

**Ringshall Parish Council**  
**Minutes of Extraordinary Meeting Held**  
**18<sup>th</sup> November 2021**

Present: Cllrs C Payne (chair), L Hitchcock, D. Shann, N Last, H. Williams, A. Williams.

1. **Apologies:** None. Councillors noted, with regret, the resignation of Cllr Tom Watson.
2. **Declarations of Interest:** None
3. **Minutes of Meeting held 28<sup>th</sup> October 2021:** Agreed
4. **Licence of Land: Notice to Quit:** The Council had been serviced with a Notice to Quit by Suffolk County Council, relating to access to the formerly shared sewage treatment plant land on the primary school site. Councillors agreed that there was no longer any need for such access, and authorised the Chair to sign the agreement.
5. **Finance:**
  - A. Council has received a purchase order from Asset Education Trust relating to the car park agreement and it was agreed that the Chair would issue an invoice accordingly. This money would be paid into a reserve account for the purpose of carrying out future repairs to the village hall car park.
  - B. Council authorises the Chair to sign the regulatory agreement relating to the lease arrangement with Asset Education Trust.
  - C. The Chair reported that SALC was reimbursing £90 for unused course fees.
6. **Planning:** Council agreed to support planning application DC/21/06001 relating to 7 Coronation Glebe, Ringshall.
7. **Exclusion of Press and members of the Public:** Council agreed to exclude members of the press and public for discussion of confidential items.
8. **Appointment of Parish Clerk.** The Chair gave a verbal report on the process to date. Councillors agreed the following:
  - a. To appoint Lacey Luther as Parish Clerk
  - b. To amend the contract of employment and job description in light of comments made.
  - c. To purchase a package of induction and support for the new clerk, including any appropriate courses
9. **Date of Next Meeting:** 2<sup>nd</sup> December 2021 at 7.30pm.

Signed .....

 (Chair)

Date.....

