



## RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob  
Clerk and RFO: Simon Lee  
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MINUTES of the Meeting of Ringstead Parish Council held on Monday 8 January 2024 at 7.00 at the Village Hall.

**Present:**

Cllr Jacob (Chair), Cllr J. Barnett, Cllr B Crowfoot, Cllr V. Everitt, Cllr S Little, Cllr D. Rice and Cllr N. Shelley and S. Lee (Clerk).

**1. Apologies for absence.**

Borough Councillor T. De Winton.

**2. Declarations of interest and requests for dispensations by councillors.**

Cllr Jacob advised that he had an interest in the two planning applications 22/01185/F and 21/00546/FM regarding non-material amendments to properties on land south of Chapel Lane Ringstead.

**3. Approve the minutes of the last Parish Council meeting held on 11 December 2023.**

The minutes of the Parish Council meeting held on 11 December 2023 were approved.

**4. Matters arising from the above minutes not discussed elsewhere on the agenda.**

No matters arising not noted on the agenda were raised.

**5. Allow Public Participation (10 mins).**

None present.

**6. Finance.**

**a. Bank Balances and Reconciliation.**

The Clerk noted there was currently £36564.24 in Unity Trust Bank which included £30045.47 in the Unity Trust Bank savings account, this included the ringfenced CIL funds of £9912.65. It was agreed that the Clerk transfer £3,000.00 from the current account to the instant savings account.

**b. Consider payments and invoices December 2023 and January 2024.**

The meeting approved the payments and receipts for December 2023 and January 2024.

**Accounts**

Bank Account	Jan-24	Jan-23
Current	6518.77	13305.31
Deposit*	30045.47	9471.04

**TOTAL**                    **36564.24**            **22776.35**  
 Difference vs. last yr:            £13,787.89  
 \*CIL funds 2023/24 £9912.65

**Ringstead Parish Council Transactions December 2023 & January 2024**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary (includes O/T)	Clerk	Dec	BACS	502.85	0.00
	HMRC	HMRC	Dec	BACS	125.80	0.00
	Clerks Mileage	Clerk	Dec	BACS	48.15	0.00
	Service Charge	UTB	Dec	BACS	18.00	0.00
	Grounds maintenance services	HHA Grds Mtc (paid)	Dec	Standing Order	296.20	49.37
	Neighbourhood Plan	CCPlanning	Jan	BACS	360.00	60.00
<b>Total</b>					<b>1351.00</b>	<b>109.37</b>

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Current	Neighbourhood Plan	Groundwork	08.12.24	NPG-13689	£4,650.00
Savings Acct	Interest	UTB	31.12.23	N/A	196.73
<b>Total</b>					<b>4846.73</b>

**c. Consider any late payments.**

The Clerk advised that there were no late payments.

**d. CIL Funding 2024/Parish Partnership Funding 2024.**

The Clerk advised that there were no CIL funding applications and the County Council had confirmed that the next round for the Parish Partnership Funding for a gateway sign on the Hunstanton Road would be opened in June 2024. It was agreed that any gateways in this location would need to accommodate large agricultural machinery.

**7. General Agenda Items.**

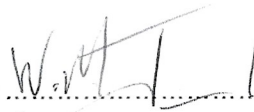
**a. External Reports.**

None received.

**b. Parish Clerk's report.**

The Clerk advised that he was completing the finance learning outcomes for the CiLCA qualification and would be attending the Norfolk PTS networking event the following week.

**c. Village Hall report.**

Signed by the Chair:   
 Dated: 12/2/2024

Cllr Rice advised that the carpet bowls and table tennis club had resumed use of the Hall. Members congratulated the trustees on the redecoration of the Hall that would hopefully be completed by the end of the week. Cllr Little raised a concern about three motorhomes having parked in the car park over New Year. Cllr Rice advised that payments had been received from the owners of the motorhomes for use of the car park.

**d. Highway related items.**

There were concerns that whilst the groups along the Docking Road had been cleared, the ditch was still blocked. The Clerk agreed to follow this up with the Highways Department.

**e. Update on damaged SAM2 sign**

The Clerk advised he had collected the SAM2 sign and was arranging for it to be taken to Westcotec in Dereham where hopefully the source of the problem could be determined.

**f. Update modification applications for the addition of Public Footpaths to the Definitive Map and Statement for the parish of Ringstead.**

The Clerk had contacted the Case Officer dealing with the applications for the addition of the two Public Footpaths to the Definitive Map to ascertain if any party lodged an objection to the order. A response was awaited, the Clerk agreed to update members accordingly, although it was understood that at least one objection had been received.

**g. Saxon Shore Meeting.**

The Clerk updated the meeting on the meeting and that a presentation from a Senior Forester with Silviculture had been postponed.

**h. Update on Playing Field.**

Cllr Little advised that moles and rabbits were still prevalent and that the replacement of two trees planted for the Platinum Jubilee was still to be undertaken. In response to a question the Clerk confirmed that the grounds maintenance contractor was paid in twelfths for their annual contract.

There was a discussion about the provision of a recycling bin, the Clerk agreed to investigate options for the purchase of a bin.

The Clerk had received confirmation of the order from Wicksteed Leisure for five replacement half round logs for the Humpty Dumpty Bridge that has been deemed a moderate risk in the recent annual independent playground inspection.

**i. Installation of seat Holme Road.**

After discussion of different options, including a potential location on the highway verge off the junction of Holme Road and Peddars Way North, and potentially opening a view from the rear of the former bus shelter, it was agreed not to pursue the project further at this time.

**j. Annual Litter Pick**

The date for the Litter Pick was set as Saturday 13 April 2024 at 10.00am.

**k. Councillor Refresher Training.**

The Clerk advised that he had been in contact with the Clerk from Old Hunstanton to ascertain if any Councillors wished to join a refresher training session being organised by Norfolk PTS and was awaiting a response.

**l. Appointment of independent auditor.**

The Clerk had circulated a quotation from Ms D. Dann who had undertaken the audit in 2023. It was proposed by Cllr Barnett, seconded by Cllr Everitt, and **RESOLVED**: that the Council appoint Ms D. Dann to undertake the independent audit at a cost of £40.00 plus disbursements and travelling expenses.

**m. Policies, procedures, and risks – Financial Regulations and Internal Control Policy.**

The Clerk had previously circulated copies of the Financial Regulations and Internal Control Policy. The Clerk confirmed that the Financial Regulations were based on model documents prepared by the National Association of Local Councils. The Clerk had prepared the Internal Control Policy to supplement the Financial Regulations and was deemed as best practice for Councils to have such a policy. Subject to a minor grammatical error with the Internal Control Policy it was proposed by Cllr Shelley, seconded by Cllr Little and **RESOLVED**: to approve the Financial Regulations and Internal Control Policy.

**8. Planning matters.**

**a. Planning Applications.**

The only update was approval of the two objections to Planning Applications 22/01185/NMA and 21/00546/FM at Chapel Lane regarding the proposed amendment of the window detail from a rendered to aluminium finish.

**b. Update on Ringstead Neighbourhood Plan and next steps – Cllr Dr Jacob.**

The Chair advised that a date for the next consultation on the draft Neighbourhood Plan had been set for 10 February 2024. The event would be held at the Village Hall where the planning consultants supporting the process would set up an exhibition detailing the proposed policies. Flyers advising on the consultation event would be distributed to all dwellings in the village towards the end of January 2024. In addition, statutory consultees would also be consulted on the draft Plan. The results of the consultation would need to be analysed and where appropriate the Plan updated before the next process for approval commenced.

**9. To review any correspondence.**

None received.

**10. Agenda items for next meeting.**

None received.

**11. The date of the next meeting of Parish Council meeting was confirmed as Monday 12 February 2024 at 7:00pm.**

The Chair advised that he was unable to make the proposed April meeting date and suggested moving to the 15 April 2024 which was agreed.

The date for the Parish Meeting was agreed for 13 May 2024 at 6:30pm followed by Annual Meeting of the Parish Council at 7:30pm.

**Meeting closed at 19:46hrs.**