



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob

Clerk and RFO: Simon Lee

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MINUTES of the Annual Meeting of Ringstead Parish Council held on Monday 8 June 2026 at 7.00pm at the Village Hall.

Present:

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

1. **Apologies for absence.**

None were received.

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

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

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 11 May April 2026.**

The minutes of the Annual Meeting of the Parish Council held on 11 May 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 there was currently £47,719.28 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £22,483.74.

Accounts

Bank Account	Jun-26	Jun-25
Current	4679.75	1683.07
Deposit*	43039.53	39234.14

TOTAL 47719.28 40917.21

Difference vs. last yr: £6,802.07

*CIL funds 2025/26 £5417.32

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

b. Consider payments and receipts May 2026.

The meeting approved the payments and receipts for May 2026.

Ringstead Parish Council Transactions May 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary May 2026	Clerk	May	BACS	540.80	0.00
	Clerks Tax and Employers NI	HMRC	May	BACS	174.05	0.00
	Clerks mileage and backdated increase	Clerk	May	BACS	32.90	0.00
	Grounds maintenance services	HHA Grds Mtc	May	SO	383.57	63.93
	Service Charge	Unity Trust Bank	May	Direct	7.00	0.00
Total					1138.32	63.93

Receipts May 2026

A/C	Description	Payee	Period	Remittance Number	Amount (£)
05	VAT Reclaim	HMRC	2025/26	N/A	1246.83
Total					1246.83

c. Consider any late payments.

There were no late payments received.

d. Revised HMRC Approved Mileage Allowance Payment from 1 April 2026.

The Clerk advised that it was announced on 21 May 2026 that the HMRC Approved Mileage Allowance Payment (AMAP) rate has increased by 10 pence per mile, bringing the new rate to 55p per mile. This change is backdated to 1 April 2026.

7. General Agenda Items.

a. External Reports.

There were no reports received.

b. Parish Clerk's report.

The Clerk advised that the Unitary Trust Bank mandate had been updated. The Clerk advised that there was a Norfolk PTS networking event being held in Swaffham and it was agreed that the Clerk attend the next meeting. The Clerk confirmed that the external auditor had signed off the Annual Governance and Accountability Return for 2025/26.

c. Village Hall report.

Cllr Barnett advised that the Gardens Open Day had been very busy with the Village Hall offering lunches and drinks. A further election was planned on the 16 July 2026 to elect a new Police Commissioner, and the hall would be used again as a polling station.

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

The Chair informed the meeting that the footpath in front of the properties on North Peddars Way was being refurbished and was concerned that the Parish Council had not been consulted on these works. There was also a concern that the width of the footpath could not

accommodate a wheelchair and that potentially some properties had encroached their gardens onto the verges. It was agreed that the Clerk inform the Highways Department of these concerns.

Cllr Barnett informed the meeting that following the storms the previous week, the County Council had responded swiftly to the report submitted by the Clerk of the detritus washed down the Docking Road and Peddars Way South that had accumulated in the road presenting a hazard. Although the mud had been cleared from the roads, the groups had not been cleared along Docking Road, so in the event of further heavy rainfall it was likely that the road would need clearing again. The Clerk agreed to follow up with the Highways Department.

In response to a concern raised by Cllr Shelly about the height of the SAM3 sign on the High Street which was below the 2.1m minimum height, the Clerk in trying to raise the sign to the correct height had caused it some damage. The Clerk apologised for the incident and advised a meeting had been arranged the following day to have the sign reinstalled and check that it was still operational (subsequently confirmed that the sign is operating correctly). The Clerk informed the meeting that the person who installed the sign had initially placed it at the correct height, but it had not activated when cars had passed.

e. Update on the 33B Lynx Hunstanton to Ringstead bus service.

Cllr Everitt updated the meeting on the new bus route and advised that information had been given to a number of local newspapers to promote the service. Cllr Everitt was concerned that the ivy growing on the property immediately adjacent to new the bus stop opposite the Gin Trap was blocking the recently installed bus stop sign. The Clerk was instructed to write to the property owner requesting that the ivy be cut back. It was agreed that the timetable for the new bus service be installed in the noticeboards.

f. Update on Playing Field and Grounds Maintenance and request for private parking on the 27 and 29 August 2026.

Cllr Little updated the meeting and reported that the grass had been cut in preparation for the Open Gardens Day on 7 June 2026. Rabbit activity was increasing causing damage to grass areas. The Clerk advised that the proposed private parking event on the playing field on the 27 and 29 August 2026 was no longer required.

g. Consider Community Infrastructure Levy (CIL) funds.

The Chair introduced the item and advised that there was £5,400 CIL funds from 2023/24 that needed to be spent during 2026/27. Several suggestions for utilising the funds were proposed:

- i. New litter bins adjacent to the Jubilee bench on Docking Road where litter accumulated and replacing the litter bin adjacent to the former bus stop on Holme Road. The Clerk agreed to seek quotations from the Borough Council for supply, installation and ongoing maintenance of the proposed new bins;
- ii. Provision of a new spring rocker item of play equipment for younger children to be placed on the playing field. The Clerk agreed to obtain a quotation for the supply, installation of a spring rocker with appropriate safer surfacing;
- iii. Replacement and extension of the fencing at the top of the Chalk Pit quarry. The Clerk agreed to obtain a quotation for supply and installation of an appropriate stock type fence.

h. Future maintenance of the Chalk Pit

With the decision of the Ringstead Woodland Gardens and Walks Group to stand back from their volunteer activities, the Chair and Clerk had met with the Council's grounds maintenance company to obtain a quotation to strim and cut the grass in the main area of the Chalk Pit. The company provided a quotation of £100.00 plus VAT per visit to undertake the work and had proposed that this be undertaken on three separate occasions, in June, July and October. It was proposed by Cllr Shelly, seconded by Cllr Everitt and **RESOLVED:** to accept the quotation of £100.00 plus VAT per visit to strim and cut the grass in the main area of the Chalk Pit on three separate occasions during 2026.

The Chair advised that a large limb from a horse chestnut tree had fallen and blocked the main entrance into the Chalk Pit. The Clerk was instructed to obtain a quotation from a local arboricultural company to have the obstruction cleared and the tree inspected. Given the urgency to facilitate access by the public and the grounds maintenance company, the Clerk agreed to circulate the quote and if acceptable, it was agreed to proceed with the work.

It was agreed to send a letter of thanks to the Chair of the Woodland Gardens and Walks Group for all their support in maintaining the Chalk pit over a number of years.

i. Great Ringstead Allotment Charity.

The Chair informed the meeting that given it was the Parish Council's responsibility to appoint a trustee to the Charity; the Clerk had prepared a role description and person specification for the vacant position. It was proposed to advertise the position in the next edition of the newsletter, with adverts placed on the noticeboards and on the Council's website inviting applicants. The Clerk advised that there were certain qualifications to be met to become a trustee of a charity and several criteria that disqualified a person from becoming a trustee.

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

The Clerk informed the meeting that the new administration at the County Council were proposing to challenge the Government's decision on the proposed introduction of three unitary authorities for Norfolk. It was not known what the administration's preferred approach was in terms of local government reorganisation

k. Notice of Casual Vacancy.

The Clerk advised the statutory Notice had been provided by the Borough Council and it was agreed that these be signed and placed on the noticeboards on Tuesday 9 June 2026 and on the Council's website. If after 14 clear days there was no call to hold an election, the Council could then proceed with filling the vacancy by co-option. It was agreed, subject to the 14 clear day period having elapsed and no election called, to place an advert in the next edition of the newsletter, with potential candidates attending the September 2026 meeting of the Council.

8. Planning matters.

- a. A revised Planning Application: 26/00720/F, Householder: Extensions and Alterations, 4 Hall Lane, Ringstead, Hunstanton PE36 5JL had been received. The revised proposals had retained the proposed use of boarding as a cladding material within the Conservation Area that didn't comply with policies within the Ringstead Neighbourhood Development Plan. Having previously circulated a draft letter of objection the Clerk was instructed to send the letter of objection to the Borough's Planning Department.
- b. The Clerk had advised that the Planning Department had outlined a timetable for

preparation of a new Local Plan under the new plan-making system. This included three separate opportunities to consult with the public/statutory bodies on the policies within the emerging Plan. The first being a Scoping Consultation proposed for four weeks during September 2026.

9. **To review any correspondence.**

None had been received.

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

None were received.

11. The next meeting of the Parish Council would be at 7.00pm on **6 July 2026** (one week earlier than normal).

The meeting closed at 19:55 hrs.

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