



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 13 April 2026 at 7.00pm at the Village Hall.

Present:

Cllr Rice (Chair), Cllr Barnett, Cllr Crowfoot Cllr Little, and Cllr Shelley.

One member of the public and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr Jacob and Cllr Everitt.

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

None received.

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 9 March 2026.**

The minutes of the Parish Council meeting held on 9 March 2026 were approved.

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

In response to a question from Cllr Shelley about the Ringstead Woodland and Gardens Group, the Clerk confirmed that volunteer activities were covered under the Parish Council's insurance policy, providing that all work activities undertaken had written risk assessments, approved by the Parish Council. The Clerk advised that specialist work, such as arboricultural activities, should be undertaken by experienced and qualified professionals. The Clerk was instructed to write to the Chair of the Ringstead Woodland and Gardens Group advising that insurance cover was in place, subject to the conditions stated above. Cllr Shelley was also concerned that an article seeking volunteers to support work at the Chalk Pit had not been placed in the Spring newsletter.

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

There was no public participation.

6. **Finance.**

a. Bank Balances and Reconciliation

The Clerk noted that there was currently £42,559.34 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42. Half of the approved precept of £19,000 had been received from the Borough Council.

Accounts

Bank Account	Apr-26	Apr-25
Current	10189.81	1003.01
Deposit*	35039.53	36234.14
TOTAL	45229.34	37237.15
Difference vs. last yr:		£7,992.19

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

b. Consider payments and invoices March/April 2026.

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

Ringstead Parish Council Transactions March/April 2026

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary March 2026	Clerk	Mar	BACS	540.80	0.00
	Clerks Tax and Employers NI	HMRC	Mar	BACS	174.05	0.00
	Clerks' mileage	Clerk	Mar	BACS	13.50	0.00
	Grounds maintenance services	HHA Grds Mtc	Mar	SO	383.57	63.93
	Service Charge	Unity Trust Bank	Mar	Direct	7.00	0.00
	Dog Bin Emptying	BCKLWN	Apr	BACS	1093.25	182.21
	Spring Newsletter Printing	BCKLWN	Mar	BACS	146.50	0.00
	Internal Audit	Ms D. Dann	Apr	BACS	45.00	0.00
Total					2403.67	246.14

Receipts March/April 2026

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Sav	Interest from Savings Account	UTB	Jan-Mar	N/A	182.54
Cur	Precept BCKLWN	BCKLWN	08/04/2026	22017386	9500.00
Total					9682.54

c. Consider any late payments.

There were no late items.

d. Receive the Annual Internal Audit Report 2025/26

The Clerk had previously circulated a copy of the independently prepared Annual Internal Audit Report 2025/26. The Council were impressed with the thoroughness of the Report, and the recommendations were all agreed. The Clerk advised that the Annual Governance and Accountability Return 2025/26 would be presented for approval to the next meeting. The Clerk advised that as the authority's total gross income for the year or total gross annual expenditure for the year did not exceed £25,000, it could certify itself as exempt from a limited assurance review.

7. General Agenda Items.

a. External Reports.

The Council received the Annual Parish Report 2025/26 from Cty Cllr A. Jamieson, who had advised in the Report that they were not standing in the forthcoming County Council election.

b. Parish Clerk's report.

The Clerk advised that a re-declaration of compliance required by The Pensions Regulator under the requirements of the Pensions Act 2008 had been completed on 11 April 2026.

c. Village Hall report.

It was confirmed that quotes were being obtained for the rebuilding of the boundary wall, there was some discussion about whether rebuilding was the responsibility of the Village Hall Charity and whether any grant-funding was available. It was suggested that clarification regarding responsibility for the boundary wall be sought from the Le Strange Estate.

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

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 completed and the invoice had been settled with Westcotec by the County Council.

Cllr Barnett confirmed that the fly-tipping along Burnham Road had been removed, the Clerk thanked Cllr Barnett for the photographs, enabling the matter to be promptly reported to the Borough Council.

The Clerk advised that the 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 had been reported to the County Council.

e. Update on the bus service.

Cllr Everitt advised prior to the meeting that contact had been made with Cty Cllr Jamieson regarding the provision of a bus service through the village, but no response had yet been received.

f. Update on Litter Pick 28 March 2026

The Clerk reported on the inability of the Borough Council to provide litter kits, which had been ordered in February 2026. There was general disappointment that the Borough Council had not notified the Parish Council, and that Cllr Jacob had a wasted journey into King's Lynn. As a result of the lack of equipment the event was cancelled at short notice.

g. Update on Playing Field and Grounds Maintenance.

Cllr Little updated the meeting and reported that the grass had recently been cut, rabbits were busier than ever, though there was less mole activity. Although the equipment all looks in good order although there is a lot of rabbit activity under the Tom Thumb which the Clerk agreed to inspect. It was noted that the litter bin was being well used.

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

The Clerk informed the meeting that the Government's had announced that its preferred approach was to establish three new unitary authorities for Norfolk. It was confirmed that the County Council elections would be held on the 7 May 2026.

i. Great Ringstead Allotment Charity.

The Clerk advised that the Chair and Secretary of the Charity had located additional information which had helped clarify the merger of the Ringstead United Charities and Great Ringstead Allotment Charity. The Clerk advised that the trustees of the Charity were meeting in late April 2026, and a further update would be provided to the next meeting of the Council.

j. Notice of Casual Vacancy.

The Clerk advised that Cllr Rice had written to the Chair and would formally be resigning from the Parish Council on Wednesday 15 April 2026. Following a discussion, it was proposed by Cllr Little and seconded by Cllr Barnett and **RESOLVED**: to fill the vacancy through advertisement of a casual vacancy. The Clerk was instructed to advise the Electoral Office at the Borough Council who could prepare the necessary statutory Notices.

8. Planning matters.

Planning Application 26/00213/LB: The partial demolition and rebuilding work at the existing barn at Geddings Farm had been approved.

9. To review any correspondence.

None had been received.

10. Agenda items for next meeting.

The Clerk advised that the Annual Governance and Accountability Return 2025/26 would be presented at the next meeting.

11. The next meetings would be the Annual Parish Meeting at 6:30pm followed by Annual Meeting of the Parish Council on 11 May 2026.

The meeting closed at 19:28 hrs.