



RINGSHALL PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall on Tuesday 29th March 2022 at 7.30pm.

Present:

Councillors: A.Williams (Chair for the meeting)(Vice-Chairperson)
H.Williams
L.Hitchcock
D.Shann

In Attendance L.Luther – Clerk
District Cllr Pratt

1. **TO RECEIVE APOLOGIES OF ABSENCE** – C. Payne, N. Last & Cllr K. Oakes.
2. **TO RECEIVE DECLARATIONS OF INTEREST** – None were received.
3. **TO RECEIVE ANY APPLICATIONS FOR DISPENSATION** – None were received.
4. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING. It was AGREED:**
That the minutes of the meeting held on 25th January 2022 be approved as a true record and signed by the Chair.
5. **TO CONSIDER THE CO-OPTION OF A NEW MEMBER. It was AGREED**
unanimously to Co-Opt Helen Nunn on to the Council.
6. **PUBLIC PARTICIPATION SESSION:** There were eight members of the public present.
7. **RAF WATTISHAM ACTIVITIES:** Martin Kinsey – Wattisham's Station Staff Officer updated council on activity at the base. Wattisham is now back to pre-covid operations, whilst incorporating hybrid working patterns for staff. Wattisham has taken delivery of more helicopters, bringing their inventory up to around 80. They will be sending around 500 individuals to Macedonia soon for NATO support activities, this was planned before Ukraine situation and will mean less flight activity for a period of time. They are looking to give personnel as much time off around the Jubilee Weekend as possible. Council thanked Martin for attending and providing his update.
8. **SPEED INDICATOR DISPLAY (SID):** Peter Watson attended and gave a summary of data obtained most recently from the SID, reminding council that speed, time and direction of travel was recorded by the device. Council resolved to liaise with Martin Kinsey and find out if he would be happy to meet and discuss findings with Peter Watson further.

CPD

9. **TO RECEIVE THE COUNTY COUNCILLORS REPORT:** Cllr Oakes was absent and had circulated her report to council prior to the meeting.
10. **TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT:** Cllr Pratt talked about a 'Neighbourhood Plan' and the benefits it would bring to the parish, if it was decided to have one produced. **It was AGREED** that Cllr Pratt would speak to his colleague who deals with Neighbourhood Plans, with a view to him coming to speak to Council at a future meeting, if possible.
11. **HIGHWAYS**
- a) No update provided regarding the Flooding on Lower Farm Road opposite the bus shelter – this has been reported by K.Oakes.
 - b) Road Signs – Liz Hitchcock reported that the Hitchcock family cleaned all the road signs around Ringshall and that she had reported some damaged and broken signs on Weir Road and Carters Lane to the Council. **It was AGREED** that the clerk would also report the broken/damaged signs to the council.
12. **TO RECEIVE THE CLERK'S REPORT INCLUDING THE FOLLOWING FINANCIAL MATTERS**
- a) Clerk reported a number of residents had expressed an interest in the Village Hall displaying the Ukrainian Flag as a show of support for the current situation. Council agreed in supporting this request. **It was AGREED** Clerk would write to the Village Hall, requesting a flag be displayed and if necessary, advising Council would pay for purchase of flag. Clerk also reported back on response to the letter Council requested be sent to Ringshall PCC asking for explanation for the annual £600 grant request. Ringshall PCC replied, saying the money was spent on the insurance for the church, which without it, would close. **It was AGREED** Council would investigate and discuss the matter further.
 - b) Clerk advised that the bank reconciliation is currently in line and balanced versus figures at the beginning of the year. Budget Monitoring report will be given at the next meeting.
 - c) Clerk advised on the payments and receipts for this month

Item	Payment	Receipt
Clerk's Salary	-£452.00	
Clerk's Office Allowance (18 weeks x £2)	-£36.00	
Clerk's Expenses (Printer cartridge)	-£35.74	
Assistant Clerk Expenses (Mileage)	-£23.85	
Assistant Clerk Salary (26 hours Training and Budget Work @ 11.76)	-£305.76	
New Internet Provider Website set up and hosting fees	-£270.00	
SCC Street Lighting Energy & Maintenance Costs	-£413.74	
SALC Training Invoice 170322 (VAT & AGAR)	-£72.00	
SALC Training Invoice 060122 (6 Module's Clerk training)	-£180.00	

Payroll Services (D.Smith) 300921	-£54.00	
Payroll Services (L.Luther) 010322	-£54.00	
Tom Watkins Refund for training		£90.00
Locality Award		£600.00

It was AGREED to approve all payments.

- d) Clerk prepared the bank reconciliation for supervision by Cllr A. Williams.
- e) Clerk asked Council to approve using Trevor Brown to do the Internal Audit. **It was AGREED** that Clerk would appoint Trevor Brown to carry out the internal Audit.
- f) Clerk presented Council with a request from Ringshall Village Hall Management Committee for a grant of £1,000. **It was AGREED** that the grant would be awarded and paid.

13. **TO APPROVE POLICIES AND PROCEDURES.** Council reviewed the following policy documents, noting the change in Financial Regulations, of the facility for just one signatory instead of two, to release a payment after it has been input by someone else.
- a) Internal Audit Control and Risk Management Arrangements
 - b) Financial Regulations and Standing Orders
 - c) Publication Policy
 - d) Data Protection Policy
 - e) Document Retention Policy

It was AGREED that the policies were all approved by Council.

14. **PLANNING APPLICATIONS** Council noted the following planning application decisions.
- DC/22/00331 Woodlands Farm – approved
 - DC/20/05587 Great Bricett Business Park, The Street. Refused.
 - DC/22/00849 Woodlands Farm, Bildeston Road, Ringshall - approved
15. **RINGSHALL PLAY AREA WORKING GROUP** – Heather Williams updated council on the progress of the play area project. A recent fund raising event in the Village Hall, with live music raised £350, which has been paid into Council's bank account for safe keeping. Heather is still liaising with the design company regarding the features of the play park and two adjustments have been made – once these have been incorporated into the design, the company will provide a full quotation, which can be used to obtain comparable quotes and for funding purposes. Clerk reported a CIL enquiry form, requesting funding for the play area has been sent off.
16. **QUIET LANE**
- a) Council decided on wording for signs directing Quiet Lane users to the car park to be as follows: 'Quiet Lane Free Parking at Village Hall'. Council were undecided as to ideal location of signs. **It was AGREED** that clerk is to liaise with Offton & Willisham Parish Council to identify whether they had any objections concerning signage location, or if they had any plans to install their own and thus prevent duplication of effort.

- b) It was **AGREED** Clerk would liaise with Offton & Willisham Parish Council regarding location of Dog Waste Bin and report back to Council.

17. **PLATINUM JUBILEE CELEBRATIONS**

- a) Liz Hitchcock advised that the Hitchcock's have purchased a tree and planted it in the Orchard next to Ringshall Village Hall, as part of the Queen's Canopy

Jubilee Celebrations. Council thanked the Hitchcocks for their gift to the orchard. Liz advised a tree guard and plaque commemorating the Queen's Jubilee celebrations would need to be purchased to correctly identify and protect the tree. It was **AGREED** that clerk would organise the purchase and installation of a tree guard and Queen's Canopy Plaque for the tree.

- b) Liz Hitchcock reminded council of the plans for the Queen's Jubilee Celebration plans - the lighting of the beacon on Friday 3rd June at the Village Hall and Live music on Saturday 4th June at the Village Hall, along with the dog show, bouncy castle and craft stalls.

- c) Torch Bearer Nomination – the school have been asked to speak to the parents of the children who won the drawing competition for the play area, to see if they would be happy to bear the torch for the Ringshall leg of the journey.

18. **LITTER PICK UPDATE** Liz Hitchcock thanked everyone who took part in the litter pick. The Litter pick was successful but sadly, the litter has returned already.

19. **OPEN GARDENS EVENT** Council discussed the possibility of an Open Gardens Event returning to Ringshall. Council resolved it would be too late for this year, but that it would be useful to seek more information on numbers of people who would be interested in taking part, before committing to an event in 2023. It was **AGREED** that a note would be included in the next Parish Newsletter, asking people to get in touch if they would be interested in participating in order to gauge the level of interest in the village.

20. **MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

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No matters as such.

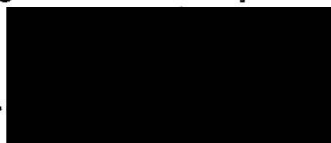
21. **TO CONSIDER DATES FOR THE 22-23 PARISH COUNCIL MEETING SCHEDULE**

It was **AGREED** that the dates for the May and July meeting would be Tuesday 24th May 2022 and Tuesday 19th July 2022.

22. **DATE OF NEXT ORDINARY MEETING IT WAS AGREED** - that the next meeting be held at the Village Hall on Tuesday 24th May 2022 at 7.30pm.

The meeting finished at 8.43pm.

Chairman: .



Dated:

24/05/2022