

Minutes

Ringshall Parish Council Ordinary Meeting

At 7.30-9.30pm on 29/09/2020

in the Needham Market Community Centre

This meeting was also be hosted on line using Zoom.

Each meeting is scheduled for 30 mins, and they run back to back. A Zoom waiting room will be employed.

Time	URL	Meeting Id	Passcode
19:30-20:00	https://us04web.zoom.us/j/77618039980?pwd=V091VTJVTmNHMm56NXdrdlVxb0pWUT09	776 1803 9980	3dMdYF
20:00-20:30	https://us04web.zoom.us/j/75088493169?pwd=YUpnM0NGa3NWMm0rOHJOZGxrbFp5dz09	750 8849 3169	3jFghp
20:30-21:00	https://us04web.zoom.us/j/72670745189?pwd=enlyU051WU1BM2VNemhrSTLYL0pTQT09	726 7074 5189	5JTutC
21:00-21:30	https://us04web.zoom.us/j/72262644893?pwd=KzFCVIAzNDIjY1pNMxU4Mw1rQnF3dz09	722 6264 4893	8YDL9e

Meeting Started	19:30	
Present	<p>Members: Cllr A Williams, Cllr H Williams, Cllr N Last, Cllr L Hitchcock all in person</p> <p>Other: D Smith (Clerk) - in person Cllr K Oakes - in person Cllr D Pratt - online</p> <p>3 members of the public in person 3 members of the public online</p>	
PC/2020/09	01	To receive apologies and consider approval of any absences
		None
	02	To receive any declarations of interest
		RA(DPI)R 2012 Suffolk Local Code of Conduct
		Cllr Hitchcock declared a pecuniary interest for item 14 as a relation to the land owner, and non-pecuniary as member of the RVHMC
	03	To consider any dispensation requests
		Council resolved to grant a dispensation to allow Cllr Hitchcock to remain during the item and partake in discussions, but not to vote.
		LA2012 s33 RESOLUTION
	04	To resolve that the minutes of the following meetings of the Council are a true and correct record:
		<ul style="list-style-type: none"> 28th July 2020
		Council resolved to accept the minutes as true and correct record and they were duly signed by the Chairman.
		RESOLUTION
	05	Public participation session
		One member of the public asked about speed checking and speeding along Lower Farm Road.
		Council informed them that Council was in the process of getting a SID, for use along said road. This process has unfortunately been drawn out due to COVID-19.
		Standing Order 3e
	06	To receive any reports from District and County Councillors

Signed: _____ Date: _____

Ringshall Parish Council

Reports for September were received by Council from both Councillors.

Cllr Oakes also said they she had been in contact with highways regarding the road issues on the estate by Wattisham airbase, and the matter was being looked at.

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| 07 | <p>To receive Clerk's Report on Matters Arising
 <i>To cover all actions not covered elsewhere on the agenda</i>
 <i>As per report in additional information</i></p> | |
| 08 | <p>To agree the adoption of SALCs model grievance/disciplinary policy, with the amendment that our committees shall have two members, not three</p> <p><i>These were resolved to be adapted with the changes by Council.</i></p> | <p style="text-align: right;">AW</p> <p style="text-align: right;">RESOLUTION</p> |
| 09 | <p>Financial</p> | <p style="text-align: right;">Financial Regulations
V1.0 (FR V1.0)</p> |
| a | <p>To receive and consider approval of the following financial reports</p> | |
| i | <p>Bank Reconciliation and Balances</p> <p><i>The bank reconciliation was approved by Council</i></p> | <p style="text-align: right;">APPROVAL</p> |
| ii | <p>Budget To Actual</p> <p><i>A query was raised over the high lighted value for the "to year end Clerk salary figure" as to why it had changed.</i></p> <p><i>At the time the Clerk was unable to explain, as could not get access to the relevant spreadsheet, as laptop was being used to host the Zoom meeting.</i></p> <p><i>Post Meeting Note: Value was based on the prediction of acceptance of the new pay rates.</i></p> <p><i>The budget to actual was approved by Council.</i></p> | <p style="text-align: right;">APPROVAL</p> |
| iii | <p>Receipts and payments since last meeting</p> <p><i>See additional information</i></p> <p><i>These were noted by Council.</i></p> | |
| iv | <p>CIL statement</p> <p><i>This was approved by Council.</i></p> | |
| b | <p>To authorise payments as listing below (detailed on separate sheet), and sign relevant cheques and invoices where applicable:</p> <ul style="list-style-type: none"> • Clerk salary August/September • Clerk expenses <p><i>These were approved by Council</i></p> | <p style="text-align: right;">LGA 1972 s112</p> <p style="text-align: right;">LGA 1972 s112</p> |
| c | <p>To receive and consider a request from St Catherine's Ringshall Parochial Church Council for funds:</p> <p><i>Clerk once again presented the NALC information sheet on giving to the church. The Chairman has also contacted SALC to seek advice.</i></p> | <p style="text-align: right;">ADVICE
LGA 1894</p> |
| i | <p>£500 towards grass cutting in church grounds</p> <p><i>Council resolved to approve the granting of the monies.</i></p> <p><i>A cheque to the PCC was duly made out and signed.</i></p> | <p style="text-align: right;">LGA 1972 S214
RESOLUTION</p> <p style="text-align: right;">SIGNATURE</p> |
| ii | <p>£600 general donation</p> <p><i>Council queried as to the nature of the donation, Clerk informed Council that it was for unspecified purposes.</i></p> <p><i>Council resolved to approve this request for a donation.</i></p> <p><i>A cheque to the PCC was duly made out and signed.</i></p> | <p style="text-align: right;">LGA 1972 S137
RESOLUTION</p> <p style="text-align: right;">SIGNATURE</p> |
| d | <p>To consider renewing of the insurance policy from CAS, including any adjustments that might need to be made in covered assets under the policy</p> | |

Signed: _____ Date: _____

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	<i>Council resolved to renew the insurance policy.</i>	RESOLUTION
e	To adopt the new national salary pay scales <i>Council resolved to adopt the new national pay scales.</i>	RESOLUTION
f	To approve the purchase of a wreath for the Remembrance Service <i>Council resolved to approve the purchase of a wreath.</i>	AW RESOLUTION
10	Residents' Survey	
a	To review the returned surveys Councillors had an hour before the meeting in which to read the surveys. A representative sample was ready by the Councillors. Council discussed the contents, and noted some ideas that some residents had put forth. Council resolved to put a formal response in the 4 Parish Link Magazine.	RESOLUTION
b	To consider alterations to the draft three year business plan in light of the survey <i>Council resolved that no modifications in light of the survey were required.</i>	RESOLUTION
11	To receive proposals for how CIL monies could be spent, for consideration at the next meeting <i>RVHMC asked for comment on what the CIL monies could help with. There was some discussion on a youth club.</i>	The CIL (Amendment) Regulations 2013 P59C
12	To receive an update on the procurement of a replacement Charles Tye notice board and consider next steps <i>Cllrs A & H Williams pledged £200 in support of a new notice board. Question was raised over who owns the land the old notice board is on, SCC or the adjoining landowner. Cllr A & H Williams took an action to look into the land ownership.</i>	ACTION
13	To receive an update report on SID pole siting, and consider if further action is required <i>See additional information Cllr K Oakes reaffirmed her pledge of £2000 towards the cost of any SID. Council received the report. Clerk assumes they were given the action to pursue the next step for the SID siting.</i>	Local Government and Rating Act 1997, s.31. RECEIVE PRESUMED ACTION
14	Village Hall sewage system	
a	To receive a report from the Clerk on both the quotes and the process, and consider next actions <i>See attached report. Council received the report.</i>	RECEIVE
	<i>A number of residents were present for this item, and so the Chairman gave a quick recap of the current situation. A member of the public was given time to read letter regarding the situation to Council. This letter was received by Council.</i>	RECEIVE
	<i>There was query from the RHMC Secretary of funding for opening and temporary toileting. There was a query from RVHMC over the on going running costs and any solution.</i>	
b	To receive any updates on the associated CIL bid, and consider next actions <i>Council received the Clerk's report. Council resolved to allocate an additional eight hours for the clerk to pursue this work. Council actioned RVHMC to look into costs of temporary toileting facilities.</i>	RECEIVE RESOLUTION ACTION
	<i>Council resolved the preference order of the bids, so this could be submitted as part of the CIL bid.</i>	RESOLUTION

Signed: _____ Date: _____

Ringshall Parish Council

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| c | To receive correspondence from a concerned resident, and consider any reply | |
| | <i>This letter was supplied in the information pack to Councillors, and was duly received by Council.</i> | RECEIVE |
| 15 | Quiet Lanes | |
| a | To receive and consider information on the Quiet Lanes initiative | |
| | <i>Council received the information</i> | RECEIVE |
| | <i>Cllr Oakes informed Council that SCC would be issuing a press release in the very near future, containing a pledge of monetary support of this initiative.</i> | |
| b | To consider supporting a suggestion to designate Offton Road/Holly Road under this initiative | |
| | <i>Council decided that they did not have enough information about the initiative at this time.</i> | DECISION |
| c | To consider working with other local Parish Councils on this matter | |
| | <i>Offton and Willisham would be considering the same issue at their meeting the following week, and their Chairman said they would be in contact after the meeting.</i> | |
| 16 | To receive any updates on the approach made to RAF Wattisham for the formation of a liaison meeting, and consider any further actions | |
| | <i>An email had been received back from Wattisham saying they were considering the proposal.</i> | |
| | <i>Council would await further correspondence.</i> | |
| 17 | To receive a report on the recent litter pick, and consider how to approach future litter picks | |
| | <i>The litter pick covered the entire village, and a significant amount of litter was picked. Only a few people help with the pick this year, but this did include new people.</i> | |
| | <i>Cllr Hitchcock took the action to write a letter of thanks to the three couples who helped.</i> | ACTION |
| 18 | To agree on the replacement of Google as the Council's email system | AW |
| | <i>Chairman had previously distributed the ICO paper on the use of personnel email accounts by Councillors.</i> | |
| | <i>Chairman explained how they found the browser interface to gmail difficult to use.</i> | |
| | <i>Clerk informed Council that they are entirely happy with gmail as an email system for the Clerk emails. The Clerk also informed Council that the gmail web browser could do all the actions that the Chairman required of an email system, but that certain settings needed to be changed.</i> | |
| | <i>Council resolved to allow the change of email from a Council owned gmail account, to a privately owned email account.</i> | RESOLUTION |
| | <i>Chairman took the action for the creation of this this new email address, and distribute to effected parties.</i> | ACTION |
| 19 | To receive a communication from SCC on division boundaries and consider any response | AW |
| | <i>Council received this communication</i> | RECEIVE |
| 20 | Update on car park, with a proposal to commission a survey | AW |
| | <i>Cllr Hitckcock reported that they had sought quotes on the required remedial work, but that none had been forthcoming as of the meeting.</i> | |
| | <i>No updates had been received from the Asset Trust on their quotes for the work.</i> | |
| 21 | RVHMC are looking at re-roofing the hall - to see whether CIL funding could be applied on this | LH |
| | <i>RVHMC have figures for the work required on the hall, and enquired as to whether CIL funding could be available for it.</i> | |
| | <i>Cllr Pratt advised Council that the next CIL round would be in April 2021.</i> | |
| | <i>The Clerk advised Council that any funding from CIL would be spent directly on the invoice, and so any work needs to be commissioned by the Council if the Council applies for CIL to cover this work.</i> | ADVICE |
| | <i>Council resolved to support a CIL application for this work.</i> | RESOLUTION |

Signed: _____ Date: _____

- 22 **Planning - to consider the following applications**
- DC/20/04091 - Land In Between Electricity Substation And Bus Stop, Roman Road, Wattisham, Great Bricett IP7 7DR
- Council resolved to make no comment.* RESOLUTION
- 23 **To consider the operating parameters under which the Clerk can seek advise from SALC**
- See additional information*
- Council resolved that option two, Clerk with authorisation from Chairman, should be used.* RESOLUTION
- 24 **Items for consideration for inclusion on the next agenda**
- Sewage system
 - SID
- At this time Cllr Hitchcock wanted it recorded in the minutes that "they had fixed the bus shelter tiles"*
- 25 **To confirm the date of the next meeting as Tuesday 26th November 2020, and to consider the default method of meeting**
- Cllr Oakes once again offered to pay for the cost of the hall hire, and would sort the booking out.*
- Council confirmed the date.* CONFIRMATION
- Post meeting note: the agenda had the wrong date, it should be Tuesday 24th November.*
- 21:29

Meeting
Closed

Signed:_____ Date:_____