



# 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 February 2026 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.**

Cty 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 12 January 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 £38,222.85 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

**Accounts**

Bank Account	Feb-26	Feb-25
Current*	3365.86	1333.86
Deposit*	34856.99	38998.73
<b>TOTAL</b>	<b>38222.85</b>	<b>40332.59</b>
Difference vs. last yr:		<b>-£2,109.74</b>

\*CIL funds 2024/25 £7153.77

\*CIL funds 2023/24 £9912.65

**b. Consider payments and invoices January 2026.**

The meeting approved the payments and receipts for January 2026.

## Ringstead Parish Council Transactions January 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	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 expenses 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
	Winter newsletter	BCKLWN	Jan	BACS	204.00	0.00
	Defib Pads IPAD SP1	Clerk via Defib Store	Feb	BACS	81.60	13.60
	Microsoft 365 Personal	Clerk via Microsoft	Feb	BACS	84.99	14.16
<b>Total</b>					<b>1453.64</b>	<b>85.88</b>

**c. Consider any late payments.**

There were no late payments received.

**d. UTB increase in bank charges**

The Clerk advised of an increase in the monthly bank charges from £6/month to £7/month effective from the 1 February 2026.

**7. General Agenda Items.**

**a. External Reports.**

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

**b. Parish Clerk's report.**

The Clerk had previously circulated a quote for the purchase of a fireproof and waterproof box to retain hard drives and important hard copy documents, such as the leases for the playing field. It was agreed that the Clerk purchase the box at a cost of £69.00 plus delivery.

It was agreed to undertake the annual litter pick on the 28 March 2026, the Clerk would check that the litter picking equipment was available from the Borough Council. Cllr Barnett agreed to update the poster advertising the event.

**c. Village Hall report.**

Cllr Barnett updated the meeting on a community event planned for the evening of the 7 March 2026 and advised that quotes were being obtained to undertake repairs to the boundary wall and if funds allowed, purchase of new chairs.

The Clerk confirmed that an additional set of Smart pads (expiry date November 2028) for iPad SP1 Defibrillator had been purchased at a total cost of £81.60 including delivery.

It was confirmed that the deadline for articles for the Spring newsletter was the 15 March 2026. There were concerns about the costs for producing a full colour newsletter and it was agreed to revert to the previous format with colour for the front and back two pages and black and white for the body of the document. The Clerk had chased-up payment for advertisers but had received no response from a couple of local businesses, it was agreed to pursue these informally.

**d. Highway related items – including installation on new SAM2 post.**

The Clerk confirmed that although Highways Officers at the County Council had agreed to replace the SAM2 signpost in the High Street with a taller post this work was still outstanding. The Clerk also advised that the older SAM2 sign was again faulty, it was agreed that the Clerk would ascertain if the repairs that were previously undertaken by Westcotec were covered under warranty, although it was noted that it might be a different fault. The Clerk would report back at the next meeting. The Clerk also reminded the meeting that a Planning Partnership Scheme application had been made for the purchase of a new SAM3 sign. If approved purchase would be possible in the summer of 2026.

The Clerk had reported the need to undertake cleaning of the entrance gateways, particularly the ones on Sedgeford Road and Burnham Road to the County Council.

It was agreed to include an article in the next issue of the newsletter highlighting where dog bins are located and requesting that dog owners act responsibly in terms of disposing of their pets' waste.

Cllr Shelley raised concerns about the condition of highways and number of potholes on local roads. The Clerk advised that it was possible to report these through the County Council's website.

**e. Update on the bus and library service**

Cllr Everitt advised of work to pursue the provision of a bus route through the village, the Chair thanked Cllr Everitt. The Clerk advised that the library service had agreed the request for the mobile service to make an additional stop at the Top End of the village commencing on 4 March 2026 on a four-weekly basis, stopping outside the former bus shelter on Holme Road from 10:35 to 10:55hrs. The Clerk had prepared a poster advertising the change and had included a page on the Council's website.

**f. Update on Playing Field and Grounds Maintenance.**

Cllr Little updated the meeting and reported that rabbits were very active on the playing field. Cllr Shelley agreed to undertake adjustment of the hinges of the gates at the entrance to the playing field to remove the hazard identified in the annual playground inspection report. The Clerk was awaiting confirmation that repairs to the chain-link fence in the playing field car park would be undertaken by the local maintenance contractor.

**g. Update on Ringstead Woodland Gardens and Walks Group - Public Liability Insurance.**

The Clerk advised that the Group had been unable to obtain Public Liability Insurance and confirmed that they would not be undertaking any volunteering activities until this was in place. It was suggested that the Group prepare an article in the next newsletter seeking new volunteers.

**h. Update on Norfolk and Suffolk Devolution consultation and Local Government Reorganisation**

The Clerk informed the meeting that a decision was still to be made on delaying the County Council elections in May 2026. It was confirmed that such a change could only be authorised at ministerial level. The clear message sent to Government from the County Council was not to defer the elections for a further year and continue with the May 2026 elections. The Government was currently considering responses on the risks and opportunities of delaying elections but had not yet determined whether to lay an instrument before Parliament confirming a further delay. This uncertainty and impact on democratic process had resulted in four of the 84 County Councillors resigning requiring by-elections at some point, at a cost of £25K/by-election.

**i. Great Ringstead Allotment Charity**

Cllr Jacob introduced the item and acknowledged the work undertaken by Cllr Crowfoot in amending the Scheme back in 2007 and that a further review was now necessary. Cllr Jacob advised of the training held by Norfolk PTS and this had confirmed the need to be more specific, setting out the number of trustees, terms of office, reappointments and other management arrangements. Cllr Jacob advised that a helpful meeting had been held with a trustee of Holme-next -the Sea's charity who had found that the Charity Commission website had helpful information on how to amend a Scheme.

Cllr Shelley was concerned that the previous convention of the Parish Council appointing trustees had lapsed, but it was confirmed that the Scheme had no requirement for the Council to appoint trustees, only to be informed of a vacancy.

Cllr Jacob advised that work would be undertaken to investigate amending the Scheme and that the Parish Council would be kept informed.

**j. Saxon Shore Meeting 21 January 2026.**

Although the Chair and Clerk had been unable to attend the meeting, there had been a helpful discussion led by Borough Cllr T. de Winton on second home ownership. The Clerk had previously circulated a copy of the data for Ringstead. Of the 201 properties on the valuation list in the parish, 48 were paying 100% of the second home levy.

**k. Update on Hunstanton Town Hall meeting 22 January 2026.**

Cllr Shelley informed the meeting of the two issues discussed at the Town Hall meeting. In terms of the Centre Port and Wash Barrier project there had been general opposition to the proposed scheme. There was a discussion about the phasing of work, Phase 1 being the Lincs side container Terminal. There was scepticism about whether the barrage would be built, particularly the potential devastating impact on The Wash biodiversity and opposition by environmental organisations.

The second issue focused on the inadequacy of the sewage system serving towns and villages around north-west coast of Norfolk from Wells to Heacham and likelihood that Anglian Water will in future object to new development served by Heacham waterworks because infrastructure cannot cope with additional waste. Necessary upgrades are not expected until 2035 acting as a probable blocker for new homes.

**l. Policies, procedures and risks – Ringstead Parish Council – Updated Freedom of Information Policy.**

The Clerk had previously circulated a copy of the updated Freedom of Information Policy.

It was proposed by Cllr Barnett, seconded by Cllr Little and **RESOLVED**: to approve the Freedom of Information Policy.

**8. Planning matters.**

**a. Planning Applications.**

The Clerk had previously circulated a further letter of objection for the latest revised proposal for planning application 25/01678/F, a single storey extension to replace the existing lean-to structure at April Cottage 2 Chapel Lane Ringstead Hunstanton PE36 5JX. It was agreed to send the letter of objection to the Planning Department. No further update had been received on the application for 9 Burnham Road.

There were two applications for works to trees:

**26/00020/TreeCA** - 4 Hall Road – removal of 3 x sycamore that had outgrown their position 2 x birch and 1 x yew – that were considered too close to house, visibly damaging drains and house footings. Also to reduce by approximately ¾ metre a row of leylandii. It was noted that a site meeting was carried out with a local arboriculturalist and the Tree Officer at the Borough Council in December 2025, where all the proposed work had been verbally approved. The Parish Council agreed to make no comment.

**26/00022/TPO** - The Barn - Mature Sycamore - 2/TPO/00083/G1 - Remove major deadwood; prune back extended or outlying branches to fit within the current canopy; thin reaction growth caused by previous heavy pruning to promote more natural looking foliage (most notable on large lower limbs). Young Sycamore - prune any outlying branches to fit within the current canopy shape. Reduce lower limbs back from dwelling by a maximum of 2m. Failing Cherry (previous extreme pollard) – to remove. The Parish Council agreed to make no comment.

- b. Update on the Local Plan** – the Clerk advised that work had commenced on a new Local Plan and the Borough Council had commenced a Call for Sites consultation. The Clerk had written asking whether the allocated site for affordable housing in Ringstead should be included but had not yet received a response. It was agreed that the Clerk submit an application to ensure the location was picked up as an allocated development site.
- c. Docking Neighbourhood Plan consultation** – the Clerk had previously circulated an email as Ringstead Parish Council were a statutory consultee as part of the Regulation 16 procedures for the Docking Neighbourhood Plan. It was acknowledged that there had been a significant amount of new development in Docking, but there were no direct impacts on Ringstead, and the Council agreed to commend the work being undertaken to prepare a Neighbourhood Plan.

9. **To review any correspondence.**

None had been received.

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

There were no specific items suggested.

11. **The date of the next meeting** of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the **9 March 2026**.

**The meeting closed at 19:48 hrs.**