



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
Clerk and RFO: Simon Lee

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DRAFT MINUTES of the meeting of Ringstead Parish Council held on Monday 9 March 2026 at 7.00pm at the Village Hall.

Present:

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

1. **Apologies for absence.**

Cllr Barnett, Cllr Crowfoot, Cllr Jamieson.

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

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

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 12 January 2026.**

The minutes of the Parish Council meeting held on 9 February 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).**

There were no members of the public present.

6. **Finance.**

a. Bank Balances and Reconciliation

The Clerk noted there was currently £39,904.21 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

Accounts

Bank Account	Mar-26	Mar-25
Current*	2047.22	2626.71
Deposit*	34856.99	35998.73
TOTAL	36904.21	38625.44
Difference vs. last yr:		-£1,721.23

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

b. Consider payments and invoices February 2026.

The meeting approved the payments and receipts for February 2026.

Ringstead Parish Council Transactions February 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary Jan 2026	Clerk	Jan	BACS	540.80	0.00
	Clerks Tax and Council NI Jan 2026	HMRC	Jan	BACS	174.05	0.00
	Clerks' mileage	Clerk	Jan	BACS	13.50	0.00
	Grounds maintenance services	HHA Grds Mtc	Jan	Standing Order	348.70	58.12
	Service Charge	Unity Trust Bank	Jan	Direct UTB	6.00	0.00
	Ink	Instant Ink	Jan	BACS	6.49	1.08
	Repair chainlink fence playing field	Mr J. Aldis	Feb	BACS	25.00	0.00
	Annual subscription 2026/27	Norfolk PTS	Feb	BACS	228.00	38.00
	Fire and Waterproof Safe	SAFE via Clerk	Mar	BACS	69.00	11.50
Total					1411.54	108.70

Receipts received February 2026

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Cur	Newsletter Advert	Classic Cottages	2026	N/A	45.00
	Newsletter Advert	Ward's Nurseries	2026	N/A	45.00
	Newsletter Advert	The General Store	2026	N/A	45.00
Total					135.00

Set up Standing Order for HHA Grounds Maintenance 2026/27

Set up new Standing Order for HHA Grounds Maintenance 12 equal payments inc. VAT	HHA Grounds Maintenance	2026/27	N/A	383.57
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c. Consider any late payments.

(See Item 7.d. purchase of new SAM3 sign).

d. Update email address for Key Contact at Unity Trust Bank

The Clerk had provided an account management submission form that needed signing by authorised signatories, enabling the company to update the email address for the Clerk.

7. General Agenda Items.

a. External Reports.

The Council received the March 2026 Parish Report from Cty Cllr A. Jamieson.

b. Parish Clerk's report.

The Clerk confirmed the purchase of a fireproof and waterproof box to retain hard drives and important hard copy documents, such as the leases.

c. Village Hall report.

It was confirmed that the carpet bowls were still booking the hall on a regular basis.

d. Highway related items – including repair of SAM2 device and installation of pole on the High Street.

The Clerk confirmed that SAM2 signpost in the High Street had been replaced with a taller post.

The Clerk also advised that it was the newer of the SAM2 signs that was faulty. Cllr Shelley offered to take the faulty machine to Westcotec offices in Dereham when he was next travelling to the area.

The Clerk confirmed that the Planning Partnership Scheme application for the purchase of a new SAM3 sign at a cost of £3445.00 had been approved, with funding:

i.	Parish Contribution	£0.00
ii.	Members Fund Contribution (if any)	£1722.50
iii.	Norfolk County Council Contribution	£1722.50

The Clerk informed the meeting that the County Council require the Parish Council to purchase the device and then to invoice the County Council for the full amount. In addition, Westcotec had informed the County Council of a price increase of 6-8% depending on product type, from 01 April 2026. They will honour current quotes up until that date. It was therefore proposed by Cllr Everitt, seconded by Cllr Little and **RESOLVED:** to proceed with purchase of the SAM3 at a total cost of £3445.00, and to place the order with Westcotec by 31st March 2026 so that the original quote value is honoured and to invoice the County Council upon delivery of the SAM3 device.

The Clerk advised of recent discussions with Mr C. Le Strange Meakin who had raised concerns about the inadequacy of signage installed on the recently designated footpath from Docking Road to Neat's Ling, and specifically the lack of a sign directing walkers along the spur of the designated highway land to the main Peddars Way South. It was agreed that the Clerk be instructed to write to the County Council and raise the need for additional signage to be installed.

The Clerk advised that following a request to Norfolk County Council, Cllr Barnett had confirmed that the Gateway on the Docking Road had been cleaned.

The Clerk confirmed that a local contractor was providing a quotation to have the Jubilee seat refurbished.

e. Update on the bus service.

Cllr Everitt advised that contact had been made with Cty Cllr Jamieson who had agreed to help pursue the provision of bus service through the village. Cllr Everitt was hoping that a meeting would be convened to discuss the service and Cllr Jacob thanked Cllr Everitt for pursuing the matter.

f. Update on Playing Field and Grounds Maintenance.

Cllr Little updated the meeting and reported that rabbits and moles were highly active on the playing field and that some of the rabbit holes had been filled with soil. The Clerk confirmed that repairs to the chain-link fence in the playing field car park had been undertaken by the local maintenance contractor. The Clerk was instructed to purchase additional bags for the new litter bin, as the current bags were not of sufficient capacity.

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

The Clerk informed the meeting that a decision had been made to proceed with the County Council elections in early May 2026.

h. Great Ringstead Allotment Charity.

Cllr Jacob introduced the item and advised of research being undertaken to clarify the governance and properties of the Great Ringstead Allotments Charity and the method of appointment of trustees. Advice is being sought from the Charity Commission. He undertook to report back on progress in clarifying these matters

In response to a question, it was confirmed that there were currently three trustees. The Chair confirmed that the trustees of the Charity were meeting on the 10 March 2026.

i. Policies, procedures and risks – Ringstead Parish Council – Updated Asset Register.

The Clerk had previously circulated a copy of the updated Asset Register that now included the lease for the Chalk Pit, the lease for the Village Hall and the recently acquired secure safe. It was also noted that the location of one of the dog bins was incorrect.

It was proposed by Cllr Shelley, seconded by Cllr Rice and **RESOLVED**: to approve the updated Asset Register.

8. Planning matters.

a. Planning Applications.

Planning application 25/01678/: The Clerk advised that the single storey extension to replace the existing lean-to structure at April Cottage 2 Chapel Lane Ringstead Hunstanton PE36 5JX had been agreed by the Planning Committee, but with conditions relating to the windows and materials, to be in accordance with the requirements of policies within the Ringstead Neighbourhood Plan.

Planning Application 25/02119/F: It was confirmed that Mary-Lyn 9 Burnham Road Ringstead PE36 5LB for the variation of conditions 2, 3 and 10 attached to planning permission 24/01813/F: Demolition of existing bungalow and replacement with a new 1.5 storey property had been approved by the Planning Committee, but with a condition attached:

The flat roof projection on the eastern/rear elevation and which incorporates a dining/lounge area on the approved plans, shall at no time be used to provide a raised platform/balcony area on its roof.

Planning Application 26/00213/LB: The partial demolition and rebuilding works at the existing barn at Geddings Farm. The Chair advised of a discussion with Mr C. Le Strange Meakin who had provided background to the application and efforts undertaken to stabilise the barn which had unfortunately resulted in its partial collapse. It had been confirmed that this was a twentieth century building and not of significant heritage value, which had been repaired on many previous occasions. The proposals for the partial demolition would be sympathetic with appropriate capping to prevent further deterioration of the structure. The Clerk had also spoken with the Conservation Officer at the Borough Council who had also confirmed these points and that their recommendation was for partial demolition, not complete demolition, thereby retaining a substantial part of the building. The Parish Council noted these points and agreed not to make any further comments.

9. **To review any correspondence.**

None had been received.

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

Cllr Rice advised that they were intending to resign from the Parish Council after the April 2026 meeting. It was agreed to include co-option on the next agenda. The Clerk hoped to bring the Internal Audit Report for consideration to the April meeting.

11. **The date of the next meeting** of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the **13 April 2026**.

The meeting closed at 19:49 hrs.

