

RINGLAND PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Ringland Village Hall, The Street, Ringland on Monday 13 May 2024 at 7.54pm

Present: Cllrs N Adams (Chairman), L Cooper (Vice-Chair), J Baker, M George, K Stone, M Turner

Officer: L Trabucco (Clerk)

Member of the Public: 5 members of the public including Norfolk County Councillor Greg Peck.

1. To elect the Chairman for the ensuing year

Nick Adams was elected unopposed. Nick signed his declaration of acceptance of office.

2. To elect the Vice-Chair for the ensuing year

Lindy Cooper was elected unopposed. Lindy signed her declaration of acceptance of office.

3. Apologies

It was **agreed** to approve apologies for Simon Addington – other commitment.

4. Declaration of Interest

None.

5. Minutes – To approve the Full Council minutes dated 11 March 2024

These were agreed as a true record of proceedings.

6. To adopt the General Power of Competence

The adoption of the General Power of Competence was considered. The Clerk confirmed the Council met the criteria of sufficient members elected to the Parish Council in May 2023 and employs a Proper Officer who is suitably qualified Parish Clerk. The adoption of the General Power of Competence allows councils to use this power until the next elections scheduled for May 2027.

It was agreed to adopt the General Power of Competence.

7. Election of Representatives for:

i. Biodiversity

It was agreed that Lindy Cooper would undertake this role for the forthcoming year.

ii. Footpath Officer

It was agreed that Simon Addington would continue.

iii. Grass cutting

It was agreed that Nick Adams would continue.

iv. Graziers Committee

It was agreed that Simon Addington would continue.

v. Village Hall and Events

It was agreed that Margaret George would undertake this role for the forthcoming year.

vi. SAM2 Speed Camera

It was agreed that Nick Adams and Keith Stone would undertake this role for the forthcoming year.

- vii. Councillor Responsible for the Quarterly inspection of the Parish Council Accounts
It was agreed that Simon Addington would undertake this role for the forthcoming year.

8. Publishing of Councillors' details in Contact

It was **agreed** that Councillors' names, telephone numbers and email addresses would be published on the Parish website and in Contact.

9. Public Participation and Reports

- i. Norfolk County Councillor report was noted as received and available on the Parish Council website.
- ii. Broadland District Councillor. Apologies were noted for Cllr Peter Bulman – other commitment. His report was noted and available on the Parish Council website.
- iii. Police Matters. No apologies and no update received.
- iv. Members of the Public. None.

10. Planning

- i. To consider responding to planning application:
 - a. [2024/1040](#): South Norfolk Council.
Location: Phase two of Food Enterprise Park (South Norfolk).
Proposal: Food Hub site (phase 2), Land North of Church Lane Easton Norfolk.
Council comment: No objection however we would recommend that any approval of this application include the following conditions:
External Lighting: each phase shall not begin until full details of the provision for external lighting has been submitted and approved in writing by the local authority, as the lighting should be designed in accordance with the Institute of Lighting Professionals Standards and further consideration to the National Planning Policy Framework (NPPF) Clause 191c Norfolk County Council's Environmental Lighting Zone Policy.
Construction Management Plan: A detailed noise and dust management plan/scheme to protect the neighbouring occupants from noise, dust and smoke has been submitted to and approved in writing by the Local Planning Authority.
Construction impact: Minimise the potential for disturbance to the occupiers of neighbouring properties in terms of noise, dust during construction phase of the development, this should include no working outside regular daytime hours.
Highways/information on infrastructure: Further information should be provided for the access road to the northwest and for the existing access to be submitted to and approved in writing by the Local Planning Authority.
- ii. To receive a report on plans refused/accepted by Broadland District Council
 - a. To note the approval of planning application no. 2023/2579.
Location: Hornsea Windfarm Three Land Drainage East of Blackbreck Lane.
Proposal: Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable rout (EIA Development). **Noted**
- iii. To hear an update and to consider any necessary action with regard to enforcement issues on planning appeals. **None received.**

11. Highways Matters

- i. *To receive a report on any issues.*

Norfolk County Council had sent a temporary traffic regulation (TRO) Notice on the same day of the Annual Parish Council Meeting for the temporary closure of Ringland Road from the south-westwards of its junction with Beech Avenue to attend to the road damage which should commence on 13th May to 2nd June 2024 or until the closure is no longer necessary.

Noted.

A comment was made to inform Council of the large amount of mud left on the stretch of roads around Ringland, due to farming and the Lorries associated with the Hornsea Three project. The Clerk will report it online and check when the Ranger is due for a visit in the area.

- ii. *To receive an update on the NWL and A47 projects. **Noted as received.***

Nick read his Chairman's report at the Annual Parish Meeting.

12. Matters Arising from Minutes

To hear an update and to consider any necessary action with regards to the following:

- i. *Village Hall - BT WiFi:* The Clerk has emailed Jerome Mayhew and a further update will be given at the next meeting.
- ii. *Disposal of Bantam (tractor attachment for grass cutting):* An email was sent to the residents mailing list and no offer was received. **It was agreed to sell the Bantam tractor attachment for grass cutting to the only resident who had offered £150.00 for the purchase. The Clerk will contact the resident and raise an invoice.**
- iii. *Church Mound:* Malcolm informed Council that the car park resurfacing is progressing well but there are still a couple of items to be completed, which are the wood rail boundary to stop vehicles being parked on surrounding grassed area of the church mound and signage directing visitors to the overflow car park up Weston Road and behind the Village Hall, but it should be completed soon. The trench for the water supply to the Church was completed and the purchase of the water pipe would be invoiced to the Church for a total of £251.00 plus VAT.
A verbal summary of costs was received for a Net total of £11,467.36 (excluding VAT) and it was mentioned that 50% of that cost would be shared with Norfolk County Council Highways. **It was agreed to submit the costs to Norfolk County Council Highways and for the Parish Council to pay any outstanding invoices and reclaim the VAT.**
- iv. *Norfolk FWAG:* Lindy gave an update of the cost Norfolk FWAG would charge for a daily members rate of £550 plus VAT and would require a 3 day visit totaling to almost £2,000 in order to assess, advise and make suggestions on the management of Common Land.
After a recent meeting with a representative from Norfolk Wildlife Trust, who was able to advise on Ringland Hills and Church Hill Common Country Wildlife Sites, gave useful suggestions and informed that volunteering groups are available and could help free of charge. Further discussion will take place and an update will be given at the next meeting. **It was agreed not to use Norfolk FWAG.**
- v. *Graziers committee:* Report received and available on the Parish website.
Malcolm mentioned that he would contact the person who currently is using the Common to check their sheep are tagged.

- vi. *River Green power cable maintenance*: An update was received at the Annual Parish Meeting.

13. Periodic Items

- a. To review the asset register.

The asset register was reviewed and agreed.

- b. To review and agree the insurance renewal.

The Clerk had circulated ahead of the meeting two quotes received and informed council that the current insurance company had increased the renewal premium to over 9%, and therefore was best practice to change insurance company saving just over £500 on a 3 year LTA (long term agreement).

It was agreed to go with Zurich Municipal for an annual premium of £918.11 starting from 01/06/2024.

- c. To consider to adopt the Model Biodiversity Policy.

The Model Biodiversity Policy was received and adopted.

14. New Items

- i. To consider applying for £100.00 funding grant available from Norfolk ALC for new .gov.uk domain and email address service for Councillors and Clerk.

The Clerk informed Council of the guidance from government, Norfolk ALC and JPAG that local councils should have their own domain name and email services, preferably on a .gov.uk domain name.

It was agreed to apply for the £100 funding grant available from Norfolk ALC for the .gov.uk domain and email address service.

- ii. To consider updating the Ringland River Green instructional sign - top section

The Clerk circulated ahead of the meeting the new wording for the top section of the instructional sign on the Ringland River Green. As Council agreed to the .gov.uk domain name this would be implemented in the creation of the design. Two quotes were received.

It was agreed to change the top section of the instructional sign on the Ringland River Green with the new wording and use SSP Direct Ltd to create and supply an overlay printed vinyl sign.

- iii. To consider looking into adding two toilet site (blue and pink) fully services once a week for the month of June to end of September giving all Ringland River Green users access to outside toilet facilities.

After some discussion it was **unanimously agreed not to pursue.**

15. Finance

- i. To consider the Internal Auditor report for year ending 31 March 2024.
This was received, reviewed and the recommendations were **agreed.**

- ii. To agree the accounts for year ending 31 March 2024.

These had been circulated and were agreed.

- iii. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form.

It was noted that as the Council's income and expenditure for the year was under the £25,000, the Council could exempt itself from External Audit.

This was considered and agreed, and the Clerk and Chairman were authorised to sign the form.

- iv. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign.

The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

- v. To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign.

The Council considered and agreed the Accounting Statement and authorised the Chairman to sign the form on their behalf.

- vi. To note the notice of period for the exercise of public rights.

The dates for the exercise of public rights were **agreed**.

16. To following payments made since the last meeting were **noted**:

i.	M Andrew	Ground works on 21/03/24	£ 210.00
ii.	NPTS	Day Seminar/training for Clerk	£ 54.00
iii.	Tesco	Mobile monthly contract	£ 10.00
iv.	HMRC	PAYE month 11	£ 74.20
v.	Broadland DC	Commercial bin collection	£ 449.76
vi.	CountryStyle	Recycling collection	£ 29.99
vii.	L Trabucco	March Salary	£ 308.72
viii.	M Andrew	Ground works on 4, 18/04/24	£ 420.00
ix.	Groundtrax	Materials for car park in front of Church	£ 2,134.20

17. To following payments were **approved**:

i.	L Trabucco	April Salary	£ 308.72
ii.	Norfolk ALC	Annual Sub./membership fee 2024/25	£ 117.61
iii.	Viking	Office stationary order	£ 74.26
iv.	Tesco	Mobile monthly contract	£ 10.00

18. To following payments received since the last meeting were **noted**:

i.	Canoe Permit	Canoe permits	£ 25.00
ii.	Broadland DC	Precept	£ 4,145.00
iii.	HMRC	VAT tax reclaim for 2023/24	£ 252.77

19. To consider [correspondence received](#). **Noted.**

Email	Community Hornsea3	Community Liaison Officer to attend Parish Council Meetings	For information
Email	Norfolk County Council	South Norfolk and Broadland DC and Norwich City Council Adoption of the Greater Norwich Local Plan	For information
Email	Norfolk County Council	Community Biodiversity Awards are now open for nominations	For information
Email	Equinor New Energy Limited	Development consent granted for Equinor's Sheringham	For information

		Shoal and Dudgeon Extension Project	
Email	South Norfolk and Broadland District Council	Play Street Grant Now Open – for residents who wish to implement a Play Street	For information
Email	Norfolk County Council	Norwich Western Link Project update	For information
Email	Broadland Tree Warden	Broadsheet magazine	For information
Email	Norfolk Asset Performance (Norfolk)	Environment Agency Maintenance Work	For information
Email	Norfolk County Council	Countering Loneliness Innovation Fund	For information

20. **General Parish issue** (for information only). None.

21. The date of the next Parish Council meeting was **confirmed** as Monday 8 July 2024 at 7.30pm.

The meeting closed at 9.11pm