



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob

Clerk and RFO: Simon Lee

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DRAFT MINUTES of the meeting of Annual Meeting of Ringstead Parish Council held on Monday 12 May 2025 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Everitt, Cllr Little, Cllr Rice and Cllr Shelley and S. Lee (Clerk).

1. **Apologies for absence.**

Borough Cllr T. de Winton.

2. **To elect a new Chair**

Cllr Rice, Vice Chair asked if there were any nominations for Chair, Cllr Jacob, offered to continue as Chair. Cllr Rice proposed Cllr Jacob, there being no other nominations this was seconded by Cllr Everitt and Cllr Jacob was duly elected Chairman for the ensuing year.

3. **To elect a new Vice Chair**

The Chair asked for nominations and Cllr Rice agreed to continue and was proposed by Cllr Jacob. There being no other nominations this was seconded by Cllr Little and Cllr Rice was duly elected Vice Chair for the ensuing year.

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

None were received.

5. **Approve the minutes of the Parish Council meeting held on 7 April 2025.**

The minutes of the Parish Council meeting held on 7 April 2025 were approved.

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

No matters arising not noted on the agenda were raised.

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

None were present.

8. **Finance.**

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £43,680.68 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

b. Consider payments and invoices April 2025.

The meeting approved the payments and receipts for April 2025.

Accounts

Bank Account	May-25	May-24
Current	12446.54	8765.46
Deposit*	31234.14	36242.58
TOTAL	43680.68	45008.04
Difference vs. last yr:		-£1,327.36

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

Ringstead Parish Council Transactions April 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary March 2025	Clerk	Apr	BACS	524.00	0.00
	Clerks Tax and Council NI	HMRC	Apr	BACS	166.47	0.00
	Clerks Expenses mileage and ink	Clerk	Apr	BACS	63.99	0.92
	Grounds maintenance services	HHA Grds Mtc	Apr	Standing Order	348.70	58.12
	Service Charge	Unity Trust Bank	Apr	Direct UTB	6.00	0.00
	Payroll Services	James Johnson & Co	Apr	BACS	192.00	32.00
	Repair of Brick Pillar	Mr G. Payne	Apr	BACS	750.00	0.00
	Contribution for Gateway Sign	Norfolk County Council	May	BACS	1462.31	0.00
	Data Protection Fee	ICO	June	Direct Debit	47.00	0.00
Total					3560.47	91.04

Receipts received March 2025

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Cur	Half Precept from BCKLWN	BCKLWN	Apr	201768 40854743	9500.00
Total					9500.00

Transfer from UTB Current A/C to Instant Access A/C

Transfer from UTB Current A/C to Instant Access	Top-up Instant Access A/C	Apr	Transfer	8000.00	0.00
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c. Consider any late payments.

There were two late payments, one from Norfolk County Council for the contribution towards the 'Gateway Sign' on the Hunstanton Road for £1,462.31. The Information Commissioners Office had advised of an increase in the annual license fee to £52.00 with a reduction to £47.00 for 2025/26, as the fee would be taken by Direct Debit in June 2025. Both late payments were approved.

d. Annual CiL Return and Earmarked Reserves.

The Annual CiL Return having been previously circulated was agreed and signed by the Clerk and Chair. The Earmarked Reserves having been previously circulated was approved:

RESERVES AS AT 31/03/2025		
31/03/2024	Actual TOTAL	Item
RESERVES	37586.00	
Ear Marked Reserves	5,519.00	Playing field/ Equipment
CiL	17,066.00	Ringfenced funds
General Reserve	15,000.00	Available funds

9. General Agenda Items.

a. External Reports.

None were received.

b. Parish Clerk's report.

The Clerk advised of the consultation on the proposal by Norfolk County Council to install traffic lights on the Lamsey Lane junction utilising £1.7M funding received for bus improvements from the Department of Transport.

The Clerk advised of concerns raised at Ingoldisthorpe Parish Council that the introduction of a further set of traffic lights along the A149 would result in further delays on the road and that yet more vehicles would be displaced around the local country lanes, including the national Cycle Route 1 that runs through Ingoldisthorpe to Sedgeford and Ringstead.

There followed a debate about the proposal with a general view that additional traffic lights would displace more traffic through Ringstead, especially on hot days. The Council agreed that the Clerk respond formally on behalf of the Council, strongly recommending that a roundabout be installed, rather than more traffic lights.

c. Village Hall report.

Cllr Barnet advised that a Race Night was held in November had raised a record £1,358, this was well attended and enjoyed by those attending so a further event is being planned for October / November 2025.

Lunches and Teas will again be served for the annual Open Gardens on 8 June 2025. The Table Tennis and Carpet Bowls groups continue to meet on a weekly basis, although Table Tennis did take a break during the summer period.

Given the success of the "Winter Warmer" event in February 2025, which was well attended by residents, a similar event is planned for Friday 23rd May 2025.

d. Highway related items – Resurfacing of Footpath and SAM2 Sign for 2025/26 (PPS).

There was general condemnation of the work undertaken without notice to resurface the footpaths through the High Street. It was noted that grass had already started to grow back through the recently laid surface. Concerns were also expressed about the quality of the road surface dressing along Burnham Road. The Clerk was instructed to write to the County Council expressing concerns about the quality of workmanship and particularly the lack of notice.

The Clerk had previously circulated a quotation from Westcotec who had undertaken an assessment for repair of the SAM2 sign. The total cost to replace the PLN10 board would be £370 plus VAT. There was a discussion about replacing the SAM2 sign, however, the Clerk advised that the Parish Partnership Scheme would not be determining further grants until April 2026. The Clerk was instructed to ask Westcotec to undertake repairs to the existing SAM2 sign and that further investigations into a replacement unit be undertaken during 2025

Cllr Little raised concerns about the lack of white marking at the junction of Foundry Lane/High Street and Hall Lane/Sedgeford Road. The Clerk agreed to report this to the County Council.

e. Update on Playing Field and Grounds Maintenance.

The Chair reported that the local tradesperson had undertaken the repair of the brick pillar at a cost of £750.00. It had previously been suggested that a bollard be placed in the car park to protect the wall when vehicles were exiting the car park. Cllr Shelley offered a piece of 100mmx100mmx6mm box section steel for use as a bollard but suggested it would be best to have this galvanised, so it did not rust. The Councillors thanked Cllr Sheley for his offer and asked that a quotation to have the metal post galvanised be obtained, the Council would then approach a local tradesperson to have it installed.

There was a discussion about Garden Sunday and the desire for the County Council to cut the grass beneath the horse chestnut tree at the junction of Docking Road and Burnham Road. The Clerk also agreed to contact HHA Grounds Maintenance to advise them of the date for Garden Sunday, so that they could synchronise their mowing operations with the event.

There was a discussion about the appropriateness of the corrugated iron garages in the car park of the playing field. The Clerk advised that these did not form part of the lease with the Parish Council but were owned by the Estate and formed part of the Lease with the shop. It was suggested that concerned residents should make representations about the garages direct to the Estate.

f. Footpath Update - Local Inquiry - Norfolk County Council (Ringstead) Modification Order 2023

The Parish Meeting held immediately prior to the Annual Meeting of the Parish Council had received a presentation from the two residents who had worked as part of the original Footpath Committee in putting forward a case to designate the two footpaths. The Local Hearing by the Planning Inspector to adjudicate on the proposed Order was scheduled for the 22 July 2025 at Thornham Village Hall.

g. Update on Norfolk and Suffolk Devolution consultation and Local Government Reorganisation

The Clerk advised that there had been no further view received from the Government of the preferred option to be taken forward to the next stage for the reorganisation of local government in the County.

h. Update on Saxon Shore Meeting

The Chair reported that the question of the Wash Barrage had been raised and that a further meeting was being held on the 22 May 2025 hosted by Hunstanton Town Council, aimed primarily at Parish Council's.

A further concern was the Governments proposed removal of the pre-application consultation stage from the nationally significant infrastructure project (NSIP) regime. Under the current NSIP regime established by the Planning Act 2008, applicants must engage in pre-application consultation with local communities, local authorities and statutory consultees, according to government guidance. But Planning Minister Matthew Pennycook announced in April 2025 that the government would amend the Planning and Infrastructure Bill to remove the statutory requirement to consult on NSIPs at the pre-application stage.

A further concern was with the current Government's emphasis on energy and transport; the proposed scheme might be considered a means to generate energy at the expense of wider environmental benefits.

Although there remained some scepticism of the project and strong opposition from environmental campaigners, it was agreed that a close watching brief be kept on the project. The Chair advised that the Saxon Shore Group of Councils were keen to establish a formal collaboration so that they would be a 'recognised body' to be consulted on any formal planning proposals on the project. It was therefore proposed by Cllr Barnett, seconded by Cllr Everitt and **RESOLVED:** that Ringstead Parish Council agree in principle to become part of a formal collaborative group for the purposes of responding to formal planning proposals submitted by Centre Port.

i. Smaller Authorities Proper Practices Panel – Digital Data Compliance – authority to investigate and install new email platform with Parish Online

The Clerk introduced the item and advised that the next year the rules on the AGAR Governance Statement are changing.

There will be a new assertion on 2025-26 AGAR – Assertion 10 – digital and data compliance. To enable a council to tick yes to this assertion they will have to have the following in place:

- An email account hosted on an authority owned domain. This means the clerk's email must end .gov.uk
- Compliance with website accessibility requirements, the Freedom of Information Act and Data Protection legislation
- Have an IT policy – a model policy had been provided by Norfolk PTS.

The Clerk advised that Norfolk PTS have partnered with ParishOnline's package that includes a gov.uk domain name that can point to the existing website and that they were currently offering a free package, if just the Clerk's email were migrated to .gov.uk.

If this were to progress the Clerk advised that name of the email account would have to change. After some discussion it was agreed that to avoid confusion with other Ringstead

Parish Council's elsewhere in the country the preferred email address for the Clerk, if available, would be clerk@ringsteadnorfolkparish.gov.uk.

On that basis it was agreed that the Clerk undertake further investigations with Parish Online.

10. **Planning matters.**

a. **Planning Applications.**

The Listed Application for replacement windows at Bluestone farm was considered and a letter setting out concerns and missing information on the application from the Principal Conservation Officer at the Borough Council was discussed. It was agreed that the Council write and ask for the missing information to be available to be able to prepare a response.

Cllr Shelley advised the meeting that the tenant of Bluestone farm had died that morning. Members expressed their sadness and asked to be kept informed of funeral arrangements.

b. **Update on Ringstead Neighbourhood Plan – Social Housing Scheme – Cllr Dr Jacob.**

The Chair confirmed that the Asst Director of Planning at the Borough Council had forwarded a copy of the letter sent to Freebridge Housing to another officer in the organisation. The Asst Director had also passed the request about other providers on to the Council's Strategic Housing team.

c. **Meeting with Borough Council regarding Mary-Lyn 9 Burnham Road.**

There was general appreciation of the attendance of the Cabinet Member for Planning and senior officers of the Planning Team from the Borough Council at the meeting with the Parish Council on the 28 April 2025. The notes of the meeting were formally received.

It was noted that Mary-Lyn 9 Burnham Road with full planning permission had now been placed on the open market for sale.

11. **To review any correspondence.**

Cllr Barnett advised of a meeting held with the Chair and Clerk and that due to personal circumstances she would be unable to attend the next two meetings of the Parish Council. Copies of papers for the meetings would still be sent to Cllr Barnett.

12. **Agenda items for next meeting.**

No specific items were requested.

13. **The date** of the next meeting of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the on the **9 June 2025**.

The meeting closed at 19:55hrs.