



## **RINGSBALL PARISH COUNCIL**

Minutes of the Parish Council meeting held at the Village Hall, Ringshall on **Tuesday 24<sup>th</sup> March 2026 at 7pm.**

### **Present:**

**Councillors:** H.Nunn (Chair)  
N.Last  
L.Hitchcock  
D.Shann

**In Attendance:** A Maloney - Clerk

### **RPC/94/25/26 - TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies had been received from County Cllr Oakes

### **RPC/95/25/26 - TO RECEIVE DECLARATIONS OF INTEREST**

None

### **RPC/96/25/26 - TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

Dispensation requests were received by the Clerk and agreed from Cllr H Nunn and Cllr L Hitchcock on Item 15 – Church Organ donation.

### **RPC/97/25/26 - TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

**It was AGREED:** that the minutes of the meeting held on Tuesday 27<sup>th</sup> January 2026 be approved as a true record and signed by the Chair.

### **RPC/98/25/26 - PUBLIC PARTICIPATION SESSION**

No members of the public were present.

### **RPC/99/25/26 - TO RECEIVE THE COUNTY COUNCILLORS REPORT**

Cllr Oakes was not present at the meeting. Her report had been received and circulated prior to the meeting and would be published on the village website.

### **RPC/100/25/26 - TO RECEIVE THE DISTRICT COUNCILLORS REPORT**

Cllr Pratt was not present at the meeting. No reports had been received prior to the meeting for the months of February and March 2026.

### **RPC/101/25/26 – HIGHWAYS**

Cllr Last noted that Highways had been to look at the flooding outside of the primary school, previously reported to the Mid Suffolk District Council by a resident, however no work had been undertaken. Cllr Nunn confirmed she would contact the resident to obtain the reference number of her report in order for the Parish Council to follow this up.

Councillors discussed the Needham Market diversion and expressed concern that Stowmarket Road will need attention following the diversion.

It was reported that the road sign on Weir Road was damaged and required repair. County Councillor Oakes to be contacted regarding Highways issues. **Clerk to Action**

#### **RPC/102/25/26 – PLANNING APPLICATIONS**

None received.

#### **RPC/103/25/26 - CLERK'S REPORT INCLUDING THE FOLLOWING FINANCIAL MATTERS**

##### **a) CLERK'S REPORT**

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 24<sup>th</sup> March 2026 was £35387.97.

##### **b) PAYMENTS AND RECEIPTS**

**It was AGREED:** That the following payments and receipts be approved:

<b>Payments</b>	<b>Amount</b>	<b>Receipts</b>	<b>Amount</b>
RVH Fire Alarm Panel	£287.50	Bank Interest	£78.84
Clerk Salary January	£233.40		
HMRC PAYE	£58.40		
Mentor Pay & Expenses	£408.55		
Clerk Salary February	£233.40		
HMRC PAYE	£156.26		
RVH Fire Alarm Panel	£12.50		
Clerk WFH Allowance Jan & Feb	£50		
Payroll Services	£54		
SCC Street Lighting	£239.49		
<b>Total</b>	<b>£1733.50</b>	<b>Total</b>	<b>£78.84</b>

##### **c) FINANCE REPORT**

**It was AGREED:** That the Finance Report be approved.

##### **d) BANK RECONCILIATION**

**It was AGREED:** That the bank reconciliation be approved.

##### **e) SCHEDULE OF REGULAR PAYMENTS**

**It was AGREED:** That the schedule of regular payments be approved.

##### **f) INTERNAL AUDITOR ARRANGEMENTS**

**It was AGREED:** That the appointment of internal auditor Mrs V Waples for the financial year 2025/26 be approved at a cost of £190.

#### **g) EXTERNAL AUDIT ARRANGEMENTS**

**It was AGREED:** That the external audit arrangements for the 2025/2026 financial year be carried out by PKF Littlejohn. Given the low income and expenditure of the council, external audit is likely not required.

#### **RPC/104/25/26 POLICIES, DOCUMENTS AND PROCEDURES**

**It was AGREED:** That the Standing Orders be approved.

**It was AGREED:** That the Internal control statement 2025/26 be approved.

**It was AGREED:** That the Financial Regulations be approved.

It was noted that the number of notice boards on the risk assessment was recorded as two, where it should be three. **Clerk to amend.**

**It was AGREED:** That the Risk Assessment be approved subject to amendment.

It was noted that on the asset register the village hall and village hall car park should be recorded on the asset register as two separate assets. **Clerk to amend.**

**It was AGREED:** That the Asset Register be approved subject to amendment.

**It was AGREED:** That the Publication Guide be approved.

Cllr Nunn expressed her thanks to the Clerk for the work undertaken on the policies and changes to the financial documents that made them clearer to follow.

#### **RPC/105/25/26 – Assertion 10: Digital Data and Compliance**

The Clerk reported that having sought advice from SALC, email addresses for the councillors must not be personal email addresses and they should be councillor specific.

#### **RPC/106/25/26 – Biosolids Processing Plant**

Cllr Nunn wished to express her thanks to all councillors and residents that contributed to resolving the issue of the Biosolids Processing Plant.

It had been reported by Jo Lloyd, Suffolk County Council Enforcement Officer, that the site had been cleared and that no appeal to the stop notice had been lodged. Jo Lloyd can be contacted at [jo.lloyd@suffolk.gov.uk](mailto:jo.lloyd@suffolk.gov.uk) if further issues at the site arise.

#### **RPC/107/25/26 – Maintenance of the Play area**

Cllr Nunn advised she would be unable to continue conducting weekly inspections of the play area and would put a notice in the village magazine asking for a volunteer to undertake the inspections on a monthly basis. An inspection checklist had been provided by the Clerk. Councillors discussed the grass cutting of the village green adjacent to the play area.

**It was AGREED:** That the council would pay the petrol costs for the lawn mower and any strimmer parts required.

#### **RPC/108/25/26 – Donation to St Catherines Church**

Councillors discussed the donation request received by the church to contribute to a restoration project. Cllr Hitchcock reported that of a £20000 target, the church had raised £12000. The councillors felt that a donation to the church would be appropriate to preserve local history.

Cllr Last proposed a donation of £2000.

Cllr Shann seconded.

The Clerk advised that a donation could be made to the church subject to justification of the donation being of benefit to the community as a whole. Further clarification would be required to ensure the legality of the contribution. **Clerk to action.**

**RPC/109/25/26 – Annual Litter Pick**

Cllr Hitchcock reported that the litter pick had been completed up to Charles Tye. She also reported that some of the litter picks needed to be replaced and would notify the Clerk of the number required.

**RPC/110/25/26 – Matters to be brought to the attention of the Parish Council**

Cllr Last expressed concern regarding antisocial behaviour around the play area.

**RPC/111/25/26 - DATE OF NEXT ORDINARY MEETING**

It was AGREED: That the next meeting be held on Tuesday, 19<sup>th</sup> May 2026 at 7pm (APCM).

The meeting closed at 8.10pm.

**Chairman: ..... Dated:.....**