



RINGSBALL PARISH COUNCIL

Minutes of the Annual Meeting of Parish Council held at the Village Hall on Tuesday 24th May 2022 at 7.30pm.

Present:

Councillors: C.Payne Chair
A.Williams (Vice-Chairperson)
H.Williams
L.Hitchcock
D.Shann
N.Last
H.Nunn

In Attendance L.Luther – Clerk
County Cllr K.Oakes
2 members of the Public

RPC/01/22/23 ELECTION OF CHAIR.

Cllr Payne declared the meeting open.

Cllr A. Williams proposed Cllr Payne for Chair, which was seconded by Cllr Last. Vote was unanimous. It was **AGREED** that Cllr Payne was elected Chair.

RPC/02/22/23 ELECTION OF VICE-CHAIR

Cllr Payne proposed Cllr A.Williams for Vice-Chair, which was seconded by Cllr Hitchcock. Vote was unanimous. It was **AGREED** that Cllr A. Williams was elected Vice-Chair.

RPC/03/22/23 DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Payne and Cllr A. Williams signed their declarations of Acceptance of Office and Cllr Payne took the Chair for the remainder of the meeting.

RPC/04/22/23 - TO RECEIVE APOLOGIES OF ABSENCE

None

RPC/05/22/23 - TO RECEIVE DECLARATIONS OF INTEREST

None were received.

RPC/06/22/23 - TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

None were received.

RPC/07/22/23 - TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.

It was AGREED: That the minutes of the meeting held on 29th March 2022 be approved as a true record and signed by the Chair.

RPC/08/22/23 – TO APPOINT REPRESENTATIVES TO COMMITTEES AND OUTSIDE BODIES

1. Personnel Committee – Cllr Last, Cllr H Williams & Cllr Payne
2. Grievance Committee – Cllr H.Williams, Cllr Shann & Cllr Hitchcock
3. Ringshall Village Hall – Cllr Hitchcock.
4. Tree Warden – Cllr Hitchcock
5. Footpath Warden – Cllr Hitchcock
6. SID Operator – Peter Watson

RPC/09/22/23 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual Subscriptions of £274.75 was a worthwhile membership and that the fee be paid to renew the Parish Council's membership of SALC.

RPC/10/22/23 PUBLIC PARTICIPATION SESSION

No issues were raised.

RPC/11/22/23 TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR KAY OAKES

Cllr Oakes had provided her report prior to the meeting, but briefly referred to the recent Council pledges to work on ongoing issues with Mental Health, kindness in the community and domestic abuse.

RPC/12/22/23 TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR DANIEL PRATT

Cllr Pratt was absent but had circulated his report prior to the meeting.

RPC/13/22/23 HIGHWAYS

1. Flooding on Lower Farm Road around the school was discussed in light of recent heavy rain, which highlighted the poor drainage. Cllr Oakes advised she had funds for addressing drainage issues in her current budget, and would be happy to help resolve the issue. The issue has been reported to Highways, and Cllr Oaks repeated that she would follow up with Highways. Council also discussed the recent resurfacing works that had taken place in the village and areas of concern where works were not properly finished and would likely require further repair in a matter of months.
2. Signage issues were discussed with Cllr Hitchcock raising the issue of damaged signs across the village. Cllr Oakes advised she would be happy to help towards the cost of replacing these. **It was AGREED** that the clerk would follow up with County Council and report damaged signs again.

3. A manhole cover at the top of Lower Farm Road was reported as belonging to BT and in need of attention, owing to the damage to brick work around it. **It was AGREED** that Clerk would write to BT Works department to request that the issue be repaired and resolved as soon as possible.

RPC/14/22/23 TO RECEIVE THE CLERKS REPORT INCLUDING THE FOLLOWING FINANCIAL MATTERS

- a) Clerk requested that Council approve overtime for 6 hours of work completed during April and May owing to extended time required to complete the internal audit, funding work for the play area and attending a webinar on the East Anglia GREEN Consultation by the National Grid. **It was AGREED** to approve the overtime of 6 hours.
- b) Clerk reported on the current bank account balance of £27,138.78 with general reserves currently at £5,717.16. A Bank Reconciliation, current cashbook and invoices were provided to Cllr A.Williams for supervisory review.
- c) Approvals for Payments and Receipts were requested. **It was AGREED** that the payments and receipts were approved and to be paid by Clerk.

May 2022 Payments and Receipts

Payments	
Clerk's Pay April	£247.00
Clerk's Pay May	£230.00
Clerk's Office Allowance	£18.00
Clerks expenses	£48.15
Plaque for Queen's Jubilee Tree	£67.40
Tree Guard for Queen's Jubilee Tree	£144.00
SALC Membership	£274.75
Speed Indicator Board Invoice	£2,369.54
	£3,398.84

Receipts	
Precept Payment	£4,231.00
Grant Donation for Play Area	£1,000.00
	£5,231.00

- d) Clerk circulated the CIL report and requested Council consider and, if in agreement, approve the CIL report to be submitted to SCC. **It was AGREED** that Council agreed with the CIL Report and it was approved.
- e) Clerk circulated the Asset Register and requested Council consider, and, if in agreement, approve the Asset Register. Council suggested some small amendments to the Asset Register – the location of some of the street lighting and ownership of litter pick items be reassigned. Then, **it was AGREED** that subject to changes being made, Council approved the Asset Register.
- f) Clerk circulated the unpaid Invoice from Elan City Ltd, which was for payment of the Speed Indicator Board. Clerk explained that the invoice had gone unpaid owing to the changeover period between the previous and current clerk, and now Elan City had reissued the invoice, requesting payment. **It was AGREED** that the invoice be

paid. Cllr Oakes pledged to provide £1,500 towards the cost of the speed indicator board. Council thanked Cllr Oakes for her significant contribution towards the cost of the Speed Indicator Board.

- g) Clerk circulated the Annual Governance Statement to Council and requested approval, if it was agreed with. **It was AGREED** that Council agreed with the statement and approved it. Chair signed the statement at the end of the meeting.
- h) Clerk explained that the Statement of Accounts was included in the Annual Governance Form and requested that Council approve it, if they agreed with the statement of accounts figures. **It was AGREED** that the Statement of Accounts was correct and Council approved it.
- i) Clerk circulated the Internal Auditor's Report, which had been received the same day. The Report made 4 recommendations:
 - a. The precept amount (figure) should be displayed in the minutes to clearly indicate the amount of council tax to be charged to local residents.
 - b. Council should continue to a) monitor level of its general reserves to ensure they are sufficient to meet with unforeseen items of expense and b) work towards building General Reserves to meet with best practice guidelines.
 - c. A reconciliation should be constructed and recorded between the value recorded as at the end of the previous year (31 March 2021) and the value recorded as at March 31 to confirm that the correct value is placed in Box 9 of the AGAR 2021/22 and to provide assurance to the External Auditors that the items acquired in the year have been accurately recorded.
 - d. For the year 2021/22 the council should ensure that all the information required to be published under the accounts and Audit regulations 2015 is made available on a publicly accessible website by the required dates. Clerk advised that the last recommendation was made because the previous clerk accidentally posted the incorrect form on the website and therefore did not post all the correct and available information that should have been made available on the publicly available website.
It was AGREED that Council approved the internal Audit report.
- J) Clerk explained that the Council would require an external Audit this year, as it had spent over £25,000 during the course of the year, and so could not exempt itself. Clerk explained that variance would be easily explainable and do not foresee any issue with an external audit.

RPC/15/22/23 PLANNING

Planning Consultation Request DC/22/02458 – Erection of 20 Commercial Units consisting of Class E (office and light industrial) and B2 (general industrial). Council discussed the proposal at length. It was proposed and seconded, with three votes abstained and four votes in favour of objecting to the application, for a number of reasons, including unfounded assertions in the planning proposal, the inappropriateness of the development in the countryside and the lack of information provided about the businesses that would be present in the development. **It was AGREED** an Objection would be submitted by Clerk, once proper arguments, including legislation points could be put together in writing and submitted with the objection.

RPC/16/22/23 POWER NETWORKS EAST ANGLIA GREEN ENERGY ENABLEMENT

Council discussed the recent information that had been circulated by the National Grid and its potential Impact on Ringshall. **It was AGREED** to keep the item on the agenda and discuss more at the next meeting in July.

RPC/17/22/23 RED LION UPDATE

Chair reported that the Heritage Officer has observed the building had gone into disrepair and would require considerable work and finances to rescue. **It was AGREED** to leave the item on the agenda for further discussion pending further developments.

RPC/18/22/23 NEIGHBOURHOOD PLAN EXPLORATORY AGREEMENT

Cllr Daniel Pratt has arranged for Paul Bryant to attend the July Council meeting to provide a presentation with further information about a Neighbourhood Plan, in order to help inform council of the potential usefulness of having a plan in place and how to put a plan together.

RPC/19/22/23 SPEED INDICATOR DISPLAY

Peter Watson discussed the recent data from the Speed Indicator Board with the following points being highlighted:

- a) Over 10,000 cars a week are travelling through the village during term time.
- b) Over 1,600 cars a week are going over the speed limit travelling into the village.
- c) Over 2,800 cars a week are going over the speed limit travelling out of the village.

Council discussed some of the speed signs in the village that are currently obscured by bushes/foliage. Peter Watson pledged to remove the overgrown bushes from the 30mph repeater sign near his house and the 20mph sign near the school.

RPC/20/22/23 RINGSHALL PLAY AREA WORKING GROUP UPDATE

Cllr Williams updated Council on the finalised design for the playground by the provider Kompan, who are one of the companies who will be quoting for the project. Two more quotes were currently being put together in the hope that they were complete in time for Clerk to submit a funding application for District CIL Funds by the end of May 2022 deadline. **It was AGREED** that Cllr H. Williams would request a quote for fencing for the play area too.

Clerk informed council of the first donation received for the playground fund, from The Mrs L.D.Rope Third Charitable Settlement Trust of £1,000. Clerk also informed Council that the Rose Wolton from the Planning Department at Mid Suffolk Planning Department had finally confirmed that planning permission was not required for the playground and additionally that a lawful development certificate was also not required.

RPC/21/22/23 QUIET LANE

Council discussed location for the signage and Dog Waste bin for the quiet lane. **It was AGREED** that Clerk would contact SCC to ensure the road for suitable to be added to the collection route for the bin emptying service. **It was AGREED** that Clerk would send a map to Cllr Oakes with the road details on to see if Cllr Oakes had any suggestions as to where the sign and dog waste bin should be sited.

RPC/22/22/23 PLATINUM JUBILEE CELEBRATIONS

Cllr Hitchcock reported that the tree guard was now in place around the Jubilee Tree and it was awaiting the plaque that had been ordered by Clerk.

Cllr Hitchcock requested assistance from the Parish Council over the weekend of the Platinum Jubilee with helping set up, and assistance for the running the bar in the village hall.

RPC/23/22/23 SEWAGE TREATMENT PLANT FENCE PAINTING

Cllr Hitchcock observed that the fence was now a year old, and would require painting in order to preserve it for as long as possible. **It was AGREED** that Cllr Hitchcock would get three quotes for provision of Black Barn Paint. Cllr Hitchcock asked for volunteers to paint the fence once the paint had been acquired and received 4 volunteers immediately.

RPC/24/22/23 RINGSHALL OPEN GARDENS EVENT

Clerk reported that to date, only 3 responses had been received regarding offers to participate in an Open Gardens event in Ringshall in 2023. Council resolved that for the event to proceed, it would require a minimum of 8-10 gardens to be involved in the event to make it viable. It was hoped that the Platinum Jubilee Celebrations would encourage further participation.

RPC/25/22/23 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

None

RPC/26/22/23 PARISH CLERK

Chair reported that the Personnel Committee had met and reviewed the Terms and Conditions of the Parish Clerk's role and approved an increase in Salary Scale to SC1 SCP 12 banding. Chair also suggested increasing the 'Working from Home' payment from £2 a week to £5 a week. Changes effective 25th May 2022. **It was AGREED** by Council to approve the proposals of the Personnel Committee.

RPC/27/22/23 DATE OF NEXT ORDINARY MEETING

IT WAS AGREED - that the next meeting be held at the Village Hall on Tuesday 19th July 2022 at 7.30pm.

The meeting finished at 9.17pm

Chairman: 

Dated:

21/06/2022