



# Minutes

## Annual Meeting of the Ringshall Parish Council

18/05/2020

To start at 7.30pm

In Ringshall Village Hall

It is hoped that members of the public can also join via Zoom

Time	URL	Meeting ID	Passcode
19:30	<a href="https://us02web.zoom.us/j/82319427100?pwd=YmYzVGxQemJLRXhuaWdtZDBCNO9KQT09">https://us02web.zoom.us/j/82319427100?pwd=YmYzVGxQemJLRXhuaWdtZDBCNO9KQT09</a>	823 1942 7100	438666

**Started** 19:30

**Present** Cllr L Hitchcock, Cllr N Last, Cllr C Payne, Cllr A Williams  
Cllr H Williams (joined meeting at RPC/2021/05/9bi)

Cllr T Watkins - was co-opted at RPC/2021/05/2a and joined the council after RPC/2021/05/2.

D Smith - Clerk

**Also Present** Cllr K Oakes - SCC (joined at RPC/2021/05/9bii)  
Cllr D Pratt - MSDC (joined at RPC/2021/05/9ci)

6 members of the public

### Minute ID

RPC/2021/05/	1	To elect the Chairman and receive their acceptance papers Cllr C Payne was duly elected as Chairman. Cllr Payne signed their acceptance of role paper, which the Council received.	Standing Orders RESOLUTION RECEIVE
	2	Co-option	
	a	To consider co-option of candidate to Council  T. Watkins spoke to his candidacy, given his reasoning for seeking co-option. The pertinent information from his co-option form can be found in the AdditionalInformation document.  Council resolved to elect T Watkins to the Council.	RESOLUTION
	b	To receive acceptance of office forms for newly co-opted Councillors or resolve to accept at a later date  T Watkins duly signed his acceptance of office forms, and submitted to Council	RECEIVE
	3	To consider election of a Vice-Chairman  Some discussion was held over the position of Vice-Chairman, as not been a V-C since the 2019 elections.  The consensus appeared to be that a V-C would now be appropriate.  In the AdditionalInformation document, the Clerk outlined the role of the V-C.  Council resolved to elect Cllr A Williams as the Vice-Chairman	Standing Orders
	4	To receive apologies and consider approval of any absences  Cllr Oakes and Cllr Pratt sent apologies for being late, attending another PC meeting. Cllr A Williams indicated that Cllr H Williams would attend shortly, as was at another meeting.	

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



5	To receive any declarations of interest and consider any dispensation requests	RA(DPI)R 2012 Suffolk Local Code of Conduct
	<i>Ongoing doi &amp; dispensation for Cllr Hitchcock wrt. Village Hall Car Park and STW related issues No dispensations were presented.</i>	
6	To resolve that the minutes of the meeting of the following Council meetings are a true and correct record: <ul style="list-style-type: none"> <li>• 30<sup>th</sup> March 2021</li> </ul> <p><i>Council resolved to make the following changes to the minutes:</i></p> <ol style="list-style-type: none"> <li>1. <i>RPC/2021/03/01a</i> <i>"travelling to attend a funeral the next day" to be replaced with "personal reasons"</i></li> <li>2. <i>RPC/2021/03/08a</i> <i>"was 10% or less of the quote" to be replaced with "was 10% or less above the quote"</i></li> </ol> <p><i>Once these changes were made, Council resolved to accept the minutes as a true and correct record, and the Chairman duly signed them.</i></p> <p><i>During the long discussion on the change 1, Council took a vote on the following "motion" "When referring to member absences, the minutes should use non-specific terms." This motion was passed by vote.</i></p> <p><i>The Clerk did not offer the advice, at the meeting, that this motion was probably "ultra vires". [Clerk intends to have this "motion" addressed at the next meeting]</i></p>	LA2012 s33
7	<b>Governance and Policies</b>	Standing Orders
a	To review the Standing Orders and accept any proposed changes  <i>The Clerk presented the minor changes due to the underlying model document changes, and due to aligning with other Council resolutions.</i>  <i>Council resolved to accept these changes, and approve the updated document.</i>	RESOLUTION
b	To review the Financial Regulations and accept any proposed changes  <i>The Clerk presented the minor changes due to the underlying model document changes.</i>  <i>Council resolved to accept these changes, and approve the updated document.</i>	RESOLUTION
c	To review the complaints policies and accept any proposed changes  <i>No changes were presented.</i>  <i>Council resolved to accept the document as is.</i>	RESOLUTION
d	To review freedom of information (FOI) and data protection (GDPR) policies and accept any proposed changes  <i>No changes were presented.</i>  <i>Council resolved to accept the document as is.</i>	RESOLUTION
e	To review employment policies and procedures and accept any proposed changes  <i>The Clerk informed Council that these policies did not yet currently exist, but Standing Orders required their review at the AM.</i> <i>The Clerk advised Council that as a good employer Council should have these documents.</i>  <i>Council resolved that these documents should be created.</i>	
f	To set a specific policy on reference requests  <i>The Clerk informed Council that handling of reference requests should be in the employment policies, but due to imminent reference requests Council should consider how they wish to respond to them.</i>  <i>A discussion was held, and the main proposals were that the Chairman should write any references on behalf of Council, and that due to the short time on Council, that information from the previous Chairman (Cllr A Williams) should be considered.</i>  <i>Council resolved that the Chairman should write any references, and consult with Cllr A. Williams as required.</i>	RESOLUTION
8	<b>Committees</b>	Standing Orders

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



a	<b>Personnel Committee</b>		
i	To review the Personnel Committee Terms Of Reference and accept any proposed changes	<p><i>The Clerk presented the changes from two to three as mandatory size of the personnel committees sections, as council now had sufficient members to support this.</i></p> <p><i>Council resolved to accept the revised version with this changes.</i></p>	RESOLUTION
ii	To review the membership of the Personnel Committee	<p><i>Current member ship was:</i>  <i>Normal Personnel issues: Cllr H Williams, Cllr N Last</i>  <i>Grievance Issues: Cllr A Williams, Cllr H Hitchcock</i></p> <p><i>It was pointed out Cllr A Williams, that as Cllr A Williams and Cllr H Williams are spouses, it would be sensible to keep them on separate aspects of the committee</i></p> <p><i>It was also pointed out that having the Chairman and Vice-Chairman on separate sections would be most suitable.</i></p> <p><i>Council resolved to:</i></p> <ul style="list-style-type: none"> <li>• <i>appoint Cllr C Payne as Chairman of the Normal Personnel Issues section</i></li> <li>• <i>appoint Cllr A Williams as Chairman of the Grievance section</i></li> <li>• <i>appoint Cllr T Watkins to the Grievance section</i></li> <li>• <i>to keep all other members in the same sections.</i></li> </ul>	RESOLUTION
9	<b>Roles &amp; Representatives</b>		Standing Orders
a	<b>RVHMC Representative</b>		
i	To consider the role specification of the position	<p><i>The Clerk provided advice in the AdditionalInformation document, on the requirements in terms of how such a rep needs to consider interests when voting as part of the RVHMC committee. This was read out by the Chairman</i></p> <p><i>The Clerk advised Council that there is not currently a role specification, and it would make sense for all roles appointed to by Council to have one.</i></p> <p><i>It was suggested by a member that the role was self-evident, and that a formal document was not required.</i></p> <p><i>Council resolved to not create</i></p>	ADVICE
ii	To consider appointment to the position		ADVICE
b	<b>Tree Warden</b>		
i	To receive a report on the last year's work	<p><i>The Tree Warden, Cllr Hitchcock, presented the information given to the Clerk, and incorporated into the AdditionalInformation document.</i></p>	
ii	To consider the role specification of the position	<p><i>Council resolved that one should be created.</i></p>	RESOLUTION
iii	To consider appointment to the position of tree warden for the parish till the next AM	<p><i>Cllr Hitchcock was appointed by resolution of the Council to remain in the role.</i></p>	RESOLUTION
c	<b>Footpath Warden</b>		
i	To consider the position of footpath warden for the parish	<p><i>Some Councillors said they had not seen the role specification in the document pack.</i></p> <p><i>The Clerk advised that it was in the second email containing some documents missing from the initial pack.</i></p> <p><i>Chairman decided to defer this motion and iii to the next ordinary meeting, and requested that the Clerk recirculates the job specification.</i></p>	DECISION DEFERED
ii	To appoint to the position of footpath warden for the parish till the next AM	<p><i>Deferred by Chairman to the next ordinary meeting.</i></p>	DEFERED
d	<b>SID Operator</b>		

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



- i To consider the position of SID operator  
*Clerk presented the information on this in AdditionalInformation regarding the need for an operator, and how it could be a two man job to move the SID, and suggested that the Speedwatch team should be involved.*  
*Council resolved to appoint Cllr Watkins and Peter Watson (Speedwatch) as the SID operators.*

Chairman decided to move the highways matters to this point in the agenda from item 20

- 10 **Highways Matters** Standing Orders
  - a To receive reports on any highways matters, and consider if they require raising to Highways or other authorities, or require other action  
  
*None.*
  - b To consider backing a request to extend the 30mph limit towards Gt Bricett, to include at least the new dwellings.  
*A concerned resident (MoP#1) was invited to address the council on this matter, having previously indicated such a desire to the Clerk.*  
  
*The resident had collected a number of supporting statements in favour of the extension to the 30 mph zone - these (in redacted form) can be found in the AdditionalInformation document.*  
  
*A long discussion ensued in which it was pointed out that:*
    - *it is unlikely that the 30mph would be extended all the way to Gt Bricett*
    - *there is a significant cost (circa £10k) to the work involved in SCC considering an extension*
    - *other cheaper options, like enhanced signage could be investigated*
    - *Cllr Oakes will need to submit the extension request to SCC (which she indicated she would be happy to do if Council so resolved)*
    - *Cllr Oakes offered support from her Locality Budget for signage.*  
*Council resolved that it would ask Cllr Oakes to pursue the signage option.*
- 11 **Asset Register** Standing Orders  
 To review and approve the asset register for 2020-2021  
  
*Council resolved to approve the asset register as presented without change.*
- 12 **Public participation session** Standing Orders  
 Limited to 15 mins with 3 minutes per person  
  
*Question was taken by Chairman from MoP#2: "Does the council know what it is for?"* ACTION  
*The Chairman agreed for the Clerk to reply to this in hard copy subsequent to the meeting.*
- 13 **To receive any reports/comments from the District and County Councillors**  
  
*Cllr Oakes had sent her reports to the Clerk, who had included it in the meeting pack. Additionally Cllr Oakes informed Council that there has been no update on the electric car charging points request for the Village Hall.*  
  
*Cllr Pratt had sent his reports to the Clerk, who had included it in the meeting pack. Cllr Pratt also added that there are moves to improve footways and cycleways, and work is ongoing with SCC regarding ActiveTravel. CIL can be spent on footways/cycleways.*
- 14 **Clerks Report on Matters Arising From Previous Meetings and Council**  
 Covers all active actions not handled by a specific agenda item  
  
*The Clerk presented the information given in AdditionalInformation on this. There were no questions from Council.*
- 15 **Financial** Standing Orders  
Financial Regs
  - a **2020-2021 accounts**
    - i Review and confirm year end figures  
  
*Council reviewed and resolved to confirm the year end figures.* RESOLUTION
    - ii Review S137 spend

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



# Ringshall Parish Council

*Council reviewed the S137 spend.*

- iii To confirm and sign the Neighbourhood CIL form  
  
Council **resolved** to confirm the Neighbourhood CIL form, and it was duly signed for sending to MSDC RESOLUTION
- b **Annual Governance and Accountability Return (AGAR)**
  - i To answer each question in Section 1 of the AGAR  
*Note each answer needs to be a separate decision*  
  
RESOLUTIONS
    - 1 Council resolved to tick 'Yes'
    - 2 Council resolved to tick 'Yes'
    - 3 Council resolved to tick 'Yes'
    - 4 Council resolved to tick 'Yes'
    - 5 Council resolved to tick 'Yes'
    - 6 Council resolved to tick 'Yes'
    - 7 Council resolved to tick 'Yes'
    - 8 Council resolved to tick 'Yes'
    - 9 Council resolved to tick 'N/A'
  - ii To approve Section 1 of the AGAR  
  
Council **resolved** to approve Section 1 of the AGAR, and the Chairman and the Clrk duly signed it. RESOLUTION
  - iii To review and approve accounting statements in Section 2 of the AGAR  
  
Council **resolved** to approve the accounting statements in Section 2 of the AGAR RESOLUTION
- c **To receive and approve financial reports**
  - i Receipts and payments since last meeting  
  
The Clerk presented the receipts and payments information as given in AdditionalInformation, and it was received without comment by Council. RECEIVE
  - ii CIL Report  
  
The Clerk presented the CIL report as given in AdditionalInformation, and it was received without comment by Council.
  - iii Bank Reconciliation  
  
The banking reconciliation was reviewed and signed of by Clr Payne prior to the meeting.  
Council accepted this work. RECEIVE
  - iv Budget to actual  
  
The Clerk presented the BudgetToActual information from the meeting document pack.  
Council received the report without question. RECEIVE
- d **To authorise payments as given in documentation pack**  
  
Council **resolved** to approve all payments as presented by the Clerk in AdditionalInformation: RESOLUTION
  - Salary - £411.60 (April) + £235.20 (May) = £646.80
  - Home as Office - £20
  - MSDC Litter & Dog bin emptying - £334.79
- e **To consider donations to:**
  - 1. SARS
  - 2. EACH
  - 3. Four Parishes Link Magazine

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



## Ringshall Parish Council

*The Clerk informed Council that requests from SARS and EACH had not been received this year, however they normally are by now, and so it would be worth considering a pre-emptive donation to be instigated if (and only if) such a request was received.*

*The request from the Four Parished Magazine was included in the InformationPack, along with a note that this year the payee is Gt Bricett PCC.*

*Council resolved to donate, upon request, as follows:*

- SARS - £100
- EACH - £100
- Four Parishes Link Magazine - £100

- f **To consider applying for internet banking for all banking signatories who are council members**

*The Clerk informed Council that the Stowmarket branch of their bank was closing, meaning the Clerk would have to travel to central Ipswich or Bury to perform banking actions. The Clerk therefore advised Council, that the banking signatories should apply for internet banking, and that future transactions should be done using it.*

*The Clerk confirmed to the Council, that the required level of double signing would be maintained by the online banking system.*

*Council resolved that the banking signatories should all get online banking.*

RESOLUTION

### 16 Councillor Training

To consider approval of councillor training funding

*The Clerk advised Council of the importance of Councillor training, especially for new-to-position members. The Chairman agreed with this stance.*

ADVICE

*Upon questioning by the Chairman, the Clerk indicated that there was sufficient budget to fund training for the newly co-opted member.*

*Council resolved that Cllr Watkins could be funded for all SALC training he chose to do.*

RESOLUTION

### 17 Planning Applications

- a To consider commenting on the following planning applications:

- DC/21/02497 - Orchard Barn, Bildeston Road, Ringshall, Suffolk IP14 2LY
- DC/21/02600 - 1 South View, Offton Road, Ringshall, Suffolk IP14 2JD

*Council resolved to make no comment on both of these planning applications*

RESOLUTION

- b To consider a policy for handling commenting on future planning applications

Cllr A Williams presented the policy he had requested the Clerk create regarding planning policy (see documentation pack)

ADVICE

A discussion ensued, highlights being:

- most comments would just be - In favour
- Ringshall PC is the only PC in the area who routinely does not comment on planning applications
- Clerk advised Council that being consulted or comment is one of the few rights that a Parish Council has
- Cllr Oakes was very disappointed that RPC routinely did not comment on planning and felt they were doing the public a disservice

The motion was proposed, but was not seconded, so was not moved to vote.

Un-seconded motion

### 18 Street lighting

- a To consider the updated costs for the LED upgrades

The Clerk presented the updated costs to Council, which were only slightly higher than previous.

*Council resolved to agree to the costs, and that the Clerk should action the work*

RESOLUTION

- b To consider requesting additional grant monies from Cllr Pratt's Locality Award Budget

*Council resolved to approve approaching Cllr Pratt for additional Locality ward Budget.*

RESOLUTION

### 19 Village Hall Sewage Plant Project

- a To receive an update on the installation of fencing, and consider any further actions required

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



## Ringshall Parish Council

	<p><i>Cllr Hitchcock reported that the fence was not yet in place, but that it should be in the next week or so.</i></p> <p><i>The Clerk reminded Council that until a fence was erected there was a potential risk that they should consider, especially in light of the reported use of the STW as a bicycle play ground.</i></p> <p><i>Council did not move that any further action was required.</i></p>	ADVICE
b	<p>To receive an update on the making good of the installation area, and consider any further actions required</p> <p><i>Cllr Hitchcock reported that the area had been grass seeded, but that the dry weather was interfering with regeneration.</i></p> <p><i>Council did not move that any further action was required.</i></p>	
c	<p>To adopt the Health and Safety Policy</p> <p><i>The Clerk reminded Council that this is required as part of the contract for the Communities Grant funding for the STW and that such a policy needed to be in place.</i></p> <p><i>Council resolved to approve and adopt the policy without change.</i></p>	RESOLUTION
d	<p>To approve Clerk's additional hours spent on the H&amp;S policy</p> <p><i>Council resolved to approve the additional 1hr 45 mins spent by the Clerk on this policy.</i></p>	RESOLUTION
20	<p><b>Village Hall Car Park</b></p>	Carried over
a	<p>To receive an update on the Chairman's action to contact the school's trust regarding their initial offer to maintain the car park surface.</p> <p><i>Report as per Additional Information</i></p>	
b	<p>To consider how to best to proceed with the car park maintenance</p> <p><i>Council was reminded that:</i></p> <ul style="list-style-type: none"><li><i>summer is the best time for the work to proceed.</i></li><li><i>re-quotes would be needed as the originals would have lapsed by now</i></li><li><i>time is pressing to engage contractors</i></li></ul> <p><i>Council discussed the involvement of Asset Education, and a figure of £1.2k was suggested as a suitable yearly payment for use of the car park, to be used for future maintenance. Also that Asset Education has originally offered to look at paying for the current maintenance needs.</i></p> <p><i>Council resolved that:</i></p> <ul style="list-style-type: none"><li><i>Cllr Hitchcock should pursue the re-quotes</i></li><li><i>Once the quotes were in, Cllr A Williams should approach Asset Education with this information, and ask them what their current stance was</i></li></ul>	RESOLUTION
21	<p><b>Neighbourhood CIL</b></p> <p>To receive and consider proposals for how Neighbourhood CIL could be spent</p> <p><i>No proposals received</i></p>	Standing Orders
22	<p><b>Slow ways</b></p>	Carried over
a	<p>To receive a report from the previous Chairman on Slow Ways</p> <p><i>No such report was presented</i></p>	
b	<p>To consider supporting the Slow Ways initiative</p> <p><i>No tangible information was held by Councillors and so no real discussion on Slow Ways was held.</i></p> <p><i>Council resolved to not pursue this venture, as they were unclear as to what it was.</i></p>	RESOLUTION
23	<p><b>Charles Tye Notice Board</b></p> <p>To receive an update on the provision of the notice board at Charles Tye</p> <p><i>Notice board was reported as being up and usable. Keys to be held by Cllrs Williams, and one given to the Clerk.</i></p> <p><i>Invitation for locals to make use of it to be posted on the board.</i></p>	Carried over
24	<p><b>Quiet Lanes Suffolk: Offton Road, Holly Road scheme</b></p> <p><i>In light up updates prior to the meeting on the QLS scheme, the proposer decided to withdraw this agenda item (and subparts).</i></p>	CP - WITHDRAWN
a	<p>To consider holding a public meeting to inform Ringshall residents of the proposal to create a Quiet Lane</p>	WITHDRAWN

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



## Ringshall Parish Council

- |    |  |                 |
|----|--|-----------------|
| b  | To publicise the local scheme in advance of a public meeting and specifically to households and affected business premises in Offton Road, Ringshall   | WITHDRAWN       |
| c  | To publicise in the village newsletter and, if necessary, by leafleting each household   | WITHDRAWN       |
| 25 | <b>To consider supporting climate change/biodiversity initiatives</b><br><i>committee - working party for this...</i>  |                 |
| 26 | <b>Telephone Box</b>   | LH              |
| a  | To discuss upkeep<br><i>Chairman decided to hold this over until the next meeting</i>  |                 |
| b  | To appoint someone to be responsible for looking after the books<br><i>Cllr Last offered his services for this task.</i><br><i>Council resolved to appoint Cllr Last to be responsible for the books</i> | RESOLUTION      |
| 27 | <b>Items for consideration for inclusion on the next agenda</b><br><br><i>None</i>   |                 |
| 28 | <b>Future Meetings</b>   | Standing Orders |
| a  | To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council<br><br><i>Council resolved to approve the dates in principle.</i>         | RESOLUTION      |
| b  | To confirm the date of the next ordinary meeting as 27 <sup>th</sup> July 2021<br><br>Council resolved to confirm this date  | RESOLUTION      |

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