



# 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 January 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 T. de Winton and S. Lee (Clerk).

1. **Apologies for absence.**

None.

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

None received.

3. **Approve the minutes of the Parish Council meeting held on 9 December 2024.**

The minutes of the Parish Council meeting held on 9 December 2024 were approved.

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

The Clerk advised that Cllr de Winton had circulated an email advising that Norfolk County Council had secured a further allocation of capital and revenue funding for 2025/26 under the national Bus Service Improvement Plan programme as part of the National Bus Strategy. The Borough Council were undertaking an initial survey with elected councillors to ascertain what if any improvements might be made to the bus service in West Norfolk. The Clerk agreed to share the link for the survey.

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

None were present.

6. **Finance.**

**a. Bank Balances and Reconciliation.**

The Clerk noted there was currently £41349.78 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

**b. Consider payments and invoices December/January 2024/25.**

The meeting approved the payments and receipts for December/January 2024/25.

### Accounts

Bank Account	Jan-25	Jan-24
Current	2351.05	6518.77
Deposit*	38998.73	30045.47
<b>TOTAL</b>	<b>41349.78</b>	<b>36564.24</b>
Difference vs. last yr:		£4,785.54

\*CIL funds 2024/25 £7153.77

\*CIL funds 2023/24 £9912.65

### Ringstead Parish Council Transactions December/January 2024/25

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
<b>Current</b>	Clerk's salary (including backpay)	Clerk	Dec	BACS	524.00	0.00
	Tax	HMRC	Dec	BACS	130.80	0.00
	Clerks Expenses and mileage	Clerk	Dec	BACS	39.39	1.17
	Grounds maintenance services	HHA Grds Mtc	Dec	Standing Order	317.00	52.83
	Service Charge	Unity Trust Bank	Dec	Direct	6.00	0.00
<b>Total</b>					<b>1017.19</b>	<b>54.00</b>

### Receipts received December 2024

A/C	Description	Payee	Period	Remittance Number	Amount (£)
<b>Sav</b>	UTB Interest on Savings Account	UTB	Oct-Dec	N/A	253.22
<b>Total</b>					<b>253.22</b>

**c. Consider any late payments.**

There were no late payments.

**7. General Agenda Items.**

**a. External Reports.**

Cllr de Winton updated the meeting on work within the Council's Planning Committee and specifically the call-in for Mary-Lyn at 9 Burnham Road, where discussions were ongoing with the applicant. Discussions were also taking place within the Council about potential structural changes to local government, including the establishment of a unitary authority, potentially amalgamating Norfolk and Suffolk into one regional authority.

Cllr de Winton advised that one application had been received for the Hunstanton and Saxon Shore Benefice vacancy, with interviews planned for early February 2025. The Chair advised that the Bishop of Norwich would be attending Thornham All Saints on the 26 January 2025.

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

The Clerk advised of the dates for meetings during 2025 and it was agreed to bring both the April and July meetings forward by one week to the 7 April 2025 and 7 July 2025 respectively. The Clerk agreed to circulate an updated schedule of meeting dates to councillors.

**c. Village Hall report.**

Cllr Rice updated the meeting on activities at the Village Hall and that a social event was being organised for residents on Saturday 1 February 2025, a flyer was being circulated to promote the event. Cllr Rice would also confirm that the Hall had been booked by the Borough Council for the referendum on the Neighbourhood Plan being held on the 13 February 2025.

The Clerk advised that the le Strange Estate had confirmed that an oak tree could be replanted at the Village Hall to replace the ash tree that had recently been removed. The Clerk had sourced an oak tree from a local nursery and would be prepared to purchase the tree, stake and bark mulch and undertake planting of the tree. This was approved and the Clerk instructed to proceed with the purchase and undertake the planting.

**d. Highway related items.**

Cllr Crowfoot raised concerns about the damage sustained to Peddars Way South by tractors traversing the lane to access the agricultural fields. It was agreed that the Clerk would report the damage caused to public right of way by farm machinery on the County Council's website.

Cllr Rice advised that a local resident had agreed to volunteer to help maintain the seating area by post box. The Chair agreed to write and thank them for their support.

**e. Update on Playing Field and additional work for HHA Grounds Maintenance Ltd.**

Cllr Little had undertaken a further inspection of the play area and reported that moles were still active. The Clerk agreed advise the pest control company of the increased activity.

The Clerk had previously circulated a quotation from HHA Grounds Maintenance Ltd to remove the self-seeded sapling tree at the entrance to the car park and the ivy and treat with an approved herbicide at a cost of £180.00 plus VAT. This was agreed and the Clerk agreed to instruct the contractor to proceed.

Cllr Little and the Clerk had met with the grounds maintenance contractor to look at a scheme included in the agreed Ringstead Action Plan to introduce a trial to allow an area of grass along the eastern edge of the playing field to be left unmown, to see what if any wildflowers emerged. The Clerk circulated a plan showing the area for the trial. The grounds maintenance contractor had agreed that the area could be left, and the grass gradually reduced in height over the late summer and autumn period, at no additional cost to the Council. The trial was approved and the Clerk agreed to instruct the contractor to proceed. At the site meeting the contractor had also agreed to tidy up the edges of the car park which because of builders vehicles parking on site, had not been possible in the autumn.

Concerns were raised about a recent firework display held on land adjacent to the playing field, and the impact of the noise on local pets/animals, a horse in one of the local fields had been particularly spooked by the loud bangs. It was agreed to raise awareness of the need for people to inform residents if fireworks were to be set off as an item in the next newsletter, so that horses could be appropriately stabled, and owners of pets made aware. It was also

suggested the opportunity be taken in the newsletter to request that bonfires were lit when the wind direction caused the least problems for neighbours.

**f. Refurbishment of Ringstead Parish Noticeboard.**

The Chair raised the need to undertake works to sand down and revarnish the Parish Noticeboard. Cllr Shelley advised that a local resident, if authorised by the Council, had indicated that they would be prepared to undertake the work. This was approved and Cllr Shelley agreed to thank the resident and to ask them to proceed with the refurbishment work, at the earliest opportunity.

**g. CIL funding – Potential Projects for 2025.**

There was a discussion about potential works to the Village Hall, including the possibility of creating a new storage area beyond the kitchen, freeing up space to hold meetings in the small room. There was a suggestion that if space could be made available in the small room, a suspended ceiling might be installed which would improve energy conservation in terms of heating the space. It was agreed to investigate opportunities further.

**8. Planning matters.**

**a. Planning Applications.**

**Planning Application 24/02193/F Cobwebs 12 High Street Ringstead Hunstanton Norfolk PE36 5JU - Single-storey extension to principal elevation.** The Clerk had previously circulated a draft letter of objection but advised that they had been contacted by the owner of the property that afternoon, who had only recently been made aware of the Parish Council's concerns about the proposals by their architect. The Clerk circulated an updated plan showing revised elevation that had been received late that afternoon from the applicant's architect. This included a reduction from three to two rooflights and French doors with half wooden panels. The architect had also confirmed in an email that the applicant was proposing to remove the existing extension and replace it with bricks that would tie in with the original cottage.

Although the Council were pleased that more appropriate bricks would be used on the replacement extension, they remained concerned about the visual impact on the overall fenestration of the cottage, which wasn't aligned and the position of the new front door and detracted from the overall visual appearance of the cottage and its neighbouring terraced cottage. There remained opposition of the need for rooflights and it was suggested that with a half-paneled French door, it would be more appropriate to reuse the existing casement window. It was recommended the new front door should be a four paneled door, replicating the one of the neighbouring terraced property. It was also recommended that there should be segmental arches above the new front door and the repositioned casement window, to match the existing first floor windows and the adjoining cottage.

The clerk was asked to update the draft letter of objection and send it to the local planning authority and applicant.

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

The Chair advised that the Borough Council had set the date for the referendum as 13 February 2025. A flyer had been printed that would be circulated to all properties in the village and sufficient had been printed to enable two drops to be undertaken. The aim of the flyer was to raise awareness of the referendum and of the need to vote, particularly if residents were interested in the future development or growth in the village.

After discussion it was advised that if the Neighbourhood Plan were approved local policies very specific to Ringstead would have to be legally considered by planners for any development coming forward.

The Clerk confirmed that a hard copy of the Neighbourhood Plan was available to view at the Village Store and that more information is available on-line at:  
<https://www.ringsteadpc-norfolk.info/neighbourhood-plan>

9. **To review any correspondence.**

An email had been received about ownership of Back Lane, the Clerk had confirmed that the land was not in the ownership of the Parish Council.

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

It was agreed to include Co-option Policy on the next agenda.

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

**The meeting closed at 20:04hrs.**