



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 7 April 2025 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Everitt, Cllr Little, Cllr Rice and Cllr Shelley

One member of the public and S. Lee (Clerk).

1. **Apologies for absence.**

None were received.

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

None were received.

3. **Approve the minutes of the Parish Council meeting held on 10 March 2025.**

The minutes of the Parish Council meeting held on 10 March 2025 were approved.

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

The Clerk advised that the Ministry of Housing, Communities and Local Government had accepted the Borough Council's interpretation of the Housing Delivery Tests for 2023. Therefore, the fear that there would be 'presumption in favour of sustainable development' would not be engaged.

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

A resident and Parish Councillor from Holme-Next-The-Sea addressed the meeting and raised concerns about the increased amount of dog waste on the unadopted road along Green Bank, particularly the stretch between Peddars Way North and Chalk Pit Lane. As this formed a boundary between the two parishes the resident asked if the Council had any suggestions on how to address the issue. The Chair advised that it did appear worse than usual and other Councillors supported the view that it was becoming a place used by dog walkers for short walks and that owners failed to clear up the dog waste. There was a discussion about signage used on other footpaths asking owners to be responsible for clearing dog waste, although there was some skepticism about whether owners took any notice of signage. The increased costs of dog bin servicing by the Borough Council was also discussed. The Clerk suggested a short campaign with temporary notices and flagging the dog waste to raise awareness of the impact on the local environment. The resident thanked the meeting and advised that he would be raising the matter at the next meeting of Holme-Next-The-Sea Parish Council. It was agreed that if there was support for action, he would ask the Clerks of both Council's to liaise.

6. Finance.

a. Bank Balances and Reconciliation.

The Clerk noted there was currently £37237.15 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

b. Consider payments and invoices March 2025.

The meeting approved the payments and receipts for March 2025.

Accounts

Bank Account	Mar-25	Mar-24
Current	1003.01	19083.35
Deposit*	36234.14	26242.58
TOTAL	37237.15	45325.93
Difference vs. last yr:		-£8,088.78

*CIL funds 2024/25 £7153.77 2023/24 £9912.65

Ringstead Parish Council Transactions March 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary March 2025	Clerk	Mar	BACS	549.94	0.00
	Clerks Tax	HMRC	Mar	BACS	137.60	0.00
	Clerks Expenses and mileage	Clerk	Mar	BACS	51.15	0.00
	Grounds maintenance services	HHA Grds Mtc	Mar	Standing Order	348.70	58.12
	Service Charge	Unity Trust Bank	Mar	Direct	6.00	0.00
	Playing Field Lease	Cruso & Wilkin	Mar	BACS	26.00	0.00
	Spring Newsletter Printing	BCKLWN	Mar	BACS	87.52	0.00
	Internal Audit	Ms D. Dann	Mar	BACS	45.00	0.00
Total					1251.91	58.12

Receipts received March 2025

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Sav	Interest from Savings Account	UTB	Jan-Mar	N/A	235.41
Total					235.41

Transfer from UTB Instant Access to Current A/C

Transfer from UTB Instant Access to Current A/C	Top-up Current A/C	Apr	Transfer	5000.00
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c. Consider any late payments.

There was one late payment from the Borough Council of £1,054.56 for the annual servicing of dog bins. This represented an 115% increase by the Borough Council on the service provided in 2024/25. There was concern that the Parish Council had not been notified of such a significant increase in costs, and that the decision by the Borough Council was taken after the Parish Council had set its precept. The Clerk advised that several Council's had raised concerns. It was agreed that the Clerk to write the Borough Council to express its concerns about such a disproportionate increase in costs, without any prior consultation or notice.

d. AGAR 2024/25 – Approve Governance Statement and Accounting Statement; Notification of the Dates of the Period for the Exercise of Public Rights.

The Clerk introduced the item and spoke about the thoroughness of the independent internal audit report and recommendations it contained that would need to be taken into account during the forthcoming year, including revising Standing Orders to reflect the changes in the New Procurement Act & Regulations.

It was then proposed by Cllr Little, seconded by Cllr Everitt, and **RESOLVED**: to accept the Internal Audit Report and completed section of the AGAR form for the Financial Year ending 2024/25.

The Clerk then went through the items on Section 1 of the Annual Governance Statement 2024/25 that had been previously circulated. On a proposal by Cllr Barnett seconded by Cllr Shelley it was **RESOLVED**: that the Chairman and the Clerk sign the Statement.

The Clerk advised on Section 2 – Accounting Statements for 2024/25 that had been previously circulated and confirmed the balances carried forward for the year were £37586. The Accounting Statement was signed by the RFO and on a proposal from Cllr Rice, seconded by Cllr Little it was **RESOLVED**: that the Chairman sign the Accounting Statement.

The Clerk advised on the dates for **Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return** that would be published on the 11 April 2024 and that the public would have a period of 30 days during the dates set out in the Notice to inspect the accounting records of the Parish Council for the financial year 2024/25. This was agreed.

7. General Agenda Items.

a. External Reports.

The Clerk had previously circulated an email from Cllr Jamieson including the March 2025 monthly report.

b. Parish Clerk's report.

The Clerk advised that he had attended a networking meeting of Clerks that had been organised by Norfolk PTS at a local venue in Heacham. The Clerk advised that it was helpful to have met Clerks local to this part of Norfolk, as they shared common issues, it was hoped that they might also meet informally.

c. Village Hall report.

Cllr Rice advised that Cllr Barnett had taken on the role of Chair for the Village Hall. Cllr Barnett updated the meeting on several regular bookings. The trustees of the charity had recently spent some time reviewing the insurance policy and had instructed a company to undertake an independent assessment of costs for rebuilding the facility and ancillary structures, and the outcome was that costs were higher than originally stated. Although this

had increased the insurance premium, the trustees considered the investment provided better protection for the assets and liabilities they held.

A recent health and safety audit had identified several minor improvements that were being actioned.

Cllr Barnett advised that given the success of the Winter Get Together a Spring Get Together was being arranged in the Village Hall for Friday 23 May 2025 at 6:00pm.

d. Highway related items - Gateway Sign - Parish Partnership Scheme (PPS) and SAM2 Sign for 2025/26 (PPS).

The Clerk advised that the County Council had confirmed that they would contribute 50% funding through the Parish Partnership Scheme for the new 'gateway' on the Hunstanton Road, along with a £1,250.00 contribution from Cllr Jamieson's Member Fund. A copy of the Acceptance Form between the County Council and Ringstead Parish Council had previously been circulated.

Based on the submission the proposed share of costs would be:

Total scheme costs	£5,424.62
Parish Contribution	£1,462.31
Members Fund Contribution (Cllr Jamieson)	£1,250.00
Norfolk County Council Contribution	£2712.31

After some discussion it was proposed by Councillor Barnett, seconded by Councillor Little and **RESOLVED**: to agree to sign the Agreement and pay £1,462.31 towards the new gateway sign on the Hunstanton Road.

The Clerk advised that SAM2 sign currently positioned on Docking Road was defective and that numbers were not illuminating. The Clerk had contacted Westcotec who had provided the SAM2 sign, and they had advised that they needed to assess the device. It was agreed that the Clerk take the defective SAM2 device to Westcotec's offices in Dereham for repair costs to be determined.

The Clerk advised that he had also received estimates from Westcotec for purchasing a replacement SAM2 sign, hopefully utilising 2026/27 Parish Partnership Funding. Applications for this would not however be determined until at least March 2026. It was agreed to include consideration of this as a future agenda item.

The Clerk agreed to chase up the Highway Officers regarding approval for a new post to be installed on the High Street to accommodate a SAM2 sign, and issues with the No Through Road sign at the entrance to Chapel Lane that had previously been reported to the County Council.

Cllr Shelley advised that a local resident had raised concerns about motorcycles racing along Summerfield Straight on the Docking Road. There was a general consensus that there wasn't a significant issue as the noise from racing motorcycles travelling hadn't been heard locally. It was agreed to keep the matter under review.

The Chair advised of a near-miss incident at the junction of Jacob's Yard and Chapel Lane where a car exiting the Yard had nearly hit a vehicle coming along the Lane. It was confirmed that white lines had very recently been laid at the entrance to Jacob's Yard indicating that drivers must give-way when pulling out into Chapel Lane.

e. Update on Playing Field and Grounds Maintenance.

The Chair introduced the item and advised that the brick pillar at the entrance to the playing field had been hit again. The Le Strange Estate had confirmed that the wall at the entrance to the playing field formed part of the Lease with the Parish Council. The pillar had been made safe by a local tradesperson.

There was a discussion about relocating the pillar to extend the entrance to the car park, but the Clerk advised that the Estate had spoken to the Conservation Officer who had suggested that any alteration would require planning permission and would need to involve the Highways Department, as it was likely that improved vision splays would be required. On balance it was agreed that the pillar be rebuilt in the same location. There was a suggestion that some form of barrier/bollards be installed inside the car park to force vehicles to make a wider turn before exiting the site.

The Clerk had obtained a cost of £750.00 to have the brick pillar rebuilt, and that if the Council pursued the matter through insurers, there was an excess of £250.00, and it was likely that future premiums would increase. The Clerk had received confirmation that CIL funding could be used to pay for the repair. It was unanimously agreed that the Clerk instruct the local tradesperson to undertake the repair at a cost of £750.00.

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

The Chair introduced the item and suggested that the two residents who had submitted the application for the two proposed footpaths be invited to give a presentation at the forthcoming Parish Meeting. This was agreed and the Chair agreed to follow up with the two residents. There was a discussion about the merits of the proposed footpath extensions, particularly concerns about the amount of agricultural traffic and heavy goods vehicles using the route to agricultural buildings at Neat's Ling Farm.

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

The Clerk advised that separate submissions had been made by the County Council and District Council's to the Government on 21 March 2025, setting out the preferred options for the local government reorganisation. There had been no further view received from the Government of the preferred option to be taken forward to the next stage.

h. Update Annual Litter Pick

The Chair reported that there had been a good turn-out of residents for the annual litter pick and that this had been a successful event. It had been suggested that local people adopt an area for regular litter picking and that this might be included in a future article in the newsletter

i. Update on refurbishment of Parish Noticeboard

It was confirmed that work had been completed on the refurbishment of the noticeboard by a local resident. The Chair agreed to write and thank the local resident for their support.

j. Newsletter

The Clerk advised that the printing format on the most recent newsletter was different as there had not been sufficient pages for the normal A3 folded format. There was a discussion

about having notice that additional articles might be required to ensure the A3 format could be printed.

k. Policies, procedures and risks – Ringstead Parish Council – Updated Grant Award Policy.

The Clerk had previously circulated updated copies of the updated Grant Award Policy. After some discussion, it was agreed to approve the updated Grant Award Policy.

8. Planning matters.

a. Planning Applications.

A late planning application had been received: 25/00600/F - Updated drainage proposals associated with developments relating to planning consents 21/00546/FM and 22/01185/F Land South of Chapel Lane, Ringstead PE36 5JY. The Clerk confirmed that the applicant had been refused planning permission previously on a technicality as the land onto which surface water was drained did not belong to the applicant. The new application included an easement between the respective parties allowing surface water to be discharged onto the grantors land by the grantee.

The Clerk advised of construction of a new outbuilding in the garden of 10 Goldspightle and that there were concerns it did not comply with permitted development rights. It was agreed that the Clerk write to the Planning Enforcement Team to ascertain if any breach of the The Town and Country Planning (General Permitted Development) Order 2015 (as amended) had taken place.

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

The Chair confirmed that a letter had been sent to the Chief Executive of Freebridge Housing advising that, with the adoption of the Neighbourhood Plan, the potential site for six affordable housing units off Peddars Way North had become available.

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

Members of the meeting were pleased that the officers and Cabinet member for Planning had agreed to meet to discuss concerns about the Planning Committee's decision on 9 Burnham Road and interpretation of the Neighbourhood Plan. It was agreed to try and organise a date in the Village Hall on the afternoon of the 28 or 29 April 2025.

9. To review any correspondence.

There was no correspondence.

10. Agenda items for next meeting.

No specific items were requested.

11. The date of the next meeting is the Annual Meeting of the Parish Council at 6:30pm followed by the Annual Meeting of the Parish Council meeting at the Village Hall on the 12 May 2025.

The meeting closed at 19:53hrs.