



# 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 10 February 2025 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.**

Cllrs Barnett and Crowfoot.

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

None were received.

3. **Approve the minutes of the Parish Council meeting held on 13 January 2025.**

The minutes of the Parish Council meeting held on 13 January 2025 were approved.

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

There were no matters arising not included in the minutes.

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

None were present.

6. **Finance.**

**a. Bank Balances and Reconciliation.**

The Clerk noted there was currently £40,332.59 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42. The Clerk advised that the Council would be paying the precept in two tranches during the year, 50% in April and 50% in September.

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

The meeting approved the payments and receipts for January 2025.

### Accounts

Bank Account	Feb-25	Feb-24
Current	1333.86	2185.77
Deposit*	38998.73	33045.47
<b>TOTAL</b>	<b>40332.59</b>	<b>35231.24</b>
Difference vs. last yr:		£5,101.35

## Ringstead Parish Council Transactions January 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary (including backpay)	Clerk	Jan	BACS	523.80	0.00
	Tax	HMRC	Jan	BACS	131.00	0.00
	Clerks Expenses and mileage	Clerk	Jan	BACS	85.34	11.97
	Grounds maintenance services	HHA Grds Mtc	Jan	Standing Order	317.00	52.83
	Service Charge	Unity Trust Bank	Jan	Direct	6.00	0.00
	Dog bin emptying 2024/25*	BCKLWN	Jan	BACS	489.22	81.64
	Winter newsletter (late payment)	BCKLWN	Jan	BACS	154.79	25.80
<b>Total</b>					<b>1707.15</b>	<b>172.24</b>

(\* It was noted after the meeting that the Council had miscalculated the rate and had sent a Credit Note for the original invoice, together with a revised invoice for the correct amount).

### c. Consider any late payments.

There was one late payment for the Borough Council of Kings Lynn and West Norfolk for printing the winter newsletter as shown on the above schedule.

## 7. General Agenda Items.

### a. External Reports.

The Clerk had previously circulated an email from Cty Cllr Jamieson advising that Norfolk and Suffolk had been successful in their application to join the Government's Devolution Priority Programme. Norfolk would potentially be part of a new unitary authority covering Norfolk and Suffolk, with an elected mayor. The details of the proposed structural changes and implications for local government and representation locally were not at this stage fully understood. The Chair advised that an email had been sent to Borough Cllr T. de Winton proposing that a public meeting be held, enabling local people to learn more about the proposals and implications for north-west Norfolk.

The Clerk advised that a link had been placed on the Parish Council's website promoting the Borough Council's weekly newsletter: <https://www.ringsteadpc-norfolk.info/>. It was noted that there was the facility for people to subscribe to receiving the newsletter.

The Council also received the January 2025 monthly report from Cty Cllr Jamieson.

### b. Parish Clerk's report.

The Clerk advised that the County Council had confirmed that the Planning Inspectorate were convening a two-day Public Hearing commencing on the 22 July 2025 at Thornham Village Hall to consider the two new proposed footpaths applications in the parish. The Parish Council would be represented by the two people who had prepared and submitted the applications to the County Council. The Chair advised that he would also be attending the Public Hearing.

The Clerk informed the meeting that documents had been received from Fraser Dawbarns LLP confirming that the two Leases to the Council for the Playing Field had been registered with Land Registry. The documents will be filed in the cabinet at the Village Hall.

The Clerk reminded Councillors of the public consultation being undertaken by the Government on strengthening the standards and conduct of those in public life.

**c. Village Hall report.**

Cllr Rice gave an update on the success of the social get-together held in the Village Hall on the 1 February 2025. It was confirmed that the carpet bowls club were still utilising the Hall and that there were a few private bookings. The Clerk confirmed that the oak tree had been planted to replace the ash removed by the Estate the previous year.

**d. Highway related items.**

The Clerk confirmed that a new Area Engineer had been appointed by the County Council representing north-west Norfolk. The Parish Partnership Scheme for the proposed gateways on Hunstanton Road was being determined in March 2025.

The Clerk confirmed that concerns about surface damage to Peddars Way South footpath and, the position of the No Through Road at the entrance to Chapel Lane had been raised with the County Council. Also, the County Council had not yet responded to the request for permission to install a new post on the High Street to accommodate the SAM2 sign.

**e. Annual Litter Pick**

The date for the annual litter pick was confirmed as Saturday 29 March 2025 at 10:00am, meeting at the Village Hall. The Clerk advised that he would organise the supply of the litter sticks and personal protective equipment from the Borough Council. It was hoped that Cllr Barnett would update the poster from 2024 enabling the event to be promoted in the village.

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

Cllr Little gave an update on the playing field and advised that the sapling tree at the entrance to the car park and ivy had been removed by the grounds maintenance contractor. Mole activity was still an issue, the Clerk advised that a report had been received from the pest control company regarding treatment during January 2025.

**g. Refurbishment of Ringstead Parish Noticeboard.**

It was confirmed that the weather conditions over the previous month had prevented the varnishing of the noticeboard. It was hoped that the member of the public who had kindly agreed to undertake the work would be able to carry out the revarnishing of the noticeboard as soon as weather conditions permitted.

**h. Policies, procedures and risks – Ringstead Parish Council – Risk Register and Co-option Policy.**

The Clerk had previously circulated an updated Risk Register and revised Co-option Policy. The Clerk advised that a new risk had been included, setting out the implications if the Neighbourhood Plan were not approved in the forthcoming Referendum.

After some discussion Cllr Shelley proposed and Cllr Everitt seconded, and it was **RESOLVED**: to approve the updated Risk Register and Co-option Policy.

**8. Planning matters.**

**a. Planning Applications.**

The Clerk confirmed that the planning application at Copper Lodge 1 Jacobs Yard Ringstead Hunstanton PE36 5JY had been refused permission, it appeared to be on a technical issue. The applications at Poachers Gap 21 Peddars Way South Ringstead Hunstanton PE36 5LF and Cobwebs 12 High Street Ringstead Hunstanton Norfolk PE36 5JU had both been approved by the local planning authority. It was not known when the application at 9 Burnham Road would be determined, but it was noted that Cllr T. de Winton had withdrawn his request to have the application called-in by the Planning Committee.

The Clerk had received confirmation from a local resident that the Council had decided not to take enforcement action regarding the location of a septic tank installed at 34 Docking Road.

**b. Update on Ringstead Neighbourhood Plan – Next Steps – Date for Referendum 13 February 2025 and Draft Leaflet – Cllr Dr Jacob**

It was noted that the Referendum to determine the question:

*'Do you want the Borough Council of King's Lynn and West Norfolk to use the Neighbourhood Plan for Ringstead to help it decide planning applications in the neighbourhood area?'*

would take place on Thursday 13 February 2025. It was hoped that the result would be announced on Friday 14 February 2025.

There was a discussion whether in certain circumstances owners of second homes may register to vote at their second home as well as at their main residence. The owners of second homes would need to contact the Electoral Services at the Borough Council who would consider each application on a case by case basis.

**9. To review any correspondence.**

The Clerk had written to the new owners of The Gin Trap Inn to confirm whether the website address on the Council's website was still correct. The Clerk had also advised of the opportunity to advertise in the quarterly newsletter. No response had yet been received.

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

The Clerk advised that the interim internal audit report might be available.

**11. The date of the next meeting of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the 10 March 2025.**

**The meeting closed at 19:43hrs.**