



RINGSHELL PARISH COUNCIL

Minutes of the Annual Meeting of Parish Council held at the Village Hall on **Tuesday 23rd May 2023 at 7.30pm.**

Present:

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

In Attendance Cllr Kay Oakes
Cllr Dan Pratt
Peter Watson – SpeedWatch Coordinator
L.Luther – Clerk
7 members of the Public

RPC/01/23/24 ELECTION OF CHAIR

Cllr A. Williams 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 be elected Chair.

RPC/02/23/24 ELECTION OF VICE-CHAIR

It was proposed and seconded that Cllr A. Williams be elected Vice-Chair. All were in favour. **It was AGREED** that Cllr A. Williams was elected Vice-Chair.

RPC/03/23/24 DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr A. Williams signed his declaration of Acceptance of Office and Cllr A. Williams chaired the rest of the meeting in Cllr Payne's absence.

RPC/04/23/24 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Payne sent his apologies

RPC/05/23/24 TO RECEIVE DECLARATIONS OF INTEREST

Cllr H. Williams and Cllr. A. Williams declared an interest in item 15, pertaining to planning permission for their driveway.

RPC/06/23/24 TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

None

RPC/07/23/24 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

It was AGREED that the minutes of the meeting held on Tuesday March 28th 2023 be approved as a true and accurate record and were signed by the Chair.

RPC/08/23/24 TO APPOINT REPRESENTATIVES TO COMMITTEES AND OUTSIDE BODIES

1. Personnel Committee – Heather Williams, Nigel Last and Christopher Payne
2. Grievance Committee - Heather Williams, David Shann & Liz Hitchcock.
3. Ringshall Village Hall Committee Representative – Liz Hitchcock
4. Tree Warden – Liz Hitchcock
5. Footpath Warden – Liz Hitchcock
6. SID Operator – Peter Watson

RPC/09/23/24 AUTHORISATION OF ANNUAL SUBSCRIPTION

- a. Suffolk Association of Local Councils £299.48

It was AGREED to authorise payment of the annual subscription to SALC.

RPC/10/23/24 PUBLIC PARTICIPATION SESSION

There were 7 members of the public present. No issues were raised.

RPC/11/23/24 TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – County Cllr Oakes' report was circulated prior to the meeting. Cllr Oakes highlighted that she was chasing up the Floods department regarding the flooding by the bus stop in Lower Farm Road, as remedial action had been expected to have been started by the day of the meeting but had not materialised,

RPC/12/23/24 TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT: Cllr Pratt had circulated his report prior to the meeting. Cllr Pratt drew attention to funding avenues for upcoming projects in need of funding. The SID Operator asked if there were any funds available to put towards a second Speed Indicator Board (SID) for the village. Cllr Oakes responded and pledged that she would be able to provide funds from her locality budget for a second SID.

RPC/13/23/24 HIGHWAYS

- a) Flooding on Lower Farm Road is an issue under investigation by Cllr Oakes and covered earlier in the meeting.
- b) Light Issue at top of Lower Farm Road now resolved.
- c) Cllr Oakes reported that the contractor, who was intended to replace signs around Ringshall, had fallen through but pledged the signs were to be replaced, it was just a matter of time.

RPC/14/23/24 CLERK'S REPORT INCLUDING THE FOLLOWING FINANCIAL MATTERS

- a) Nothing to report.
- b) Clerk provided an end of year budget monitoring report for the financial year 2022-23. The report was distributed to councillors prior to the meeting and uploaded onto the website for all to view. Overall Council overspent by £675.39 versus the budget – this was mainly owing to cost of living price rises, energy price increases and the increase in wages for Clerks.
- c) Clerk presented the Finance Report to council, advising that a VAT reclaim of £12,704.71 had been successful and was received on 27th April 2023.
- d) Clerk advised overtime during the previous two months had been required and requested authorisation for 6 hours. **It was AGREED** to approve overtime hours.
- e) Clerk presented details of payments and receipts that were to be made on behalf of council. These included the previously mentioned receipt of the VAT claim and receipt of Precept for £4,611.00. Payments for the two new benches for the play

area, bin emptying costs, Clerk's Salary and Internal Audit Fee payment. **It was AGREED** to authorise all payments and receipts.

- f) Clerk presented the CIL Expenditure report to council, which had been circulated prior to the meeting and requested approval. **It was AGREED** to approve and sign the CIL Expenditure Report for 2022-23.
- g) Clerk distributed new Register of Interest Forms to Councillors and requested they be completed, signed and returned to her as soon as possible.
- h) Clerk was unable to present quotes relating to purchase of a new lap top and proposed to carry the item forward to the next meeting agenda.
- i) Clerk presented the Internal Audit Report for 2022-23 and pointed out the recommendations that had been made. Clerk needed to specifically refer to the precept figure in the minutes of meetings in future, when the budget was discussed. Additionally, Cllr H. Williams pointed out that the Internal Audit Report noted that not enough Fidelity Insurance cover had been in place during the Play Area Project, meaning that our insurance should have been increased to ensure the council were covered while they had an unusually large sum of money on account. This was noted for future reference for projects. Overall the Internal Audit was good. Council approved the Internal Audit outcome and **It was AGREED** to approve the Internal Audit Report and sign the AGAR Form 1 & 2.

RPC/15/23/24 TO APPROVE POLICIES AND PROCEDURES

- a) Clerk reported on the requirement for council to review annually the asset Register for the council. **It was AGREED** that the document be signed and approved by the Council.
- b) Clerk reported on the annual requirement for council to review the risk Assessment Document. **It was AGREED** that the document would be approved and signed by the Council.

RPC/16/23/24 PLANNING APPLICATIONS

- a) Council noted the decision relating to planning application DC/23/00921 Chestnuts Farmhouse.

RPC/16/23/24 WATTISHAM AIRFIELD DRIVING EXPERIENCE TRACK DAYS UPDATE

Council discussed the track days and Cllr Pratt reported that a report had been sent to him which showed noise was within acceptable limits. One resident complained, but Cllr Pratt reported that their complaint had been acknowledged and were satisfied with the outcome.

RPC/17/23/24 RINGSHALL PUBLIC MEETING ON 30TH MAY 2023

Council discussed the upcoming Public meeting, which would be to explore the results of the Traffic Survey along Lower Farm Road and residents opinions.

RPC/18/23/24 PLAY AREA UPDATES

- a. Clerk reported that the repairs to the connectors on the climbing frame were underway. After a number of communications with Kompan, Kompan finally agreed to come and repair or replace the connectors properly. This was expected to be completed by the end of May.
- b. Clerk reported that Council had been contacted by a resident, who requested that something be done about the 'wobbly bridge' on the climbing frame, as it was not suitable for the younger children. Clerk contacted Kompan to ascertain what options, if any, were available. Kompan's response was that

nothing could be safely done, and that the bridge was intended for users aged 4 and over and was there to challenge children. **It was AGREED** that a sign would be put up nearby to the climbing frame, advising users of the recommended age use.

- c. Clerk reported that the same resident had also requested a second springer. Currently Kompan have yet to advise if a second springer is physically possible as it needs to identify what space is available and if there is enough safety space available. **It was AGREED** that Council would leave the playpark as it is for at least a year and review the play area use then.
- d. Grass Cutting i) Clerk asked what the volunteers should do with grass cuttings from the play area. **It was AGREED** that grass cuttings could be distributed around the outside of the field adjacent to the play area.
 - ii) Clerk asked if it would be possible to purchase a strimmer for use around the fences and close to the equipment. Cllr Hitchcock advised that she would be happy to strim the areas when doing the sewage tank. **It was AGREED** not to purchase a strimmer for now and see how much use is required of one over the next year.

RPC/19/23/24 RINGSHALL PARISH CHURCH

Clerk presented the most recent financial report from the Church. **It was AGREED** that council would only be able to offer support to a specific project for the church, and not provide financial assistance to pay for the Annual Insurance Policy.

RPC/20/23/24 VILLAGE HALL ROOF REPAIR

Clerk reported on the status of enquiries as to whether the Parish Council can reclaim VAT on a project to repair the roof of the Village Hall, if they use monies provided by the Village Hall Management Committee. Legal advice that had been sought suggested that a new lease would need to be put in place between the council and the Village Hall Management Committee. Further clarification would be needed from SALC before RPC could progress with this issue. **It was AGREED** that Clerk would prepare an additional response to send to SALC and would liaise with Cllr A. Williams before sending further questions off.

RPC/21/23/24 GREEN NATIONAL GRID PYLONS

No further updates on this at present, consultation was delayed because of ESO review.

Councillors K.Oakes and D.Pratt left the meeting at 8.30.

RPC/22/23/24 SUSTAINABILITY STATEMENT FOR PROPOSED DEVELOPMENT AT ANGLIA BUSINESS PARK.

Council discussed the current situation around the proposed development. Currently there was not much to comment on, it was expected that the development proposal would go to Committee for further investigation and consideration.

RPC/23/23/24 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

Council discussed the recent coronation event and what a success it had been. Compliments were passed on to the Village Hall Management Committee and their organisation of it.

It was also noted that the contact details inside the book for the defibrillator were incorrect and needed to be updated.

RPC/24/23/24 DATE OF THE NEXT MEETING – TUESDAY 25th July at 7pm

The meeting closed at 8.35pm

Chairman: Dated:.....