



# Minutes

## Ordinary Ringshall Parish Council Meeting

26/01/2021

7.30-9.30pm

To be held via Zoom

Time URL Meeting ID Passcode  
19:30 <https://us02web.zoom.us/j/87619474794?pwd=WE1SOTcrMWhGMitNZVYvQ1UJa0lYUT09> 876 1947 4794 261428

Started 19:31

Present *Cllr A Williams (Chairman), Cllr L Hitchcock, Cllr N Last*

Also present *Cllr K Oakes - SCC, Cllr D Pratt - MSDC  
D Smith - Clerk to Council  
2 other members of the public*

### Minute Id

|             |    |   |    |   |
|-------------|----|---|----|---|
| RPC/2021/01 | 01 | To receive apologies and consider approval of any absences<br><br><i>Cllr H Williams was unable to attend due to having COVID-19<br/>Council resolved to accept this apology</i>  | SO |   |
|             | 02 | To receive any declarations of interest<br><br><i>Cllr L Hitchcock - declared non-pecuniary interests in items<br/>RPC/2021/01/10, RPC/2021/01/12, RPC/2021/01/13</i>   | SO | RA(DPI)R 2012<br>Suffolk Local<br>Code of Conduct |
|             | 03 | To consider any dispensation requests<br><br><i>Existing for STW, carpark</i>   | SO | LA2012 s33  |
|             | 04 | To consider co-option of a new member<br><br><i>Council resolved to co-opt Christopher Payne to council.<br/><br/>He duly signed the acceptance paper on screen, and as per Co-Option policy immediately became a Council member.<br/>Clerk to update MSDC.</i>   |    | RESOLUTION<br><br>ACCEPTANCE OF<br>OFFICE         |
|             | 05 | To resolve that the minutes of the following meetings of the Council are a true and correct record.<br><br>1. 24/11/2020<br>2. 8/12/2020<br><br><i>Council resolved that both minutes were true and correct. The Chairman signed them on camera, and they will be collected by the Clerk in due course.</i> | SO | LGA 1972 Sch12<br>Para 41(1)<br><br>RESOLUTION    |
|             | 06 | Public participation session<br>Limited to 15 mins with 3 minutes per person<br><br><i>No one addressed the Council</i>   | SO | Standing Order<br>3e                              |
|             | 07 | Clerks Report on Matters Arising From Previous Meetings<br>Covers all active actions not handled by a specific agenda item<br><br><i>See AdditionInformation document.<br/><br/>Council noted most points without comment.</i>  |    |   |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Ringshall Parish Council

|           |  |                          |
|-----------|--|--------------------------|
| <b>08</b> | <b>Financial</b>   | Financial Regs           |
| a         | To receive and approve financial reports   |                          |
| i         | Receipts and payments since last meeting<br><i>As per Additional Information document</i><br><i>Council noted the payments and receipts.</i>   | SO                       |
| ii        | Bank Reconciliation<br><i>As per Bank Reconciliation document</i><br><i>The Chairman (in lieu of another non-banking signatory with sufficient knowledge) agreed the reconciliation and duly signed it</i>   | SO<br><br>SIGNED         |
| iii       | Budget To Actual<br><i>As per Budget To Actual document</i><br><br><i>Clerk made some minor changes to the report during the meeting, which Zoom allowed to be shown to all Councillors.</i><br><i>Council received this updated Budget To Actual</i>  | SO                       |
| IV        | CIL<br><i>As per CIL document</i><br><i>Council received this report.</i>  | SO                       |
| b         | To authorise payments as listed in documentation pack<br><i>As per Additional Information document</i><br><i>Council resolved to approve all payments.</i><br><br><i>Payments to be made by bank transfer, letter for which to be signed outside of the meeting.</i>   | RESOLUTION               |
| c         | Budget & Precept 2021-2022   |                          |
| i         | To consider and approve the budget<br><i>There were some budget changes since the November meeting, which the Clerk explained.</i><br><i>Council discussed the budget and resolved to approve it.</i>  | RESOLUTION               |
| ii        | To consider and approve the precept<br><i>Council reviewed the precept in light of the budget, and resolved to approve it.</i><br><br><i>Precept form to be signed outside the meeting, and returned to MSDC.</i>  | RESOLUTION<br><br>ACTION |
| d         | To review the financial management risk assessment<br><i>Council reviewed the document and resolved to adopt it</i>  | RESOLUTION               |
| <b>09</b> | <b>To consider any council member training requests</b><br><i>Council discussed training for new councillors, and that training should be funded by Council, but that Councillors should fee free to pay for their own if they do desire.</i><br><i>No motion to pay for any specific upcoming training was therefore voted upon</i> |                          |
| <b>10</b> | <b>To consider supporting the installation of internet access at the Village Hall</b><br><i>Council discussed this issue, and included some comments from RVHMC co-chairs.</i><br><br><i>Council decided to wait until a formal response from council before making a decision on whether to support the installation.</i>           |                          |
| <b>11</b> | <b>To receive reports from the County and District Councillors</b><br><i>See attached documents.</i>   |                          |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Ringshall Parish Council

*Cllr Oakes also talked to recharging points at village halls, where there exists some specific funding at county level to support such installation.*

*The general consensus of the individuals present, including RVHMC, was that Cllr Oakes could register interest with the relevant part of SCC regarding installing such points at the village hall.*

- 12 To receive update reports on the Village Hall sewage treatment plant installation project and consider next steps**
- Cllr Hitchcock reported that she has pushed the contractor to install in the first week of March. This date needs to be confirmed.*
- Council resolved to approve the submission of the building control application with its associated costs.* RESOLUTION
- Clerk actioned to inform the school that the car park will be closed.* ACTION
- 13 To receive update reports on the Village Hall car park maintenance project and consider next steps**
- The Chairman reported that he has not contacted the school yet, and will endeavour to do so before the next meeting.*
- No communication has been received from the school since their indication of a willingness to assist with costs last year.*
- Chairman actioned to make contact with the school regarding this matter* ACTION
- 14 Annual litter pick**
- Various Council members talked to the increase in litter present in the parish.*
- a To consider a date/date spread**
- Council resolved to not hold an official litter picking event. Rather it would make it know that it had kit available and that volunteers are more than welcome to borrow it to litter pick in their own time.*
- b To consider how to find volunteers**
- Council resolved that suitable information should be placed in the 4 parishes magazine, and on the council website.* RESOLUTION
- c To review and re-adopt the Risk Assessment**
- See AdditionalInformation for Clerks advice on this matter.*
- Council resolved to re-adopt the risk assessment which applies to Council organised picking events.*
- Clerk actioned to request more bin bags from MSDC.* ACTION
- 15 To consider whom to appoint as internal auditor**
- See AdditionalInformation for list of proposed auditors*
- Council resolved to use Heelis and Lodge* RESOLUTION
- 16 To receive reports on any highways matters, and consider if they require raising to Highways or other authorities, or require other action** SO
- It was noted that the sign on the junction of Offton Road with Lower Farm Road is broken.*
- Cllr Hitchcock reported that she had used the SCC Highways Fault reporting tool to report the flooding issues near the bus stop, and that the SCC response was that there was no issue.*
- 17 To consider commenting on the following planning applications:** SO
- DC/20/05587 - Gt Bricett Business Park - 73 mobile homes
  - DC/20/05923 - Ringshall House - Listed Building Consent
  - DC/20/05924 - Ringshall House - Associated works
- DC/20/05587 - After discussion Council resolved to submit a comment to MSDC regarding this application. Council decided is was likely to cause a number of issues relating to increased stress on the local environment and road infrastructure. In conjunction with Cllr Payne, the Clerk will be submitting an objection.* RESOLUTION

*At this time the Chairman was forced to leave the meeting due to his COVID related condition.*

*Council members duly proposed, seconded and elected Cllr Nigel Last to the position of Chairman for the rest of the meeting.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Ringshall Parish Council

*DC/20/05923 & DC/20/05924 Council resolved to make no comment.*

RESOLUTION

- 18 To receive and consider proposals for how Neighbourhood CIL could be spent

SO The CIL  
(Amendment)  
Regulations  
2013  
P59C

*See AdditionalInformation for Clerk's input on this topic.*

*Clerk actioned to pursue the issue of amber LED street lighting.*

ACTION

- 19 To consider supporting the Slow Ways initiative

*Chairman decided to hold this item over to the next meeting, as the PC Chairman could not report back on his findings.*

DECISION

- 20 To receive any updates on the approach made to RAF Wattisham for the formation of a liaison meeting, and consider any further actions

*Chairman decided to hold this item over to the next meeting, as the PC Chairman could not report back on his findings.*

- 21 Items for consideration for inclusion on the next agenda

SO

*No items were decided upon*

- 22 To confirm the date of the next meeting as Tuesday 30 March 2021, and to confirm to be held via Zoom

SO

*Council resolved to confirm this date*

21:20

Meeting  
Closed

Signed: \_\_\_\_\_ Date: \_\_\_\_\_