

RINGLAND PARISH COUNCIL

Minutes of the meeting held at **St Peter's Church Ringland** on **Monday 19th January 2026** at **7.00pm**

These minutes are considered draft until approved at the next council meeting.

PRESENT:

Cllr Lindy Cooper (Chair), Cllr Simon Addington, Cllr Andy Illing, Cllr Keith Stone, Cllr Margaret George, Cllr Jill Baker.

Cllr Greg Peck (County Councillor), Cllr Peter Bulman (District Councillor), PC Brett Peyton of Norfolk Police Safer Neighbourhood Team, and 5 members of the public.

Graham Peers BDC Tourism, promoting a circular Ringland walk.

Graham outlined a new initiative to promote walks around the district that tie in with businesses in the area. There will be a website and leaflets that detail the walks. Graham will liaise with Cllr Addington on the details of the walks.

The Chair remembered David Sparks, who sadly passed away on 11th January. David was a councillor for over 30 years who worked tirelessly for the village including carrying out the grass cutting with other residents for many years. The funeral will be held on 7th February at 12.00 at St Peter's Church.

1. Apologies

Apologies were received from Cllr Turner.

2. Declaration of Interest

None.

3. Minutes

The minutes of the meeting held on Monday 10th November 2025 were agreed to be a true record and signed by the Chair.

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

- i. County Councillor: Cllr Peck outlined the plans for elections in May which will not be decided finally until February. Cllr Peck mentioned the gritting regime, potholes and the Ranger service. Any road issues to be emailed to the Clerk to be forwarded to Cllr Peck.
- ii. District Councillor: Cllr Bulman talked about the result of the unitary vote, which resulted in the 3 unitary model being put forward by 1 vote. Cllr Bulman attended the Breckland planning meeting re the large development of 2,000 homes in three phases around Hockering and referred to his opposition to the development and concerns around lack of infrastructure. The District planning department has been reported to the Ombudsman for poor processes.
- iii. Police Matters: PC Brett Peyton emphasized the lack of crime in the Ringland area with only one non-domestic reported crime in 2025, which was a case of indecent exposure on Ringland Hills. PC Peyton is aware of the concern about overweight vehicles using Ringland Bridge and has parked up to observe but not seen any. This issue has been handed to the Traffic Team. Cllr George noted that the police were seen stopping vehicles on the bridge today. PC Peyton also

spoke about the issue of parking at the Swan and has moved some taxis on from parking outside the pub instead of in the car park. There will be a day of action on speeding soon when the team will be out and about to highlight any issues.

- iv. Members of the Public: A member of the public made the council aware of an issue with an oil delivery recently that was not delivered correctly. There was also an issue raised about the possibility of a 20mph zone as mitigation for the traffic issues caused by the lack of the NWL and the work on the A47. The example of Costessy was highlighted. Flooding on the road next to the River Green was discussed and Cllr Addington will note the location and forward to Cllr Peck.

5. Planning

- a. To consider planning applications: none
- b. To receive a report on plans refused/accepted by Broadland District Council. None
- c. 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. There was a discussion about the UKPN tree works. Clerk to respond to the UKPN email regarding this.

7. Highways Matters

- a. The SAM2 unit is now with Gt Witchingham. Cllr Turner has reported that a new location will be tried next time Ringland has the unit. The SAM2 Management Policy and Risk Assessment was adopted as presented.
- b. To receive any update on the NWL and A47 dualling projects. The liaison group is meeting again. Clerk to forward information to Cllr Illing.

8. Council Representatives

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

- a. Village Hall: The Chair explained the electrical works that are required following the EICR and it was resolved to accept the quote provided by the EICR contractor (circulated before the meeting). It was also resolved to appoint the PAT tester for the village hall.
- b. The River Green: To note the new sign on the green. It was noted that there is damage to barriers around the River Green which needs work. It was resolved to obtain quotes for the work and discuss at the next meeting.
- c. Grazier's Committee. No applications have been received so far. The deadline is 31st January.
- d. Management of Common Land. The Norfolk Wildlife Trust have agreed to carry out works to trees that will help maintain the grass commons and Ringland Hills which is a requirement for the parish. Ringland's contribution of 25% would be £330. It was resolved to pay the £330. There will be a working party on 31st January at 1pm at the Ringland Hills to manage the gorse. Volunteers are requested to bring adequate PPE and tools. The council congratulated Cllr Illing on the successful application to the Broadland Future for Nature Grant to reinstate ponds on Low Common. The Grant will reimburse the Parish for works done on the ponds.
- e. Grass cutting. Alterations to the cutting regime for 2026 were discussed with the aim of reducing the cost of grass cutting in the village. There will be a meeting with the contractor to

finalise the detailed schedule of cuts.

9. Policies and Governance

- a. The Website Accessibility Statement was adopted.
- b. The council resolved to commission a website accessibility audit for Assertion 10 at the cost of £72 including VAT.
- c. The Sickness Absence Policy was adopted as presented.
- d. The Volunteer Policy was adopted as presented.

10. Finance

- a. The bank reconciliations as at 30 November 2025 and 31st December 2025 were received and signed by the Chair.
- b. The accounts and budget review as at 30th November 2025 and 31st December 2025 were received and signed by the Chair.
- c. The final 2026/27 budget was adopted and the precept demand agreed and signed by the RFO.
- d. The internal auditor was appointed and the fee of £75 agreed.
- e. Cllr Illing was appointed as the new Council Internal Scrutineer.
- f. The following payments were approved:

Kay Montandon	Mileage	£ 11.70
Tesco mobile	Phone February	£ 8.50
Tesco mobile	Phone March	£ 8.50
Kay Montandon	January Salary and WFH allowance	£316.71
Kay Montandon	February Salary and WFH allowance	£316.71
HMRC	PAYE January	£ 47.40
HMRC	PAYE February	£ 47.40
Sky Business	Broadband February	£ 29.94
Sky Business	Broadband March	£ 29.94
Wave	Water Village Hall	£ 37.00
EDF	Electricity to Village Hall January	£ 76.94
NALC	Website Accessibility Audit	£ 72.00
ICO	Data Protection Registration	£ 52.00
Prevent	Fire extinguishers test/replace at hall	£ 69.60

11. Safeguarding and IT Training

It was resolved that Councillors who attend public events on behalf of the council and would like to attend Safeguarding training online from Community Action Norfolk may do so at a cost of £150 per session. Councillors will consider further training in the next financial year.

12. To consider correspondence received.

Email	District Council	Requests information about fly-tipped asbestos roofing materials	Clerk requested information about this fly tipping but nobody knew if it was still on the Hills.
Email	Cllr Clancy	Requesting NCC to do gritting in the	For information

		area	
Email	A47 Alliance meeting	Meeting arranged and will be attended by Cllr Illing	For information
Email	Armed Forces Covenant	Thank you for sending your Armed Forces Covenant pledge document to us. We are delighted that you would like to demonstrate your support for the Armed Forces Community by signing an Armed Forces Covenant. Attached is the Covenant logo and email banner, along with T&Cs for their use. This is your Covenant formally 'registered'. Now that your organisation has signed the Covenant, it is eligible for a Defence Employer Recognition Scheme (ERS) Bronze award. ERS encourages employers to support Defence and inspire others to do the same. The scheme encompasses Bronze, Silver and Gold awards for organisations that pledge, demonstrate or advocate support to defence and the armed forces community. For more information about ERS and how to apply for a Bronze award, visit https://www.gov.uk/government/publications/defence-employer-recognition-scheme/defence-employer-recognition-scheme If you plan on doing any social media communications around your Covenant pledge, we would be grateful if you could use the hashtag #ArmedForcesCovenant.	For information/item for future agenda

13. To note items for information or for a future agenda

None

14. To confirm the date of the next Parish Council meetings:

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 8.13pm.

A47 North Tuddenham to Easton

Full weekend road closure

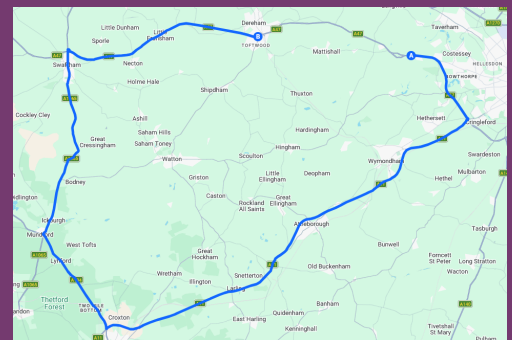
We'll be upgrading the A47 between Fox Lane junction and Easton Roundabout as part of the next steps to upgrade the road to dual carriageway.

To complete our work safely, the A47 will be fully closed in both directions from Easton Roundabout to Dereham Interchange between 8pm Friday 20 March and 6am Monday 23 March 2026.

Additionally, Church Lane, Easton (also known locally as Dereham Road) from the junction with the A47 to the junction with Dereham Road will be fully closed.

Westbound Diversion Route

- Head east on the A47
- Join the A11 and head southwest
- Leave the A11 at Thetford and join the A134 northwest
- At Mundford take the A1065 northwards towards Swaffham
- Rejoin the A47 at Swaffham and head east.
- Eastbound traffic should follow this route in reverse.



All side road access will be closed onto the A47. Residents living directly on the A47 will be escorted through the closure by traffic marshals when access is required during the road closure. Access routes through the closure will be maintained for the Emergency Services.

We also may need to fully close the road from 8pm Friday 27 March to 6am Sunday 30 March 2026 in case we are unable to complete all our work during the previous weekend. Please check our webpage for more details after 23 March at www.nationalhighways.co.uk/A47Tuddenham

New road layout in March



- A47 to close from 20:00 on Friday 20 March 2026
- New stretch of A47 (part of future Wood Lane Junction) to open from 06:00 on Monday 23rd March
- Part of Wood Lane junction will link the A47 North to South

After the full road closure we will be switching traffic onto our new local access road between Sandy Lane (Hockering) and Honingham Roundabout, with traffic diverted through our new Wood Lane Junction. Please take extra care driving through the new road layout.



Bridges Department, Infrastructure
County Hall
Martineau Lane
Norwich, Norfolk
NR1 2SG

Confidential
Attn: Clerk to Ringland Parish
Council

My ref: PMZ075-TG11300-TRO-1

Phone: 01603 222604

www.norfolk.gov.uk
Email: kevin.siano@norfolk.gov.uk

(Sent via email)

Date: 12/02/2026

Dear Sir/Madam,

TG11300 Ringland Bridge. Proposed Permanent Traffic Regulation Order. Bridge Weight Restriction 3 Tonnes.

Scheduled bridge inspections have identified multiple defects in Ringland Bridge TG11300 which could deteriorate by excessive vehicle loadings.

An emergency temporary weight restriction of 3 Tonnes was placed on this bridge to avoid further damage to the structure. This restriction has been a preventative measure until clarification of the structural integrity could be obtained, leading to an informed decision regarding further actions.

The results of recent concrete tests carried out by specialists has clarified deterioration of the structural concrete within the bridge, which may worsen under excessive vehicle loadings and lead to failure of the structure.

It is therefore proposed that the temporary Traffic Restriction Order is replaced with a permanent TRO, restricting the weight limit permanently to 3 Tonnes.

We will begin the wider consultation process in due course, but in the meantime would welcome any initial comments regarding these proposals.

I have enclosed a bridge location plan for reference. Should you require any further information, please do not hesitate to contact me.

Your sincerely

Kevin Siano
Engineer

Enclosed: Ringland Bridge Location Plan PMZ075-TG11300-P02

River maintenance and flood prevention - April 2025 to March 2026

River Wensum, River Tud, River Whitewater and Lower Wendling Beck - Spring 2025

What We Do

The Environment Agency inspect and maintain rivers and flood defences. We target this work to reduce the risk of flooding to people and property.

Landowners are responsible for maintaining rivers. You can find more information on rights and responsibilities by visiting:

<https://www.gov.uk/guidance/owning-a-watercourse>

Our maintenance work keeps rivers and flood defences working together to prevent flooding. Regular maintenance ensures flood defences work effectively when needed and last longer.

You will see us clearing blockages in rivers, cutting back vegetation and keeping our structures tidy and in good working order.

You can find out what we are doing and when we plan to do it by visiting:

<https://environment.data.gov.uk/asset-management/index.html>

Maintenance In Your Area

You can see on the map where we are working on the rivers near you. We have planned the following maintenance:

Targeted Channel Maintenance

We prevent blockages and flooding by removing carefully selected branches and debris. We try to leave as much as we can, as it is good habitat.

We usually use hand tools to do this and work from a boat.

Weed Cutting

River weed is cut in specific locations to improve water flow. This can help prevent flooding.

We cut weed in a meandering pattern that follows the natural path of the river. This creates a clear way for water to flow and leaves habitat.

Weed boats, amphibious machines and tracked plant working from the bank are used for this work.

Tree Works

Sometimes we need to remove part or all of a tree when it leans into a river or falls over completely. This is because they can slow water flow causing flooding upstream or debris can cause blockages downstream.

Trees provide excellent habitat by creating shade and fish and eels use branches and roots in the water for habitat and breeding. We remove as little of the tree as possible whilst making sure we are still preventing flooding.



We carefully remove weed from rivers to prevent flooding and avoid disturbing wildlife.

Contact Us

Feel free to contact us if you have comments or questions about our work.

Norfolk Asset Performance Team

Environment Agency, Dragonfly House, 2 Gilders Way, Norwich, Norfolk NR3 1UB

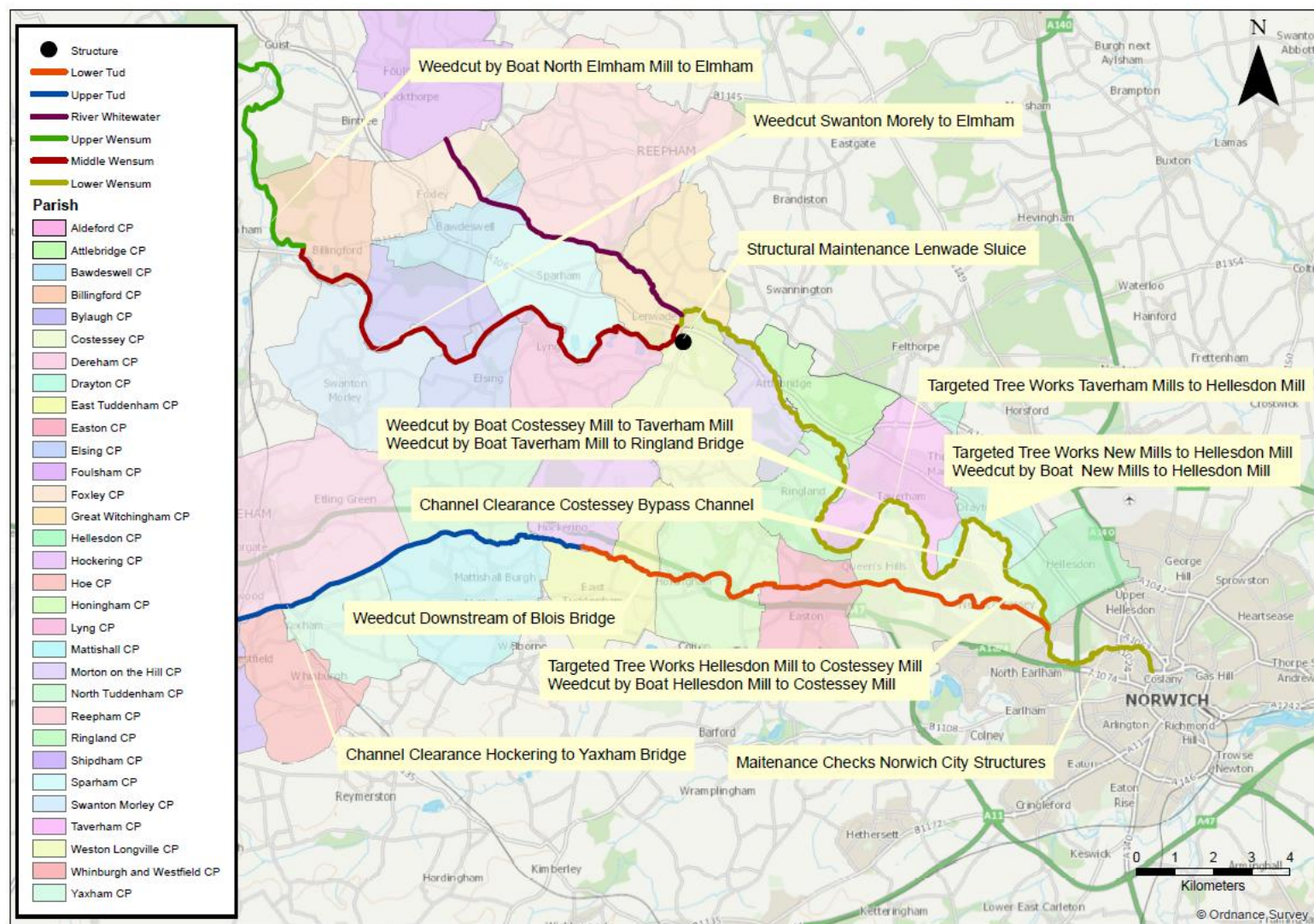
020302 55460

apnorfolk@environment-agency.gov.uk

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88



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Ringland Parish Council

Grant Awarding Policy and Application Form

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Ringland. Applications will be considered which support the objectives of the council – the maintenance and improvement of the village, village hall, common land and riverside in Ringland, reducing rural isolation and deprivation; improving road safety; the support of community events. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Ringland
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.
- For funding cultural or social activities for the residents of Ringland.

Conditions

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

Application process

Applications should be made by completing the Funding Application Form available from the Parish Clerk. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

The Grant Process

Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting and will receive a bank transfer at the same time. Note that the maximum amount of any grant is likely to be £1000, and organisations can only apply for one grant for any one project.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted March 2026
To be reviewed March 2028

Funding Application Form

For all not-for-profit groups and organisations meeting within the parish and operating for the benefit of the residents of Ringland.

Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

Current Membership (if applicable)

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from Ringland
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding:

Subject of Application:

Other Financial Sources being pursued:

Documents to be sent with application:

- copies of written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: clerk@ringlandparishcouncil.gov.uk

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

More information regarding how the Parish Council handles data can be found in its privacy statement.

RINGLAND PARISH COUNCIL

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Ringland Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to endure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Financial Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Control

Cash book/ Bank reconciliations	The cash book is kept electronically (in spreadsheet format) and maintained up to date from original documents. The cash book is reconciled to the bank statement at least monthly. The cash book, payments and receipts and bank reconciliations are reviewed and approved by a nominated member of the Parish Council. The Councillor is nominated annually at the May meeting of the Council, for a maximum of a year and must not be a bank signatory.
Financial Regulations	The Parish Council has adopted Financial Regulations; the regulations are reviewed for continued relevance and amended where necessary.
Order/ Tender control	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.

	Official orders/letters/emails are sent to suppliers for services which are not regular in nature.
Payment Controls	Payments are listed in cheque number or order or payment date order in the cash book and in accounts files. All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment. Payments made are listed in the minutes of the meeting. Invoices are available to all Councillors but in particular to the Councillors signing the cheques or authorising electronic payments. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign the Council's bank mandate. Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment and that the payment is listed on the agenda and has been agreed by the council. If the payment is required between meetings, the approving councillors will refer to the meeting minutes where the purchase was agreed. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque. The RFO has access to the online banking and is a signatory to the bank account but does not hold authority. The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings. When invoices are paid, they are identified by the cheque or BACS payment date and referenced in the cashbook.
VAT repayment claims	The Clerk ensures that all invoices are addressed to the Parish Council. The RFO ensures that proper VAT invoices are received where VAT is payable. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council. The RFO ensures that other receipts are received when due. The RFO ensures that income is banked properly.
Financial Reporting	A budget review, comparing actual receipts and payments to the budget is prepared and presented to the Council at its May, September and January meeting and recorded in the Minutes.
Budgetary Controls	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented

	to the Parish Council in advance of the meeting and minuted as such.
Payroll controls	The Clerk is paid under PAYE as an employee of the Council and the necessary system for making payments of HMRC RTI is in place. The Clerk's salary is set by the Council and minuted as such. The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Clerk's Expenses	The Clerk submits a request for reimbursement of monies owing in advance of each meeting.
Asset Control	The RFO maintains a full asset register. The existence and condition of assets is checked on an annual basis. The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
Auditing	The RFO ensures that the accounts are audited in line with practice laid down in 'Governance and Accountability for Local Council's'. The Council will nominate and agree the work to be undertaken by the Internal Auditor annually. The accounts will be audited at the year-end. The Councillor responsible for carrying out the quarterly accounts check will also be responsible for making contact with the Internal Auditor to ensure that the Audit has been carried out and that the report received by the Council is genuine and has not been altered.

Reviewed: March 2025
To be reviewed: March 2026

RINGLAND PARISH COUNCIL

Guide to Information Published Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Contact details of the clerk are at the end of the page	
Location of main Council office and accessibility details	Clerk's home – details at the end of this page	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	
Grants given and received	Contained within minutes published on the website	
List of current contracts awarded and value of contract	Contained within minutes published on the website	
Members' allowances and expenses	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and noticeboard	
Agendas of meetings (as above)	Website and noticeboard	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Contained within minutes on website	
Responses to planning applications	Contained within minutes on website and Broadland District Council's website	
Bye-laws	Website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Internal instructions to staff and policies relating to the delivering of service	n/a	
Equality and diversity policy	Website	
Health and safety policy	Website	
Recruitment policies (including current vacancies)	n/a	
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Website	

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	Website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Approved: March 2025
Review: March 2026

Contact details:

Parish Clerk

Telephone: 07355004437

Email: clerk@ringlandparishcouncil.gov.uk

Ringland Parish Council

Email: clerk@ringlandparishcouncil.gov.uk

CYBER SECURITY TRAINING LOG

Date Training Completed	Name and signature of Councillor or Staff	Title of Training	Training Provider
05/03/2026	Kay Montandon	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Lindy Cooper	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Malcolm Turner	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Simon Addington	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Andy Illing	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Keith Stone	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Margaret George	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk
	Jill Baker	Training for small organisations: Top Tips for Staff	National Cyber Security Centre www.ncsc.gov.uk

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

31 March 2026

Prepared by Kay Montandon, Clerk and RFO

January 2026

Balance per bank statement as at

30 January 2026

Business Current Account	£	11,295.14
Business Reserve Account	£	6,758.00
RPC Events	£	124.00
TOTAL	£	18,177.14

Less unpresented cheques or cash at

30 January 2026

None

Net Balances as at

30 January 2026

Balance as per R & P Book

Opening Balance 1st January 2026	£	19,040.96
Receipts	£	-
Payments	£	869.09
Interest	£	5.27
RPC events	£	-
Closing Balance per R&P Book	£	18,177.14
	£	-

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

31 March 2026

Prepared by Kay Montandon, Clerk and RFO

February 2026

Balance per bank statement as at

28 February 2026

Business Current Account	£	14,118.41
Business Reserve Account	£	6,762.92
RPC Events	£	124.00
TOTAL	£	21,005.33

Less unpresented cheques or cash at

28 February 2026

None

Net Balances as at

28 February 2026

Balance as per R & P Book

Opening Balance 1st February 2026	£	18,177.14
Receipts	£	5,352.88
Payments	£	2,479.61
Interest	£	4.92
RPC events	£	-
Closing Balance per R&P Book	£	21,055.33

£ 50.00
Overpayment to supplier by £50



Transactions

Your transactions

Account type: **Business Current**

Account number: **68509596**

Sort code: **601531**

Account name: **SLA RINGLAND PARISH**

Date: **03 Feb 2026**

Showing: 03 Jan 2026 to 02 Feb 2026, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
28 Jan 2026	DPC	PREVENT FIRE LTD , INVOICE NO.006812 , VIA ONLINE - PYMT , FP 28/01/26 10 , 32120414943883000N		£69.60	£11,295.14
23 Jan 2026	D/D	HMRC SDDS , 0000609977		£157.40	£11,364.74
22 Jan 2026	D/D	EDF ENERGY , A-8A4ABC51-001		£76.94	£11,522.14
15 Jan 2026	D/D	TESCO MOBILE , 330168393461A-0035		£8.50	£11,599.08
13 Jan 2026	D/D	SKY BUSINESS , 3006268 SUB		£29.94	£11,607.58
05 Jan 2026	DPC	MARK ANDREWS GARDE, INV358 RINGLAND , VIA ONLINE - PYMT , FP 03/01/26 10 , 44174657965493000N		£210.00	£11,637.52
05 Jan 2026	DPC	KAY MONTANDON , RINGLAND PC , VIA ONLINE - PYMT , FP 02/01/26 10 , 59211511508147000N		£316.71	£11,847.52

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NatWest

Transactions

Your transactions

Account type: **Business Reserve Account**

Account number: **77971299**

Sort code: **601531**

Account name: **RINGLAND PARISH COUN**

Date: **03 Feb 2026**

Showing: 03 Jan 2026 to 02 Feb 2026, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
30 Jan 2026	INT	30JAN GRS 77971299	£5.27		£6,758.00

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MRS LINDY COOPER
2 HILL HOUSE
WESTON ROAD
RINGLAND
NORWICH
NR8 6JJ

Current Account

Summary	
Statement Date	13 FEB 2026
Period Covered	16 JAN 2026 to 13 FEB 2026
Previous Balance	£11,599.08
Paid In	£312.88
Withdrawn	£689.00
New Balance	£11,222.96
BIC	NWBKGB2L
IBAN	GB26NWBK60153168509596

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
16 JAN 2026	BROUGHT FORWARD			11,599.08
22 JAN	Direct Debit EDF ENERGY A-8A4ABC51-001		76.94	11,522.14
23 JAN	Direct Debit HMRC SDDS 0000609977		157.40	11,364.74
28 JAN	OnLine Transaction PREVENT FIRE LTD INVOICE NO.006812 VIA ONLINE - PYMT FP 28/01/26 10 32120414943883000N		69.60	11,295.14
03 FEB	OnLine Transaction Kay Montandon RINGLAND PC VIA ONLINE - PYMT FP 03/02/26 10 36090302366359000N		316.71	10,978.43
04 FEB	OnLine Transaction CLEMENTS NC VILLAGE HALL VIA MOBILE - PYMT	40.00		11,018.43
06 FEB	Automated Credit NCC BACS A/P 577350	272.88		11,291.31
11 FEB	Direct Debit SKY BUSINESS 3006268 SUB		29.94	11,261.37
13 FEB	OnLine Transaction COUNTRYSTYLE INVS75017 VIA ONLINE - PYMT FP 13/02/26 10 07105250942366000N		38.41	11,222.96



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If you currently receive your statement less frequently than monthly (e.g. quarterly) we'd like to remind you that you can change this so that you receive statements more frequently. If you wish to change how frequently you receive your statements you can do so by contacting our customer service teams on the number below.	
Need help with your finances Whether you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check. To find out more visit: www.natwest.com/financial-health-check.html	
Statement Abbreviations N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn	
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Account Name
RINGLAND PARISH COUNCIL
BUSINESS RESERVE ACCOUNT

Account No 77971299 **Sort Code** 60-15-31 **Page No** 1 of 2



NatWest

MR S ADDINGTON
2 HILL HOUSE
WESTON ROAD
RINGLAND
NORWICH
NR8 6JJ

Business Reserve Account

Summary	
Statement Date	27 FEB 2026
Period Covered	31 JAN 2026 to 27 FEB 2026
Previous Balance	£6,758.00
Paid In	£4.92
Withdrawn	£0.00
New Balance	£6,762.92
BIC	NWBKGB2L
IBAN	GB35NWBK60153177971299

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Interest rate: 0.95% Gross / 0.95% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 JAN 2026	BROUGHT FORWARD			6,758.00
27 FEB	Interest 27FEB GRS 77971299	4.92		6,762.92

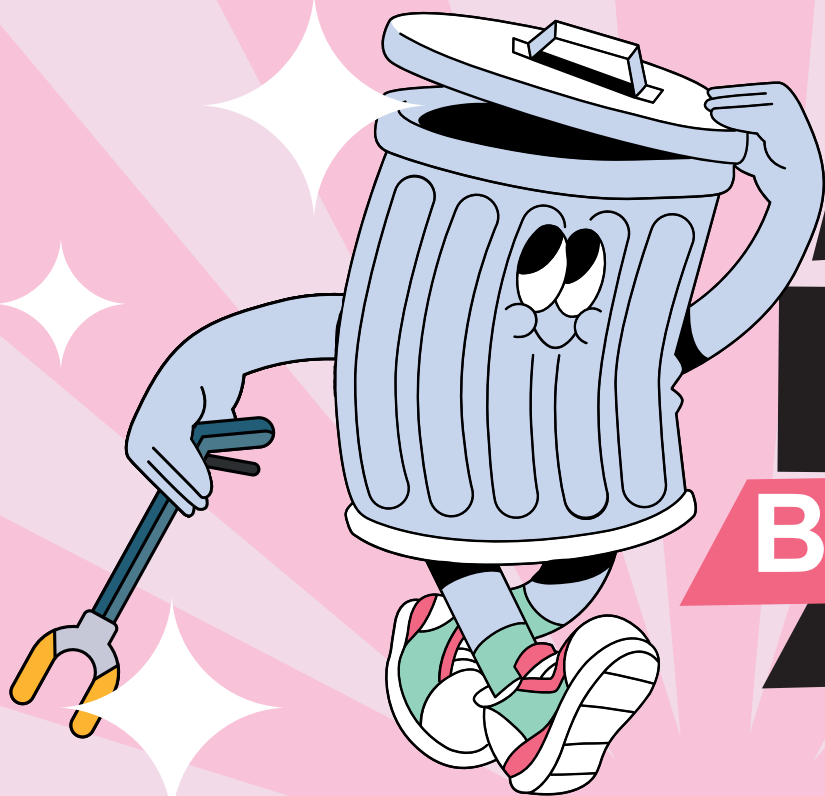
Take control of your finances Stay on top of your finances with our digital banking services. To apply, visit www.natwest.com/mobile or to register for Online Banking , visit www.natwest.com/online App is available to personal and business customers aged 11+ using compatible iOS and Android devices and a UK or international mobile in specific countries	Switching to paperless statements By switching to paperless statements if applicable, you could cut down on the clutter and reduce paper waste. For more information, visit www.natwest.com/paperless You can change your paperless preferences in Online Banking , by selecting the Paperless Settings option
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Statement Abbreviations N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn	
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Ringland Parish Council - Accounts January 2025/26

Payments (Expenditure)	2024/25	Grants or other income received	held from prev. years	2025-26 Budget	2025-26 Actual	Over/ Under Spent	Receipts (Income)	2024/25	2025-26 Budget	2025-26 Actual
Administration							Precept	8,290.00	8,700.00	8,700.00
Clerk's Salary	5,015.80			4,500.00	4,222.18	277.82	Canoe Permit	360.00	350.00	300.00
Office Expenses	277.34			450.00	509.54	-59.54	Village Hall hire	1,544.00	1,000.00	1,214.61
Travel Expenses	0.00			100.00	92.70	7.30	Commons	5,382.48		2,474.43
Training	0.00			250.00	0.00	250.00	Recycling	252.70		290.37
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	37.12		0.00
Audit	125.00			100.00	322.00	-222.00	Grant	700.00		220.00
Insurance	918.11			1,000.00	783.37	216.63	Other			0.01
Publication (Website)	237.24			190.00	71.40	118.60	VAT Refund from previous yr	1,311.57		1,684.92
ICO	47.00			35.00	0.00	35.00	Bank Interest paid			65.88
Subscription / Membership	117.61			240.00	205.33	34.67				
APM Refreshments	0.00			25.00	0.00	25.00	Total	17,877.87	10,050.00	14,950.22
Maintenance							Opening Balance @ 1 April	23,872.33		19,040.96 Opening balance @ 1 Jan
Grass cutting	3,780.00			4,600.00	3,780.00	820.00	Total Receipts ytd	14,884.34		0.00 receipts in month
Footpaths	0.00			250.00	0.00	250.00	Total Payments ytd	20,743.92		869.09 payments in month
Notice boards	0.00			250.00	0.00	250.00		65.88		5.27 interest in the month
Commercial bins	449.76			900.00	449.76	450.24	RPC events	98.51		0
Bottle Bank (recycling)	81.24			100.00	141.00	-41.00	Closing Balance	18,177.14		18,177.14 0.00
Village Hall	675.69			1,800.00	1,985.67	-185.67	Represented by:			
Tree Works	0.00			1,200.00	780.00	420.00	Bus. Current Account	17,154.72		11,295.14
Commons	0.00			800.00	7,283.63	-6,483.63	Bus. Reserve Account	6,692.12		6,758.00
Village Sign	0.00			150.00	0.00	150.00	Villate Hall float	-		-
Defibrillator	0.00			350.00	0.00	350.00	RPC Events	25.49		124.00 restated events acc is £124 at 1 Jan 2025
S137 Grant	0.00			0.00	0.00	0.00	Total	23,872.33		18,177.14 Closing balance at 30 Jan
Community Events	180.51			0.00	117.34	-117.34				0.00
Projects	12,695.28			0.00	0.00	0.00				
VAT yet to be reclaimed	1,684.92			0.00	0.00	0.00				
						0.00				
Sub Total - Recurring Exp.	26,285.50			17,390.00	20,743.92	-3,353.92				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			8,377.14
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	12,431.21			9,800.00	0.00	0.00				

Ringland Parish Council - Accounts February 2026

Payments (Expenditure)	2024/25	Grants or other income received	held from prev. years	2025-26 Budget	2025-26 Actual	Over/ Under Spent	Receipts (Income)	2024/25	2025-26 Budget	2025-26 Actual
Administration							Precept	8,290.00	8,700.00	13,700.00
Clerk's Salary	5,015.80			4,500.00	4,538.89	-38.89	Canoe Permit	360.00	350.00	300.00
Office Expenses	277.34			450.00	548.03	-98.03	Village Hall hire	1,544.00	1,000.00	1,294.61
Travel Expenses	0.00			100.00	92.70	7.30	Commons	5,382.48		2,474.43
Training	0.00			250.00	0.00	250.00	Recycling	252.70		563.25
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	37.12		0.00
Audit	125.00			100.00	322.00	-222.00	Grant	700.00		220.00
Insurance	918.11			1,000.00	783.37	216.63	Other			0.01
Publication (Website)	237.24			190.00	71.40	118.60	VAT Refund from previous yr	1,311.57		1,684.92
ICO	47.00			35.00	0.00	35.00	Bank Interest paid			70.80
Subscription / Membership	117.61			240.00	205.33	34.67				
APM Refreshments	0.00			25.00	0.00	25.00	Total	17,877.87	10,050.00	20,308.02
Maintenance							Opening Balance @ 1 April	23,872.33		18,177.14
Grass cutting	3,780.00			4,600.00	3,780.00	820.00				Opening balance @ 1 Feb
Footpaths	0.00			250.00	0.00	250.00	Total Receipts ytd	20,237.22		5,352.88 receipts in month
Notice boards	0.00			250.00	0.00	250.00	Total Payments ytd	23,223.53		2,479.61 payments in month
Commercial bins	449.76			900.00	449.76	450.24		70.80		4.92 interest in the month
Bottle Bank (recycling)	81.24			100.00	179.41	-79.41	RPC events	98.51		0 restated events acc is £124 at 1 Jan 2025 and account balance at 1 Dec 2025 is 112
Village Hall	675.69			1,800.00	3,741.67	-1,941.67	Closing Balance	21,055.33	21,055.33	0.00
Tree Works	0.00			1,200.00	1,110.00	90.00	Represented by:			
Commons	0.00			800.00	7,283.63	-6,483.63	Bus. Current Account	17,154.72		14,118.41
Village Sign	0.00			150.00	0.00	150.00	Bus. Reserve Account	6,692.12		6,762.92
Defibrillator	0.00			350.00	0.00	350.00	Villate Hall float	-		-
S137 Grant	0.00			0.00	0.00	0.00	RPC Events	25.49		124.00 restated events at 1/1/25
Community Events	180.51			0.00	117.34	-117.34	Total	23,872.33	21,005.33	Closing balance at 30 Jan
Projects	12,695.28			0.00	0.00	0.00				-50.00 overpayment to supplier
VAT yet to be reclaimed	1,684.92			0.00	0.00	0.00				
Sub Total - Recurring Exp.	26,285.50			17,390.00	23,223.53	-5,833.53				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			11,205.33
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	12,431.21			-	9,800.00	0.00				



The
BIG
Broadland
litter pick



ORGANISE A LITTER PICK

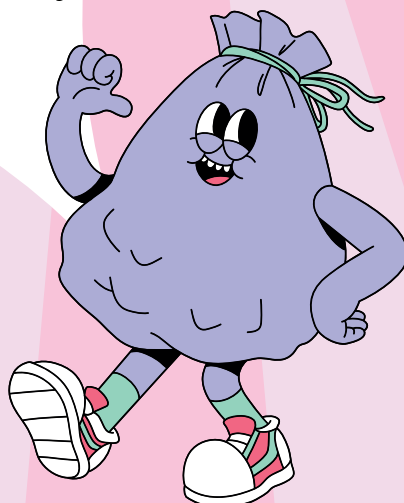
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 **BroadlandDistrictCouncil**



Broadland
District Council

RINGLAND PARISH COUNCIL

EXPENSES FORM

(See Expenses Policy for more information)

Name:	Kay Montandon	Cost
Date:	20/01/2026- 16/03/2026	
Item:	Travel to Village Hall meeting 03/03/2026 Travel to Council Meeting 16/03/2026	32 x 0.45 = £14.40 32 x 0.45 = £14.40
TOTAL:		£28.80
		(restated mileage)
Signed Employee:		
Signed Manager:		

Kay Montandon

Payslip for Month Ending 28 Feb 2026

EMPLOYEE DETAILS	ADDITIONS	DEDUCTIONS
Works number 02 Tax code 121T National Insurance number NE 67 88 40 B National Insurance table A	Monthly pay £338.11 Working from home allowance £26.00 <i>Total</i> £364.11	Tax £47.20 National Insurance £0.00 <i>Total</i> £47.20
THIS PAY PERIOD	YEAR TO DATE	PAYMENT
Taxable gross pay £338.11 Net pay £290.91	Taxable gross pay £3,797.01 Tax £535.80 Employee National Insurance £0.00 Employer National Insurance £0.00	£316.91 Paid on 01/03/2026

Ringland Parish Council · PAYE ref 120/HB92000

INVOICE

Norfolk Parish Training and Support

22 Henry Preston Road
Tasburgh, Norfolk NR15 1NU
VAT Registration No. 489779983

team@norfolkpts.org
+44 1603857004
<https://www.norfolkpts.org/>



NORFOLK PARISH
TRAINING & SUPPORT

Bill to

Ringland Parish Council
Kay Montandon
clerk@ringlandparishcouncil.gov.uk

Invoice details

Invoice no.: 30520
Terms: Net 60
Invoice date: 04/03/2026
Due date: 30/04/2026

#	Date	Product or service	Description	Amount	VAT
1.	01/04/2026	Subscription	1 April 2026 - 31 March 2027	£97.00	20.0% S
				Subtotal	£97.00
BACS Payments				VAT @ 20% on £97.00	£19.40
Norfolk Parish Training & Support Account number: 00010734 Sort code: 77-68-22 Please use the invoice number in the reference line				Total	£116.40

Please make cheques payable to: Norfolk Parish Training & Support



The countryside charity
Norfolk

15 Pigg Lane
Norwich
NR3 1RS

Telephone: 01603 761660
Email:
planning@cprenorfolk.org.uk

www.cprenorfolk.org.uk

Working locally and nationally to
promote, protect and enhance a
beautiful and thriving countryside
for everyone's benefit.

March, 2026

NPPF Review – Consultation response

Dear Madam or Sir,

CPRE Norfolk welcomes the opportunity to comment on the proposed revisions to the National Planning Policy Framework.

CPRE Norfolk recognises the urgent national need for high-quality housing, renewable energy infrastructure, and economic resilience. However, we emphasise that these objectives must be achieved in a way that safeguards Norfolk's countryside, landscape character, biodiversity, food-producing agricultural land and rural communities. National planning policy must ensure that development is genuinely sustainable, protects environmental assets, and reflects local capacity and character.

This submission is structured around CPRE Norfolk's established position statements and areas of policy concern.

1. Housing Targets, Land Supply and Delivery

CPRE Norfolk strongly supports a genuine brownfield-first approach to housing delivery. Previously developed land within existing settlements should be prioritised and fully utilised before greenfield or countryside sites are considered. National policy should focus on the efficient use of land already allocated and brownfield opportunities rather than encouraging large-scale Greenfield expansion that permanently alters landscape character. Without firm policy direction, pressure for speculative development in rural areas will continue.

The revised NPPF should go beyond encouragement and introduce binding expectations that previously developed land is prioritised before Greenfield or countryside sites are released.

We are concerned that reliance on five-year land supply requirements, without mechanisms to ensure the build-out of existing permissions, encourages unnecessary land release and land banking. This encourages speculative applications and unnecessary countryside loss. The NPPF should promote phasing, delivery incentives and better use of existing allocations. National and local planning policy should require that existing housing allocations in current plans are built out before new allocations can be designated. Otherwise the NPPF merely functions to facilitate site allocations. Allocating additional sites does not deliver additional housing of the right type in the right place.

The new methodology for calculating housing requirement which has increased housing targets in Norfolk has resulted in many more sites being allocated for housing but it has not accelerated the rate of house building. Developers only

build what they can sell. Taylor Wimpey has just received planning permission for a 3,850 housing scheme in Norfolk. The company, as reported in the Eastern Daily Press (EDP), has said that they will only build 100 houses per year on that site and it will take them at least 30 years to complete the development. House builders only build what they can sell and we repeat the point that making new allocations does not facilitate the delivery of additional housing. Developers just cherry pick the most attractive sites often in Greenfield locations and countryside is sacrificed.

The revised NPPF should not be phrased in such a way that lays the blame for the failure to deliver new housing on local planning authorities. It is developers who determine the rate at which sites are built out but when delivery rates fall short of the required rate it is the local planning authority who are penalised through the imposition of a 20% buffer. This is an absurd policy it merely increases the number of land allocations made, it does not result in house builders building more houses. The phasing of development whereby developers are required to build out existing allocations first is a much more effective tool to ensure the delivery of housing.

CPRE Norfolk does not support the promotion of new towns or large new settlements in Norfolk where existing Local Plan allocations already place significant pressure on infrastructure and the countryside.

Affordable housing policy must reflect local incomes and needs, particularly in rural Norfolk where house prices are far beyond the reach of many residents. Definitions of affordability should be locally grounded and include a stronger focus on social rent.

2. Countryside, Green Belt and Landscape Protection

Norfolk's countryside is not a reserve for unmet housing targets. Incremental as well as cumulative development poses a significant threat to Norfolk's rural character and must be recognised in national policy.

We are concerned that poorly defined concepts such as "grey belt" risk weakening long-standing protections and create uncertainty that could be exploited in speculative applications. The NPPF should clearly reaffirm that landscape character and environmental capacity are central to planning decisions and that national policy does not override place-specific environmental considerations.

CPRE Norfolk supports strong and explicit protection for rural landscapes, tranquility, biodiversity and agricultural land and asks that development should avoid unnecessary intrusion into rural areas.

Landscape character, tranquillity and agricultural value are material considerations

3. Renewable Energy and Solar Development

CPRE Norfolk supports renewable energy as part of the transition to net zero, but stresses that location and scale are critical. We advocate a rooftop-first and brownfield-first approach to solar energy. Large industrial-scale solar farms on greenfield sites, particularly on best and most versatile agricultural land, create conflicts with food security, landscape protection and rural character and should not be supported in the NPPF.

Furthermore land that is of a lower agricultural value, for example the poorer sandy soil of The Brecks, is often of high landscape value. These landscapes should also be protected by the NPPF.

The NPPF should protect all countryside and landscapes from the impact of renewable energy schemes. Research by the CPRE carried out by the UCL Energy Institute, has shown that the solar element required for the attainment of net zero by 2050 can all be harvested from roofs, artificial surfaces and brownfield locations.

Tall three blades wind turbines negatively impact landscape character over large areas of countryside far beyond the location of the turbines. The rapid development of new wind harvesting technology offers a far better way forward for the employment of onshore wind. Therefore the NPPF should discourage the use of tall three blade wind turbines for onshore wind projects and encourage the use of the new technology.

4. Sustainable Transport and Infrastructure

CPRE Norfolk insists that new development must be aligned with sustainable transport provision to reduce car dependency and emissions. Housing growth in locations without realistic alternatives to private car use undermines climate objectives and increases rural isolation.

The NPPF should require clear evidence that infrastructure, services and sustainable transport options will be delivered alongside development.

Greater emphasis should be given to the conversion of redundant office and retail space in urban areas to residential usage because this will reduce car use and take advantage existing infrastructure.

5. Local Democracy and Community Engagement

CPRE Norfolk emphasises the importance of meaningful local engagement in planning decisions. We are concerned that planning reforms risk weakening meaningful local engagement. National policy should support, not weaken, the ability of local planning authorities and communities to shape development according to local character and environmental constraints. Community input remains a central part of decision-making and requires backing through national policies.

In particular CPRE Norfolk regrets that the NPPF footnotes that gave local communities a meaningful say as to whether renewable energy schemes can happen in their area were removed in a previous review of the NPPF shortly after the election of the present government in 2024. We ask that these footnotes are reinstated in the NPPF.

Conclusion

CPRE Norfolk supports sustainable development that meets local need while safeguarding the countryside and rural communities. We urge that the revised NPPF:

- Embeds a firm brownfield-first approach,
- Encourages the build-out of existing permissions before new land release,
- Strengthens protection for countryside and agricultural land,
- Promotes rooftop-first renewables and gives meaningful protection to landscape and countryside from the threat posed by NSIP solar schemes and onshore wind projects,
- Aligns development with infrastructure and sustainable transport,
- Respects local democratic planning.

With these safeguards, the NPPF can deliver necessary development without sacrificing the landscapes and rural qualities that define Norfolk.

Yours sincerely,

Barbara Adamski

CPRE Norfolk, Planning Officer

Ringland Parish Council Freedom of information Policy

1. The Freedom of Information Act 2000

The Freedom of Information Act (FOI Act) 2000 provides public access to information held by public authorities. It does this in two ways:

- Public authorities are obliged to publish certain information about their activities
- Members of the public are entitled to request information from public authorities

The FOI Act gives two related qualified rights – the right to be told whether the information is held and the right to receive the information, subject to exemptions. The right of access applies regardless of the purpose of the application

The Act covers any recorded information held by a public authority in England, Wales and Northern Ireland and by UK-wide public authorities based in Scotland. Recorded information includes printed documents, computer files, letters, emails, photographs, hand-written notes and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves). Individuals wishing to see information about themselves need to make a Subject Access Request under the Data Protection Act 2018.

2. Policy

Ringland Parish Council will:

- Respond to requests for information promptly and within 20 working days from the day after the day of receipt. Where we cannot do so we will inform requesters of the reasons and keep them updated of progress in dealing with their request.
- Maintain a 'Publication Scheme' that provides information which is readily accessible without the need for a formal freedom of information request.
- Continue to protect the personal data entrusted to us, by disclosing it only in accordance with the Data Protection Act 2018.
- Consult with third parties before disclosing information that could affect their rights and interests. However, we reserve the right to take the final decision on disclosure.
- Reserve the right to make reasonable charge for information requests in line with the FOI Act Fees Regulations or other applicable regulations, including charging for requests made under the Data Protection Act 2018.
- Where we decide not to disclose information where exemption(s) apply, seek to explain the exemption and how we are applying it.
- Provide a review process for requesters.
- Ensure that all staff are aware of their obligations under the Act to make information available.

3. Making a request for information

To be valid under the FOI Act, requests:

- Must be in writing
- Must clearly describe the information being sought

- Can be made by an individual or an organisation
- Can be made by letter, or email
- Must be legible and
- Must contain the name of the applicant and a return address.

To be valid under the FOI Act requests do not:

- Have to be written in a special form
- Need to mention the FOI Act
- Need to refer to “Freedom of Information”.

When making your request you should include:

- Your preferred correspondence details e.g. name, email or postal address
- A clear description of the information you are requesting in as much detail as possible. If we need to clarify your request it may take longer to provide the information to you

Ringland Parish Council has a duty to provide advice and assistance to applicants under Section 16 of the FOI Act so far as it would be reasonable to expect the council to do so. The council must advise whether it holds the information and must normally supply it within 20 working days. However, if your request is unclear and we need further details to establish if we hold the information, we may ask you for clarification. The time limit will stop and will not restart until we receive the additional detail from you.

If you wish to request information which is not already published on our website through our FOI Publication Scheme, please email clerk@ringlandparishcouncil.gov.uk or write to us at:

Kay Montandon
Clerk and RFO
Ringland Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS

Any information we supply to you under FOI Act should be for your personal use. We retain copyright to all information we disclose.

4. Repeat requests

Where a repeated request is received that is identical or substantially similar to a previous request from the same person, The council will consider this as a repeated request. The council is not obliged to comply with repeat requests for information under the FOI Act unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request.

In reaching a decision about whether an application for access should be categorised as a repeat request, the council will have regard to:

- The time that has elapsed since the previous request
- Whether the request is identical or substantially similar to the previous request
- Whether any relevant, new information has been generated since the previous request.

- A 'reasonable interval' will be deemed to be 40 working days.

5. Vexatious requests

The council is not obliged to comply with vexatious requests under the FOI Act.

In determining whether a request should be refused because it is vexatious the council will consider all the circumstances of the request, including:

- The context and history of requests submitted by an applicant
- Whether the request is likely to cause unjustified distress, disruption or irritation
- Whether the request could fairly be seen as obsessive
- Whether complying with the request imposes a significant burden
- Whether an applicant is habitually and persistently submitting requests where there appears to be no reasonable grounds for them to do so
- Whether there is a strong likelihood that such requests are being made to intentionally cause harassment, cause distress to staff, divert resources or to disrupt the proper workings of the council.

6. Fees

Section 9 of the FOI Act allows the council to charge a fee for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests. These charges are currently defined as two elements, prescribed costs and disbursements.

Under section 12 of the FOI Act, the council does not have to comply with a request for information if the cost of compliance exceeds the Appropriate Limit, this is the limit for the estimated or calculated prescribed costs. The regulations define an 'Appropriate Limit' for non-central Government currently as £450.

The council must still confirm or deny whether it holds the information requested unless the cost of this alone would exceed the appropriate limit.

The council can only take into account the costs it reasonably expects to incur in:

- Determining whether it holds the information requested
- Locating the information, or document containing the information
- Retrieving the information, or a document containing it, and
- Extracting the information from a document containing it
- The cost will be calculated at £25 per hour per person, regardless of the actual cost or rate of pay. The calculation of the appropriate limit of £450 is equivalent to about 2.5 days of one person's time charged at the £25 per hour rate.

Where a reasonable estimate is made that the appropriate limit of £450 for the costs of preparation would be exceeded then the council will either:

- Refuse to comply with the request, and/or
- Issue a fees notice to the applicant for the estimated amount

Where appropriate, the applicant may be asked whether they would like to reframe their request so that it does not exceed the appropriate limit of £450, in these circumstances the applicant will have the choice of amending the request or alternatively paying the preparation fees.

Where the limit is exceeded, there is no requirement for the council to undertake work up to the limit. The council can also include the costs of Disbursement as a separate fee.

7. Requests for review

If you have not received the information you asked for, or if some of it has been withheld, the council has a procedure for reviewing FOI requests.

You must put your request for review in writing within 40 working days of receiving the council's response, giving the reasons for your review request. You can either email clerk@ringlandparishcouncil.gov.uk or write to Freedom of Information at the address above.

Appealing to the information Commissioner's Office

If you are not happy with the way your request has been handled or your review response you may appeal to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545745
website: <https://ico.org.uk>

Further information about your rights under the Freedom of Information Act is available from the website of the Information Commissioner's Office.

Adopted March 2026

To be reviewed March 2008