover perspective.

ADVICE

- b To review the effectiveness of the internal audit

Council resolved that the internal audit was effective.

Resolution

- c To appoint a non-signatory Councillor to conduct regular banking reconciliation

The Clerk advised Council that Cllr Watkins would be best suited to this role, and that the Clerk had already asked that they perform this task, and that they were happy to perform it.

ADVICE

Council resolved to appoint Cllr Watkins to the role.

RESOLUTION

- d To appoint a non-signatory Councillor to conduct a review of the system of internal control

The Clerk advised Council that Cllr Watkins would be best suited to this role.

ADVICE

Council resolved to appoint Cllr Watkins to the role.

RESOLUTION

14 Assets



Ringshall Parish Council

- a To review the asset register
- The Clerk informed council that the major change to the asset register was the addition of the STW.
- Council resolved that the asset register was a true and correct representation of Council's assets.*
- Resolution
- b To receive and consider a report on the state of the Council's assets
- The Clerk reported on the state of the assets, with the following noted items:
- The dog bin by the STW is broken. It still functions, but part of the pole attachment mechanism is damaged.
 - The dog bin on Lower Farm Road has flora growing around it, making it harder to operate and empty
 - The litter bin by the memorial in Charles Tye area has flora growing around it, making it harder to operate and empty
- 15 **Play area**
- a To consider supporting the provision of a play area for residents
- Council resolved to be in favour of the provision of a play area for residents.*
- RESOLUTION
- b To consider the creation of a Play Area Working Party and consider its Term Of Reference
- A long discussion was held, within which it was suggested that Council first has a meeting with RVHMC to determine their view point.*
- The Clerk advised Council that if they do not create one now, they will have to wait until a subsequent council meeting to create one.*
- ADVICE
- Council resolved to create the working party, with initial members from Council of:*
- Cllr C Payne
 - Cllr H Williams
 - Cllr T Watkins
- and agreed to its TOR*
- 16 To receive proposals for Neighbourhood CIL spend, for consideration
- Standing Orders
- None
- 17 To review and approve the following policies:
- Standing Orders (planning email distribution change)
 - Apologies Policy
- Council resolved to approve the standing orders V2.2 without additional change.*
- RESOLUTION
- Council resolved to not approve the Apologies Policy*
- RESOLUTION
- 18 **Roles and Responsibilities**
- a **Footpath Warden**
- Held over from last meeting
- i To review and approve the TOR for a Footpath Warden
- The Chairman, as Cllr Watkins, who had declared an interest in the associated role, was not present decided to defer this item to the next meeting*
- DEFER
- ii To appoint to the role of Footpath Warden
- The Chairman, as Cllr Watkins, who had declared an interest in this role, was not present decided to defer this item to the next meeting*
- DEFER

Signed: _____ Date: _____



Ringshall Parish Council

- b Tree Warden**
- To review and approve the TOR for the Tree Warden Action from last meeting
- A discussion with Cllrs and member of the public occurred over the remit of the tree warden, in which the current tree warden indicated that they had cleared trees from footpaths in the past.
- The Clerk **advised** Council, that the role of Tree Warden does not include the clearing of trees from footpaths, especially when that requires the use of machinery, like chainsaws. The Clerk **advised** Council that it is the landowner's responsibility to do this, or maybe SCC depending on where the trees fall. ADVICE
- The Chairman decided to hold of the item to the next meeting.
- 19 Telephone Box**
- To consider its upkeep LH Held over from last meeting
- Cllr Hitchcock reported that the telephone box requires a clean, and a repaint.
- Cllr Hitchcock said they would look into the paint options.
- 20 Miscellaneous Reports**
- a** To receive and consider the following reports:
- i** Village Hall Annual Report CP
Council received the report without comment RECEIVE
- ii** PCC Annual Report CP
RECEIVE
- iii** Village Hall monthly report Standing Orders
Council received the report without comment
Cllr Last indicated that there was not adequate communication lines for reporting issues when they happen. Cllr Hitchcock indicated that they would take this up with RVHMC.
- 21 The Queens Platinum Jubilee**
- a** To consider supporting a Queens Platinum Jubilee celebration
A discussion was held on this, where Cllr Hitchcock indicated that RVHMC had already starting planning an event as a Jubilee/Post Covid affair.
Council resolved to earmark £500, in addition to the £500 already earmarked for a post COVID event, to this endeavour by RVHMC, and not pursue their own event. RESOLUTION
- b** To consider the creation of a QPJ Working Party and consider its associated TOR
This item was withdrawn given the resolution of part a. WITHDRAWN
- 22 Internet Enabled meetings**
- a** To consider whether to continue with internet enabled meeting
Council resolved to not continue with an internet presence during Council meetings. RESOLUTION
- b** To consider the equipment requirements for internet enabled meetings
This item was withdrawn given the resolution of part a. WITHDRAWN
- 23 Red Lion Pub and Vegetarian Restaurant: Update** CP
The Chairman updated Council on the current state regarding the Red Lion, indicating that it has been declared as an Asset of Community Value, and that a public meeting regarding this will be held in early September in Ringshall Village Hall.
- 23 Items for consideration for inclusion on the next full council agenda**
None
- 24 To confirm the date of the next ordinary meeting as 28th September 2021**
Council resolved to confirm the date as the 28th Seot 2021, with a start time of 7.30 Resolution

Signed: _____ Date: _____



Meeting closed

22:10

Signed: _____ Date: _____