



## RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob

Clerk and RFO: Simon Lee

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**DRAFT MINUTES** of the Annual Meeting of Ringstead Parish Council held on Monday 11 May 2026 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Everitt Cllr Little, and Cllr Shelley.  
Two members of the public and S. Lee (Clerk).

1. **Elect a Chair.**

Cllr Little proposed Cllr Jacob, there being no other nominations this was seconded by Cllr Barnett and Cllr Jacob was duly elected Chairman for the ensuing year.

2. **Apologies for absence.**

None were received.

3. **Elect a Vice Chair.**

Cllr Jacob proposed Cllr Little, there being no other nominations this was seconded by Cllr Everitt and Cllr Little was duly elected Vice Chair for the ensuing year.

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

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

5. **Approve the minutes of the Meeting of the Parish Council meeting held on 13 April 2026.**

The minutes of the Parish Council meeting held on 13 April 2026 were approved.

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

No matters arising not noted on the agenda were raised.

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

The Chair proposed and it was agreed to bring forward item 9.h., the Update on the Chalk Pit. The Chair welcomed Mr M. Brock, Chair of the Ringstead Woodland Gardens and Walks Group and a fellow volunteer. Mr Brock advised of the financial difficulties securing Public Liability Insurance for the Group and there was a discussion about utilising the Parish Council's Public Liability Insurance. Copies of two risk assessments prepared by the Group for utilising strimmers/brush cutters and ride-on mowing equipment had previously been circulated by the Clerk. The Chair thanked the Group for having prepared these documents, however, the Clerk who had a career in managing public open spaces, advised of concerns about the adequacy of the risk assessments and that best practice required operatives to have obtained appropriate qualifications for operating machinery in public areas, particularly brush cutters. This was acknowledged by those present who accepted that there were potential liabilities when using powered equipment in public spaces. It was suggested that the Council employ contractors to undertake the main mowing trimming operations. After some further discussion Mr Brock proposed that, with the lease for the Chalk Pit

ending in August 2026, the Group step back from their activities, having undertaken work over the past 15 years, particularly as it was difficult securing volunteers to assist with the work.

The Chair thanked Mr Brock and the other volunteer present for all their hard work over the years and particularly for the support given by Mrs Brock in securing the Chalk Pit as a valuable local public recreation area and for setting out and designing the area. It was proposed that some form of plaque and tree be installed acknowledging the work Mrs Brock had undertaken in establishing the Group and managing the site and this was unanimously agreed by the Councillors.

The Clerk advised of concerns about the placement of several rope swings in the Chalk Pit area and that these presented a liability and risk. The Clerk cited a case where a child had been injured. Mr Brock advised that rope swings had been regularly removed from the site. The Clerk advised that a rope swing had been removed recently and that another had been found only days later and had also been removed. The Clerk also advised that notices had recently been placed advising of the steep cliff edges at the top of the Chalk Pit, it was hoped that these would not be vandalised.

## 8. Finance.

### a. Bank Balances and Reconciliation

The Clerk noted that there was currently £48,242.99 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £22,483.74. It was noted that the Borough Council could reclaim unspent CIL funds after five years if these were not spent. It was agreed to include this as an agenda item for the next meeting. The Clerk agreed to circulate a note of what projects CIL funds could be used to undertake.

#### Accounts

| Bank Account            | Apr-26          | Apr-25          |
|-------------------------|-----------------|-----------------|
| Current                 | 13203.46        | 12446.54        |
| Deposit*                | 35039.53        | 31234.14        |
| <b>TOTAL</b>            | <b>48242.99</b> | <b>43680.68</b> |
| Difference vs. last yr: |                 | £4,562.31       |

\*CIL funds 2025/26 £5417.32

\*CIL funds 2024/25 £7153.77

\*CIL funds 2023/24 £9912.65

### b. Consider payments and invoices April/May 2026.

The meeting approved the payments and receipts for April/May 2026.

#### Ringstead Parish Council Transactions April/May 2026

| A/C     | Description                           | Supplier         | Period | Payment Type | Gross (£) | VAT (£) portion |
|---------|---------------------------------------|------------------|--------|--------------|-----------|-----------------|
| Current | Clerk's salary April 2026             | Clerk            | April  | BACS         | 540.80    | 0.00            |
|         | Clerks Tax and Employers NI           | HMRC             | April  | BACS         | 174.05    | 0.00            |
|         | Clerks' mileage and Instant Ink       | Clerk            | April  | BACS         | 30.79     | 1.08            |
|         | Grounds maintenance services          | HHA Grds Mtc     | April  | SO           | 383.57    | 63.93           |
|         | Service Charge                        | Unity Trust Bank | April  | Direct       | 7.00      | 0.00            |
|         | Payroll services year ending 05/04/26 | James Johnson    | April  | BACS         | 201.60    | 33.60           |
|         | Black bin bags                        | Clerk via Amazon | April  | BACS         | 7.99      | 1.33            |

|         |                                      |                         |     |      |                |               |
|---------|--------------------------------------|-------------------------|-----|------|----------------|---------------|
| Current | Warning cliff edge signs             | Clerk via Amazon        | May | BACS | 17.74          | 2.97          |
|         | 2 x 2" spike and 12' 2x2 post        | Semba Trading via Clerk | May | BACS | 22.00          | 3.67          |
|         | Hire of Village Hall Apr 25-Mar 2026 | Village Hall Charity    | May | BACS | 230.00         | 0.00          |
|         | Refurbish bench                      | Mr J. Aldis             | May | BACS | 155.00         | 0.00          |
| Total   |                                      |                         |     |      | <b>1770.54</b> | <b>106.58</b> |

Receipts April 2026

| A/C   | Description        | Payee  | Period     | Remittance Number | Amount (£)      |
|-------|--------------------|--------|------------|-------------------|-----------------|
| Cur   | CIL Receipt BCKLWN | BCKLWN | 28/04/2026 | 22017486          | 5417.32         |
|       | Precept BCKLWN     | BCKLWN | 08/04/2026 | 22017386          | 9500.00         |
| Total |                    |        |            |                   | <b>14917.32</b> |

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 | 8000.00 | 0.00 |
|-------------------------------------------------|--------------------|-----|----------|---------|------|

c. Consider any late payments.

One late payment for the refurbishment of the bench was received. Councillors conveyed their thanks for the improvement and requested that the Clerk instruct Mr Aldis to undertake the refurbishment of the King George V Silver Jubilee bench installed on the Docking Road.

d. AGAR 2025/26 – Approve Certificate of Exemption, Annual Internal Audit Report, Governance Statement and Accounting Statement; Notification of the Dates of the Period for the Exercise of Public Rights

The Clerk introduced the item having previously circulated the Certificate of Exemption, independent Internal Audit Report, and Annual Governance Statement and Accountability Statement.

The Clerk advised that as the gross income and gross expenditure was below £25,000, there was no requirement for the Council to have a limited assurance review, but that the Council would need to approve the Certificate of Exemption. On the agreed basis that the total gross income for 2025/26 was £21,169 and the total gross expenditure was £22,642, it was proposed by Cllr Shelley, seconded by Cllr Barnett, and **RESOLVED:** to approve the Certificate of Exemption which would be sent to PKF Littlejohn.

The Clerk advised that the Internal Audit Report had been received at the previous meeting. It was then proposed by Cllr Little, seconded by Cllr Shelley, and **RESOLVED:** to accept the Annual Internal Audit Report for the Financial Year ending 2025/26.

The Clerk then went through the items on Section 1 of the Annual Governance Statement 2025/26 that had been previously circulated. On a proposal by Cllr Jacob seconded by Cllr Barnett it was **RESOLVED:** that the Chairman and the Clerk sign the Annual Governance Statement.

The Clerk advised on Section 2 – Accounting Statements for 2025/26 that had been previously circulated and confirmed the balances carried forward for the year 2025/26 were £36,113. With the Accounting Statement having been previously signed by the Responsible Finance Officer it was proposed by Cllr Everitt, seconded by Cllr Shelley, and **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 13 May 2026 and that the public would have a statutory 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 2025/26. It was proposed by Cllr Everitt, seconded by Cllr Little and **RESOLVED:** to approve the Notice.

The CIL Return for 2025/26 was discussed and the Clerk advised that on 31 March 2026 there were £17,066.42 CIL funds remaining. It was proposed by Cllr Barnett, seconded by Cllr Everitt, and **RESOLVED:** to approve the CIL Return 2025/26.

**e. Update Unity Trust Bank mandate.**

The Clerk advised of the need to remove two former Councillors from the bank mandate. This was proposed by Cllr Little, seconded by Cllr Everitt and it was **RESOLVED:** to instruct the Clerk to update the bank mandate.

**9. General Agenda Items.**

**a. External Reports.**

There were no reports received (Cllr T. de Winton had previously reported to the Annual Parish Meeting).

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

The Clerk advised that the Borough Council were holding an online planning update in June 2026, and it was agreed the Clerk attend the online session.

**c. Village Hall report.**

There was a discussion about the need to rebuild the perimeter wall and significant costs involved. It was noted that previously the local Construction Collage had previously offered practical opportunities for students locally, and it was suggested they were contacted to see if they did any courses in lime mortar wall repairs, and if so, whether they wanted to offer students any practical experience.

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

The Clerk advised that the Highway Engineers had acted promptly to instruct the owner of the boat which had been placed for sale beneath the horse chestnut at the junction of Docking Road and Burnham Road to get it removed.

It was noted that the SAM3 sign was due to be delivered on Tuesday 12 May 2026.

Cllr Little raised concerns about parking in the High Street and that at times the road was impassable, presenting a significant risk for the emergency services, particularly outside The Gin Trap Inn at peak times. It was agreed to build a dossier of evidence and that any photographic evidence should be sent to the Clerk.

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

Cllr Everitt was pleased to advise that the Lynx bus service had agreed to introduce a new bus service through the village commencing on the 1 June 2026. The 33B bus would be stopping at The Gin Trap Inn and adjacent to the village sign on a two hourly circular route starting at 09:51hrs and finishing at the bus terminus in Hunstanton. Members of the Council thanked Cllr Everitt for her work in promoting a bus service. Cllr Everitt agreed to ascertain if promotional leaflets would be printed by the Lynx Bus service, that could be distributed throughout the village.

**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 recently been cut, and mole activity was increasing. The new litter bin was being well used and the area looked very tidy.

The Chair raised a request that had been received for private parking on the playing field on the 27 and 29 August 2026. After some discussion and recognition that it was the Bank Holiday weekend, it was agreed that the Clerk write and set out conditions for use of the site. There was concern that no parking should take place if ground conditions were not appropriate.

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

Cllr T. de Winton had provided an update at the earlier Annual Parish Meeting.

**h. Great Ringstead Allotment Charity.**

The Chair advised that there had been clarification of the terms of the 2007 Charity Commission Scheme and of the trustees' resolution of 2014, reported to the Charity Commission, to unite the Great Ringstead United Charity with the Great Ringstead Allotment Charity, to be known as the Great Ringstead Allotment Charity, and that there should be four trustees to be appointed for a term of three years by the Parish Council. It was agreed to advertise the existing vacancy in the next newsletter and on noticeboards.

**i. Notice of Casual Vacancy.**

The Clerk advised that given the recent County Council elections the Electoral Office at the Borough Council were still to provide the necessary statutory Notice.

**10. Planning matters.**

A new Planning Application: 26/00720/F, Householder: Extensions and Alterations, 4 Hall Lane, Ringstead, Hunstanton PE36 5JL had been received. Concerns were raised at the significant loss of vegetation together with a number of material planning objections, particularly the proposed wooden cladding of the building that the Assistant Conservation Officer had also opposed. There were concerns about the location of the proposed soakaway which was shown to be in the lower ground that formed part of the former pond at the front of the house, with a risk of surface water flooding and flow back from the soakaway. The installation of solar panels on the northern slope of the roof of the building were also questioned. It was agreed that the Clerk draft a response and circulate to members for approval before submitting an objection by the deadline of 23 May 2026.

**11. To review any correspondence.**

None had been received.

**12. Agenda items for next meeting.**

It was agreed to include use of the CIL funding.

**13. The next meeting of the Parish Council would be at 7.00pm on 8 June 2026.**

**The meeting closed at 20:18 hrs.**