

RINGLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held at Ringland Village Hall, The Street, Ringland
on Monday 14 July 2025 at 7.30pm

Present: Cllrs L Cooper (Chair), M Turner (Vice-Chair), S Addington, K Stone and M George

Officer: Kay Montandon (Parish Clerk and RFO)

Members of the Public: Ten members of the public were present and Norfolk County Councillor Greg Peck.

1. Apologies

Apologies were received from Peter Bulman Broadland and South Norfolk District Councillor.

2. Declaration of Interest

There were no declarations of interest.

3. Minutes

The minutes of the meeting held on Monday 19th May 2025 were agreed to be an accurate record and signed by the Chair.

4. Casual Vacancies (This item was deferred until after Item 5)

The application for co-option from Andy Illing was considered and unanimously accepted, so Cllr Illing joined the members for the remainder of the meeting.

5. To consider item 13b Highways Update

To receive a report from Norfolk County Council Western Link Liaison team. David Allfrey, Assistant Director for Infrastructure Deliver, Marcin Kurek, Project Manager and Susie Lockwood, Communications and Engagement Manager, provided information on the timescale and process of the new options evaluation for future traffic mitigation projects. The team outlined their wishes to consult with the local parishes. Residents asked questions and made representations about the need for traffic reduction in the parish and particular concerns about Ringland Bridge.

6. Matters Arising

To hear an update and progress of items from the last meeting of the Council and to consider and agree any necessary action with regards to the following:

- a. Village Hall. There have been new bookings and a Christmas Fair is planned. There is a hole in the drainage cover on the carpark access. It was agreed the Clerk should obtain quotes for cover replacement. It was agreed the Clerk should commission a service/safety check of the boiler, space heaters and the calor gas cooker.
- b. The River Green: An email has been drafted by Cllr Addington to send to the Green Lane Association and it was agreed this should be sent by the Clerk. It was also agreed that the Clerk should resend the link for the application to modify the byway through the river to the residents. Cllr Stone left the meeting. Councillors discussed the parking issues brought up by

residents and noted this was an historic issue made worse by the increased popularity of the river green and the pub. It was agreed the Clerk would discuss the option of white H bars across residents' driveways with the Highways Engineer and the repainting of SLOW signs in the village. Cllr Turner has approached the manager of the pub with some plans for the pub car park that would allow more cars to be accommodated there rather than the road. It was agreed the Clerk would email the pub to ask for their help in remedying the parking situation. Cllr Stone rejoined the meeting.

- c. Church Mound: It was agreed to purchase signs for car parking procured by Cllr Turner – invoice was sent to councillors in advance of the meeting for the sum of £260.69 plus VAT.
- d. Graziers Committee. No update.
- e. Management of Common Land. Work on the fencing will start on 15th July. There was a discussion about fencing erected either by a resident or the drainage board and whether this encroached on common land. It was agreed that the boundary would be determined by applying to the Land Registry. Cllr Addington to action.
- f. Grass cutting: Cllr Illing was elected representative to oversee the work of the grounds management contractor.

7. Chair's report

The Chair reported on a recent meeting of the local Parish Chairs attended by the Chief Executive of Broadland District Council. There was a discussion on the different options for the Unitary Authority. The Chair also reported on a meeting with the contractors for the A47 works Galliford Try. There will be a closure of Wood Lane during the works and the contractor is happy to come to the Parish Council to discuss the implications for Ringland nearer the time of the closure.

8. Clerk's report

The Clerk's report was received. The broadband supplier is awaiting conclusion of works by OpenReach, although Cllr Turner informed the council that he had liaised with OpenReach who has been to install the relevant external infrastructure. The Clerk will get in touch with Sky Business to get an activation date. It was resolved not to renew the Council's Wix domain. The Clerk informed the Council that the planters had not been delivered on the date promised and this would be followed up. No payment will be made until they have been received. It was resolved to pay for half of the Clerk's CiLCA training costs which will amount to £450. Payments since the last Council meeting were noted.

9. Policies and Governance

- a. The Social Media Policy as presented was agreed.
- b. The Model Biodiversity Policy as presented was agreed.
- c. The Code of Conduct as presented was agreed with a minor spelling correction.

10. Public Participation and Reports (15 mins max 3 mins per speaker)

- i. County Councillor. Cllr Peck spoke to the report which had been circulated to the Councillors before the meeting. The Community Fund was highlighted and requests for this fund should be made promptly as some has already been allocated.

- ii. District Councillor. No report
- iii. Police Matters. No report
- iv. Members of the Public: Requests were made for speed cameras and speed reduction measures. Cllr Peck offered to meet with the Highways Engineer to discuss options for the village. Hedges and their encroachment on the highway were also mentioned by residents. Cllr George mentioned speeding on a lane which is unregistered land and there was discussion about signs that could be used.

11. Armed Forces Covenant

To consider and agree Ringland Parish response to the Armed Forces Covenant information. This is to be deferred to the next meeting.

12. Planning

- a. To consider responding to planning application. 2024/1040 Food Hub Phase 2. Amended plans have been lodged. It was agreed that Councillors would send their responses to the Clerk by the end of July for the Clerk to then make a response on behalf of the Council by the 4th August deadline.
- b. A request for a land survey affecting the Church Common and the Village Hall has been received from Anglian Water and forwarded to Councillors. The council needs to determine its response and provide the information requested in their form. It was agreed that Cllr Addington would provide the information required to Anglian Water.
- c. To receive a report on plans refused/accepted by Broadland District Council. None
- d. To hear an update and to consider any necessary action with regard to enforcement issues on planning appeals. None

13. Highways Matters

- a. SAM sign update by Cllr Turner on the sign shared between 4 parishes and a rota which is in existence. The Clerk will try and find the Rota and Cllr Turner will co-ordinate with the other 4 parishes.
- b. To receive an update on the NWL and A47 projects. This was included in the previous presentation.
- c. To receive an update on the River Green ford BOAT application. It was agreed that the letter to the Green Lane Association would be sent and, when formal consultation starts, the Council will send their objections and encourage residents to respond as well. The clerk to resend the message to all residents with the info about the byway modification application.

14. Finance

- a. The bank reconciliation as at 30th June 2025 was noted.
- b. To discuss and agree internet banking mandates – it was agreed to remove an ex-councillor from the banking mandate.
- c. It was agreed to pay 50% of the CILCA costs for the Clerk.
- d. The following payments were approved:

Kay Montandon	Ink, refreshments for parish meeting, mileage	£ 65.99
Tesco mobile	Phone July	£ 9.07
Tesco mobile	Phone August	£ 8.50
Kay Montandon	August Salary and WFH allowance	£308.43
Kay Montandon	September Salary and WFH allowance	£308.43
HMRC	PAYE August	£ 45.20
HMRC	PAYE September	£ 45.20
SLCC registration	Clerk CiLCA course assessment (by end Aug)	£450.00

15. To consider the most effective methods of communication within the council and between the clerk and councillors.

It was agreed that email is appropriate for communications with Councillors and that Councillors will regularly check their.gov.uk emails for papers prior to the Council meetings.

16. The following correspondence was noted.

Email	Norfolk County Council	Parish Partnership Grants 2026	For information – included with Agenda
Email	Norfolk Local Access Forum	We provide independent advice to organisations like Norfolk County Council, working to improve access to Norfolk’s beautiful landscapes for everyone. If you or someone you know is enthusiastic about the outdoors and eager to make a difference, we’d love to hear from you!  Find out more and apply here: https://www.norfolk.gov.uk/nlaf and Get Involved! For any questions, feel free to email nlaf@norfolk.gov.uk  Deadline for applications: 14th July 2025	For information included on email
Email	South Norfolk and Broadland District Council	Armed Forces Covenant. Requesting Parish Councils to sign the covenant.	Info included on email and covenant included in pack
Email	Broadland DC	Broadland Community Awards: We are now accepting nominations for the 2025 Broadland Community Awards! Nominations will close on 28th August 2025. We would love to hear about your	Information included on email

		community heroes including those individuals, schools, community organisations and businesses who commit themselves to benefiting the local community.	
Email	A47 works	A47 Easton Roundabout not starting work until after Norwich Show, which means it will be shut during 2026 Norwich Show	Information included on email
Email	Anglian Water	Land survey questionnaire	To be considered by the council and returned asap following our meeting

17. The next Parish Council meeting was confirmed to be on Monday 8 September 2025 7.30pm.

18. Closure of meeting to the press and public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 19 in view of the confidential nature of the business to be transacted.

19. Staffing matters

The clerk requested approval to undertake additional part-time employment and this was agreed as per the employment contract.

Signed by Chair.....Date.....