



# 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 8 December 2025 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Little, Cllr Rice and Cllr Shelley.  
Borough Cllr de Winton and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr Everitt.

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

Cllr Jacob advised of an interest being Secretary of the Ringstead Parochial Church Council, Cllr Barnett and Cllr Rice advised of an interest as Chair and Vice Chair of the Village Hall.

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 1 September 2025.**

The minutes of the Parish Council meeting held on 10 November 2025 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 there was currently £42752.04 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

**Accounts**

Bank Account	Dec-25	Dec-24
Current*	1756.75	3524.22
Deposit*	40640.59	38745.51

**TOTAL 42397.34 42269.73**

Difference vs. last yr: £127.61

\*CIL funds 2024/25 £7153.77

\*CIL funds 2023/24 £9912.65

**b. Consider payments and invoices November 2025.**

The meeting approved the payments for November 2025, including grants agreed at the meeting.

**Ringstead Parish Council Transactions November/December 2025**

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary Nov 2025	Clerk	Nov	BACS	540.80	0.00
	Clerks Tax and Council NI Nov 2025	HMRC	Nov	BACS	174.05	0.00
	Clerks expenses (Instant Ink and mileage)	Clerk	Nov	BACS	15.49	1.08
	Grounds maintenance services	HHA Grds Mtc	Nov	Standing Order	348.70	58.12
	Service Charge	Unity Trust Bank	Nov	Direct UTB	6.00	0.00
	Updating of website	Mr S. Jackman	Nov	BACS	175.00	0.00
	Annual playground inspection	Playground Inspection Co.	Nov	BACS	117.60	19.60
	Grant to Ringstead Village Hall	Village Hall	Nov	BACS	800.00	0.00
	Grant to Ringstead PCC	RPCC	Nov	BACS	1000.00	0.00
Total					<b>3177.64</b>	<b>78.80</b>

**Transfer from UTB Instant Access A/C to Current A/C**

Transfer from UTB Instant Access to Current A/C	Top-up Current A/C	Dec	Transfer	2000.00
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**c. Consider any late payments.**

There were no late payments.

**d. Approve budget 2026/27 and set precept for 2026/27**

The Clerk had circulated a spreadsheet updating the outline budget projections for 2026/27 and the proposed budget for 2026/27. The Clerk introduced the item and advised that the three tables appended to the budget spreadsheet summarised the position. Based on current projections it was anticipated that further payments of £6,836.00 were required in the 2025/26 financial year. The Clerk advised that £6,730.00 had been set aside as earmarked reserves in 2025 for playing field/equipment and that it was estimated that by 31 March 2026 the Council would have further general reserves of nearly £12,120.00 in addition to ringfenced CIL funds of £17,066.42.

It was projected that total payments for 2026/27 would be £20,986.00 and receipts excluding the precept would be £2,400.00.

As a result of the second home premium introduced by the Borough Council the Council Tax base for Ringstead had increased from 207.10 to 232.70. If the precept were retained at £19,000 the Council Tax Band D charge would reduce from £91.74 to £81.65, a saving of 11%. If budget projections were correct, then a modest £400.00 would be added to the general reserve at the end of 2026/27.

On that basis it was proposed by Cllr Shelley, seconded by Cllr Barnett, and unanimously **RESOLVED:**

- i. to approve the proposed budget for 2026/27;

- ii. that the net expenditure requirements for the fiscal year to 31 March 2027 for the annual precept be set at £19,000.00, which, based upon the Borough Council's revised Council Tax base, would require a Council Tax Band D property to contribute £81.65 towards the precept, a decrease of 11% on the contribution for 2025/26.

## **7. General Agenda Items.**

### **a. External Reports.**

Borough Cllr T. de Winton introduced the item and updated the meeting on work undertaken liaising with Planning Officers regarding recent planning applications in the village. It was considered that the amended application for 9 Burnham Road was unacceptable and the Clerk advised that a recent Decision Notice had been issued refusing permission. There was a discussion about the revised application recently received for April Cottage and Borough Cllr de Winton advised that if requested by the Parish Council, this application would be called-in, where it would receive further scrutiny from officers and members of the Planning Committee. Members of the Parish Council thanked Borough Cllr de Winton for the support that had been provided.

Borough Cllr de Winton advised the meeting on work undertaken as Vice Chair of the Borough Council's Audit Committee. The Leader of the Borough Council had negotiated a better arrangement with the County Council regarding the percentage of income received from the second home premium on the Council Tax. Changes to the recent Community Infrastructure Levy had been agreed by the Borough Council with resources being directed to larger infrastructure projects.

With regards devolution, it was unclear whether the Mayoral elections would be deferred. The Borough Council would not know the outcome of the Government's decision on Local Government Reorganisation for Norfolk until at least March 2026.

There was a brief discussion about improved living accommodation for the Rector of the Hunstanton and Saxon Shore, which it was hoped would help attract more applicants as the position was currently vacant.

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

The Clerk advised that the other Council where they clerked would contribute towards the mileage costs for internal auditors' course being organised by Norfolk PTS early in 2026. It was agreed that the Clerk could book the course at a cost of £55.00.

At a recent Norfolk PTS Clerks networking event the results of the Governments consultation on permitting Councillors to attend meetings online had been discussed. It was thought that enabling legislation might be brought in during 2026 to facilitate online attendance and voting at meetings.

The Chair raised a further course being organised by Norfolk PTS on the role of charities and after some discussion it was agreed that the Council would pay the fees of £52.00 for the Chair to attend this online course.

### **c. Village Hall report.**

Cllr Barnett updated the meeting on a number of operational matters regarding the management of the Village Hall, including works planned to lay the hedge and clear the car park of weeds. There was a discussion about replacing the oak tree that had been planted and unfortunately died with a different species.

Cllr Barnett advised of a further social gathering planned for the evening of the 7 March 2026.

It was noted and Councillors thanked a local resident who had repaired the light above the defibrillator case. It was agreed that the Clerk seek quotes for an additional set of defibrillator pads.

**d. Highway related items Parish Partnership Scheme 2026/27 Update on application for a new SAM3 sign.**

Although a new post had been installed on the High Street by the County Council to receive the SAM2 sign, there were concerns that it was no taller than the existing sign and would still present a hazard to pedestrians. The Clerk agreed to raise the issue with the County Council engineers. It was confirmed that the groups in the village had been cleared of vegetation and in some places more attention given to ensuring surface water would be effectively channeled into them. The Chair advised of recent speed traps organised by the police along Peddars Way North that were welcomed.

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

There was no update on the bus service, and the Clerk advised that there had been no response from the email sent to library service regarding a request for the mobile service to make an additional stop at the top End of the village. The Clerk agreed to follow up with a formal letter.

**f. Update on Playing Field and Grounds Maintenance and to receive the annual independent playground inspection report.**

Cllr Little updated the meeting on the weekly inspection and reported that moles and rabbits were very active on the playing field. The new litter bin on the playing field was being well used, and Cllr Shelley advised that the two old litter bins had now been removed.

The Councillors noted that all risks identified in the annual playground report were low or very low, but several maintenance issues had been raised. The Clerk agreed to obtain a quotation to have these matters rectified.

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

This matter had been dealt with earlier in the meeting.

**h. Grants and Donation – section 137 Local Government act 1972**

The Clerk introduced the item and had previously circulated applications from the Village Hall and Ringstead Parochial Church Council (RPCC). The Village Hall had requested an annual grant of £800.00 and the RPCC a grant of £2,000 to help towards maintaining the Churchyard.

There was support for the Village Hall grant and it was proposed by Cllr Shelley, seconded by Cllr Crowfoot and **RESOLVED**: to award an annual grant of £800.00 to the Village Hall.

There was a concern that a grant of £2,000 was equivalent to 10% of the annual precept. After some discussion it was proposed by Cllr Shelley, seconded by Cllr Barnett and **RESOLVED**: to award a grant of £1,000.00 to the RPCC.

**i. Policies, procedures and risks – Ringstead Parish Council – Update on the Parish Council's website to comply with Accessibility Guidelines and Updated Asset Register.**

The Clerk advised that Mr Jackman from Norfolk PTS, who helped to build the WIX website platform, had completely refreshed the website and updated it to ensure it was compliant with the Accessibility Guidelines.

The Clerk had previously circulated a copy of the 2025/26 Asset Register which included the two leases for the playing field as recommended by the Internal Auditor, the purchase of the Hunstanton Road 'gateway', removal of the two litter bins in the playing field, purchase of a new litter bin and the disposal of a redundant printer. The Clerk advised that the replacement value of items of play equipment had been updated to reflect the recent stock valuation as part of the annual playground inspection, which would be used for insurance purposes.

It was proposed by Cllr Rice, seconded by Cllr Little and **RESOLVED:** to approve the Asset Register for 2025/26.

8. **Planning matters.**

**Planning Applications.**

With regards Mary Lynn, 9 Burnham Road, it was noted that the application had been refused planning permission.

The Clerk had previously circulated a 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 that the revised proposals of brick and tile roof were not sufficient detail to support the application of a building in the Conservation Area and contrary to RNP Policy 5(c) and RNP Policy 12 D, which requires that materials and colours should respect the local vernacular and adjacent built environment and use locally distinct building materials, such as Carstone, chalk and flint, building styles and techniques. It was agreed that the Clerk object to the revised proposal and request that Borough Cllr de Winton have the application called in.

9. **To review any correspondence.**

The Clerk referred to concerns raised about the state of Peddars Way South because of building work at Poachers Gap. It was agreed that the Clerk would contact enforcement officers at the Planning Department to ascertain if action were possible to get the road cleaned by the building contractors.

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

It was agreed to include the Internal Control Policy and Risk Register.

11. **The date of the next meeting** of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the **12 January 2026**.

**The meeting closed at 19:55 hrs.**