



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 14 September 2026 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Everitt, Cllr Little, and Cllr Shelly.

Borough Cllr T. de Winton and S. Lee (Clerk).

1. **Apologies for absence.**

There were no apologies.

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

Cllr Jacob and Cllr Shelly advised of an interest in the Great Ringstead Allotment Charity.

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 6 July April 2026.**

The minutes of the meeting of the Parish Council held on 6 July 2026 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 were present.

6. **Finance.**

a. Bank Balances and Reconciliation

The Clerk noted that the final £9500.00 of the precept had been received and there was currently £48403.73 in the Unity Trust Bank accounts, including ringfenced CIL funds amounting to £18205.74.

Accounts

Bank Account	Aug-26	Aug-25
Current	10172.48	3537.60
Deposit*	38231.25	34443.40
TOTAL	48403.73	37981.00
Difference vs. last yr:		£10,422.73

*CIL funds 2025/26 £5417.32

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £5634.65

b. Consider payments and receipts July and August 2026.

The meeting approved the payments and receipts for July and August 2026.

Ringstead Parish Council Transactions July/Aug 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary July 2026	Clerk	July	BACS	540.80	0.00
	Clerk's Tax and Employers NI July 2026	HMRC	July	BACS	174.05	0.00
	Clerk's mileage and expenses	Clerk	July	BACS	16.50	0.00
	Grounds maintenance services	HHA Grds Mtc	July	SO	383.57	63.93
	Service Charge	Unity Trust Bank	July	Direct	7.00	0.00
	Summer newsletter	BCKLWN	July	BACS	146.50	0.00
	Playing Field sign	East Coast Signs	July	BACS	29.46	4.91
	Fencing at Chalk Pit (Materials) CIL	Dodds & Co	July	BACS	2139.00	356.50
Total					3436.88	425.34

Ringstead Parish Council Transactions Aug 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary Aug 2026	Clerk	Aug	BACS	540.80	0.00
	Clerk's Tax and Employers NI Aug 2026	HMRC	Aug	BACS	174.05	0.00
	Clerk's mileage and expenses	Clerk	Aug	BACS	53.24	1.08
	Grounds maintenance services	HHA Grds Mtc	Aug	SO	383.57	63.93
	Service Charge	Unity Trust Bank	Aug	Direct	7.00	0.00
	Fencing at Chalk Pit (Works) CIL	Dodds & Co	Aug	BACS	2139.00	356.50
	Chalk Pit grounds maintenance	HHA Grds Mtc	Aug	BACS	120.00	20.00
	Black plastic bags	Amazon/Warehouse	Sept	BACS	13.97	1.83
Total					3431.63	443.34

Receipts September 2026

A/C	Description	Payee	Period	Remittance Number	Amount (£)
50	Precept receipt	BCKLWN	2026/27	22018441	9500.00
Total					9500.00

Transfer from Current A/C to UTB Instant Access

Transfer from Current A/C to UTB Instant Access	Top-up Current A/C	Apr	Transfer	5000.00	0.00
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c. Consider any late payments.

There was one late payment received of £13.97, for bin bags for the litter bin on the playing field.

d. National salary award 2026/27

The Clerk had previously circulated a copy of the schedule of national salary award for 2026/27, an increase of 3.3%, backdated to April 1 2026.

7. General Agenda Items.

a. External Reports.

The external report from Cty Cllr Lawrence was received.

Cllr de Winton gave an update on changes to the planning system with a two-tier approach to applications and greater delegation for officers to determine the smaller Tier 1 applications. The 'call-in' procedure for councillors was also being revoked.

Councillor de Winton confirmed that the proposed Local Government Reorganisation process in Norfolk had been paused and that elections in 2027 would be undertaken on existing Ward boundaries.

There was a discussion about the potential implications of the introduction of a tourist tax, with views both for and against such a policy.

b. Parish Clerk's report.

The Clerk advised the Annual Governance and Accountability Return (AGAR) was going fully digital in 2027/28. As an incentive to move towards this online process PKF Littlejohn were waiving fees for those Councils who moved to the digital system for the 2026/27 annual return. The Clerk advised that the AGAR digital portal had been updated. The Clerk advised of a Clerks' networking meeting that had been arranged by Norfolk PTS for Tuesday 15 September 2026.

c. Village Hall report.

The Clerk advised that the Committee might seek a contribution from the CIL funds towards the repair of the wall when a quotation had been obtained. The Chair advised of a potential contractor to provide a quotation..

d. Highway related items – confirmation of purchase of a new SAM3 sign.

The Clerk confirmed that the batteries in the SAM2 and SAM3 signs had been replaced. Concerns were raised about the amount of silt being deposited at the bottom of Docking Road after heavy rainfall. It was suggested that material was being washed off the fields from access off Neat's Ling onto Docking Road. Also, material was being washed down Peddars Way South exacerbating the issue. The Clerk agreed to undertake an inspection to ascertain if grops needed clearing.

The County Council had offered 40hours of work by the Ranger team and several small clearance projects were suggested. The Clerk agreed to pass these on to the Highways Department.

The Council was pleased to note that the ivy obscuring the new bus stop sign had been removed and thanked the property owner for undertaking the work.

e. Update on Playing Field and Grounds Maintenance, including No Vehicle Sign, at end of Chapel Lane and confirmation of the next annual inspection of the playground.

Cllr Little updated the meeting and reported that the grass was recovering well after the drought, but rabbit activity, particularly under the BMX cycle equipment was increasing. Cllr Little confirmed that the new aluminum sign to replace the existing sign, which included pictograms of No Dogs and No Vehicles had been installed off the Chapel Lane entrance.

It was confirmed that the dead tree in the playing field be replaced during late autumn/early winter when conditions would give the best chance for its survival. The Chair also raised

concerns about the condition of the wooden bannister on the steps down from the churchyard. The Clerk agreed to investigate and obtain a quotation for its replacement.

The Clerk confirmed that the annual independent playground inspection had been booked for November 2026 at a cost of £118.20 inc. VAT. The Clerk agreed to seek further information from the 2025 inspection regarding openings on gates that are less than 12mm that could trap or crush fingers.

f. Replacement defibrillator battery and location

The Clerk advised that the defibrillator would require a new battery soon. A quotation had been sought from the previous supplier, and it was proposed by Cllr Shelly, seconded by Cllr Everitt and **RESOLVED**: to purchase a new battery when required at a cost of £233.00 exc. VAT and £11.95 delivery.

There was a discussion about access to the defibrillator and several Councillors considered that access was adequate and that having viewed the site at night the electric light in the cabinet containing the device was quite bright. It was, however, suggested that a new galvanised steel post be purchased and installed to provide pedestrian access so there would be no need to remove the entrance chain to gain access. It was also suggested that the plastic chain be replaced with a hot-dipped galvanised chain. It was proposed by Cllr Little, seconded by Cllr Shelly and **RESOLVED**: that the Clerk be instructed to purchase a new steel post at an estimated cost of £70.00 plus delivery and for arrangements to be made for it to be installed by a local contractor.

g. Grants – Parish Partnership Scheme and Community Fund.

The Clerk had previously circulated information on the two grants. It was agreed that there was unlikely to be any Parish Partnership Schemes for 2026/27. In terms of the Borough Council's Community Fund, the Clerk advised that given the current level of CIL funds held by the Council, it was unlikely that significant weight would be given to any applications.

h. Update on use of the Community Infrastructure Levy (CIL) funds - works to ponds, restoration of village sign, new play equipment, information sign at the Chalk Pit and additional seating in the village.

Following investigations the Clerk had identified potential funds through Norfolk Wildlife Trust for restoration of ponds, linked to Natural England's District Level Licencing Scheme (DLL). It was agreed that the Clerk write to the two landowners of ponds in the village advising them of the potential funding opportunity as Ringstead is identified as a priority area under the DLL.

It was agreed not to pursue the restoration of the village sign and new play equipment and seating in the village at this time.

The Clerk had identified through a risk assessment that a new entrance/information sign was required at the Chalk Pit as the current sign had fallen over and was in a poor state of repair. The Clerk obtained a quotation for a new A1 sign manufactured in Glass Reinforced Plastic with a high-quality print that is supported by a 10-year warranty against fading. The quote was £1470.00 plus artwork for a map at an additional £350.00, if required. Prior to signing off the final copy of the artwork, there would be no limit to the number of alterations. It was proposed by Cllr Everitt, seconded by Cllr Little and **RESOLVED**: that the Clerk proceed with obtaining a new entrance/information board for the Chalk Pit at a cost of £1470.00 exc. VAT and £350.00 for artwork if required.

i. Quarterly Newsletter

The Chair advised that the editorial role for the newsletter had passed From Mrs M. Hutchinson to Ms K. Bulmer. The Council thanked Mrs M. Hutchinson for all the work undertaken in performing the editorial role for the parish quarterly newsletter.

j. Pensioners' Lunch

The Council considered the annual Pensioners' Lunch, and it was confirmed that there were no residual funds remaining from the 2025 event. Given it was now September 2026 it was not considered viable that any form of fund-raising activity might now be undertaken, and it was doubted whether anyone would come forward to lead on this event. The Chair confirmed that from the minutes of the Great Ringstead Allotment Charity, it was clear that trustees had previously taken advice, and it had been confirmed that the Charity's objects wouldn't permit funds to be used for a luncheon. On balance, it was suggested that if an event were to be organised, people should be invited pay for their own meals and drinks.

k. Update on lease for the Chalk Pit and approval of the Risk Assessment.

The Chair introduced the item and explained that the Trustees had received no updated advice yet from the surveyors about the renewal of the lease, which was due to expire at the end of September 2026. There followed a discussion about a letter from a previous meeting of the Great Ringstead Allotment Charity Trustees that proposed an annual rent of £600.00 for the Chalk Pit, a substantial increase in the current peppercorn rent of £12 per annum. It was confirmed that this £600.00 charge had been the notional market rent for the Chalk Pit when the original lease with the parish Council in 2011 had been prepared but was reduced in recognition of the Parish Council paying the public liability insurance. It was agreed that with the appointment of new trustees to the Charity, the matter be deferred until the next meeting of the Parish Council.

The Clerk confirmed that the steel fence at the top of the Chalk Pit quarry had been installed over the summer. The Clerk had prepared for the Council's consideration a Risk Assessment for management of the Chalk Pit which was necessary to meet the requirements of the Council's insurers. The Clerk confirmed that a regular monthly programme of inspection was necessary to meet the requirements of the Council's insurers. There was a suggestion that a volunteer be sought to undertake these inspections. It was proposed by Cllr Shelly, seconded by Cllr Little and **RESOLVED**: to approve the Risk Assessment.

l. Update on Great Ringstead Allotment Charity – appointment of trustees.

The Chair having an interest in the Great Ringstead Allotment Charity handed the Chair of the item to the Vice Chair, Cllr Little. In addition, Cllr Shelly confirmed an interest as a prospective nominee. The Clerk advised that there were four uncontested candidates for the four trustee positions on the Charity, Mr W. Jacob (current Chair of the Charity), Mr N. Shelly, Mr A. Martin-Smith and Ms K. Bulmer to serve for a term of three years. The Clerk advised that all candidates had confirmed their eligibility to stand as trustees and on that basis might be elected, however, with the Council not being quorate, it was agreed that formal confirmation of the appointments take place at the next meeting, and candidates notified accordingly.

m. Update on the Casual Vacancy.

There had been no interest to date in the notice inviting potential applicants for the casual vacancy.

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

This item had been covered under Item 7.a.

8. Planning matters.

- a. The Clerk advised that there were no new planning applications to consider. Concerns were expressed about the impact of Mary-Lyn, 9 Burnham Road as the first building seen at the entrance to the village approaching along the burnham Road.
- b. This item had been covered under Item 7.a.
- c. The Clerk outlined the consultation being undertaken by the Borough Council on the potential development sites as part of the development of a new Local Plan.

9. To review any correspondence.

None had been received.

10. Agenda items for next meeting.

It was agreed to include an update on nomination of trustees for the Great Ringstead Allotment Charity and the renewal of the lease of the Chalk Pit, purchase of a Poppy Wreath for the Village War Memorial on Remembrance Sunday, annual donations and a review of policies/procedures.

- 11. The next meeting of the Parish Council would be at 7.00pm on **12 October 2026**.

The meeting closed at 20:14 hrs.