

Minutes of a Meeting of RINGLAND PARISH COUNCIL

held on
Monday 17th April 2023 following the Annual Parish Meeting at
The Village Hall, The Street, Ringland.

Present: Cllrs N Adams (Chair), S Addington, J Baker, L Cooper, K Stone, M Turner.

Clerk: Mrs Sarah Hunt

13 Members of the public and District Councillor Peter Bulman were in attendance.

1. Apologies.

None.

NOTED that there will be no poll for the Parish as all current councillors are being re-elected unopposed – there will be one vacancy for co-option at the May meeting.

2. Minutes.

The Council minutes dated 9th January 2023 were AGREED by the meeting as a true and correct record and signed by the chair.

3. Declarations of Interest.

3.1 None.

4. To receive updates on any matters not elsewhere on the agenda

4.1 NOTED that the SLOW sign has still not been replaced. Cllr N Adams to chase and copy in Cllr Peter Bulman.

4.2 Commemorative plaque for commemoration tree. Ongoing. Cllr S Addington.

4.3 Footpath opposite 58 The Street. Satisfactory.

4.4 It was confirmed that new unlocked case for the defibrillator in the Telephone Box has been ordered, hinged on the appropriate side for ease of use at a cost of £465.00. Once delivered installation will be actioned by Cllr N Adams.

5 Public Participation and Reports.

5.1 County Councillor: Greg Peck. Apologies received. There is likely to be an election at County for a new leader.

5.2 District Councillor: Peter Bulman reported that the new offices will shortly be occupied to the business park.

5.3 Police Matters – Nothing to report.

5.4 Public; the meeting was made aware of the Coronation Picnic taking place on the 7th May 2023. The road will be closed, there will be a tombola, and every household will be invited. It was RESOLVED to purchase badges to be issued free of charge to children at a cost of £150.00. PROPOSED Cllr Adams, seconded Cllr Lindy. Clerk to action.

Speed limit signs had been turned in the village, along with issues with a street name sign. Cllr Addington will report and monitor.

6 Parish Planning.

6.1 To consider consultee response to the following applications received from Broadland District Council and any additional received before the meeting;

6.1.1 None received.

Parish Clerk: Sarah Hunt
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Tel: 07355 004 437

Email: parishclerkringlandpc@gmail.com

6.2 To receive notification of Planning decisions taken by Broadland District

6.2.1 None received.

7 Correspondence and Communications.

Email	Broadland D C	Mini Forest Opportunity	Not to be taken up.
Email	WSP	NWL – Land interest questionnaire	Completed by Cllr N Adams.

8 Financial.

8.1 It was RESOLVED to agree payments as presented. Receipt value £171.36 as a Rural Agency payment, Entry level stewardship for 2022 was NOTED.

8.2 To note up to date bank reconciliations. None available.

8.3 The draft end of year paperwork is booked to be submitted to the Internal Auditor on 20th May 2022.

8.4 NOTED the clerk still does not have internet banking access. As the Clerk is not taking the position this will not be pursued.

8.5 NOTED the new Electricity rates for the Village Hall. It was RESOLVED not to of a smart meter.

9 Administrative Matters.

9.1 Provision of Council emails to Councillors – Practitioners Guide point 5.204. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers. To note that NALC are currently undertaking trials in this matter. The Clerk is to set up six matching gmail emails with passwords.

9.2 NOTED that the old website 'Ringlandparishcouncil.com' is still live. Clerk to check where payment is made from and cancel. To be closed down when new emails are operational

9.3 It was RESOLVED to renew NALC membership for 2023/24 at a cost of £111.34. PROPOSED Cllr Adams, seconded Cllr Cooper.

9.4 It was CONFIRMED that the phone box defibrillator is now registered with WEBNOS and The Circuit by Cllr N Adams.

9.5 It was CONFIRMED that a second defibrillator has been purchased for installation at the village hall at a cost of £1978.80. Delivery due shortly. Training will be offered in the village once both are installed. It was AGREED to accept the quotation of £261.00 for installation. PROPOSED Cllr Addington, seconded Cllr Adams.

9.6 The risk statement was not available – for submission to Insurance Company as defibrillator cabinets are to remain unlocked. Next meeting. Cllr N Adams.

10 Vehicular matters.

10.1 Car Parking on Church Mound - £5,000 awarded for Highways 50/50 funding application. Cllr M Turner reported that a draft scheme providing 10 spaces had been submitted to Highways and been agreed. It was RESOLVED that the Parish would match fund this improvement. Final costings need to be confirmed. The Church would be looking to install water across the ground as part of the scheme. The church will be providing a map of the area. Cllr Turner to approach conservation officer to check for any permissions necessary. A wayleave will be necessary for the water.

10.2 Car Parking at the Village Hall –there are ambitions to provide improved parking

behind the hall. This will need to be looked at in the budget setting meeting, November.

- 10.3 Notes were received following meeting with NCC regarding EV Charging Point installation attended by the Clerk.

11 Highways Matters.

- 11.1 A47 Improvement Scheme. An update from Cllr N Adams was given to the Annual Parish Meeting immediately preceding this meeting.
- 11.2 Norwich Western Link. An update from Cllr N Adams was given to the Annual Parish Meeting immediately preceding this meeting.

12 Commons Management Matters.

- 12.1 Overhanging Trees – the work has been completed due to Health and Safety concerns. Invoice approved within payments.
- 12.2 A meeting has taken place with East College representative Mr William Haire. Cllr N Adams reported that the Council is discussing their use of the Common Land for agricultural training in exchange for an ongoing Commons Management Plan. Further discussions will take place on how the Council and College can work together.
- 12.3 Environmental Stewardship Scheme. Ongoing. Cllr S Addington.
- 12.4 The schedules/contractors continue with the grass cutting on the rolling contract for 2023. First cuts have already taken place.
- 12.5 Low Common Gate – this is due to be replaced.

13. Offshore Windfarm Project

- 13.1 To report on any potential grants. None identified.

14. Asset of Community Value.

The meeting received and discussed communication from CAMRA and considered an application for The Swan Public House as an Asset of Community Value. It was AGREED to apply, CAMRA to be asked for support if necessary. PROPOSED Cllr N Adams, seconded Cllr L Cooper. CLERK.

15. Policies and Governance.

- 15.1 To consider and agree expenses policy as presented. To next meeting. Previous policy to be used as template.
- 15.2 To consider and agree expenses claim form as presented. To next meeting. Form to support previous policy.

The following were taken as one item. PROPOSED Cllr N Adams, seconded Cllr L Cooper.

- 15.3 The disciplinary policy was AGREED as presented.
- 15.4 The Financial Regulations were AGREED as presented.
- 15.5 The Financial Risk Assessment was AGREED with minor modifications.
- 15.6 The model publication scheme was AGREED as presented.
- 15.7 The press policy was AGREED as presented.
- 15.8 The sickness absence policy was AGREED as presented.
- 15.9 The Social Media Policy was AGREED as presented.
- 15.10 The Standing Orders was AGREED as presented.
- 15.11 The statement of internal controls Policy was AGREED as presented.

16. Items for next agenda:

Insurance renewal due 1st June – to consider quotations.

To consider the best way for the commons grazing matters to be structured to enable Graziers better communication with the Council. Meetings to take place during closed months January/February. The issue of stock allocations, welfare, densities, quarantine

matters etc all need agreeing. That meeting also to discuss fencing, improvements etc. Process needed to ensure that residents have fair access. Proposal that stocking levels are set for the following year in February and locked in.

17. Dates of next meetings:

Annual Parish Council meeting Monday 15th May 2023 at 7.30pm.

A Resolution was made to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

18. Staffing Matters.

- 17.1 The Clerk has decided not to take on the permanent position at Ringland Parish Council. It was AGREED to re-advertise unamended. CLERK.
It was AGREED not to bring payroll in house. CLERK

Annex A - Payments April 2023 meeting. Public

		Nett	VAT	Payable
PAID	Prevent Fire Limited	£40.00	£8.00	£48.00
PAID	Target Trees	£750.00	£150.00	£900.00
PAID	Viking	£62.41	£9.22	£71.63
	Salaries	£1111.50	0	£1111.50
	Working from Home Feb/Mar/Apr	£78.00	0	£78.00
PAID	Norfolk Parish Training	£82.90	0	£82.90
	Sarah Hunt - Viking	£58.88	£11.78	£70.66
PAID	ICO	£35.00	0	£35.00
	Nick Adams - phone box lights	£34.58	£2.92	£37.50
	NALC Membership	£111.35	0	£111.35
	Mrs S Hunt - working from home (Feb/Mar/Apr)	£78.00	0	£78.00
	TOTAL	£2442.62	£181.92	£2624.54