

# RINGLAND PARISH COUNCIL

## Parish Council Meeting Minutes

### Minutes of the Parish Council meeting held on Monday 10<sup>th</sup> November 2025 at 7.30pm

These minutes are considered draft until they have been approved at the next full Council meeting.

**Present:** Cllrs L Cooper (Chair), M Turner (Vice-Chair), J Baker, S Addington and M George

**Officer:** Kay Montandon (Parish Clerk and RFO)

**Members of the Public:** Five members of the public were present and Cllrs Peck (CC), Clancy (CC Taverham) and Bulman (DC)

#### Chair announcement

The Chair paid tribute to Mr George Crayston, Chair of the Parish Council for 20 years until 2011, who sadly passed away in October.

#### 1. Apologies

Apologies were received from Cllr Illing and PC Peyton.

#### 2. Declaration of Interest

None

#### 3. Minutes

The minutes were agreed to be a true record of the meeting on Monday 8<sup>th</sup> September 2025 and signed by the Chair.

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

- i. County Councillor: Cllr Peck referred to a report on the Norfolk County Council website about local government reorganisation. He also explained that the budget deficit is £41.6m and there is a consultation process on the budget-setting process also on the website which he encouraged parishioners to engage with. There is a community projects grant of up to £5,000 available for parishes to apply to Cllr Peck for. Councillors suggested that projects like the Village Hall car park might benefit.
- ii. District Councillor: Cllr Bulman outlined the options for local government reorganisation that have been put forward. The possibility of County Council elections in 2026 for a single year term was raised. Cllr Bulman has referred the planning authority over the Lenwade garage development. He has also opposed the Alderford solar farm and will seek to have that called in to committee. Cllr Bulman also noted that the Breckland District Council local plan will impact Ringland with 1800 houses being considered in the Hockering area. There is a meeting at Breckland Council offices on 19<sup>th</sup> November at 5.30pm on this plan.
- iii. Police Matters: PC Brett Peyton had met with the Clerk previously and also sent a short report for the meeting. PC Peyton will keep monitoring the HGVs using the bridge and speeds through the village (SAM2 data would be very useful to help target and enforcement activity). Crime is very low in Ringland. The biggest area of concern is lewd behaviour in the woods, which the police are aware of.

- iv. Members of the Public: HGV use of Ringland bridge was mentioned as a concern. The application to have the old ford reopened was also discussed. Cllr Addington updated the meeting on the status of the application and the length of time that it may take to determine the application outcome. Cllr Peck has discussed this application with Highways who noted that the proposed route exits at the bridge. There was further discussion on the impact of the new proposed developments on the bridge.

## **5. Planning**

- a. Cllrs Clancy and Peck outlined the potential impact on Ringland in terms of traffic the Marriotts Park development: [Marriotts Park Reserved Matters](#) (Application 2025/2826) would have. The original plan was approved based on the expected creation of a NWL road to take the bulk of traffic around villages like Ringland. Now, with no NWL in the pipeline, the impact of 1500 houses and associated cars will be considerable in the narrow roads and on the bridge at Ringland. The lack of guaranteed infrastructure like health and education provision was also of concern for residents in the area. It was resolved that the Parish Council would formally express its objection to the Marriotts Park development on the basis that the NWL is no longer going ahead and the lack of sufficient healthcare and educational infrastructure.
- b. To consider planning applications: 2025/2920 50 The Street, Ringland variation of conditions. This was circulated for comment prior to the deadline of 20 October and response of no comment returned on behalf of the council. No further applications received.
- 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

## **6. Clerk's report**

The clerk's report was received. Cllrs will update the Clerk on the River Green tree works conducted by National Power. It was agreed to share the cost of the Clerk's membership of SLCC. The upgrade of the Microsoft Office used on the Parish laptop was also agreed at a cost of £66. The fly tipping incidents – a boat and asbestos -have not been resolved. Cllr Bulman offered to help with raising the issue with Broadland once more.

## **7. Highways Matters**

- a. To receive updates with regard to SAM2 equipment. An email has been received about one of the SAM2 signs needing repair. Cllr Turner is now in possession of the SAM2 unit but there are no instructions. Cllr Addington offered to help. It was resolved to defer the review and adoption of the SAM2 Management Policy and Risk Assessment until the next meeting.
- b. To receive any update on the NWL and A47 dualling projects. There was a discussion on the mitigation required for the Wood Lane closure. Cllr Peck was asked to investigate what could be done to mitigate the impact on Ringland.
- c. To receive any update on the River Green ford application. This was covered in item 4(iv)
- d. To respond to resident's concern about issues with parking on Back Lane and signage being obscured by bushes. Cllr Addington offered to cut back the bushes.

## **8. Council Representatives**

To hear an update from Councillors and Clerk on the following areas and consider actions required:

- a. Village Hall: It was resolved to accept a quote from DBF Electrical Services. It was also agreed to split the work into two parts: the EICR, which needs to be completed as soon as possible, and the installation of a new cooker. A grant will be sought from Cllr Peck to help pay for the new cooker and the electrical work necessary to install it. The costs will be emailed to Cllr Peck.
- b. The River Green: The Clerk's report on boat and canoe launch permit charging was received and it was agreed to charge £5 for a daily permit and £25 for an annual permit, to instruct the website hosts to create the web form, and to research the online payment process. The council agreed to accept the quote for the new sign from Broadland Digital.
- c. Church Mound. No updates.
- d. Graziers Committee. No stock on the commons currently.
- e. Management of Common Land. The Church Hill Common working party will be on Saturday 22<sup>nd</sup> November. Volunteers with their own tools such as rakes, loppers etc. will be very welcome from 9.30am for as long as they can spare. It was decided that the sign for the commons would be considered at another meeting. A pond restoration grant will be applied for through Broadland District Council with the help of a working party.
- f. Grass cutting. The quotation for next year will be reviewed at the next meeting when the frequencies of required cuts has been evaluated.

## 9. Policies and Governance

- a. The amended Standing Orders were agreed as presented to reflect the change to Council Meeting dates.
- b. The Data Audit and Data Protection Policy were agreed as presented.
- c. The Risk Management Policy was agreed as presented.
- d. The Financial Reserves Schedule was agreed as presented.
- e. The armed forces covenant pledges were agreed and the Chair signed the Covenant on behalf of the council.

## 10. Finance

- a. The external audit for the 2024/25 AGAR was received.
- b. The bank reconciliations as at 30 September 2025 and 31<sup>st</sup> October 2025 were received.
- c. The budget review as at 30<sup>th</sup> September 2025 and 31<sup>st</sup> October 2025 were received and scrutinised by Cllr Addington.
- d. The 2026/27 budget was agreed.
- e. Payment for extra 5 hours Clerk time were agreed.
- f. The following payments were agreed:

|                  |                                                                           |         |
|------------------|---------------------------------------------------------------------------|---------|
| Kay Montandon    | Mileage and Arnold Baker(expenses claim and receipt circulated) (20% off) | £180    |
| Tesco mobile     | Phone November invoice                                                    | £ 8.50  |
| Tesco mobile     | Phone December invoice                                                    | £ 8.50  |
| Tesco mobile     | Phone January                                                             | £ 8.50  |
| Microsoft Office | Will need to be paid by clerk and reclaimed                               | £ 66.00 |
| Kay Montandon    | November Salary and WFH allowance                                         | £316.91 |
| Kay Montandon    | December Salary and WFH allowance                                         | £316.91 |

|              |                                               |          |
|--------------|-----------------------------------------------|----------|
| HMRC         | PAYE November                                 | £ 47.20  |
| HMRC         | PAYE December                                 | £ 47.20  |
| Sky Business | Broadband December                            | £ 29.94  |
| Sky Business | Broadband January                             | £ 29.94  |
| Wave         | Water Village Hall (predicted to be less than | £ 30.00) |
| EDF          | Electricity to Village Hall October           | £ 24.98  |

## 11. Safeguarding and IT Training

The council agreed safeguarding training was not required. IT training is available at Taverham library and is free if councillors wish to take this up.

## 12. The following correspondence was received.

|       |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
|-------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Call  | Resident     | Concerned about the application for the by-way at the river. Mentioned the need for lighting in the Village Hall car park. Also concerned about the difficulty of driving out of the village.                                                                                                                                                                                                                                                                                                                                                                                                                        | For information.                       |
| Call  | Resident     | Witnessed a large truck going over Ringland bridge, much bigger than a waste disposal lorry. Also had heard a rumour that the bridge was to be demolished and the road closed off.                                                                                                                                                                                                                                                                                                                                                                                                                                   | For information                        |
| Email | Resident     | Copies of submission to NCC re the by-way application have been sent to the Clerk by a resident                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | For information                        |
| Email | Non-resident | Many years of fishing at Ringland and distressed by the idea of vehicles driving through and churning up the river and affecting rare species of wildlife.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | For information                        |
| Email | Resident     | "I am a Commercial Vehicle Officer with the Road Policing Unit in Norfolk. I have been passed the below e mail trail re the issues with the bridge in Ringland. I have contacted our Traffic Management Officer who works with Norfolk County Council Highways and have requested a copy of the Traffic Regulation Order, (TRO) for the bridge which is the legal order dictating limits and exceptions. Once I receive it, I will just need to check to make sure there are no exceptions for delivering, agricultural business and access to land etc. I will pop an update over to you when I receive the order." | Copy of info passed on for information |

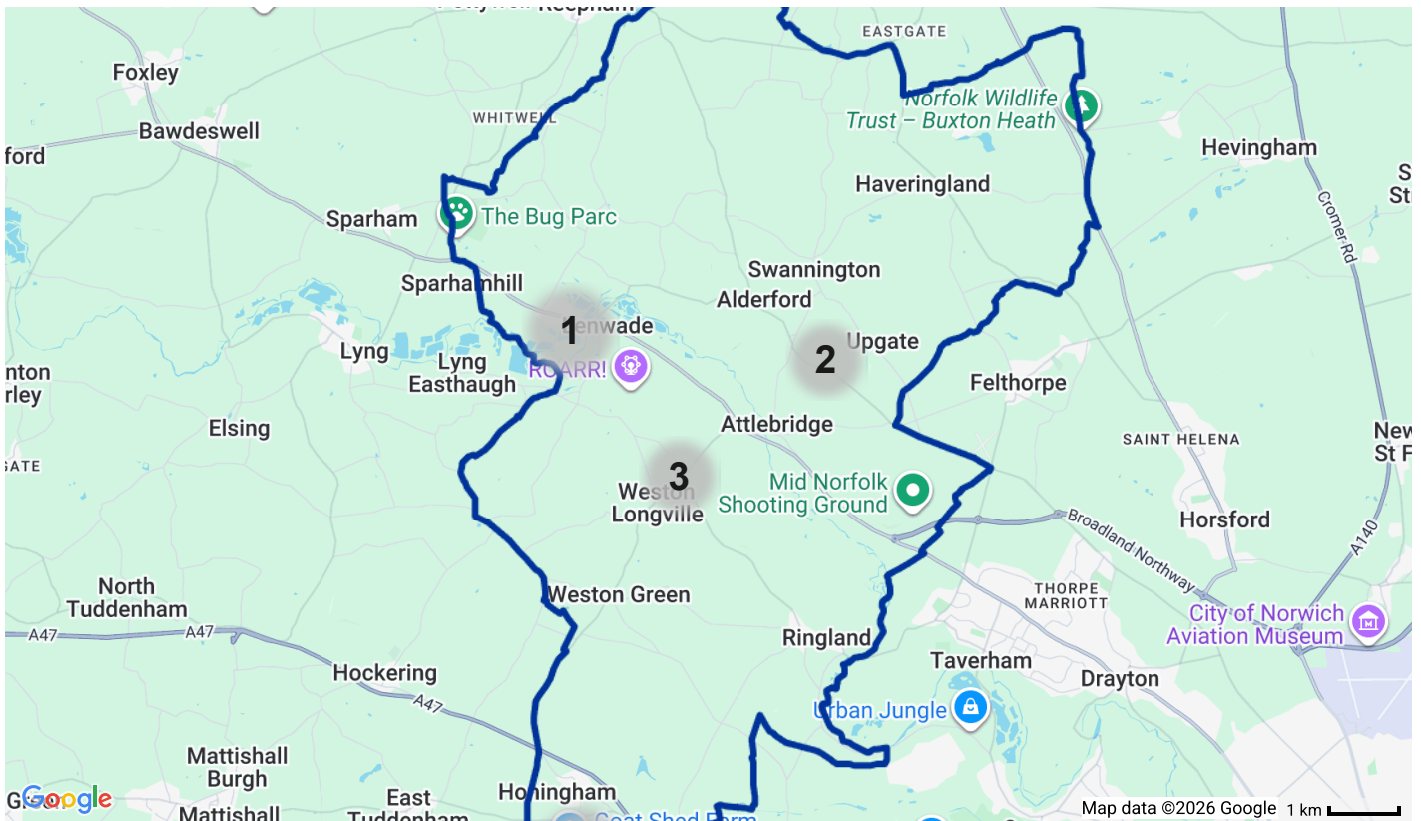
|       |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |
|-------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| email | Anglian Water | <p><b>Surveys for strategic pipelines:</b> Message to let you know we will be carrying out some survey works in your area over the coming months. This work forms part of our early-stage assessments as we look at potential pipeline routes in the area. You may see our teams carrying out survey work and, in some areas, limited investigations of sites of archaeological interest. This preliminary work will be taking place over the next few months. All our surveyors will carry cards with them, and they are happy to show these if approached.</p> <p>At this stage, we're simply raising awareness so that, should any local residents notice people out and about, you're aware of who they are and the purpose of their work.</p> <p>As our investigations progress, we'll engage further with the parish council and local community to share our outline plans and gather any local insight and feedback that may help inform the development of potential route options. Please don't hesitate to get in touch if you have any questions or would like further details about the survey activity.</p> | For information |
| Email | Breckland DC  | <p><b>Breckland Local Plan: Regulation 18 Consultation (Preferred Options)</b></p> <p>The Council is carrying out a public consultation on the Draft Plan from Friday 31 October 2025 until 23:59 on Monday 15th December 2025. This stage of the local plan (known as Regulation 18) sets out the Council's draft policies and growth strategy and is an important stage in the plan-making process. It provides an early opportunity for our communities, businesses, landowners, developers, partners and stakeholders to 'have a say' and comment on the draft Local Plan before it is considered further and then finalised for the next (Regulation 19) stage. Consultation will also take place at the Regulation 19 stage. Documents can be viewed at the link below <a href="https://www.breckland.gov.uk/local-plan-2025">https://www.breckland.gov.uk/local-plan-2025</a></p>                                                                                                                                                                                                                                  | For information |
|       |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |

**13. The following dates and times of the Parish Council meetings for 2026 were agreed:**

Monday 19 January 2026 7.00pm.  
Monday 16 March 2026 7.00pm.  
Monday 18 May 2026 7.00pm.  
Monday 20 July 2026 7.00pm.  
Monday 21 September 2026 7.00pm.  
Monday 16 November 2026 7.00pm.

The Chair closed the meeting at 9.17pm.

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



## About this crime map

This map uses data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

Please note that not all crimes that occurred can be shown on the map.

72 incidents of Crime occurred in Norfolk Constabulary could not be mapped to a location and therefore are not on this map. [Learn more about how data is managed on police.uk.](#)

Location anonymisation is accurate to 2022 population and housing developments.

Known issues with forces' data are set out in the [changelog](#) on data.police.uk.

## Ringland Parish Council 19<sup>th</sup> January 2026

### Clerk's Report

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Power Tree Works | <p>Apparently UKPN attended and trimmed some trees but they did not co-ordinate with our resident at the River Green. Would be good to know which trees they trimmed. This is what they said: Apologies regarding the meeting, I can assure you the teams were there in a UPKN van and high vis clothing. They have since returned and provided me with the information below; They have confirmed some works can go ahead, however, we would need to wait for the ground conditions to improve.</p> <p>Specific Tree Locations:<br/>Starting at HV Pole, 536538(6), EPN-R00000000L10F-000-068Z and finishing at HV Pole, 536537(5), EPN-R00000000L10F-000-067Z</p> <p><b>Location No1</b><br/>There is a group of poplars behind this pole, one of which has some branches about 3 meters away from the nearest conductor. It is my understanding that Oakwick has not gained consent to trim this tree. The other poplars trees nearby are out side scope. The difficulty with this tree is the ground conditions are rather wet, not sure about parking a big MEWP on this ground. I would push to remove the boughs leaning towards the conductors be removed back to the trunk</p> <p><b>Location No2</b><br/>We have a couple of smaller trees, which could be included as they fall within 4 meters of the nearest conductor. I think they might have been a couple of Oaks, but I neglected to make a note of the species.</p> <p><b>Location No3</b><br/>This Willow needs to be side pruned, which would include either reducing or removing the stems leaning towards the conductors. We have also got a couple of trees next to the above willow which need to be side pruned or removed</p> <p><b>Location No3</b><br/>This Willow needs to be side pruned, which would include either reducing or removing the stems leaning towards the conductors. We have also got a couple of trees next to the above willow which need to be side pruned or removed</p> <p><b>Location No5</b><br/>One large tree, could be side pruned to a minimum of 4 meters. Poor access<br/>I would recommend that we leave this work until the ground conditions improve</p> |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                 | In several locations we would need to leave the cut branches in situ, due to the ground conditions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Electricity safety check in hall and installation of wiring for a future cooker | Extra work needed. Agenda item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Grant for cooker                                                                | Grant application gone in, mammoth task! This is a crowdfunding application – not sure when we get the money. Have emailed Cllr Peck to ask.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Webform for canoe permitting                                                    | Waiting for website host to come back with a plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Booking calendar on Parish website                                              | New calendar available to see if it is helpful to make bookings easier.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Membership of SLCC                                                              | The Clerk is now working with 3 parishes and so will approach the other parishes about sharing the cost of SLCC membership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Mailing List and GDPR                                                           | Clerk has now created a Mailchimp mail list of the residents who responded to the letter drop sign up sheet. Two Ringland Resident's Reports have been sent out with various info on. This is a secure way to communicate info to the village.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| WhatsApp Contacts                                                               | Clerk has only received a couple of councillors' preferred telephone numbers. Please email Clerk with your agreement to be contacted by WhatsApp and the appropriate number (for GDPR). Still need confirmation from Keith, Jill, Margaret, Malcolm                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Payments made since November 10 <sup>th</sup> Meeting                           | Wave Village Hall Water £37.32 - 05/12/2025<br>Kay Montandon salary with overtime £379.11 - 08/12/2025<br>Sky Business Village Hall Broadband £29.94 - 12/11/2025 and 11/12/2025<br>Broadland Digital for sign £70.80 25/11/2025<br>Tesco Mobile Clerk phone £8.50 - 17/11/2025 and 16/12/2025<br>Mark Andrews Gardening £210 - 25/11/2025*<br>Kay Montandon Expenses £208.80 and £50.99 - 21/11/2025<br>EDF Electricity Village hall £24.98 - 18/11/2025 and £56.91 – 18/12/2025*<br>Louise George Xmas Fayre expenses £35.98 – 12/12/2025*<br>DM Payroll service £72 – 12/12/2025*<br>Approved at Council meeting 10/11/2025 except<br>* which were approved by Cllrs Cooper and |

|                                                  |                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | Addington by email. Approval for the DD with Sky was agreed by Cllr Cooper and Addington by email on 10/06/2025. Approval for broadband contract at village hall agreed by council on 08/01/2024 item 10.2. HMRC now set up as DD. They take the tax every other month or so. |
| Receipts since November 10 <sup>th</sup> Meeting | Canoe £10<br>Interest £4.91 and £5.80<br>Village Hall hire £220<br>RPA Grant £2474.43                                                                                                                                                                                         |

## RINGLAND PARISH COUNCIL SAM2 SIGN MANAGEMENT POLICY AND RISK ASSESSMENT

This document is to guide Councillors in their role as custodians of the shared speed monitoring SAM2 equipment when it is in Ringland's custody for use in the parish.

|   | <b>Hazardous Event</b>               | <b>Consequence</b>                                      | <b>Affected</b>                                           | <b>Management Controls</b>                                                                                                                                                                                                                                                                                                                       | <b>Residual risk and further mitigation</b> |
|---|--------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | Equipment is sited in danger area    | Members of the public, equipment or vehicles endangered | Members of the public, vehicles or equipment              | Sites are chosen with the guidance of trained Norfolk County Council officers. No other sites are to be used.                                                                                                                                                                                                                                    | Low. No further action needed.              |
| 2 | Collision                            | People are injured while installing the equipment       | Volunteers, members of the public, equipment and vehicles | All sites are to be within 20 or 30 mph zones. Volunteers to maintain a safe distance from the road while installing the equipment. All volunteers to wear high visibility clothing. Signs to be moved in daylight hours only.                                                                                                                   | Low. No further action needed.              |
| 3 | Distracting traffic approaching sign | Risk of collision                                       | Pedestrians and vehicles                                  | Signs to be placed at specified agreed sites only. When placing signs, volunteers to avoid any distracting movements when vehicles are near. Volunteers must not attempt to direct or stop traffic. If any confrontation occurs, volunteers must stop fixing the sign and, if necessary, call the police. Clerk to be notified of any incidents. | Low. No further action needed.              |

|   |                                                        |                                                        |                                   |                                                                                                                                                                                                                                                                                                                                                      |                                     |
|---|--------------------------------------------------------|--------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 4 | Personal injury while installing or removing sign      | Risk of personal injury                                | Volunteers                        | All volunteers to follow the manufacturers instructions and the guidance of the County Council Officers. All volunteers to receive a copy of the risk assessment. All volunteers must be fit to lift and move the sign and use good manual handling techniques. All volunteers must be over 18. Training is available on request – notify the Clerk. | Low risk. No further action needed. |
| 5 | Injury or damage to sign while transporting or storing | Risk of personal injury, damage to vehicle or the sign | Volunteers, equipment or vehicles | All volunteers to transport and store the sign in accordance with manufacturers recommendations. Volunteers to be fit to lift and move the sign and use good manual handling techniques. Battery charging must be done according to the manufacturer's instructions. Training is available on request -notify the Clerk.                             | Low risk. No further action needed. |

Adopted by Ringland Parish Council January 2026

To be reviewed May 2027

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## Work at Church Hill Common and Ringland Hills

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From Aaron Brown <aaronb@norfolkwildlifetrust.org.uk>

Date Tue 1/6/2026 12:50

To Cllr Lindy Cooper <cllr.lindy.cooper@ringlandparishcouncil.gov.uk>

Cc cllr.simon.addington@ringlandparishcouncil.gov.uk <cllr.simon.addington@ringlandparishcouncil.gov.uk>; Cllr. Andy Illing <cllr.andy.illing@ringlandparishcouncil.gov.uk>; clerk@ringlandparishcouncil.gov.uk <clerk@ringlandparishcouncil.gov.uk>

 1 attachment (4 MB)

Church Hill Common trees.jpg;

Hello all,

I've met two contactors at both Church Hill Common and Ringland Hills, I meeting the 2<sup>nd</sup> one on Sunday. The quotes differed a lot and which partly is a result of one contractor having to travel from New Buckenham but that still doesn't account for the wide difference.

Church Hill Common Contractor 1: Felling 2 oak trees and stump treating, cutting wood into lengths and stacking brash within woodland £330 incl. VAT

Church Hill Common Contractor 2: Felling 2 oak trees and stump treating, cutting wood into lengths and stacking and stacking brash within woodland £900 incl. VAT

Ringland Hills Contractor 1: 2 days work with 2 people felling young trees around perimeter of acid grassland glade, stump treating, cutting wood into lengths and stacking brash within woodland £936 incl. VAT

Ringland Hills Contractor 2: Felling young trees around perimeter of acid grassland glade, stump treating, cutting wood into lengths and stacking brash within woodland £2,700 incl. VAT (*this was priced for the job rather than a day rate so he perhaps has calculated for more than 2 days work although contractor 1 thought that he could take down at least most of the trees identified in 2 days*)

At CHC and as discussed when we met, I have only quoted for the 2 young oak trees to be removed given the sensitivities of tree removal here (have marked these with red crosses in photo). Although only a small job I think it would be worth doing as at least the process of limited tree and scrub removal to restore the acid grassland will have started this year but given how limited the work is I don't expect people will be too alarmed. These 2 trees will really start to shade the grassland as they get bigger and the argument can be made that the work is also tree thinning and will allow more room for the other oak trees.

At RH the work will be really beneficial as it will expand the glade by approx. 50% and it will be really interesting to survey the area for reptiles. As goes for CHC, we can fund a site over 2 years so there is the option of taking out further trees next financial year around the glade.

As regards our CWS Management Fund there is a condition that the landowner/land manager pays a contribution. We don't specify an amount and it can be a small contribution but it just makes our fund go a little further and evidences that the work is strongly supported, increasing the likelihood that follow up work will carry on into the future. The total cost of the work is £1,314 incl. VAT so I wondered if the PC would be fine in contributing 25% and ourselves 75% and which would mean that we would pay £986 and the PC £330?

Given the cost of the work at CHC is exactly 25% would it be acceptable for you to pay for the work there and we pay for the work at RH?

I have used Contractor 1 before and have been pleased with his work so am keen to pencil dates in with him so we can get the work completed by end of February before the bird nesting season. I do appreciate that you may well need to discuss the works at the next PC meeting on 19<sup>th</sup> January and especially if the PC is making a contribution. It would be best though to book in the contractor before this date so we don't miss the opportunity this financial year. If for example at the meeting it was decided that no work will be carried out at CHC I trust that work can still progress at RH given this site is less controversial and which would mean that the PC would pay £246 and ourselves £738.

I look forward to hearing from you soon

Aaron

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**From:** Cllr Lindy Cooper <[cllr.lindy.cooper@ringlandparishcouncil.gov.uk](mailto:cllr.lindy.cooper@ringlandparishcouncil.gov.uk)>

**Sent:** 28 November 2025 16:06

**To:** Aaron Brown <[aaronb@norfolkwildlifetrust.org.uk](mailto:aaronb@norfolkwildlifetrust.org.uk)>

**Cc:** [cllr.simon.addington@ringlandparishcouncil.gov.uk](mailto:cllr.simon.addington@ringlandparishcouncil.gov.uk); Cllr. Andy Illing <[cllr.andy.illing@ringlandparishcouncil.gov.uk](mailto:cllr.andy.illing@ringlandparishcouncil.gov.uk)>; [clerk@ringlandparishcouncil.gov.uk](mailto:clerk@ringlandparishcouncil.gov.uk)

**Subject:** EXT- Re: EXT- Re: EXT- Site Visit 19th November - 2.00 pm

Hello Aaron,

Ok, see you at 11.30 at Ringland Hills Car Park. We will have to walk quickly !

Lindy

Sent from my iPhone

On 28 Nov 2025, at 08:41, Aaron Brown <[aaronb@norfolkwildlifetrust.org.uk](mailto:aaronb@norfolkwildlifetrust.org.uk)> wrote:

Hi Lindy,

On Wednesday my wife has an appointment in the city so need to be home by 1. If we met at Ringland Hills car park then 11.30 is fine but would need to head home at 12.30 at the latest.

Kind regards

Aaron

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**From:** Cllr Lindy Cooper <[cllr.lindy.cooper@ringlandparishcouncil.gov.uk](mailto:cllr.lindy.cooper@ringlandparishcouncil.gov.uk)>

**Sent:** 27 November 2025 18:24

**To:** Aaron Brown <[aaronb@norfolkwildlifetrust.org.uk](mailto:aaronb@norfolkwildlifetrust.org.uk)>

**Cc:** [cllr.simon.addington@ringlandparishcouncil.gov.uk](mailto:cllr.simon.addington@ringlandparishcouncil.gov.uk); Cllr. Andy Illing <[cllr.andy.illing@ringlandparishcouncil.gov.uk](mailto:cllr.andy.illing@ringlandparishcouncil.gov.uk)>; [clerk@ringlandparishcouncil.gov.uk](mailto:clerk@ringlandparishcouncil.gov.uk)

**Subject:** EXT- Re: EXT- Site Visit 19th November - 2.00 pm

Hello Aaron,

Could we please meet late morning Wednesday 3rd December? Say 11.30?

# RINGLAND PARISH COUNCIL

[www.ringlandparishcouncil.gov.uk](http://www.ringlandparishcouncil.gov.uk)

## Accessibility Statement

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- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

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### Feedback and contact information

If you find any problems not listed on this page, or think we're not meeting accessibility requirements, or if you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please contact us:

- email [clerk@ringlandparishcouncil.gov.uk](mailto:clerk@ringlandparishcouncil.gov.uk)
- call 07355 004437

We'll happily consider your request and get back to you.

### Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the

‘accessibility regulations’). If you’re not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

### **Technical information about this website’s accessibility**

Ringland Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

### **Compliance Status**

The website has been tested against the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard, due to the non-compliances listed below:

### **Non-accessible content**

The content listed below is non-accessible for the following reasons.

#### **Disproportionate burden**

Some PDF documents are not fully accessible to screen reader software. We’ve assessed the time required to fix the issue and we believe that doing so now for all documents would be a disproportionate burden within the meaning of the accessibility regulations. We will review this at our next accessibility review.

#### **Content that is not within the scope of the accessibility regulations**

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they’re not essential to providing our services.

Any new PDFs or Word documents we publish will aim to meet accessibility standards.

#### **Preparation of this accessibility statement**

This statement was prepared in January 2026. It was last reviewed in January 2026. This website was last tested in January 2026 against the WCAG 2.2 AA standard.

The test was carried out by our website host.

Adopted January 2026

To be reviewed May 2027

# **RINGLAND PARISH COUNCIL SICKNESS ABSENCE POLICY**

|                                            |   |
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## **What to do if you are unwell**

If you are away from work because of sickness you must:

- Telephone the Clerk/The Chair, before your contractual or normal start time for work on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified.
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

## **Return-to-work meetings**

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

## **Medical appointments**

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work with pay for such appointments.

### **Council's Sick Pay (Occupational Sick Pay)**

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence as stated in your contract. This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

### **Medical advice**

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

## **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

## **Long-term absence**

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

### **Absence as a result of disability**

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

### **Data protection**

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.

### **Unplanned or long-term sickness Absence Policy**

Ringland Parish Council is committed to maintaining an effective service to the community of Ringland.

If the Clerk notifies the Council, or it is anticipated that the Clerk will become unavailable for a period of more than four weeks the Chair of the Council, or nominated member, is authorised to contact the Norfolk Association of Local Councils to arrange for a locum Clerk to be appointed if deemed necessary. Arrangements for the hand-over of Council devices, such as a lap top should be made and any appropriate paper documents obtained.

Date of policy: 17<sup>th</sup> April 2023

Date for next review: April 2025

Date of review: 19 January 2026

# RINGLAND PARISH COUNCIL

## VOLUNTEER POLICY

### Aim

Ringland Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by the Council. It will be reviewed annually to ensure that it is relevant to the needs of the Parish Council and its volunteers.

This policy applies to volunteers working on behalf of, but not employed by the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

The Council volunteer opportunities are advertised through the Parish Council website and notice boards.

Other volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Council. Volunteers must inform the Council of the work they intend to undertake before commencing such work by contacting the Parish Clerk ([clerk@ringlandparishcouncil.gov.uk](mailto:clerk@ringlandparishcouncil.gov.uk)).

### Scope

1. Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out at an agreed time and date, unless agreed with the council.
2. Volunteers can expect to be treated with respect and in accordance with the Equality Act 2010 and that their personal data provided through volunteering will be handled in accordance with Data Protection Regulations.
3. Volunteers must be adequately trained, briefed or provided with instructions to be able to carry out the role. This must be adequate to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.

4. Volunteers must undergo an induction appropriate for the task being undertaken. This should include an awareness of the council's Health and Safety policy and other relevant policies; what to do if there is a problem and who to report it to.
5. A risk assessment must be undertaken by a competent person (as satisfies the Council) to identify risks that might be faced and how they will be managed, this should include COSHH, PPE and, should the measures and controls to mitigate and minimise risks not be deemed adequate, work should not proceed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
6. On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
7. Volunteers can bring their own tools, equipment required to undertake the task as the Parish Council will not provide these.
8. Expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts; for items where VAT is payable volunteers should request that 'Ringland Parish Council' is included in the payee details on the invoice. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.

If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Parish Clerk or Chairman.

Adopted: 11 November 2024  
Reviewed 19 January 2026

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

Prepared by Kay Montandon, Clerk and RFO

31 March 2026

November 2025

| Balance per bank statement as at      | 30 November 2025 |           |
|---------------------------------------|------------------|-----------|
| Business Current Account              | £                | 10,169.56 |
| Business Reserve Account              | £                | 6,746.93  |
| RPC Events                            | £                | 124.00    |
| TOTAL                                 | £                | 17,040.49 |
| Less unrepresented cheques or cash at | 30 November 2025 |           |
| None                                  |                  |           |
| Net Balances as at                    | 30 November 2025 |           |
| Balance as per R & P Book             |                  |           |
| Opening Balance 1st November 2025     | £                | 18,304.99 |
| Receipts                              | £                | 90.00     |
| Payments                              | £                | 1,457.92  |
| Interest                              | £                | 4.91      |
| RPC events                            | £                | 98.51     |
| Closing Balance per R&P Book          | £                | 17,040.49 |

Includes £25.49 rpc events balance which is not correct

RPC events restated opening balance for the year was £124 not £25.49

## Bank Reconciliation

Ringland Parish Council

Financial Year Ending

Prepared by Kay Montandon, Clerk and RFO

31 March 2026

December 2025

Balance per bank statement as at

31 December 2025

Business Current Account

£ 12,164.23

Business Reserve Account

£ 6,752.73

RPC Events

£ 124.00

**TOTAL**

**£ 19,040.96**

Less unrepresented cheques or cash at

31 December 2025

None

Net Balances as at

31 December 2025

Balance as per R & P Book

Opening Balance 1st December 2025

**£ 17,040.49**

Receipts

£ 2,614.43

Payments

£ 619.76

Interest

**£ 5.80**

RPC events

£ -

**Closing Balance per R&P Book**

**£ 19,040.96**

£ -

Ringland Parish Council - Accounts November 2025/26

| Payments<br>(Expenditure)         | 2024/25          | Grants or<br>other<br>income<br>received | Money<br>held from<br>prev. years | 2025-26<br>Budget | 2025-26<br>Actual | Over/<br>Under<br>Spent | Receipts (Income)                | 2024/25          | 2025-26<br>Budget | 2025-26<br>Actual              |
|-----------------------------------|------------------|------------------------------------------|-----------------------------------|-------------------|-------------------|-------------------------|----------------------------------|------------------|-------------------|--------------------------------|
|                                   |                  |                                          |                                   |                   |                   |                         |                                  |                  |                   |                                |
| <b>Administration</b>             |                  |                                          |                                   |                   |                   |                         |                                  |                  |                   |                                |
| Clerk's Salary                    | 5,015.80         |                                          |                                   | 4,500.00          | 3,368.96          | 1,131.04                | Precept                          | 8,290.00         | 8,700.00          | 8,700.00                       |
| Office Expenses                   | 277.34           |                                          |                                   | 450.00            | 420.54            | 29.46                   | Canoe Permit                     | 360.00           | 350.00            | 290.00                         |
| Travel Expenses                   | 0.00             |                                          |                                   | 100.00            | 92.70             | 7.30                    | Village Hall hire                | 1,544.00         | 1,000.00          | 1,084.61                       |
| Training                          | 0.00             |                                          |                                   | 250.00            | 0.00              | 250.00                  | Commons                          | 5,382.48         |                   | 0.00                           |
| Councillor Expenses               | 0.00             |                                          |                                   | 100.00            | 0.00              | 100.00                  | Recycling                        | 252.70           | 290.37            | 290.37                         |
| Audit                             | 125.00           |                                          |                                   | 100.00            | 322.00            | -222.00                 | Wayleave                         | 37.12            | 0.00              | 0.00                           |
| Insurance                         | 918.11           |                                          |                                   | 1,000.00          | 783.37            | 216.63                  | Grant                            | 700.00           | 220.00            | 220.00                         |
| Publication (Website)             | 237.24           |                                          |                                   | 190.00            | 71.40             | 118.60                  | Other                            |                  |                   | 0.01                           |
| ICO                               | 47.00            |                                          |                                   | 35.00             | 0.00              | 35.00                   | VAT Refund from previous y       | 1,311.57         | 1,684.92          | 1,684.92                       |
| Subscription / Membership         | 117.61           |                                          |                                   | 240.00            | 205.33            | 34.67                   | Bank Interest paid               |                  |                   | 54.81                          |
| APM Refreshments                  | 0.00             |                                          |                                   | 25.00             | 0.00              | 25.00                   | <b>Total</b>                     | <u>17,877.87</u> | <u>10,050.00</u>  | <u>12,324.72</u>               |
| <b>Maintenance</b>                |                  |                                          |                                   |                   |                   |                         | <b>Opening Balance @ 1 April</b> | <b>23,872.33</b> |                   | <b>18,304.99</b>               |
| Grass cutting                     | 3,780.00         |                                          |                                   | 4,600.00          | 3,570.00          | 1,030.00                |                                  |                  |                   | <b>Opening balance @ 1 Nov</b> |
| Footpaths                         | 0.00             |                                          |                                   | 250.00            | 0.00              | 250.00                  | Total Receipts ytd               | 12,269.91        |                   | 90.00                          |
| Notice boards                     | 0.00             |                                          |                                   | 250.00            | 0.00              | 250.00                  | Total Payments ytd               | 19,255.07        |                   | 1,457.92                       |
| Commercial bins                   | 449.76           |                                          |                                   | 900.00            | 449.76            | 450.24                  |                                  | 54.81            |                   | 4.91                           |
| Bottle Bank (recycling)           | 81.24            |                                          |                                   | 100.00            | 141.00            | -41.00                  | Events account                   | 98.51            |                   | 98.51                          |
| Village Hall                      | 675.69           |                                          |                                   | 1,800.00          | 1,685.02          | 114.98                  | <b>Closing Balance</b>           | <u>17,040.49</u> |                   | <u>17,040.49</u>               |
| Tree Works                        | 0.00             |                                          |                                   | 1,200.00          | 780.00            | 420.00                  | <b>Represented by:</b>           |                  |                   |                                |
| Commons                           | 0.00             |                                          |                                   | 800.00            | 7,283.63          | -6,483.63               | Bus. Current Account             | 17,154.72        |                   | 10,169.56                      |
| Village Sign                      | 0.00             |                                          |                                   | 150.00            | 0.00              | 150.00                  | Bus. Reserve Account             | 6,692.12         |                   | 6,746.93                       |
| Defibrillator                     | 0.00             |                                          |                                   | 350.00            | 0.00              | 350.00                  | Village Hall float               | -                |                   | -                              |
| S137 Grant                        | 0.00             |                                          |                                   | 0.00              | 0.00              | 0.00                    | RPC Events                       | 25.49            |                   | 124.00                         |
| Community Events                  | 180.51           |                                          |                                   | 0.00              | 81.36             | -81.36                  | <b>Total</b>                     | <u>23,872.33</u> |                   | <u>17,040.49</u>               |
| Projects                          | 12,695.28        |                                          |                                   | 0.00              | 0.00              | 0.00                    |                                  |                  |                   | Closing balance at 30 Nov      |
| VAT yet to be reclaimed           | 1,684.92         |                                          |                                   | 0.00              | 0.00              | 0.00                    |                                  |                  |                   | 0.00                           |
| <b>Sub Total - Recurring Exp.</b> | <b>26,285.50</b> |                                          |                                   | <b>17,390.00</b>  | <b>19,255.07</b>  | <b>-1,865.07</b>        |                                  |                  |                   |                                |
| <b>Projects (EMR)</b>             |                  |                                          |                                   |                   |                   |                         |                                  |                  |                   |                                |
| River Green Parking               | 0.00             |                                          |                                   | 700.00            |                   |                         |                                  |                  |                   |                                |
| Building Contingency              | 0.00             |                                          |                                   | 600.00            |                   |                         |                                  |                  |                   |                                |
| Village Hall Car Park             | 0.00             |                                          |                                   | 7,000.00          |                   |                         |                                  |                  |                   |                                |
| Church Green                      | 12,431.21        |                                          |                                   | 1,000.00          |                   |                         | <b>Earmarked Reserves (EMR)</b>  |                  |                   | 9800                           |
| Election                          | 0.00             |                                          |                                   | 500.00            |                   |                         | <b>General Reserves</b>          |                  |                   | 7,240.49                       |
| <b>Sub Total - Projects</b>       | <b>12,431.21</b> |                                          |                                   | <b>9,800.00</b>   | <b>0.00</b>       | <b>0.00</b>             |                                  |                  |                   |                                |

Ringland Parish Council - Accounts December 2025/26

| Payments<br>(Expenditure)        | 2024/25   | Grants or<br>other<br>income<br>received | Money<br>held from<br>prev. years | 2025-26<br>Budget | 2025-26<br>Actual | Over/<br>Under<br>Spent |           |                   |                   |                                           |
|----------------------------------|-----------|------------------------------------------|-----------------------------------|-------------------|-------------------|-------------------------|-----------|-------------------|-------------------|-------------------------------------------|
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| <b>Administration</b>            |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| Clerk's salary                   | 5,015.80  |                                          |                                   | 4,500.00          | 3,748.07          | 751.93                  |           |                   |                   |                                           |
| Office Expenses                  | 277.34    |                                          |                                   | 450.00            | 501.04            | -51.04                  |           |                   |                   |                                           |
| Travel Expenses                  | 0.00      |                                          |                                   | 100.00            | 92.70             | 7.30                    |           |                   |                   |                                           |
| Training                         | 0.00      |                                          |                                   | 250.00            | 0.00              | 250.00                  |           |                   |                   |                                           |
| Councillor Expenses              | 0.00      |                                          |                                   | 100.00            | 0.00              | 100.00                  |           |                   |                   |                                           |
| Audit                            | 125.00    |                                          |                                   | 100.00            | 322.00            | -222.00                 |           |                   |                   |                                           |
| Insurance                        | 918.11    |                                          |                                   | 1,000.00          | 783.37            | 216.63                  |           |                   |                   |                                           |
| Publication (Website)            | 237.24    |                                          |                                   | 190.00            | 71.40             | 118.60                  |           |                   |                   |                                           |
| ICO                              | 47.00     |                                          |                                   | 35.00             | 0.00              | 35.00                   |           |                   |                   |                                           |
| Subscription / Membership        | 117.61    |                                          |                                   | 240.00            | 205.33            | 34.67                   |           |                   |                   |                                           |
| APM Refreshments                 | 0.00      |                                          |                                   | 25.00             | 0.00              | 25.00                   |           |                   |                   |                                           |
| <b>Maintenance</b>               |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| Grass cutting                    | 3,780.00  |                                          |                                   | 4,600.00          | 3,570.00          | 1,030.00                |           |                   |                   |                                           |
| Footpaths                        | 0.00      |                                          |                                   | 250.00            | 0.00              | 250.00                  |           |                   |                   |                                           |
| Notice boards                    | 0.00      |                                          |                                   | 250.00            | 0.00              | 250.00                  |           |                   |                   |                                           |
| Commercial bins                  | 449.76    |                                          |                                   | 900.00            | 449.76            | 450.24                  |           |                   |                   |                                           |
| Bottle Bank (recycling)          | 81.24     |                                          |                                   | 100.00            | 141.00            | -41.00                  |           |                   |                   |                                           |
| Village Hall                     | 675.69    |                                          |                                   | 1,800.00          | 1,809.19          | -9.19                   |           |                   |                   |                                           |
| Tree Works                       | 0.00      |                                          |                                   | 1,200.00          | 780.00            | 420.00                  |           |                   |                   |                                           |
| Commons                          | 0.00      |                                          |                                   | 800.00            | 7,283.63          | -6,483.63               |           |                   |                   |                                           |
| Village Sign                     | 0.00      |                                          |                                   | 150.00            | 0.00              | 150.00                  |           |                   |                   |                                           |
| Defibrillator                    | 0.00      |                                          |                                   | 350.00            | 0.00              | 350.00                  |           |                   |                   |                                           |
| SI37 Grant                       | 0.00      |                                          |                                   | 0.00              | 0.00              | 0.00                    |           |                   |                   |                                           |
| Community Events                 | 180.51    |                                          |                                   | 0.00              | 117.34            | -117.34                 |           |                   |                   |                                           |
| Projects                         | 12,695.28 |                                          |                                   | 0.00              | 0.00              | 0.00                    |           |                   |                   |                                           |
| VAT yet to be reclaimed          | 1,684.92  |                                          |                                   | 0.00              | 0.00              | 0.00                    |           |                   |                   |                                           |
| Sub Total - Recurring Exp.       |           |                                          |                                   |                   |                   |                         | 0.00      |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         | 17,390.00 | 19,874.83         | -2,484.83         |                                           |
| <b>Projects (EMR)</b>            |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| River Green Parking              | 0.00      |                                          |                                   | 700.00            |                   |                         |           |                   |                   |                                           |
| Building Contingency             | 0.00      |                                          |                                   | 600.00            |                   |                         |           |                   |                   |                                           |
| Village Hall Car Park            | 0.00      |                                          |                                   | 7,000.00          |                   |                         |           |                   |                   |                                           |
| Church Green                     | 12,431.21 |                                          |                                   | 1,000.00          |                   |                         |           |                   |                   |                                           |
| Election                         | 0.00      |                                          |                                   | 500.00            |                   |                         |           |                   |                   |                                           |
| Sub Total - Projects             |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         | -         | 9,800.00          | 0.00              | 0.00                                      |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         | 12,431.21 |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| <b>Receipts (Income)</b>         |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
|                                  |           |                                          |                                   |                   |                   |                         | 2024/25   | 2025-26<br>Budget | 2025-26<br>Actual |                                           |
| <b>Precept</b>                   |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| Canoe Permit                     |           |                                          |                                   |                   |                   |                         | 8,290.00  | 8,700.00          | 8,700.00          |                                           |
| Village Hall hire                |           |                                          |                                   |                   |                   |                         | 360.00    | 350.00            | 300.00            |                                           |
| Commons                          |           |                                          |                                   |                   |                   |                         | 1,544.00  | 1,000.00          | 1,214.61          |                                           |
| Recycling                        |           |                                          |                                   |                   |                   |                         | 5,382.48  |                   | 2,474.43          |                                           |
| Wayleave                         |           |                                          |                                   |                   |                   |                         | 252.70    |                   | 290.37            |                                           |
| Grant                            |           |                                          |                                   |                   |                   |                         | 37.12     |                   | 0.00              |                                           |
| Other                            |           |                                          |                                   |                   |                   |                         | 700.00    |                   | 220.00            |                                           |
| VAT Refund from previous yr      |           |                                          |                                   |                   |                   |                         |           |                   | 0.01              |                                           |
| Bank interest paid               |           |                                          |                                   |                   |                   |                         | 1,311.57  |                   | 1,684.92          |                                           |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   | 60.61             |                                           |
| <b>Total</b>                     |           |                                          |                                   |                   |                   |                         | 17,877.87 | 10,050.00         | 14,944.95         |                                           |
| <b>Opening Balance @ 1 April</b> |           |                                          |                                   |                   |                   |                         | 23,872.33 |                   | 17,040.49         | Opening balance @ 1 Dec                   |
| Total Receipts ytd               |           |                                          |                                   |                   |                   |                         | 14,884.34 |                   | 2,614.43          | receipts in month                         |
| Total Payments ytd               |           |                                          |                                   |                   |                   |                         | 19,874.83 |                   | 619.76            | payments in month                         |
| RPC events                       |           |                                          |                                   |                   |                   |                         | 60.61     |                   | 5.80              | interest in the month                     |
| Closing Balance                  |           |                                          |                                   |                   |                   |                         | 19,040.96 |                   | 0                 | restated balance at 30 Nov                |
| <b>Represented by:</b>           |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| Bus. Current Account             |           |                                          |                                   |                   |                   |                         | 17,154.72 |                   | 12,164.23         |                                           |
| Bus. Reserve Account             |           |                                          |                                   |                   |                   |                         | 6,692.12  |                   | 6,752.73          |                                           |
| Villate Hall float               |           |                                          |                                   |                   |                   |                         | -         |                   | -                 |                                           |
| RPC Events                       |           |                                          |                                   |                   |                   |                         | 25.49     |                   | 124.00            | Restated events balance from 1 April 2025 |
| <b>Total</b>                     |           |                                          |                                   |                   |                   |                         | 23,872.33 |                   | 19,040.96         | Closing balance at 30 Dec                 |
|                                  |           |                                          |                                   |                   |                   |                         |           |                   | 0.00              |                                           |
| <b>Farmarked Reserves (EMR)</b>  |           |                                          |                                   |                   |                   |                         |           |                   |                   |                                           |
| General Reserves                 |           |                                          |                                   |                   |                   |                         |           |                   | 9,240.96          |                                           |

# Ringland Parish Council Estimated Accounts for 2025/6 and Budget for 2026/7

|                                                                   | 2022/23  |                 | 2024             |                  | 2025/26          |                  | Est. to Year |             | Over/<br>Under | 2026/27            |                                     | Notes                                                                                             |
|-------------------------------------------------------------------|----------|-----------------|------------------|------------------|------------------|------------------|--------------|-------------|----------------|--------------------|-------------------------------------|---------------------------------------------------------------------------------------------------|
| Payments                                                          | Budget   | Actual          | Actual           | Agreed Budget    | To Date Net      | End Net          | End Net      | Spent Ytd   |                | Draft Budget Net   | Inc/Dec on Budget 2025/26 Est. Exp. |                                                                                                   |
| <b>Receipts (Income)</b>                                          |          |                 |                  |                  |                  |                  |              |             |                |                    |                                     |                                                                                                   |
| Interest                                                          |          |                 | 115.00           |                  | 44.10            | 81.30            |              |             |                | 70.00              |                                     |                                                                                                   |
| Canoe Permit                                                      | 125.00   | 305.00          | 360.00           | 350.00           | 280.00           | 280.00           |              |             |                | 1,000.00           |                                     | Potential for increased fees - assume £20x50 permits                                              |
| Recycling                                                         |          |                 | 252.70           |                  | 87.00            | 200.00           |              |             |                | 250.00             |                                     |                                                                                                   |
| Wayleave (Eastern Power Networks)                                 |          |                 | 37.12            | 0.00             | 37.12            | 37.12            |              |             |                | 37.12              |                                     | can this be increased?                                                                            |
| Village Hall Hire                                                 |          |                 | 1,544.00         | 1,000.00         | 518.00           | 1,000.00         |              |             |                | 1,500.00           |                                     |                                                                                                   |
| Commons                                                           |          |                 | 5,382.48         |                  | 0.00             | 2,154.00         |              |             |                | 2,154.00           | RPA                                 |                                                                                                   |
| VAT Return                                                        |          | 899.67          | 1,311.57         |                  | 1,684.92         | 1,684.92         |              |             |                |                    |                                     |                                                                                                   |
| Grant                                                             |          |                 | 700.00           | 0.00             | 200.00           | 200.00           |              |             |                | 0.00               |                                     |                                                                                                   |
| Other                                                             |          |                 |                  |                  |                  |                  |              |             |                |                    |                                     |                                                                                                   |
| <b>Total Receipts (not precept)</b>                               |          | <b>1,204.67</b> | <b>9,702.87</b>  | <b>1,350.00</b>  | <b>2,851.14</b>  | <b>5,637.34</b>  |              |             |                | <b>5,011.12</b>    |                                     |                                                                                                   |
| <b>Precept by Broadland DC</b>                                    |          | <b>8,127.00</b> | <b>8,290.00</b>  | <b>8,700.00</b>  | <b>8,700.00</b>  | <b>8,700.00</b>  |              |             |                | <b>9700 ?</b>      |                                     |                                                                                                   |
| <b>Total Income</b>                                               |          |                 | <b>17,992.87</b> | <b>10,050.00</b> | <b>11,551.14</b> | <b>14,337.34</b> |              | <b>0.00</b> |                | <b>14,711.12 ?</b> |                                     |                                                                                                   |
| <b>Administration</b>                                             |          |                 |                  |                  |                  |                  |              |             |                |                    |                                     |                                                                                                   |
| Insurance                                                         | 576.50   | 694.48          | 918.11           | 1,000.00         | 783.37           | 783.37           |              | 216.63      |                | 1,000.00           |                                     | Estimate as no idea what next year will be                                                        |
| Audit Fee                                                         | 84.11    | 143.00          | 125.00           | 100.00           | 280.00           | 280.00           |              | -180.00     |                | 280.00             |                                     | External audit fees may be due again                                                              |
| Subscription / Membership                                         | 273.79   | 694.48          | 117.61           | 240.00           | 205.33           | 240.00           |              | 0.00        |                | 400.00             |                                     | NALC, SLCC, NPFS                                                                                  |
| Clerk's salary and payroll                                        | 3,660.11 | 3,984.37        | 5,015.80         | 4,500.00         | 2,515.14         | 4,699.80         |              | -199.80     |                | 5,000.00           |                                     | salary increase and back pay                                                                      |
| Office Expenses                                                   | 1,042.38 | 1,237.99        | 277.34           | 450.00           | 215.75           | 415.00           |              | 35.00       |                | 300.00             |                                     | 0.00% mobile, ink, stationary, microsoft office                                                   |
| Travel Expenses                                                   |          |                 | 0.00             | 100.00           | 92.70            | 179.10           |              | -79.10      |                | 180.00             |                                     | Clerk lives 16 miles from parish                                                                  |
| Training                                                          | 145.00   | 110.00          | 0.00             | 250.00           | 0.00             | 150.00           |              | 100.00      |                | 300.00             |                                     | Safeguarding training? Whole council training?                                                    |
| Councillors Expenses                                              | -        | -               | 0.00             | 100.00           | 0.00             | 100.00           |              | 0.00        |                | 100.00             |                                     |                                                                                                   |
| Publications (Website)                                            |          |                 | 237.24           | 190.00           | 59.50            | 101.40           |              | 88.60       |                | 126.00             |                                     | £70 quoted plus £25 for bookings add on +VAT                                                      |
| Information Commissioner                                          |          |                 | 47.00            | 35.00            | 0.00             | 47.00            |              | -12.00      |                | 47.00              |                                     |                                                                                                   |
| APM Refreshments                                                  |          |                 | 0.00             | 25.00            | 0.00             | 0.00             |              | 25.00       |                | 25.00              |                                     | Annual Parish Meeting                                                                             |
| <b>Maintenance</b>                                                |          |                 |                  |                  |                  |                  |              |             |                |                    |                                     |                                                                                                   |
| Grass Cutting                                                     | 948.46   | 918.55          | 3,780.00         | 4,600.00         | 2,520.00         | 4,000.00         |              | 600.00      |                | 4,000.00           |                                     | quote obtained                                                                                    |
| Footpaths                                                         | 948.46   | 775.59          | 0.00             | 250.00           | 0.00             | 0.00             |              | 250.00      |                | 0.00               |                                     | -                                                                                                 |
| Notice boards                                                     | 948.46   | 918.55          | 0.00             | 250.00           | 0.00             | 0.00             |              | 250.00      |                | 0.00               |                                     | -                                                                                                 |
| Commercial bins                                                   | 948.46   | 918.55          | 449.76           | 900.00           | 449.76           | 600              |              | 300.00      |                | 600.00             |                                     | Includes recycling for this coming year                                                           |
| Bottle Bank Collection (Recycling)                                | 948.49   | 918.55          | 81.24            | 100.00           | 20.00            | 100.00           |              | 0.00        |                | 100.00             |                                     |                                                                                                   |
| Tree Works                                                        | -        | -               | 0.00             | 1,200.00         | 650.00           | 1,000.00         |              | 200.00      |                | 1,000.00           |                                     | Cutting and new signs on commons and river green (river green in current year, commons for 26/27) |
| Commons                                                           | 550.00   | 352.00          | 0.00             | 800.00           | 6,010.69         | 6,500.00         |              | -5,700.00   |                | 1,000.00           |                                     | utilities/cleaning/wi-fi/repairs/sundries/EICR for 25/26                                          |
| Village Hall (adjusted for incorrect EDF bill and partial refund) | 653.36   | 413.60          | 675.69           | 1,800.00         | 525.29           | 1,200.00         |              | 600.00      |                | 1,000.00           |                                     |                                                                                                   |

|                                                               |                  |                  |                  |                  |                  |                  |                  |                   |
|---------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Village Sign                                                  | -                | -                | 0.00             | 150.00           | 0.00             | 0.00             | 150.00           | 0.00              |
| Defibrillator                                                 |                  |                  | 0.00             | 350.00           | 0.00             | 0.00             | 350.00           | 0.00              |
| S137 Grants                                                   | -                | -                | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              |
| Community events                                              |                  |                  | 180.51           | 0.00             | 81.36            | 150.00           | -150.00          | 50.00             |
| Projects                                                      |                  |                  | 12,695.28        | 0.00             | 0.00             | 0.00             | 0.00             | 800.00            |
|                                                               |                  |                  |                  | 0.00             |                  | 0.00             | 0.00             |                   |
| <b>Sub Total - Recurring Expenditure</b>                      | <b>11,727.58</b> | <b>12,079.71</b> | <b>24,600.58</b> | <b>17,390.00</b> | <b>14,408.89</b> | <b>20,545.67</b> | <b>-3,155.67</b> | <b>16,308.00</b>  |
|                                                               |                  |                  |                  |                  |                  |                  |                  | <b>-11,296.88</b> |
| <b>Projects (Earmarked Reserves)</b>                          |                  |                  |                  |                  |                  |                  |                  | <b>9,700.00</b>   |
| Fencing on commons                                            |                  |                  |                  |                  |                  |                  |                  | <b>-1,596.88</b>  |
| New sign on commons                                           |                  |                  |                  |                  |                  |                  |                  | 1,500.00          |
| River Green Parking                                           | 5,000.00         | 5,000.00         | 0.00             | 700.00           |                  |                  |                  | 250.00            |
| Building Contingency                                          | 1,500.00         | -                | 0.00             | 600.00           |                  |                  |                  | 0.00              |
| Village Hall Car Park                                         | -                | -                | 0.00             | 7,000.00         | -                |                  |                  | 600.00            |
| Church Green                                                  | 4,000.00         | -                | 12,431.21        |                  | -                |                  |                  | 600.00            |
| Election                                                      |                  |                  |                  | 500.00           |                  |                  |                  | 100.00            |
|                                                               |                  |                  |                  |                  |                  |                  |                  | 500.00            |
| <b>Sub Total - Projects</b>                                   | <b>10,500.00</b> | <b>5,000.00</b>  | <b>12,431.21</b> | <b>8,800.00</b>  | <b>0.00</b>      |                  |                  | <b>3,550.00</b>   |
|                                                               |                  |                  |                  |                  |                  |                  |                  | <b>5,146.88</b>   |
| Surplus (added to reserves) / - deficit (taken from reserves) |                  | 19,685.83        | 0.00             |                  |                  |                  |                  | 7,653.12          |
| VAT to be reclaimed                                           |                  | 899.67           | 252.77           |                  |                  |                  |                  |                   |
| <b>Earmarked Reserves</b>                                     |                  |                  |                  | 9,800.00         |                  |                  |                  | 3,950.00          |
| <b>General Reserves</b>                                       |                  |                  |                  | 14,000.00        |                  |                  |                  | 7,653.00          |
| <b>PRECEPT SETTING</b>                                        |                  |                  |                  |                  |                  |                  |                  | <b>9,700.00 ?</b> |
| Tax Base                                                      |                  | 87.00            | 87               | 87.00            |                  |                  |                  | 92.00             |
| Band D Charge                                                 |                  | 95.28            | 95.28            | 100              |                  |                  |                  | 105.43            |
| Inc/Dec on Prev Yr                                            |                  | 0.00%            | 0.00%            | 4.95%            |                  |                  |                  | 5.43%             |
| Inc/Dec on Band D on Prev Yr £                                |                  |                  | 0                | 4.72             |                  |                  |                  |                   |

replacement pads in 2027 and 2028

electrical works and cooker at village hall to be done

expenditure less income without precept  
**Possible increase of £1000 to precept**  
 expenditure less income with precept

project for 2025-2028 total £7k  
 shrubs

Bank accounts hold £6736.22 and £12217.12 @30/09 with  
**£6136.78 to spend to the end of 25/26**  
 Budget deficit plus earmarked reserves  
 Likely to be £12800 in the bank at the end of 25/26 so £12800-  
 £5146.88=£7653.12  
 Reserves should ideally be 12 months of spend - ie £16000 for  
 26/27

The Council can only afford to do some of the car park project  
 in this financial year.

Should be equal to 12 months expend.

Tax base issued  
 Average for Broadland £106.35 25/26

# RINGLAND PARISH COUNCIL

## EXPENSES FORM

(See Expenses Policy for more information)

|                     |                                                 |                               |
|---------------------|-------------------------------------------------|-------------------------------|
| Name:               | <b>Kay Montandon</b>                            | Cost                          |
| Date:               | <b>03/11/2025-<br/>19/01/2026</b>               |                               |
|                     |                                                 |                               |
| Item:               | <b>Travel to Council<br/>Meeting 19/01/2026</b> | <b>26 x 0.45 =<br/>£11.70</b> |
| TOTAL:              |                                                 | <b>£11.70</b>                 |
|                     |                                                 |                               |
| Signed<br>Employee: |                                                 |                               |
| Signed<br>Manager:  |                                                 |                               |

## Payslip for Month Ending 31 Dec 2025

Ringland Parish Council · PAYE ref 120/HB92000



# Ringland Parish Council

## Month 9 (Ending 05/01/2026)

|                                  |                                                                 |               |
|----------------------------------|-----------------------------------------------------------------|---------------|
| Employer                         | PAYE reference                                                  | 120/HB92000   |
|                                  | Accounts Office reference                                       | 120PE01803248 |
| Income Tax                       | Gross tax                                                       | £47.40        |
|                                  | Received from HMRC to refund tax                                | £0.00         |
|                                  | Gross Student + Postgraduate Loan deductions                    | £0.00         |
|                                  | Gross CIS deductions                                            | £0.00         |
|                                  | CIS deductions suffered                                         | £0.00         |
|                                  | <i>NET INCOME TAX (1)</i>                                       | <i>£47.40</i> |
| National Insurance Contributions | Employee National Insurance contributions                       | £0.00         |
|                                  | Employer National Insurance contributions                       | £0.00         |
|                                  | Statutory Maternity Pay recovered + NIC compensation            | £0.00         |
|                                  | Statutory Paternity Pay recovered + NIC compensation            | £0.00         |
|                                  | Statutory Adoption Pay recovered + NIC compensation             | £0.00         |
|                                  | Statutory Shared Parental Pay recovered + NIC compensation      | £0.00         |
|                                  | Statutory Parental Bereavement Pay recovered + NIC compensation | £0.00         |
|                                  | Statutory Neonatal Care Pay recovered + NIC compensation        | £0.00         |
|                                  | Received from HMRC to pay Statutory Pay                         | £0.00         |
|                                  | Employment Allowance claim                                      | £0.00         |
|                                  | Apprenticeship levy                                             | £0.00         |
|                                  | <i>NET NATIONAL INSURANCE CONTRIBUTIONS (2)</i>                 | <i>£0.00</i>  |
| Year to Date                     | Amount due in previous periods                                  | £393.80       |
|                                  | Amount paid in previous periods                                 | £90.40        |
|                                  | Adjustment                                                      | £0.00         |
|                                  | <i>SHORTFALL (3)</i>                                            | <i>£0.00</i>  |
| Total amount due (1 + 2 + 3)     |                                                                 | £47.40        |

Payment should reach HMRC by 22/01/2026. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 120PE018032482609. For more payment methods, see [www.gov.uk/pay-payee-tax](http://www.gov.uk/pay-payee-tax).



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**Re: Extinguisher service**

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**From** Steve Griffin <preventfirelimited@tiscali.co.uk>

**Date** Thu 12/4/2025 10:08

**To** clerk@ringlandparishcouncil.gov.uk <clerk@ringlandparishcouncil.gov.uk>

Morning Kay

Hope that you are well.

The cost to service the extinguishers at the village hall would be £58.00 + vat, this is inclusive of all parts and refills as required. The extinguisher in the kitchen is due it's extended service this year (included)

Kind regards

Steve

On 01/12/2025 16:49 GMT clerk@ringlandparishcouncil.gov.uk  
<clerk@ringlandparishcouncil.gov.uk> wrote:

Dear Steve

Would you be able to let me know how much it would cost to check the fire  
extinguishers at Ringland Village Hall?

Many thanks

Kay Montandon

Parish Clerk

Ringland Parish Council

Tel: 07355004437

Email: clerk@ringlandparishcouncil.gov.uk

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**From:** Steve Griffin <preventfirelimited@tiscali.co.uk>

**Sent:** Monday, December 9, 2024 15:51

**To:** clerk@ringlandparishcouncil.gov.uk <clerk@ringlandparishcouncil.gov.uk>

**Subject:** Re: Extinguisher service