

# Minutes

## Ringshall Parish Council Meeting

At 7.30-9.30pm on 23/07/2019

Ringshall Village Hall

<b>Meeting opened</b>		19.30	
<b>Present</b>	<i>Cllr.s</i>	<i>Cllr. Free Cllr. Hitchcock Cllr. Last Cllr. A Williams – Chair</i>	QUORATE
	<i>Also present</i>	<i>Mr D Smith – Clerk District Cllr D Pratt (arrived item 12) Country Cllr. K Oakes (arrived item 12) 2 members of the public</i>	
<b>RPC/2019/07/</b>	<b>01</b>	<b>To receive apologies and consider approval of any absences</b>	
		<i>Cllr H Williams sent an apology: on holiday</i>	
		<i>Council <b>resolved</b> to <b>approve</b> this apology</i>	APPROVAL
	<b>02</b>	<b>To receive any declarations of interest</b>	RA(DPI)R 2012 Suffolk Local Code of Conduct
		<i>Declaration <b>received</b> from Cllr. Hitchcock re: RPC/2019/07/21 – pathways</i>	
	<b>03</b>	<b>To consider any dispensation requests</b>	LA2012 s33
		<i>Council <b>resolved</b> to approve the dispensation from Cllr Hitchcock to partake in discussion on item RPC/2019/07/21, but to not vote</i>	
	<b>04</b>	<b>To receive a report on outstanding ROI submissions, and consider what action Council should take</b>	Localism Act 2011, s.27
		<i>One outstanding ROI was submitted at the meeting.</i>	
		<i>Council was informed that the other was submitted by hand directly to MidSuffolk, a couple of weeks prior to this meeting.</i>	
		<i>Council <b>decided</b> to take no further action.</i>	
		<i>Clerk will receive and forward the submitted form to Support Services, and will chase them regarding the other submission as still listed as outstanding. [Post meeting note – this has all been done, and all Councillors are now in compliance.]</i>	ACTION
	<b>05</b>	<b>To resolve that the minutes of the following meetings of the Council are a true and correct record:</b>	LGA 1972 Sch12 Para 41(1)
	<b>a</b>	21 <sup>st</sup> May 2019 - AGM	
		<i>Council <b>resolved</b> to <b>approve</b> the minutes and they were duly signed by the Chair</i>	RESOLVE
	<b>b</b>	4 <sup>th</sup> June 2019 – Extraordinary Meeting	
		<i>Council <b>resolved</b> to <b>approve</b> the minutes and they were duly signed by the Chair</i>	RESOLVE
	<b>06</b>	<b>Public participation session to include Police, District and County Councillors' Reports</b>	Standing Order 3e

*No report from Police.*

*Cty Cllr K Oakes: See attached report*

*Dst Cllr D Pratt: See attached report.*

*Cobar Services inquired as to why MidSuffolk are requiring new materials on period building refurbishment/works rather than allowing use of reclaimed materials. Cllr Pratt agreed to take this up and revert.*

<b>07</b>	<b>Internal Audit</b>	
	<b>a</b>	To receive the Internal Audit Report  <i>Council <b>received</b> the Internal Audit Report.</i>
		RECEIVE
	<b>b</b>	To receive the Clerk's report on the Internal Audit  <i>Council <b>received</b> the Clerk's report on the Internal Audit Report.</i>
		RECEIVE
	<b>c</b>	To consider remedial actions in light of the two reports where not covered by subsequent agenda items  <i>Chair <b>actioned</b> to read both reports and revert at the next meeting</i>
		Financial Regulations v1.0 ACTION
	<b>d</b>	To consider the effectiveness of the Internal Audit  <i>As report has yet to be read, Council <b>resolved</b> to <b>defer</b> this item until the next meeting.</i>
		Accounts and Audit Regs 2015 DEFER
<b>08</b>	<b>To review the Internal Control Statement and consider adopting it</b>	Accounts and Audit Regs 2015
		<i>As no Councillor had read the statement as supplied in agenda pack, Clerk advised Council that the document was based on a standard proforma and is required by regulations to be completed each year</i>
		ADVICE
		<i>Council <b>resolved</b> to <b>adopt</b> the Internal Control Statement without review</i>
		ADOPT
<b>09</b>	<b>To receive Clerks report on action taken since the last meeting</b>	
		<i>Council <b>received</b> report – with no clarifications Report attached.</i>
		RECEIVE
<b>10</b>	<b>To receive an update report on engaging The Mix to provide an activity day</b>	
		<i>Council <b>received</b> the following report from Cllr H Williams :</i>
		RECEIVE
		<i>I have been informed that they are recruiting a new member of staff who will be the one that will work on community projects. This has taken far longer than expected and is most disappointing.</i>
		<i>I cannot proceed until I know their availability etc. I just hope that we can move forward ASAP.</i>
<b>11</b>	<b>To receive a report on the Village Sign work</b>	
		<i>Cllr, Hitchcock informed Council that work has been completed and sign resited, and that a thank you was also placed in the Four Parished magazine.</i>
		RECEIVE
		<i>Council would like to extend their gratitude to all those involved in this work: Julie Smith, various grandchildren, David Kemp.</i>
<b>12</b>	<b>Financial</b>	Financial Regulations V1.0 (FR V1.0)
	<b>a</b>	To receive and consider approval of the following financial reports  <i>See attached report</i>
	<b>i</b>	Bank Reconciliation and Balances  <i>Up to date statement information was only available to the Clerk at the start of the meeting, and so no reconciliation was put before Council at the time, but balances were – see attached report</i>

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ii	Budget To Actual	
	<i>Council <b>resolved</b> to approve the Budget To Actual Report, attached</i>	RESOLVE
iii	Receipts and payments since last meeting	
	<i>Council <b>resolved</b> to approve the receipts and payments report, attached</i>	RESOLVE
iv	CIL statements (2018-2019, Current)	
	<i>Council <b>resolved</b> to approve the two CIL reports, and <b>request</b> that the future reports detail the time to reclaim of the CIL payments. Reports attached.</i>	RESOLVE
b	To authorise payments as listing below (detailed on separate sheet), and sign relevant cheques and invoices where applicable:	
	<ul style="list-style-type: none"> <li>• Clerk salary June/July</li> <li>• Internal Audit</li> <li>• Financial Procedures and Risk Management Course</li> <li>• Litter Bins</li> <li>• Clerk expenses</li> <li>• P30 – Employer’s payslip (amendment to motion)</li> </ul>	<p>LGA 1972 s112</p> <p>LGA 1972 s111</p> <p>LGA 1972 s111</p> <p>LGA 1972 s112</p> <p>LGA 1972 s112</p>
	<i>Council <b>resolved</b> to <b>approve</b> all the payments. Said payments are listed on an attached sheet.</i>	
c	To back sign all invoices for 2019-2020 year to show have been seen by Council	FR V1.0
	<i>The two current signatories so back signed all said invoices.</i>	
d	To receive funding requests and consider awarding such funds	
i	Ringshall Village Hall Management Committee – Donation against running costs	LGA 192 S137
	<i>Council <b>resolved</b> to <b>approve</b> a donation of £1000 to RVHMC</i>	RESOLVE
ii	Battisford Village Hall Management Committee – Grant for replacement floor	The CIL (Amendment) Regulations 2013 P59C LGA 192 S137
	<i>Council <b>received</b> a letter from the Battisford Village Hall Treasurer, requesting a grant for monies to support the replacement of their hall floor. Clerk supplied the Charities Commission registration in support of the grant application.</i>	RECEIVE
	<i>Clerk <b>advised</b> Council that any monies donated could come from CIL funds, as per email from MidSuffolk Infrastructure team.</i>	ADVICE
	<i>Council <b>resolved</b> to <b>approve</b> a grant of £500 to BVHMC, and <b>resolved</b> that the funds should come from the CIL monies.</i>	RESOLVE
e	To receive thank you letters for previous donations and grants	
	<ul style="list-style-type: none"> <li>• SARS</li> <li>• 4 Parishes Magazine</li> </ul>	
	<i>Council <b>received</b> said letters</i>	
f	To receive an update on the bank mandate changes	
	<i>Revised forms have been sent to the bank, awaiting confirmation of changes. No further action required at this time.</i>	
13	<b>To consider planning applications and approve any comments</b>	TCPA 1990 s1p8
	<ul style="list-style-type: none"> <li>• DC/19/02419 – Benicia House – Protected tree pollarding.</li> </ul>	
	<i>Council <b>resolved</b> to apply the following comment to the application:</i>	RESOLVE
	<i>Ringshall Parish Council does not object to the work, so long as the pollarding is undertaken in accordance with current best practice guidelines, and that the longevity of the trees is duly protected.</i>	
	<i>Clerk <b>actioned</b> to provide comment to MidSuffolk planning</i>	ACTION

- 14 **To receive reports and correspondence on any highways matters, and consider if they require raising to Highways or other authorities, or require other action**
- a Potentially hazardous parking Lower Farm Road Local Government and Rating Act 1997, s.31.
- Council **received** two letters from concerned residents.  
 Council **received** a report from the Clerk which stated:
- Issue has been raised with the Stowmarket SaferNeighbourhood Team
  - A Stowmarket SNT PCSO did a site visit and SNT have issued a follow up report – attached
  - An article regarding the matter has been submitted in the next Four Parishes magazine
- Council **received** a submission from one of the vehicle owners, stating that their parking had been cleared by the PCSO.  
 Cllr Free undertook to talk to the driver of one other specific vehicle currently being parked on the road.  
 Council **resolved** to take no further action at this time. RESOLVE
- b Extension of 30mph speed limit area Lower Farm Road – Great Bricett end
- After a discussion of the benefits and possible downsides, Council **resolved** to **not support** this matter at this time.* RESOLVE
- c Stowmarket Road – road edge collapse near Chapel Farm Highways S130
- Council was informed that the work had been completed, but that the culvert had been covered. Highways returning to correct this at a later date.*  
 Council **resolved** to take no further action at this time RESOLVE
- d Pot hole filling Highways S130
- Council was informed that pot holes along Offton Road have been marked by yellow paint. No other information on potholes was submitted,*  
 Council decided that no action was required.
- e Road closures 29<sup>th</sup> July to 13<sup>th</sup> Aug – Somersham, Ringshall, B1078 near Nedging
- As per Cllr. Oakes report in the open forum item, farm traffic, and buses ave been granted a dispensation to pass though the closures.  
 Council asked Cllr. Oakes to see if there are regulations which govern the extent to which an area can be effected by simultaneous road works.
- 15 **To receive a report from the Ringshall Speedwatch Team on suitable VASs and pole siting, and consider which VAS to purchase.** Local Government and Rating Act 1997, s.31.
- Peter Watson, from the local speedwatch team, attended the meeting and provided substantial data on the traffic flow through Lower Farm Road, and then presented his case for both which VAS to buy, and other measures that could be undertaken to slow traffic. His submission is attached.
- Based on his recommendations, Council **resolved**:* RESOLVE
1. to **start** the process of deploying a VAS
  2. to **approve** purchase of a VAS 300 with data logging, solar panel and Bluetooth connectivity, as per recommendation
  3. to **approve** purchase of 1000 wheelie bin signs as per recommendation
  4. that said purchases should use Council's CIL fund
- 16 **To receive proposals for how CIL monies could be spent, for consideration at the next meeting** The CIL (Amendment) Regulations 2013 P59C
- Beyond what was decided at this meeting, no other submissions for CIL monies spend were received.*
- 17 **To receive communication on and review the requirements for the Village Hall Report, and consider any changes required**
- Council **received** a communication from the RVHMC report generator regarding clarification on the actual data, and format required in the regular status report given by RVHMC to RPC.*

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	<p><i>Council <b>resolved</b> that they require the following data:</i></p> <ul style="list-style-type: none"> <li>• <i>Number of complaints against events for the report period</i></li> <li>• <i>Diary of bookings for the report period, with sensitive data redacted</i></li> <li>• <i>List of issues that RPC needs to address</i></li> </ul>	RESOLVE
	<p><i>Clerk to liaise with the report provider to organise the updates</i></p>	ACTION
18	<p><b>To receive a report on Co-Option submissions and consider if further actions are required to advertise Councillor vacancies</b></p> <p><i>The Clerk has received no approaches about the vacancies, or any submissions. Clerk placed information in last Four Parishes magazine regarding the vacancies, and approached Ringshall School to put in a newsletter if they could. [Post meeting update – The school did not publish an end of term newsletter.]</i></p> <p><i>Council <b>resolved</b> that Clerk should submit a suitable advert to the Four Parishes magazine until vacancies are filled. [Post meeting note - Clerk will also place an advert on the Village Notice Board]</i></p>	
19	<p><b>To receive a communication on ‘Rights of Way Improvement Plan: Suffolk Green Access Strategy consultation’ and consider if any action is appropriate</b></p> <p><i>Council <b>resolved</b> that no action is appropriate at this time.</i></p>	
20	<p><b>To receive information on the School/Village Hall Sewerage Treatment Works issue, and consider possible remedial actions</b></p> <p><i>Council was informed that there is a costly issue with the STW that the School/LEA owns/manages, and that the RVH makes use of.</i></p> <p><i>Council <b>resolved</b> to ask RVHMC if they can find the agreement between the School and RVHMC regarding the STW to better understand the situation, and that any further action is requisite on this.</i></p> <p><i>Clerk to <b>action</b> with RVHMC</i></p>	<p>RESOLVE</p> <p>ACTION</p>
21	<p><b>To receive complaints about an obstructed footpath and consider taking appropriate action</b></p> <p><i>Council <b>received</b> complaints about the obstruction of the footpath leading from the corner of the playing field to the edge of the farm field over open field, running parallel to the B1078.</i></p> <p><i>The Clerk submitted “A land manager’s guide to rights of way in Suffolk” (attached) to the meeting, and talked to the relevant passage regarding the special measures that are recommended for oil seed rape crop – an additional 1.8m each side of the 1-1.8m footpath. Something not followed by the land owner in this field.</i></p> <p><i>The Clerk attempted to inform Council of their powers in regard to this matter.</i></p> <p><i>Cllr Hitchcock, in her capacity as a representative of Hitchcock Farms, informed Council that cropping has been delayed due to the weather, but hopes that it should be underway within a few weeks, which will clear the obstruction.</i></p> <p><i>Council was informed that in general field edge footpaths in the parish were well maintained.</i></p> <p><i>Council <b>resolved</b> that no action needs to be taken at this time.</i></p>	<p>Highways S50(2), S130</p> <p>ATTEMPTED ADVICE</p> <p>RESOLVE</p>
22	<p><b>To review and consider adopting the following policies:</b></p> <ol style="list-style-type: none"> <li>1. Publication Guide</li> <li>2. Subject Access Request</li> <li>3. Complaints</li> <li>4. Updated Standing Orders</li> </ol> <p><i>Council <b>resolved</b> to adopt all these policies <b>without</b> review.</i></p>	RESOLVE
23	<p><b>Items for consideration for inclusion on the next agenda</b></p> <ul style="list-style-type: none"> <li>• <i>Joint Local Plan Review – consider response</i></li> </ul>	
24	<p><b>To confirm the date of the next meeting as Tuesday 24<sup>th</sup> September 2019</b></p> <p><i>Council <b>confirmed</b> this date.</i></p>	CONFIRM

Meeting Closed

21.30