

RINGLAND PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Ringland Village Hall, The Street, Ringland
on Monday 19 May 2025 at 8pm

Present: Cllrs N Adams (resigned as Councillor and Chair at the meeting), L Cooper (Elected Chair), M Turner (Elected Vice-Chair), S Addington, K Stone and J Baker (present until item 14.iv.).

Officer: Kay Montandon (Parish Clerk and RFO)

Members of the Public: Eight members of the public were present. Norfolk County Councillor Greg Peck and District Councillor Peter Bullman were present for part of the meeting.

1. To elect the Chair for the ensuing year.

Cllr Turner proposed Cllr Cooper, seconded by Cllr Addington. Cllr Cooper was voted Chair by majority. Cllr Cooper thanked Nick Adams for all his hard work on the council over many years.

2. To elect the Vice-Chair for the ensuing year:

Cllr Turner was proposed by Cllr Addington, seconded by Cllr Stone and unanimously voted Vice-Chair.

3. Apologies

It was agreed to approve apologies for Cllr Margaret George – on holiday.

4. Declaration of Interest

None.

5. Minutes

To confirm the minutes of the meeting held on Monday 10th March 2025. Proposed by Cllr Cooper and seconded by Cllr Addington the minutes were unanimously agreed as a true record of proceedings. The Chair signed the minutes.

6. To elect representatives for:

- i. Biodiversity – Cllr Stone was duly elected
- ii. Footpaths – Cllr Addington was elected (to be supported by a member of the public)
- iii. Grass cutting – election to be deferred to the next council meeting
- iv. Graziers committee – Cllr Addington was elected
- v. Village Hall and Events – Cllr George was elected
- vi. SAM2 speed camera – Cllr Turner was elected
- vii. Inspection of parish council accounts quarterly – Cllr Addington was elected

7. To agree the annual publishing of Councillor's contact details on the website.

It was resolved to publish contact details on the website. Councillors to inform the Clerk of any changes they wish to make to the contact details currently listed.

8. Public Participation and Reports

- i. **County Councillor** Cllr Peck had previously given his report during the Annual Parish meeting. His report forms part of the minutes to that meeting which are available on the Parish website.

- ii. **District Councillor** Cllr Bulman had previously given his report during the Annual Parish meeting. His report forms part of the minutes to that meeting which are available on the Parish website.
- iii. **Police Matters** None
- iv. **Members of the public**

A parishioner voiced concerns over speed of traffic in the village and the SAM2 not appearing to have an impact, whereas a 20 mph zone may be more effective. Cllr Peck advised that the SAM2 data can be provided to the police who can then set up speed traps if they are concerned about speeding from the data. Cllr Peck to meet with the local policeman and will raise this issue. Cllr Cooper requested contact details for the policeman. Parishioner Nick Adams offered help with the SAM2 data. Concerns were also raised about cabling traffic coming through the village contrary to the terms of the planning agreement for this work. Cllr Peck suggested some photographic evidence of cabling trucks coming through would help him to raise the issue.

A member of the Green Lane Association explained that they had raised an application for the old Ford byway to be formalized. The application would give protection for rights of way users. The GLA will be seeking to put surfacing down on the ford. They maintained that NCC has confirmed this route is a byway so is legal to be used now. There was some discussion about the gate on the river green and the fact that the bridge had been built over the old byway but there was disagreement about the route the old byway took. The application is now live on the NCC website: <https://www.norfolk.gov.uk/article/69361/Ringland-NR8-Public-Right-of-Way>

Cllr Addington commented on the need to gain information from NCC about the process of this application and that there may be a need to exchange information amongst the council members in between council meetings.

9. Planning

- i. To consider responding to planning applications – none
- ii. To receive reports on recent plans accepted or refused by Broadland District Council:
 - a. 2025/0608 - 5 Pitt Farm Green Ringland. Approved
 - b. 2025/0783 – 62 The Street Ringland. Approved
 - c. To hear an update on any necessary action with regard to enforcement issues on planning appeals – none.

10. Highways Matters

- i. It was resolved that the issue of the planning application for the river green to become a byway open to all traffic had been dealt with in 8.iv. of the agenda.
- ii. It was resolved that the update on the NWL and A47 had been dealt with in the Annual Parish Meeting prior to the Annual Council Meeting.

11. Matters Arising

To hear an update and consider any actions with regards to the following:

- i. Village Hall
No report received beyond that given at the Annual Parish Meeting about VE day. The Chair requested that the Clerk do some research with regard to

- broadband provision at the hall.
- ii. Church mound. Cllr Turner explained that signs were needed to finish the car park and he had obtained two quotes, the lowest of which was £191.73 plus VAT for two signs. It was resolved to purchase the two signs at this price. Cllr Turner to forward the quotes received to the Clerk for record keeping and instruct the supplier to go ahead. All were in favour. There was some discussion about the removable barrier on the car park and who has the codes to remove it.
- iii. Commons management. Cllrs Cooper and Addington explained that work was needed on fencing and gates on the commons to allow for cattle to be grazed which was required to keep the vegetation down. Grants have been paid every year for the management of the commons so the cost is offset by the grant funding. Quotes had been obtained from specialist contractors. Cllr Addington proposed instructing the contractor for the cheaper quotation, this was seconded by Cllr Stone and all were in favour. It was therefore resolved to appoint Norfolk Stock Fencing to supply and install the fencing as per their quotation.
Cllr Addington reported that the EA inspection report has been received and all was satisfactory with no non-compliances noted. Clerk to save the report.
- iv. Graziers committee. All were in favour of adopting the Terms of Reference presented for the Graziers committee.

12. Periodic Items

- i. To review Standing Orders, Financial Regulations and Financial Risk Management Policy
It was resolved to adopt the Standing Orders and Financial Risk Management Policy as presented and to adopt the Financial Regulations with a minor amendment to 5.1 Banking to read "Cash payments received by the council should be handed to the Clerk/RFO as soon as practicable to be banked". It was also agreed to remove Nick Adams from the banking mandate and to add Simon Addington.
- ii. To review and agree the Insurance Policy renewal terms.
It was resolved to accept the renewal as presented in the papers. Cllr Turner to review the schedule in detail before the 23rd May.
- iii. To consider adopting the Safeguarding Policy.
The new policy was discussed as being required both by the insurers and as good practice - recommended by the Internal Auditor. The Safeguarding Policy was adopted and the Clerk was asked to research some suitable Councillor training on safeguarding for discussion at the next meeting.
- iv. To consider adopting the Graziers Committee Terms of Reference. These had been considered in 11.iv.

13. New Items

To consider and agree the purchase of planter/s for the village hall from the grant provided by Broadland District Council in 2024. Options were circulated prior to the meeting. It was resolved to purchase 2 self-watering rectangular planters from GE Scenic at £194.38 plus VAT each plus £50 delivery plus VAT. The Clerk agreed to place the order and co-ordinate with Cllr George the delivery and supply of compost and plants.

The appointment of EDF as supplier of electricity to the Village Hall through the broker Bionic was noted.

14. Finance

- i. To consider the Internal Audit report for year ending 31 March 2025. The report was noted and accepted.
- ii. To agree the accounts for year ending 31 March 2025. Cllr Addington proposed agreeing the accounts, seconded by Cllr Cooper and agreed unanimously. It was therefore resolved that these accounts were accurate.
- iii. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form. The Clerk explained she did not believe the Council was able to exempt as the expenditure of the Council in the last financial year was over £25,000. Therefore, the Clerk proposed the Council authorise the AGAR to be forwarded to PKF Littlejohn and the fee of £210 plus VAT be paid. Cllr Turner proposed the external auditor be appointed as stated and Cllr Addington seconded. All were in favour.
- iv. To consider the assertions on and complete the Annual Governance Statement 2024/25 and to authorise the Clerk and Chair to sign. Cllr Addington proposed authorizing the Clerk and Chair to sign. Cllr Stone seconded and all were in favour. The Clerk and Chair duly signed the Annual Governance Statement.
- v. To consider and approve the Accounting Statements 2024/25 and to authorise the Chair to sign. Cllr Addington proposed approving and authorizing and Cllr Stone seconded. All were in favour. The Chair duly signed the Accounting Statements.
- vi. To note the notice of period for the exercise of public rights from 3rd June to 14th July 2025. This was noted by the council.

Cllr Baker left the meeting at 9.16pm before item 14.iv.was discussed.

15. To note the April accounts, bank reconciliations and the following payments made since the last meeting:

i.	M Andrew	Ground works March	£ 210.00
ii.	NPTS	Subscription	£ 87.00
iii.	Tesco	Mobile monthly contract	£ 10.60
iv.	HMRC	PAYE	£ 128.80
v.	HMRC	PAYE	£ 49.60
vi.	Broadland DC	Commercial bin collection	£ 449.76
vii.	Robin Goreham	Internal Audit	£ 70.00
viii.	L Trabucco	Feb Salary	£ 327.71
ix.	L Trabucco	March Salary	£ 327.71
x.	Kay Montandon	March Salary	£ 199.35
xi.	Kay Montandon	April Salary	£ 282.43
xii.	L Trabucco	Webroot	£ 29.99
xiii.	L Trabucco	Toner	£ 5.49
xiv.	M Andrew	Ground works April	£ 420.00
xv.	Target Trees	Treeworks	£ 780.00

The accounts, bank reconciliation and payments were all noted by the Council.

Cllr Turner left the room for a short while at 9.22pm and no business was conducted in his absence.

16. To approve the following payments

i.	Kay Montandon	May Salary	£ 282.43
ii.	HMRC	PAYE KM	£ 49.60
iii.	Kay Montandon	Work from home allowance Mar/Apr	£ 43.61
iv.	Kay Montandon	Travel expenses Mar 10-May 19 2025	£ 63.90
v.	Zurich Insurance	Policy	£ 783.37
vi.	Norfolk ALC	Annual Sub./membership fee 2025/26	£ 118.33
vii.	Tesco	Mobile monthly contract	£ 10.00

Cllr Addington proposed the payments be authorized, seconded by Cllr Cooper and agreed unanimously.

17. To note the following payments received since the last meeting:

i.	Canoe Permit	Canoe permits	£ 40.00
ii.	Broadland DC	Precept	£ 4,350.00
iii.	HMRC	VAT tax reclaim for 2024/25	£ 1684.92
iv.	Village Hall	Bookings	£ 320.00
v.	Village Hall	Payment from NCC from June 24	£ 28.00
vi.	St Peters Church		£ 286.10
vii.	Broadland DC	VE Day Grant	£ 200.00

Payments were noted.

18. To consider correspondence received.

The information was noted as having been circulated prior to the meeting and considered.

19. General Parish Issues

None

20. The date of the next Parish Council meeting was confirmed as Monday 14th July 2025 at 7.30pm.

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The meeting closed at 21.27pm

Chairs signature..... Date of signing.....