

RINGLAND PARISH COUNCIL

Minutes of the meeting of Ringland Parish Council held at **Ringland Village Hall** on **Monday 20th July 2026 at 7.00pm**

These minutes will be considered draft until they are agreed at the next full council meeting.

PRESENT: Cllr Cooper (Chair), Cllr Baker, Cllr George, Cllr Stone, Cllr Addington, Cllr Illing, Cllr Thomas (County Council) and 7 members of the public. Clerk – Kay Montandon

1. To Consider Applications for the Councillor Vacancy and to Consider Co-opting a Member to fill the Vacancy

Samantha Frisby's application (previously circulated to councillors) was considered by the Council and Cllr Addington proposed Sam to be co-opted on to the council, seconded by Cllr George and agreed by all. Cllr Frisby signed the acceptance of office and took her seat with the Council.

2. To Elect the Vice-Chairman of Ringland Parish Council

The Vice-Chair election was deferred to the next meeting.

3. Apologies

None received.

4. Declaration of Interest

To receive any pecuniary or non-pecuniary declarations of interest for items on the agenda and to consider any requests for dispensation. Cllr Frisby has a family connection to the electrician appointed to carry out work at the village hall and will not participate in the decisions regarding this work.

5. Minutes

The minutes of the meeting held on Monday 18th May 2026 were agreed and signed by the Chair.

6. To Note Matters Arising from the Minutes not Elsewhere on the Agenda

None.

7. To Appoint Councillors with Responsibility for the Following

Internal Control (finance) – Cllr Illing

Village Hall – Cllr George

Commons, River Green and Grass Cutting: Cllrs Addington, Cooper, Illing and Frisby will work together on these areas.

Graziers Working Group – Cllr Addington

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

- i. County Councillor – Cllr Thomas requested that residents take photos of unsafe parking on the road near the pub so that he can show this to highways as evidence of the need for lining. Cllr Thomas will also take up the issue of the position of the large weight limit signs in the village and ask they be moved to the roads coming into the village instead of directly in

the village. A meeting with highways is scheduled for August. A request for issues to be brought up will be circulated via the Clerk to return to Cllr Thomas in time for the meeting. There will be camera enforcement of the bridge weight limit. The replacement of the bridge in time is also being considered and Cllr Thomas offered to involve the parish council in those discussions with highways. At the CC meeting on 21 July a motion is being put forward to reinstate the local member highways fund. Cllr Thomas is a member of the Children and Families Committee which includes schools. Regarding Local Government Re-organisation, Ringland has been included in the Norwich unitary council proposal despite lobbying from the Parish.

- ii. District Councillor – none.
- iii. Police Matters – it was noted there had been two crimes in the Ringland area: a burglary and a public order offence.
- iv. Members of the Public raised the issue of lack of white lines in the village again. The County Councillor agreed to take this up with Highways at his upcoming meeting with the engineers department. The issue of overweight vehicles still using Ringland Bridge was also mentioned. The need for speed restrictions in the village was raised and Cllr Thomas suggested use of the data from the SAM2 or setting up of a speedwatch scheme would help to identify any speeding issues and provide evidence for any enforcement or restrictions. Residents interested in forming a speedwatch team can email the Clerk. Ideas about reducing speeding by installing wildlife signs or village gateways were considered. Cllr Illing will investigate.

9. 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

10. Highways Matters

- a. To receive updates with regard to SAM2 equipment. The sign has been used but it is difficult to find areas in the village where people are doing more than 30 mph. Cllr Illing will investigate the downloading of data from the SAM2.
- b. To receive any update on the NWL and A47 dualling projects. A report was read from a resident attendee at the recent open day:
“A47: The project is progressing pretty much as scheduled with the final and permanent closure of the Easton roundabout confirmed to go ahead on the weekend of the 3rd August. Unfortunately, the opening of the new Norwich Road junction which effectively replaces the Easton roundabout has been delayed following the unexpected discovery of underground powerlines. These should be dealt with shortly and it is hoped that the new junction will open within 2 to 3 weeks. In the interim period Ringland will only be able to access the A47 via either Costessey or Weston Longville/Weston Green. When the Norwich Road junction is due to be opened the closure of Honingham Lane will come into effect to prevent traffic running through the centre of Ringland when travelling between Taverham and the A47. Traffic will be directed to travel through the Ringland Hills (as presently) and then cross over to Taverham Road via Weston road which runs between Lower Easton and the Merryhills Country Park and then down Taverham road to the new junction. This route is probably less restrictive than the current route through Lower Easton and will not increase the traffic flow through Ringland itself. Residents of Ringland will be able to use this route to access the A47. The closure of Honingham lane will

initially be achieved through a simple portable barrier, which will obviously be quickly moved out of the way by irritated motorists. I have pointed out to the A47 team that this is insufficient and that every time it is moved aside, we will probably be pestering them constantly to do something more effective such as the originally proposed earth mound across the road. The council may consider instructing the clerk to send a formal notice that a more permanent closure technique is required.

In the longer term, once the A47 project is complete, the control of the road closure will move to NCC, who intend to apply for a TRO seeking a permanent closure of the road and conversion to a bridleway or similar.

NWL: The NWL project is continuing to run investigations into alternative schemes to improve the flow of traffic across the Wensum valley and relieve the congestion on the existing routes. Whilst no conclusions have been reached at this stage it is clear that any road-based solution will have to be a single carriageway, not involve a new crossing over the river Wensum and avoids the various wildlife “hotspots” known in the area. This makes it unlikely that any new route proposed will be particularly close to Ringland, but I will continue to be involved in any discussions and will report on any progress as it happens. I think it is clear however that there will not be any major construction in the next few years at the very least.

Ringland Bridge: I had a brief discussion with NCC about the state of the bridge to try and find out what their thoughts and plans might be. They accept that the bridge is in a poor state of repair but do not currently have any clear vision of what they plan to do about it. They accept that it is possible the bridge may have to be closed in the future and agree that they need to start thinking about what happens in that case as Ringland would then be badly isolated from access to Taverham and beyond. They also agree that any replacement bridge would have to comply with current regulations and would be a much larger, straighter and higher structure than the current bridge, with all the cost, aesthetic and environmental issues that implies. I think Ringland PC should consider requesting a formal meeting with NCC highways to discuss the true state of the bridge and start the process of NCC seriously considering what they are going to do in the near and distant future. I also asked about the sudden and unexpected appearance near the Church of the two large warning signs relating to the bridge and expressed concerns that they were not in keeping with the street scene in that area. They suggested that the council contact Richard Pearson of NCC Highways to see if a better solution might be found.”

The Council agreed to send a letter to the A47 team to ask for a permanent barrier on Honingham Lane as approved at the planning stage. It was also agreed that the parish council should be involved in any discussions with highways about the future of Ringland Bridge. Cllr Thomas will approach highways about the weight limit signs.

- c. To discuss the damage to the verges by the Hornsea traffic and the meeting with Hornsea and consider further actions. The Chair reported that Hornsea has been emailed again and no response has been received despite the involvement of the District and County Councillors.

11. Council Representatives

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

- a. Village Hall: To receive any updates: Cllr George highlighted the success of the Summer Fete which raised £225 and involved many residents both helping to run the event and also attending. A quote to remove and dispose of the existing gas cooker was agreed at

£95. The quote for £897.80 including VAT to carry out electrical works in the kitchen and supply and fit a new electric oven was agreed by the Council. (Cllr Frisby abstained from voting). The Council agreed to research potential options for lighting in the car park using sensors and timers. The Council also agreed to install an electric fly killer. The Council agreed to seek quotes to have the hedge in the car park cut back either by the owner of the hedge if it is beyond the hall boundary or by the Parish Council.

- b. The River Green: To receive any updates. The Council thanked Cllr Addington for reinstating the sign on the River Green which had fallen over and agreed to reimburse the £7.50 for the postcrete. The Council discussed the issue of cars parking on River Green itself and agreed to purchase a combination padlock to secure the gate.
- c. Grazier's Committee. To receive any updates. A single grazier has put livestock on the commons.
- d. Management of Common Land. To receive updates on the ownership of land. Cllr Addington gave an overview of the research to date which showed that the piece of land at the edge of Low Common had not been included in the registration in 2013 but had been included in the commons registration in 1969. Further research will be carried out to establish the likely ownership and to rectify the boundary mistake if appropriate. The fencing improvements are being carried out this week. Padlocks are needed for vehicle gates on Ringland Hills and Church Common. Cllr Addington to identify suitable locks. The RPA claim has been received. Only one quote for restoration of the ponds has been received, for £1170 plus VAT, and the Council agreed to accept this one, proposed by Cllr Addington, seconded by Cllr Stone and agreed by all. The Council's Financial Regulations allows for a single quote to be received in the case of specialised services, which applies to this project. The cost is covered by the Broadland District Council Grant which has been received. Work will commence in early Autumn.
- e. Grass cutting. To receive any updates. The Council is happy with the quality of grass cutting on the whole, and pleased with the significant reduction in cost. Cllr George is concerned that the village green is being cut on too high a setting resulting in an untidy finish. The Clerk will contact the grass cutting company to ask them to improve the village green cuts. The Churchyard wild areas are bounded by rope and the contractors need to be careful in this area. The cutting of River Green was praised.

12. Policies and Governance

None.

13. Finance

- a. The bank reconciliations and statements as at 30th May 2026 and 31st June 2026 were received and signed by the Chair.
- b. The accounts and budget review as at 30th May 2026 and 31st June 2026 were received and signed by the Chair.
- c. The council is in the process of opening a community account with NatWest to enable dual authorisation of payments.
- d. The following payments were approved:

Kay Montandon	Mileage and ink	BACS	£ 47.49
Tesco mobile	Phone August	DD	£ 9.01
Tesco mobile	Phone September	DD	£ 9.01
Kay Montandon	July Salary and WFH allowance	BACS	£305.55
Kay Montandon	August Salary and WFH allowance	BACS	£305.55

HMRC	PAYE July	DD	£ 69.80
HMRC	PAYE August	DD	£ 69.80
Sky Business	Broadband August	DD	£ 29.94
Sky Business	Broadband September	DD	£ 29.94
Sky Business	Broadband October	DD	£ 29.94
Wave	Water Village Hall August (est)	DD	£ 28.29
EDF	Electricity to Village Hall July	DD	£ 37.33
EDF	Electricity to Village Hall August (est)	DD	£ 40.00
Norse	Grass contract	BACS	£265.82
Countrystyle	Glass recycling (est)	BACS	£ 60.00
Simon	Emergency repairs to sign on River	BACS	£ 7.50
Addington	Green – cement purchase.		
NALC	Annual Subscription	BACS	£118.33
NALC	Annual website fee, domain fee, booking system	BACS	£360.07
DM services	Payroll	BACS	£79.20

e. The council noted the following payments and receipts since the last meeting

Payments

Zurich	Insurance	£970.02
Robin Goreham	Audit	£ 75.00
EDF	Village Hall Electricity	£ 30.39
Little Melton Properties	River Green Barrier	£ 95.16
Bracken Plumbing Services	Emergency Boiler Repair	£279.60
Kay Montandon	May Salary	£305.55
Kay Montandon	June Salary	£305.55
Wave – Anglian Water	Village Hall Water	£ 28.29
Countrystyle	Glass recycling	£ 57.00
Sky	Village Hall Broadband	£ 29.94
Tesco Mobile	Mobile phone	£ 9.01
EDF	Village Hall Electricity	£ 58.67

Receipts

Village Hall	Hire	£ 60.00
Canoe	Permits	£165.00

14. To receive and discuss whether to accept a quote for updated Microsoft and windows and a secure back up service for parish data.

The parish laptop is not running up to date professional operating system or software. Clerk has obtained a quote from an organisation they use at other parishes to keep software up to date and do secure back-ups of data. The Council agreed that the parish data needs to be kept secure and backed up. Cllr Cooper proposed the acceptance of the quote, seconded by Cllr Addington and all agreed. Clerk to ensure there is an electronic copy of all passwords available to the Chair.

15. To consider correspondence received.

Residents have been in touch about Back Lane footpath being over grown and about the bin being left close to a property next to the Swan pub. Cllrs agreed that the footpath is being encroached upon by a fallen fence. The Clerk will report the footpath and fence and write to

the landowner of the fence. Cllrs also agreed that the bin near the Swan car park would be returned to Broadland District Council.

The Greater Norwich Local Plan 2045 is being prepared and documentation can be viewed here for Broadland: Broadland District Council:

<https://www.southnorfolkandbroadland.gov.uk/planning/future-development/local-plans/emerging-local-plan/review-of-the-greater-norwich-local-plan/broadland-district-council-notice-of-intention-to-commence-local-plan-preparation>

Fire and Rescue Service Posters on reducing the incidence of wildfires have been received. The Council can display these on their noticeboards. Posters included in the pack. The Clerk will forward the message with the posters attached to all Councillors.

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

Tree works on Ringland Hills - notification from NCC of 4 trees that need felling. Quotes to be considered. Village Hall car park tree works. Quotes to be considered. To consider a new mains-powered clock in the Village Hall. To consider options regarding the common land boundary not registered. To consider commissioning full council training.

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

Monday 21 September 2026 7.00pm.

Monday 16 November 2026 7.00pm.

The Chair closed the meeting at 8.50pm

Signed.....Date.....

Ringland Parish Council

Extraordinary Parish Meeting — Minutes

Parish:	Ringland
Date:	Thursday 13 th August 2026
Time started:	6pm
Time closed:	6.35pm
Location:	Village Hall
Chair:	Cllr Lindy Cooper
Minutes taken by:	Cllr Sam Frisby

1. Attendance

Present	Apologies for absence
Cllr Cooper Cllr Addington Cllr Illing Cllr Baker Cllr George Cllr Frisby Members of the public 0	Clerk Kay Montandon

2. Declarations of Interest

None

Agenda Items

3. To discuss quotes and appoint a contractor for tree works at the new pond areas being created as part of the BDC grant and funded project.

Summary of discussion: Cllr Illing explained to the meeting that he had showed Jake the pond areas where tree cutting was necessary prior to pond digging. A quote was received via email on the 4th Aug 2026 for £550 + VAT alternatively £720 + VAT to include removal of fallen willow from the pond.

Cllr Illing proposed we accept the quote from Jake as he has previously completed good quality tree work on Church Common and Ringland Hills. Cllr Baker seconded, we all agreed.

Action: Cllr Illing to advise Jake and request his availability to start the work.

4. To discuss quotes and appoint a contractor for fencing works at the new pond areas being created as part of the BDC grant funded project.

Summary of discussion: No quotes have been received.

It was agreed to contact the two companies, Norfolk Stock Fencing and NKS Fencing, that had previously quoted for fencing work, as they were similar in meterage price £15/mtr and £15.20/mtr respectively. Prices as at 11th May 2026.

Action: Cllr Illing is to measure the length of fencing needed, he will pass on the details to Cllr Addington who will then contact both the above companies and request a quote via email. Cllr Illing believes it is 100-150mtrs. They are looking for a similar meterage price to a maximum of £17/mtr.

5. Public Participation

No public

6. The date of the next Parish Council meeting is Monday 21 September 2026 7pm

Confirmed

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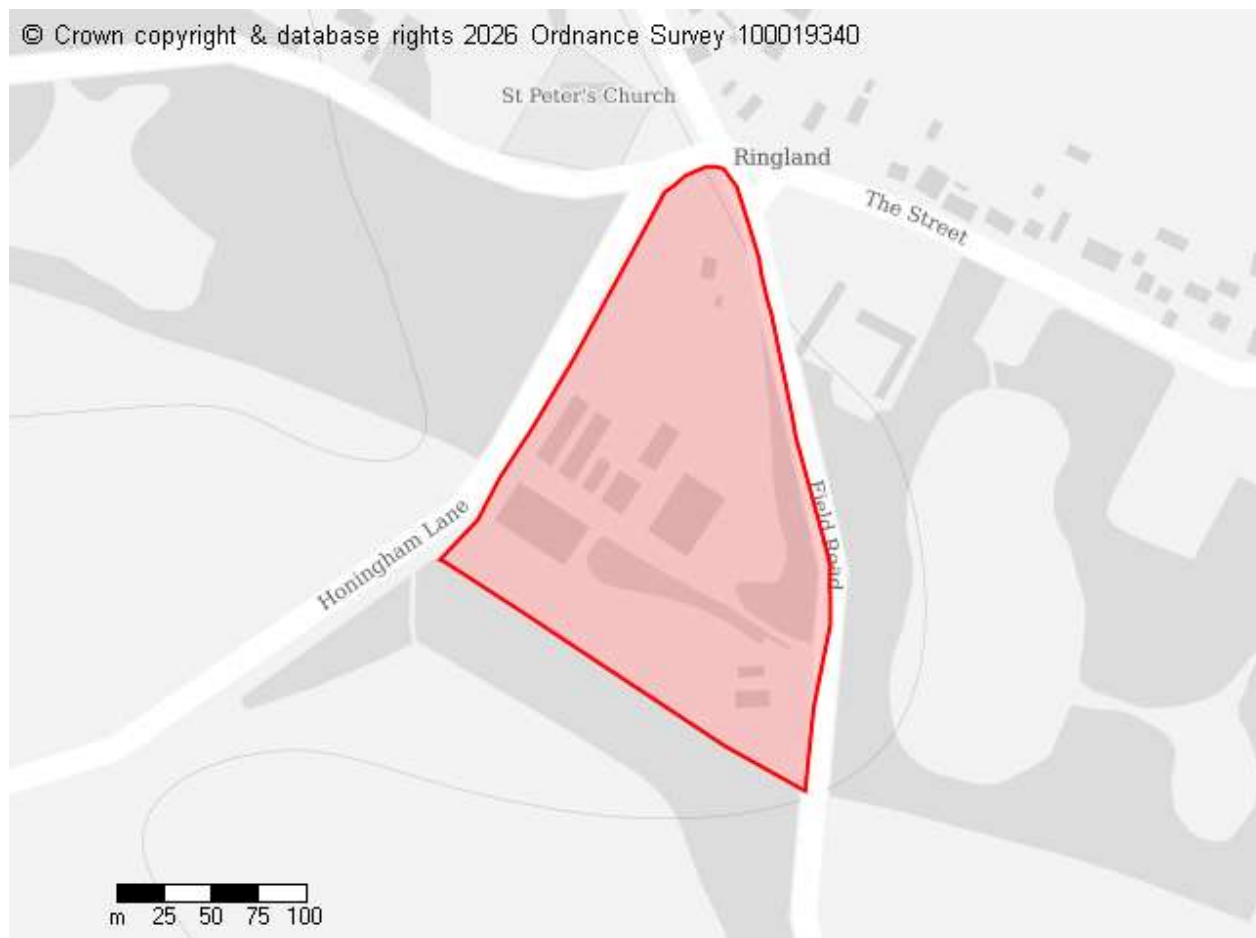
Call for Sites Report 2026

Ends on 28th September 2026 (20 days remaining)

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Ringland

Site ID: 25568



Site details

District

Broadland

Parish

Ringland

Site address

Farmyard at Honingham Lane, Ringland

Area (hectares)

3.59 ha

Proposed use

Housing, Other proposed use (e.g. utilities infrastructure, Biodiversity Net Gain, community facilities, green infrastructure)

Number of houses and/or amount of employment floorspace

Housing: Medium 10-49 units

Brownfield or greenfield

Brownfield

Site ID: 25575



Site details

District

Broadland

Parish

Ringland

Site address

NK474642 (Land registry title number) Land lying to the north of back lane, Ringland

Area (hectares)

0.56 ha

Proposed use

Housing

Number of houses and/or amount of employment floorspace

Housing: Medium 10-49 units

Brownfield or greenfield

Greenfield

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GNLP 2045 Regulation 20 Scoping Consultation

Ends on 28th September 2026 (16 days remaining)

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Scoping Consultation Questions

The questions from parts A and B of this consultation are repeated here for ease of reference.

Part A - What should the GNLP 2045 include?

A1 Developing the Vision and Objectives

Question 1 – Are there any other key Strengths, Weaknesses, Opportunities or Threats that should be included in the SWOT analysis for Greater Norwich? Why?

Question 2 – Is there any other baseline data that we should consider when developing our SWOT and analysis of the key issues facing Greater Norwich?

A2 Indicative Structure and Content of the GNLP 2045

A2.1 The broad structure of the GNLP 2045

Question 3 - Do you agree with the proposed broad structure of the GNLP 2045 above? If not, please suggest an alternative approach or approaches which could be taken to structuring the plan.

A2.2 The Growth Strategy and the Settlement Hierarchy

Question 4 - Which elements of the existing growth strategy and settlement hierarchy do you think have and have not worked well?

Question 5

- How can the GNLP 2045 support the development of brownfield sites?
- What development types would you support as part of our updated Growth Strategy?

Question 6 - What areas do you consider to be appropriate for additional growth and what infrastructure, services and amenities would need to be prioritised to enable growth in these locations?

Question 7 – Should any changes should be made to the settlement hierarchy through the new local plan? Please explain your reasons.

A2.3 Site Allocations

There are no questions on site allocations at this early stage of plan-making.

A2.4 Local Policy Coverage

Housing

Question 8 - What measures could the councils take to improve housing delivery rates through the local plan?

Question 9 - The plan must include 10% of homes on both small and medium-sized sites. Should the plan aim to allocate a higher proportion than this and, if so, why?

Question 10 - What should the GNLP 2045 do to assist the delivery of:

- affordable housing
- accessible and adaptable homes
- specialist housing
- gypsy and traveller and travelling showpeople sites
- self- and custom-build housing

Question 11 - Should the GNLP 2045:

- Provide additional coverage of rural housing and development outside settlement limits beyond that contained in the draft NPPF?
- Retain aspects of existing local policy concerning housing outside settlement limits, such as self-build and custom-build housing, barn and other rural building conversions, replacement dwellings, the subdivision of existing dwellings, and dwellings connected to rural enterprises?

The Economy

Question 12 - How should the GNLP 2045:

- deliver the right types and mixes of flexible and adaptable commercial spaces in the right places?
- help our growth sectors to thrive, possibly including protection of site-specific industries?
- support other opportunities for economic growth, including the rural economy?
- strengthen skills and workforce development?
- plan for freight and logistics?
- support small businesses and start-ups?

Question 13 - How should the GNLP 2045:

- help strengthen the city, town, district and local centres?
- deal with thresholds for retail impact assessments?
- address the evening and the late-night economy in the city centre?

Question 14 - How can the GNLP 2045 support the ongoing development of tourism, whilst responding sensitively to the local area?

Infrastructure

Question 15 - How can infrastructure delivery be well co-ordinated and funded to support growth?

Question 16 - How should the GNLP 2045 support

- Improved accessibility to housing, employment, services, sports and other community facilities?
- Delivery of wastewater treatment capacity and address nutrient neutrality?
- Clean power and net zero objectives?

The Environment

Question 17 - Should the GNLP 2045:

- Set the most demanding local standards possible for water efficiency?
- Include higher or new standards for nature recovery and allocate sites for nature recovery or biodiversity enhancement?

- Identify sites for enhanced green infrastructure, including Suitable Alternative Natural Greenspace, and set local green infrastructure standards?

Question 18 - How should the GNLP 2045 plan for high quality design that promotes sustainability and responds to local landscape and townscape character and the historic environment?

A3 Evidence

Question 19 - Should:

- the scope of any of the proposed evidence studies be changed?
- any other evidence be updated or commissioned to prepare the GNLP 2045?

Part B - Consulting on Plan-making

Question 20 - Do you consider that our proposed approach to engagement at the statutory consultation stages correctly identifies:

- the purpose of each stage of engagement?
- the target audience(s) at each stage?
- appropriate engagement methods throughout?

Please explain your answers.

Question 21 - Are there any additional methods of engagement you would like to see included in our engagement strategy – particularly where these would help us to support hard to reach groups?

Final Question

Question 22 - Is there anything else you think is missing from this consultation or you would like to comment on in relation to the GNLP 2045?

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From: Jim Freeman (Galliford Try) <Jim.Freeman@gallifordtry.co.uk>
Sent: 11 September 2026 08:42
To: Clerk@ringlandparishcouncil.gov.uk
Subject: RE: Traffic Management update

Kay,

Honingham Roundabout is shown below.

We are aware of the situation regarding the barriers on Honingham and are monitoring the situation frequently. Our closure is a temporary one until a permanent solution is authorised and put in place by Norfolk County Council (NCC) in conjunction with adjacent landowners. NCC own the road and give us permission to close it. They wish to make this a permanent feature so the design and layout of this rests with them. When our scheme is completed, we will leave the area and the closure will become part of the NCC permanent infrastructure to maintain.



Regards

Jim

Jim Freeman

Stakeholder Manager, A47 RDP

Jim.Freeman@gallifordtry.co.uk

T:

M: 07706 317924

Galliford Try Infrastructure, HE019

Galliford Try Site Office, Norwich Rd, Honingham,
Norwich, Norfolk, NR9 5BS

What3Words: spotty.lawyer.wordplay

www.gallifordtry.co.uk

Gallif

For details of this company's registered number and address please follow this [link >>>](#)

From: Clerk@ringlandparishcouncil.gov.uk <Clerk@ringlandparishcouncil.gov.uk>**Sent:** 10 September 2026 18:59**To:** Jim Freeman (Galliford Try) <Jim.Freeman@gallifordtry.co.uk>**Subject:** RE: Traffic Management update

CAUTION-EXTERNAL EMAIL: This message originated outside of our organisation. **Do not click on links, open attachments, or scan QR codes** unless you recognise the sender and know the content is safe **DO NOT ENTER YOUR USER ID AND PASSWORD.**

Dear Jim

Could you clarify what is Honingham Roundabout and maybe send a map? Also could you please ask for more permanent barriers on Honingham lane as they keep being removed.

Kind Regards

Kay Montandon

Clerk and RFO, Ringland Parish Council

clerk@ringlandparishcouncil.gov.ukwww.ringlandparishcouncil.gov.uk

07355 004437

Please note my working hours are 5 hours per week and I aim to respond within one week.

From: Jim Freeman (Galliford Try) <Jim.Freeman@gallifordtry.co.uk>**Sent:** 10 September 2026 15:25**To:** East Tuddenham Parish Clerk (clerk@easttuddenham-pc.gov.uk) <clerk@easttuddenham-pc.gov.uk>; easton parish council <clerk@eastonparishcouncil.gov.uk>; Hockering Parish Clerk (clerk@hockering-pc.gov.uk) <clerk@hockering-pc.gov.uk>; honingham pc clerk (clerk@honingham-pc.gov.uk) <clerk@honingham-pc.gov.uk>; Mattishall Parish Clerk <clerk@mattishallparish.gov.uk>; north tuddenham parishcouncil <clerk@northtuddenhamparishcouncil.gov.uk>; Ringland parish council <clerk@ringlandparishcouncil.gov.uk>**Subject:** Traffic Management update

Dear Parish Councils

Please see below an update for some work we will be carrying out next week. Letters to the residents of Honingham regarding noise will be issued on Monday.

**Temporary Traffic Lights, Noisy Work and Night Time Lane Closure – A47 between Honingham Roundabout and Wood Lane Junction
17 to 20 September 2026**

We'll be constructing a new junction and access road on the A47 between Honingham Roundabout and Wood Lane Junction.

From 8pm each night until 6am the following morning on the 17, 18 and 19 September, we'll be closing one lane of the A47 overnight only.

We'll be using temporary traffic lights to allow traffic to flow in both directions, so there may be some short delays.

We'd like to apologise for any disturbance caused by our work, which may be accompanied by some additional noise. We'll try to keep this to a minimum where possible.

Thank you for your patience and understanding.

Regards

Jim

Jim Freeman
Stakeholder Manager, A47 RDP
Jim.Freeman@gallifordtry.co.uk
T:
M: 07706 317924

Galliford Try Infrastructure, HE019
Galliford Try Site Office, Norwich Rd,
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REF	SPECIES / SIZE	LOCATION	CONDITION	RECOMMENDATIONS	PHOTOGRAPH
8 744059	Quercus robur (English oak)	613552.85, 312418.6 52.6673904, 1.1567224 ///tinsel.replied.capillary	Dead Tree(s) marked with pink paint Within Woodland	Fell - tree(s) marked with paint Complete by: 08 January 2027	
9 744060	Quercus robur (English oak)	613552.85, 312414.88 52.6673552, 1.1567895 ///curtains.padlock.apes	Dead Other vegetation - ivy (Hedera helix) on trunk Tree(s) marked with pink paint Within Woodland	Natural fracture pruning techniques (coronet cuts etc) Reduce crown - retain as high habitat stump (at 8m to retain a deadwood habitat) Complete by: 08 January 2027	

Inspected by: Will Harrowen

Inspection date: 23 June 2026

Reference number: 744057

Number of trees inspected: 3



Tree Condition Report

Site: RINGLAND ROAD_Ringland
Local planning authority: Broadland District

REF	SPECIES / SIZE	LOCATION	CONDITION	RECOMMENDATIONS	PHOTOGRAPH
6 744057	Quercus robur (English oak) Stems: 1 Height: 14 m Spread: 5 m Diameter: 340 mm	613541.96, 312417.98 52.6673873, 1.1566307 ///tarnished.date.wardrobe	Deadwood - major crown dieback Behind Drainage Ditch Tree(s) marked with pink paint Within Woodland	Fell - tree(s) marked with paint Complete by: 08 January 2027	



IMPORTANT LETTER – PLEASE READ

KAY MONTANDON

Parish Clerk

RINGLAND PARISH COUNCIL

1 Chapel Close

Tuttington

NR11 6GS

Reference: 744057

Telephone: 01603 224001

Email: treesafety@norfolk.gov.uk

08 July 2026

Dear KAY MONTANDON

Dangerous trees near the highway

Norfolk County Council officers have identified trees on RINGLAND PARISH COUNCIL land as posing a risk of danger to the highway. Enclosed are details of those trees' condition, location and advisory remedial work.

Please note Norfolk County Council does not check whether the proposed work is subject to constraints. You may need to notify the relevant authorities before starting. See the additional notes section for further details.

Please confirm that work is in hand or has been completed as soon as possible. If you have any questions regarding the above, please contact the Tree Safety and Resilience team on 01603 224001 or email treesafety@norfolk.gov.uk.

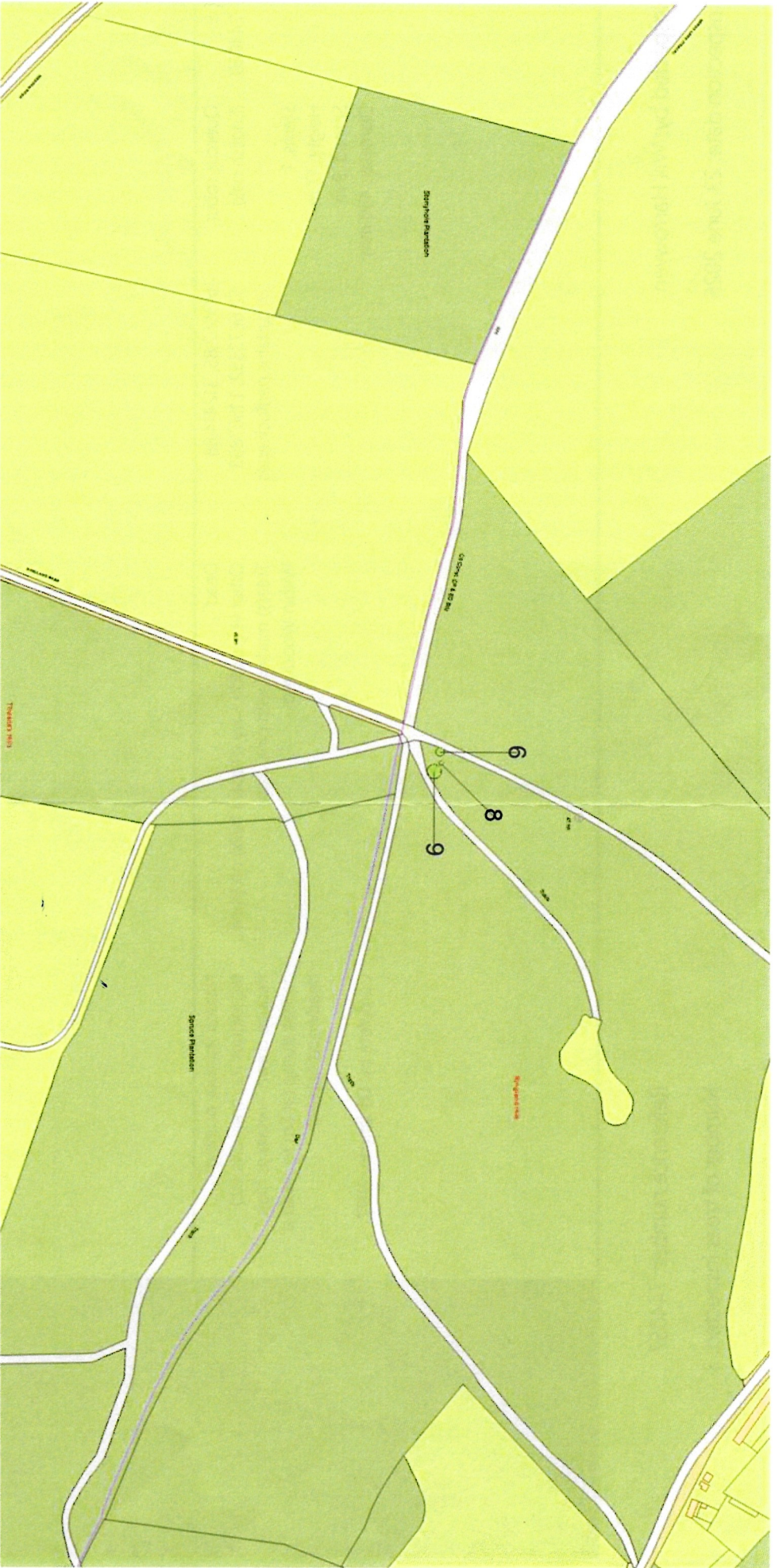
Yours sincerely

Paul Kaufmann-Ward

Tree and Woodland Officer

Tree Safety and Resilience, Norfolk County Council





Tree Condition Report

Site: WESTON ROAD_Ringland

Local planning authority: Broadland District

REF	SPECIES / SIZE	LOCATION	CONDITION	RECOMMENDATIONS	PHOTOGRAPH
1 744054	Quercus robur (English oak) Stems: 2 Height: 17 m Spread: 15 m Diameter: 450 mm	613313.12, 314027.36 52.6819231, 1.1542932 ///vaulting.today.clots	Oak decline (suspected) - acute Armilaria spp. (Honey fungus) - basal exudation Deadwood ± major crown dieback Tree(s) marked with pink paint Within Woodland Top of Embankment	Fell - tree(s) marked with paint Complete by: 08 January 2027	

Inspected by: Will Harrowven

Inspection date: 23 June 2026

Reference number: 744054

Number of trees inspected: 1



IMPORTANT LETTER – PLEASE READ

KAY MONTANDON

Parish Clerk

RINGLAND PARISH COUNCIL

1 Chapel Close

Tuttington

NR11 6GS

Reference: 744054

Telephone: 01603 224001

Email: treesafety@norfolk.gov.uk

08 July 2026

Dear KAY MONTANDON

Dangerous trees near the highway

Norfolk County Council officers have identified a tree on RINGLAND PARISH COUNCIL land as posing a risk of danger to the highway. Enclosed are details of the tree's condition, location and advisory remedial work.

Please note Norfolk County Council does not check whether the proposed work is subject to constraints. You may need to notify the relevant authorities before starting. See the additional notes section for further details.

Please confirm that work is in hand or has been completed as soon as possible. If you have any questions regarding the above, please contact the Tree Safety and Resilience team on 01603 224001 or email treesafety@norfolk.gov.uk.

Yours sincerely

Paul Kaufmann-Ward

Tree and Woodland Officer

Tree Safety and Resilience, Norfolk County Council







Investor in Wildlife



10 BUXTON RD
Frettenham
Norwich
NR127NG
ENGLAND

info@drstump.co.uk

www.drstump.co.uk

01603 358778

VAT Reg N°: 356712488

Company number: 10464001

UTR: 1205725857

DR STUMP LTD

Quotation

For: Ringland Parish Council
clerk@ringlandparishcouncil.gov.uk
1 Chapel Close
Tuttington
NR11 6GS
07355004437

Quote No: 3919
Date: 29/07/2026

Tender reference: Weston Road, Ringland, NR8 6JL and Ringland Road, Ringland, NR9 5EL

Description	Amount
-------------	--------

Weston Road -	£3,875.00
---------------	-----------

T1: English Oak (Quercus robur)

Location: ///vaulting.today.clots

Action: Fell/Sectional Dismantle to ground level

Ringland Road -

T8: English Oak (Quercus robur)

Location: ///tinsel.replied.capillary

Action: Fell/Sectional Dismantle to ground level

T9: English Oak (Quercus robur)

Location: ///curtains.padlock.apes

Action: Reduce to 8 metres to retain deadwood habitat using natural fracture pruning techniques.

T6: English Oak (Quercus robur)

Location: ///tarnished.dote.wardrobe

Action: Fell/Sectional Dismantle to ground level

Waste chipped and cleared, heavy waste cleared.

Full RAMS as standard.

Description		Amount
Weston Road - Traffic management. Road closure TM plan Permit application TTRO Special signs AWS with install		£2,546.00
	Subtotal	£6,421.00
	20%	£1,284.20
	Total	£7,705.20
	Total	£7,705.20

Comments

This is not a report and any information within this document shouldn't be used in a report.

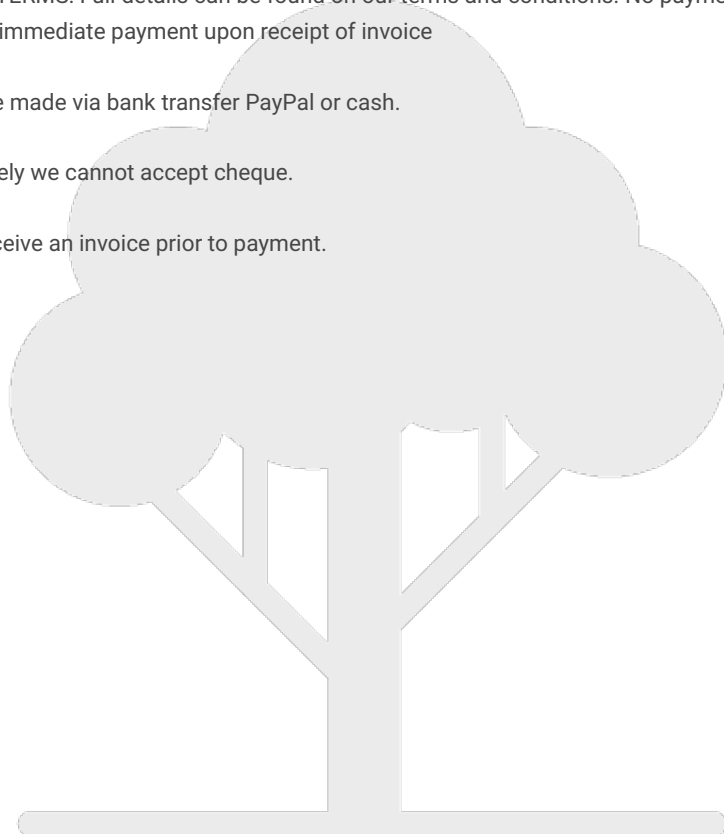
Any measurements determined in this document and any reference lines are approximate and indicative only.

PAYMENT TERMS: Full details can be found on our terms and conditions. No payment shall be made up front, only on completion of works will we require immediate payment upon receipt of invoice

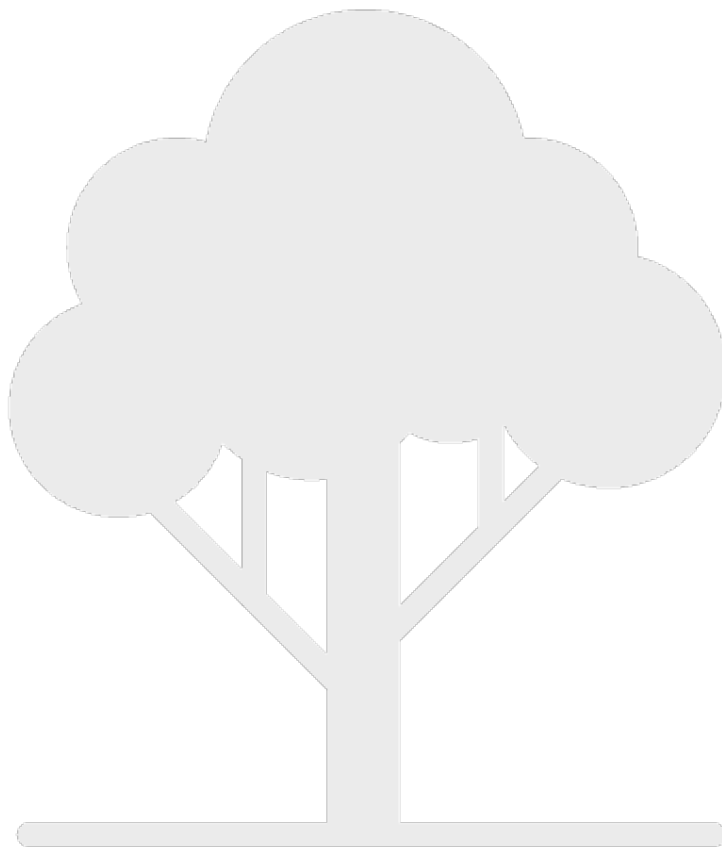
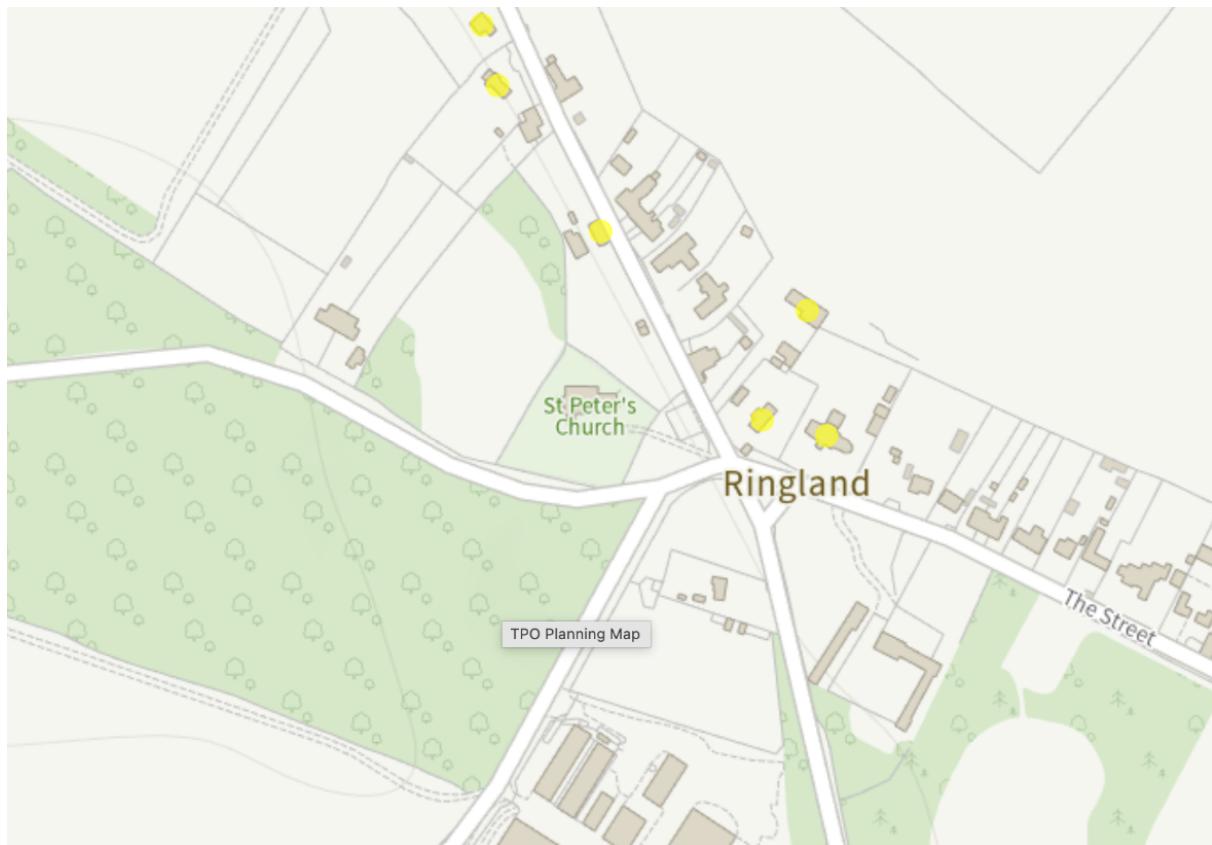
This can be made via bank transfer PayPal or cash.

Unfortunately we cannot accept cheque.

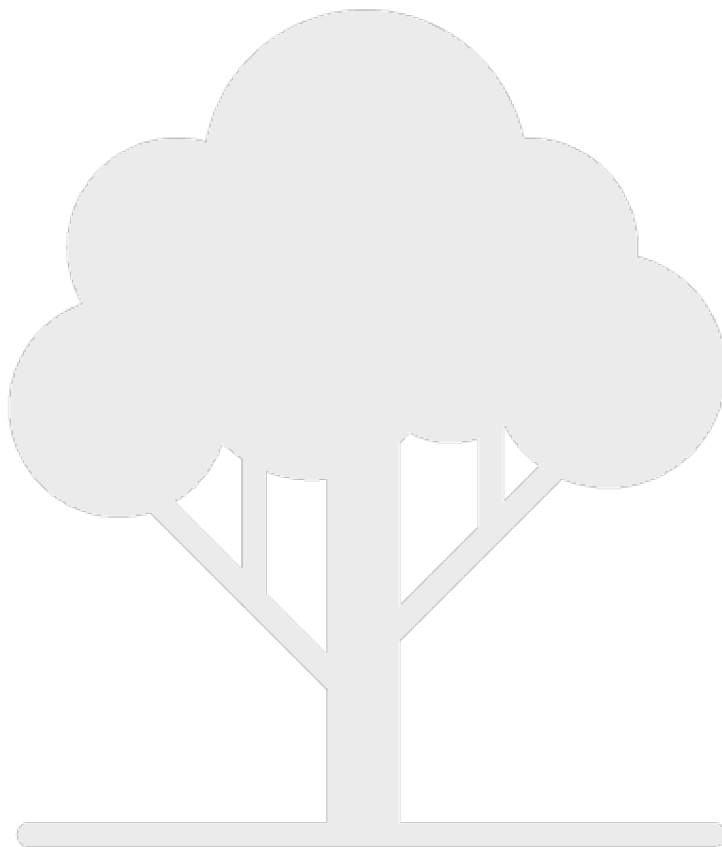
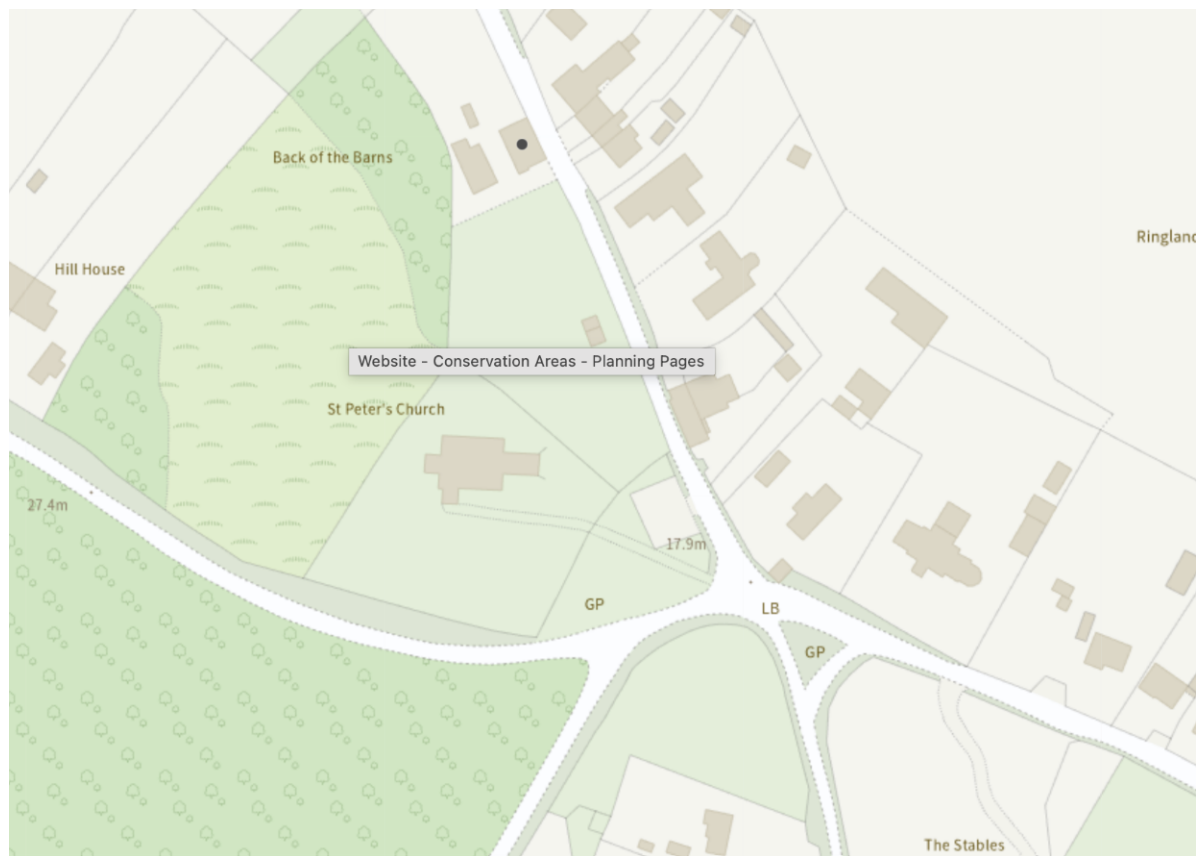
You will receive an invoice prior to payment.



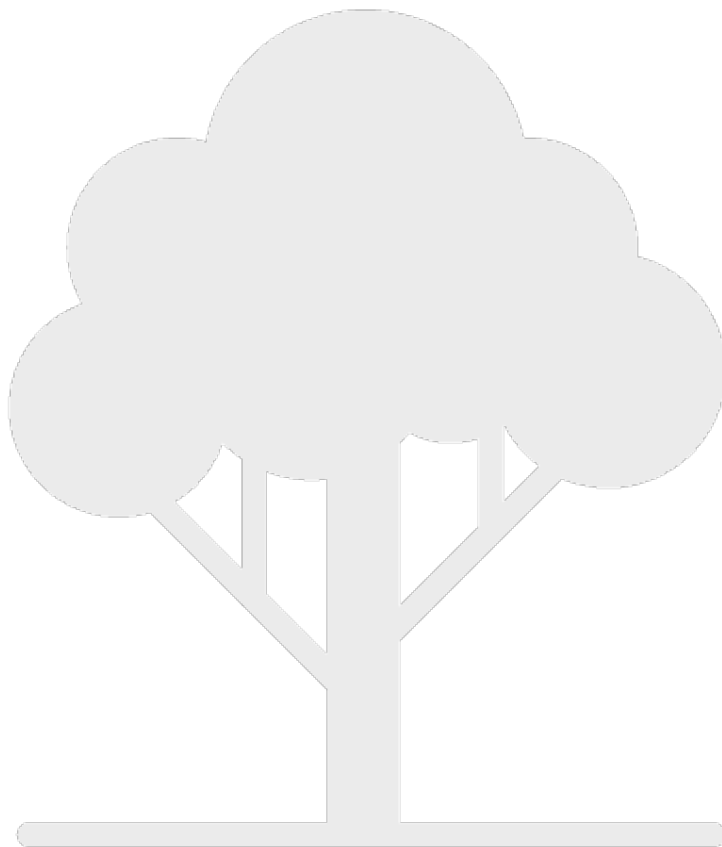
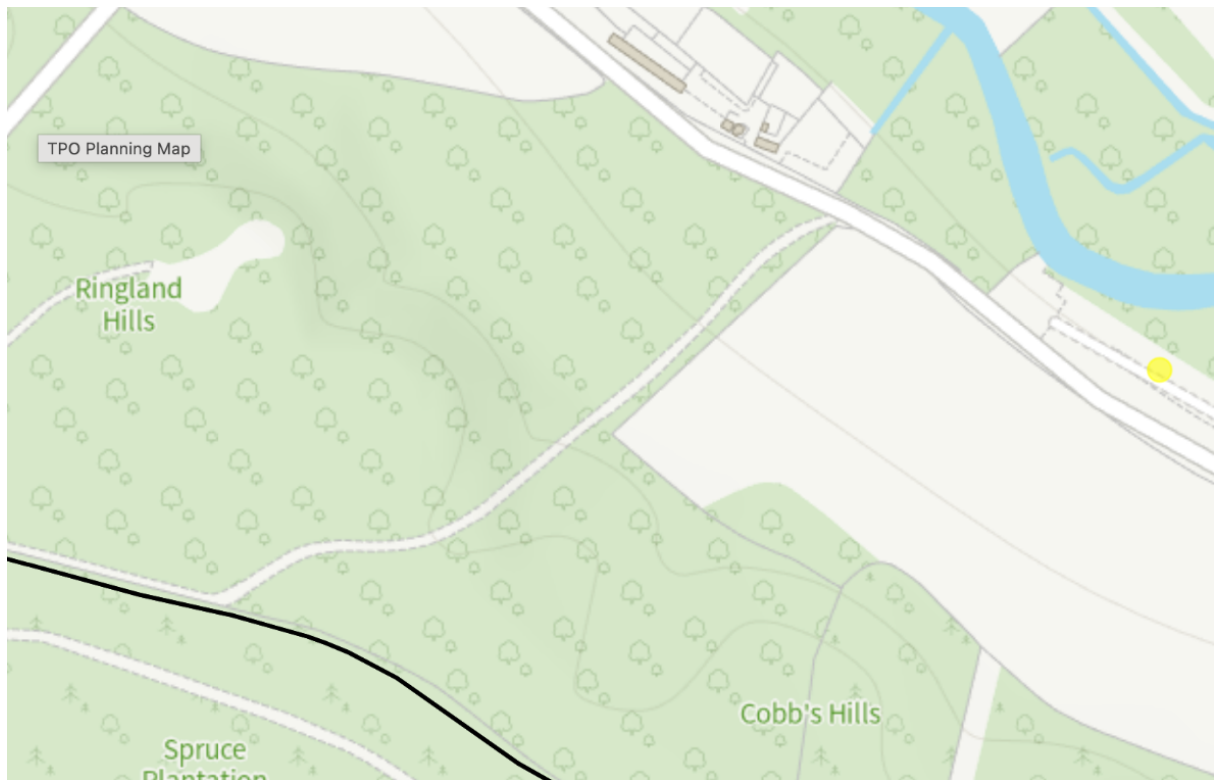
Site 1 TPO Check - Clear



Site 1 Conservation Area Check - Clear



Site 2 TPO Check - Clear



Site 2 Conservation Area Check - Clear

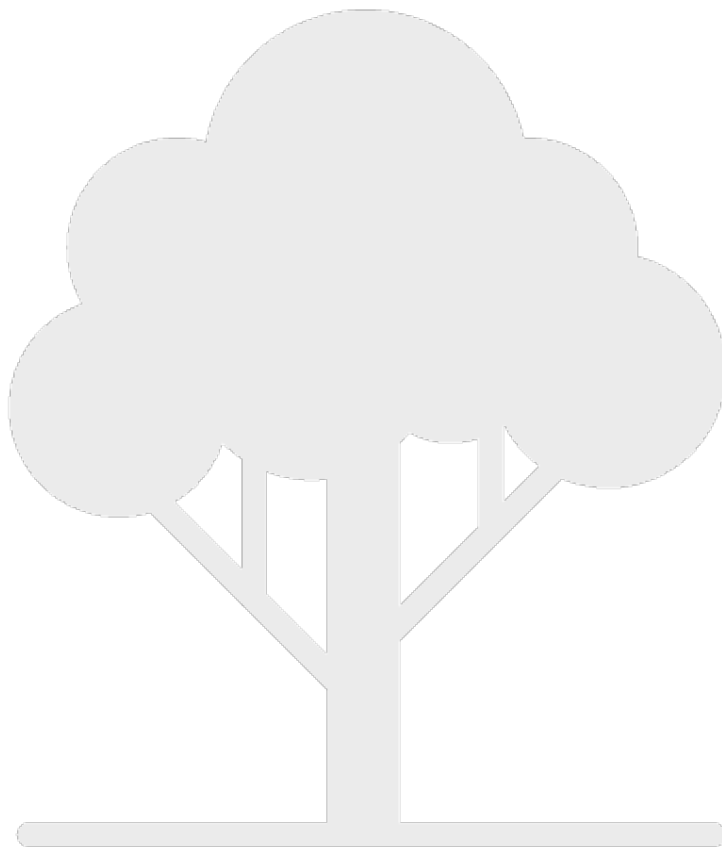
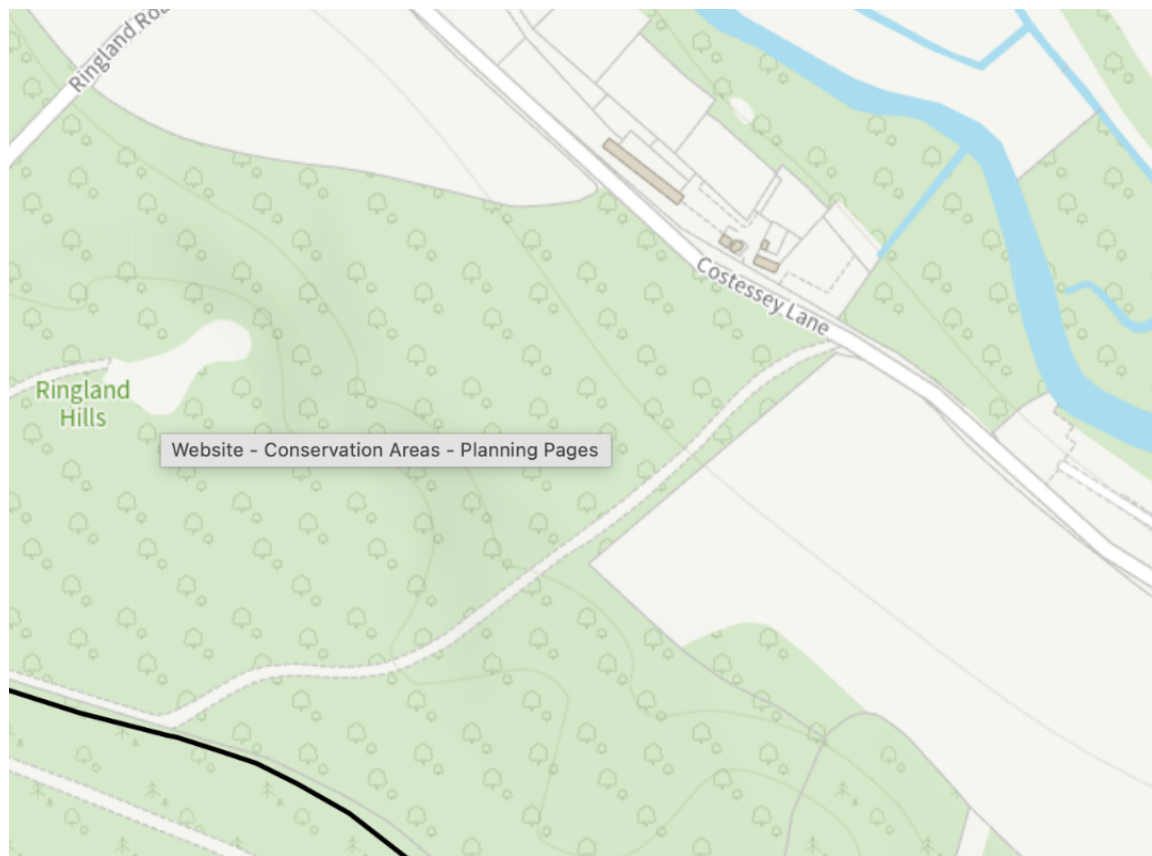


Photo 5

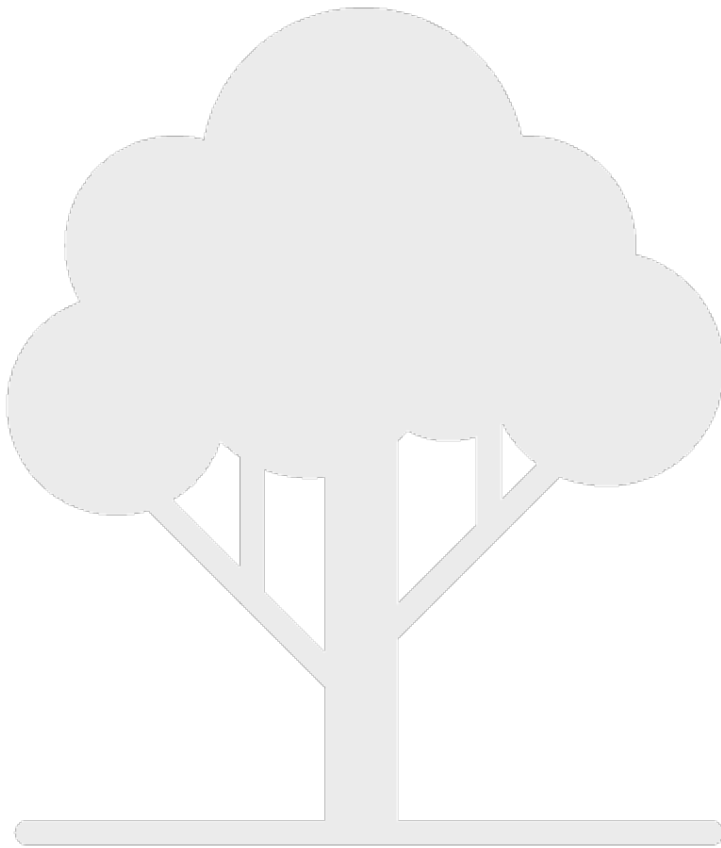


Photo 6

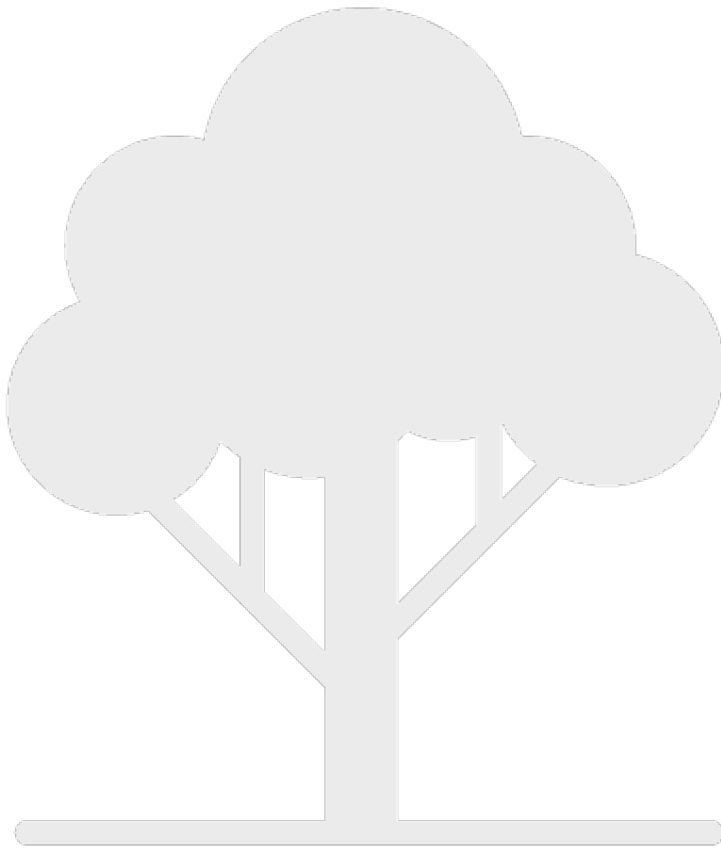


Photo 7

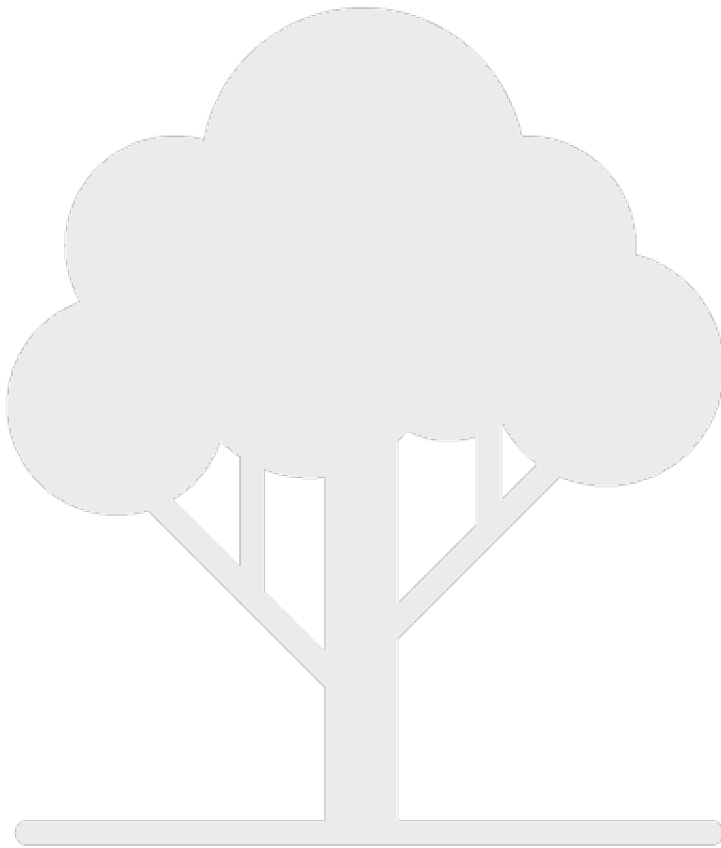
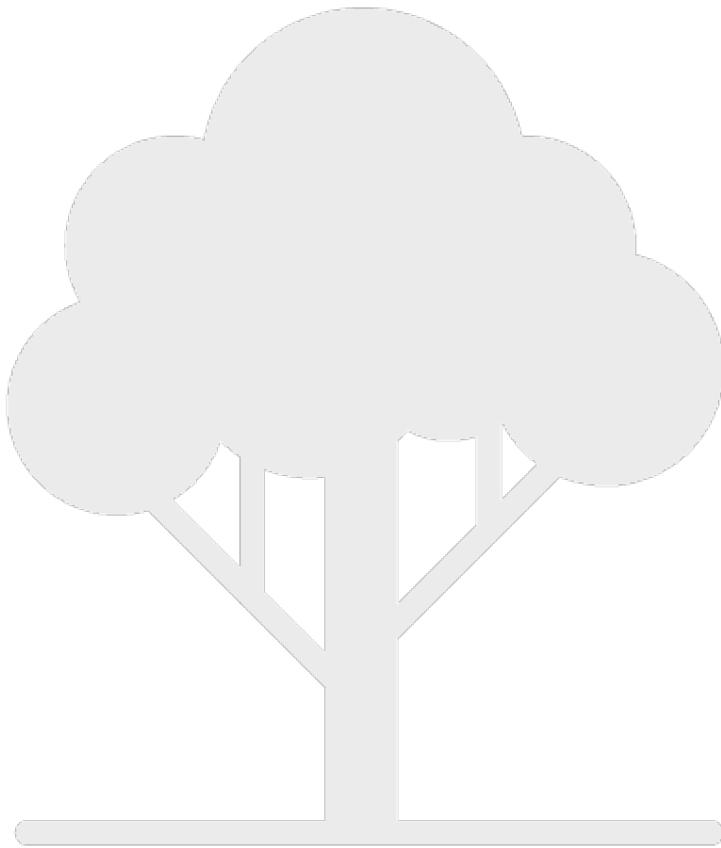


Photo 8





Investor in Wildlife



10 BUXTON RD
Frettenham
Norwich
NR127NG
ENGLAND

info@drstump.co.uk

www.drstump.co.uk

01603 358778

VAT Reg N°: 356712488

Company number: 10464001

UTR: 1205725857

DR STUMP LTD

Quotation

For: Ringland Parish Council
clerk@ringlandparishcouncil.gov.uk
1 Chapel Close
Tuttington
NR11 6GS
07355004437

Quote No: 3922
Date: 29/07/2026

Tender reference: Weston Road, Ringland, NR8 6JL and Ringland Road, Ringland, NR9 5EL

Description	Amount
-------------	--------

Weston Road -	£3,250.00
---------------	-----------

T1: English Oak (Quercus robur)

Location: ///vaulting.today.clots

Action: Fell/Sectional Dismantle to ground level

Clear waste from area due to proximity of highway and embankment.

Ringland Road -

T8: English Oak (Quercus robur)

Location: ///tinsel.replied.capillary

Action: Fell/Sectional Dismantle to ground level

T9: English Oak (Quercus robur)

Location: ///curtains.padlock.apes

Action: Fell/Sectional Dismantle to ground level

T6: English Oak (Quercus robur)

Location: ///tarnished.dote.wardrobe

Action: Fell/Sectional Dismantle to ground level

Waste left where felled.

Full RAMS as standard.

M.E.W.P access only.

Description		Amount
Weston Road - Traffic Management		£2,546.00
Road closure		
TM plan		
Permit application		
TTRO		
Special signs		
AWS with install		
	Subtotal	£5,796.00
	20%	£1,159.20
	Total	£6,955.20
	Total	£6,955.20

Comments

This is not a report and any information within this document shouldn't be used in a report.

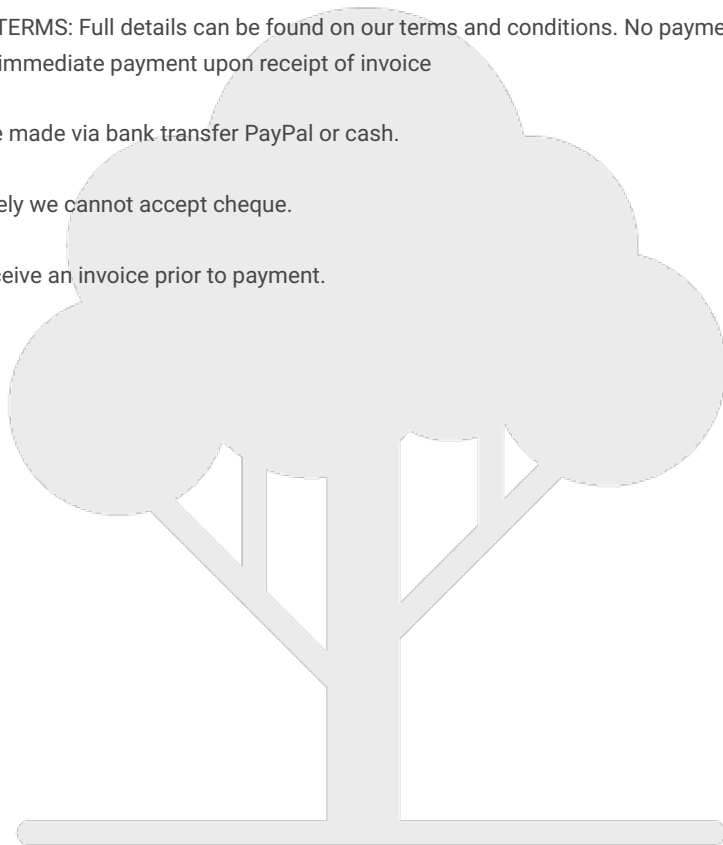
Any measurements determined in this document and any reference lines are approximate and indicative only.

PAYMENT TERMS: Full details can be found on our terms and conditions. No payment shall be made up front, only on completion of works will we require immediate payment upon receipt of invoice

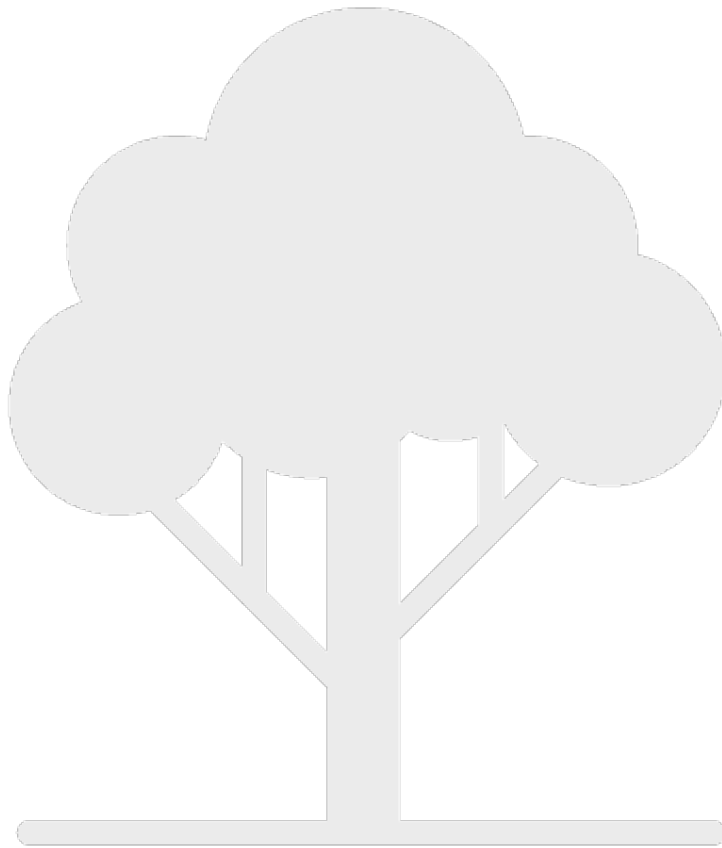
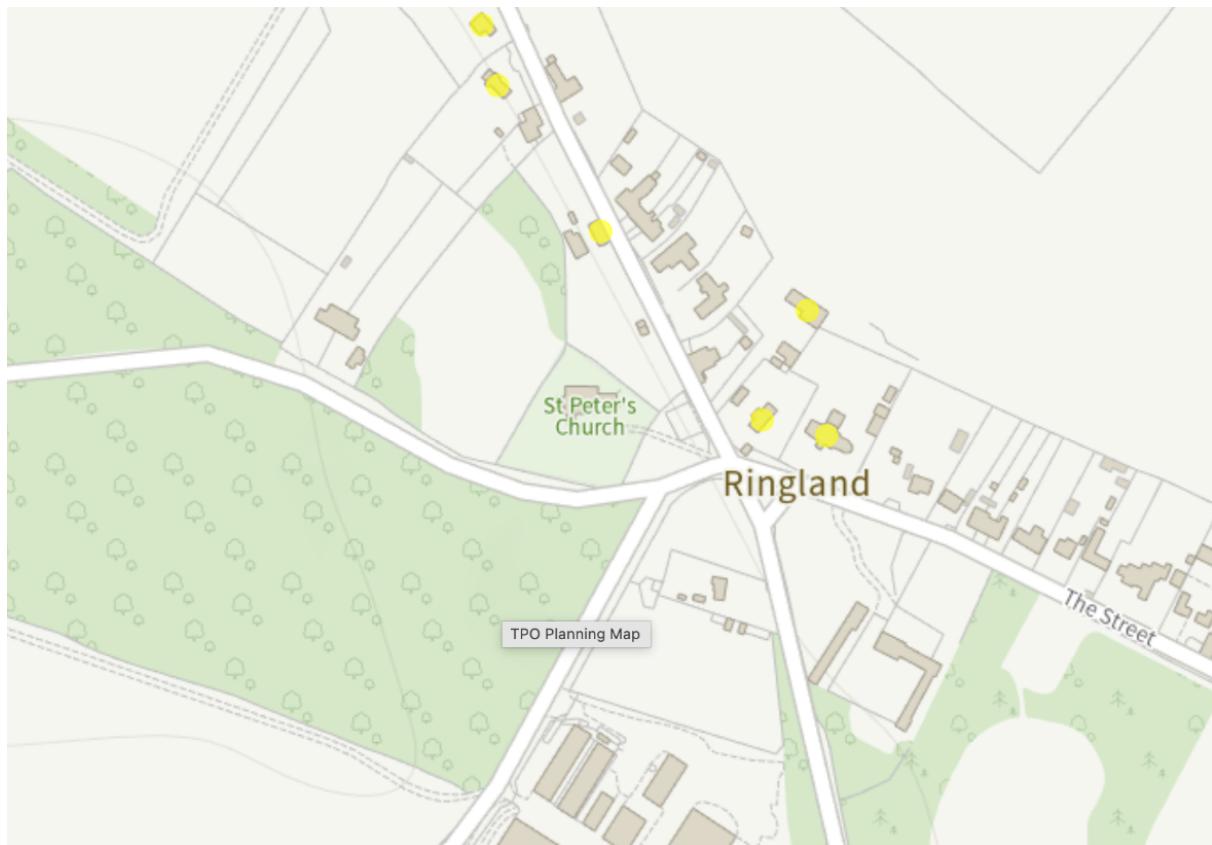
This can be made via bank transfer PayPal or cash.

Unfortunately we cannot accept cheque.

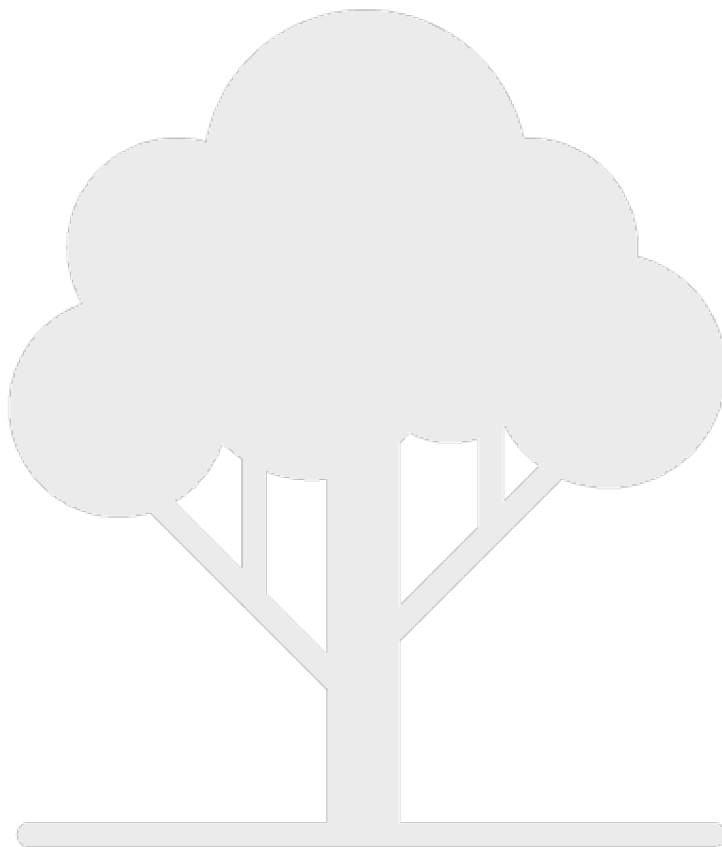
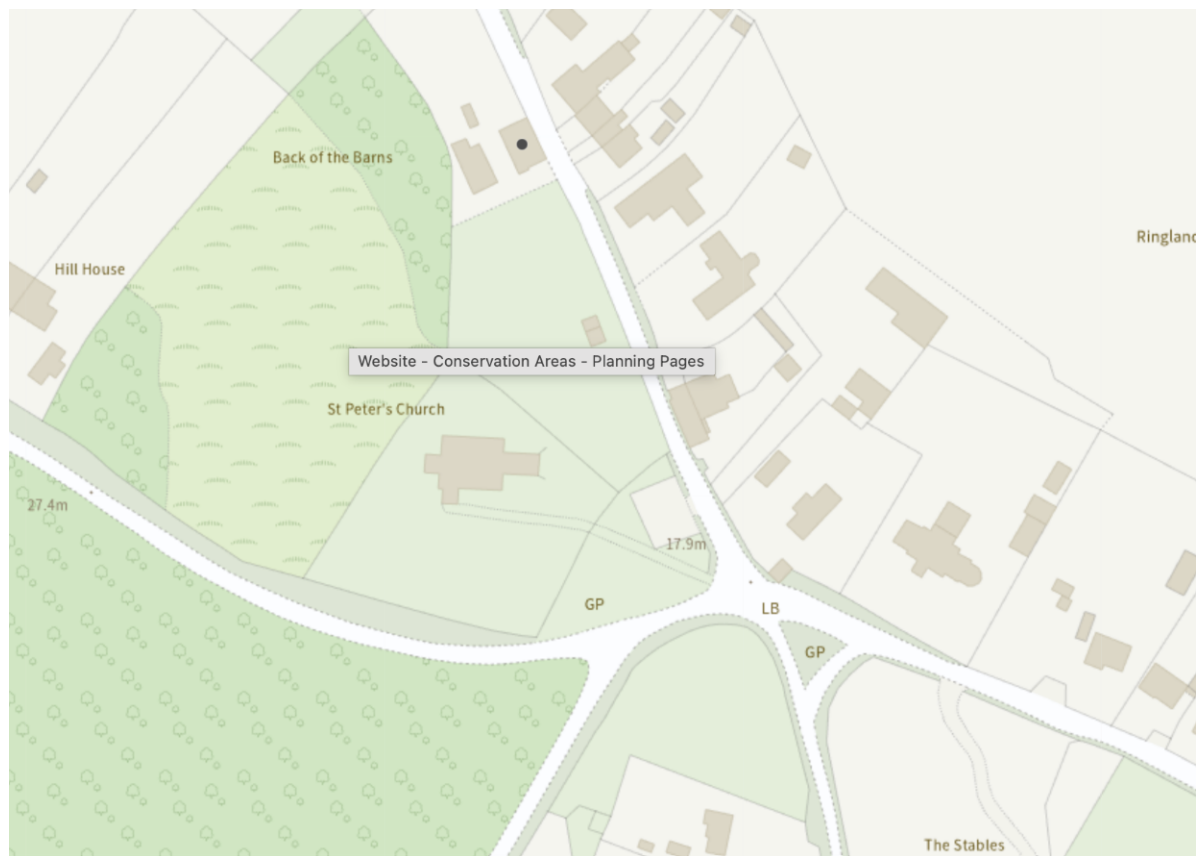
You will receive an invoice prior to payment.



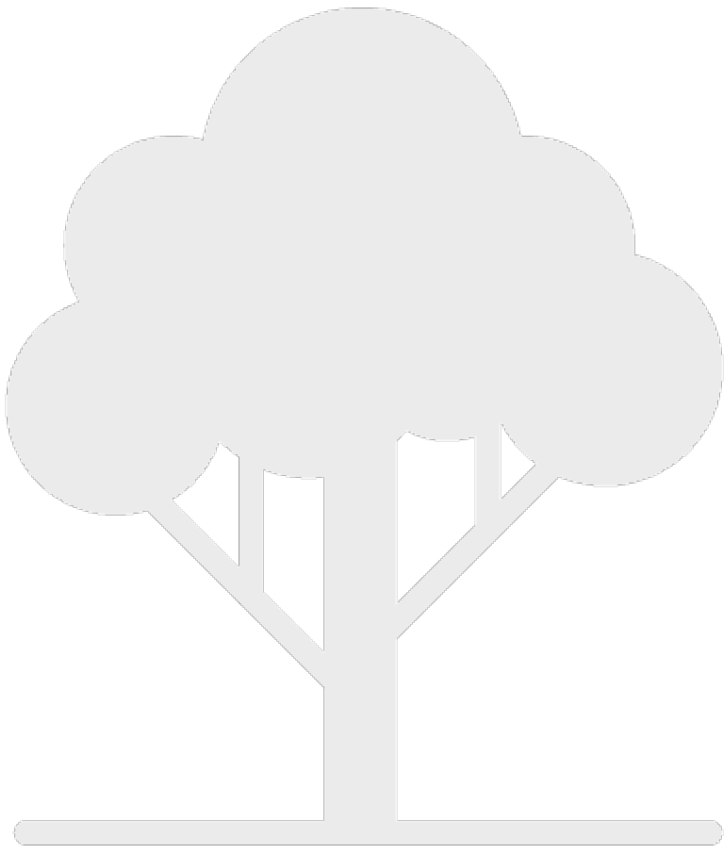
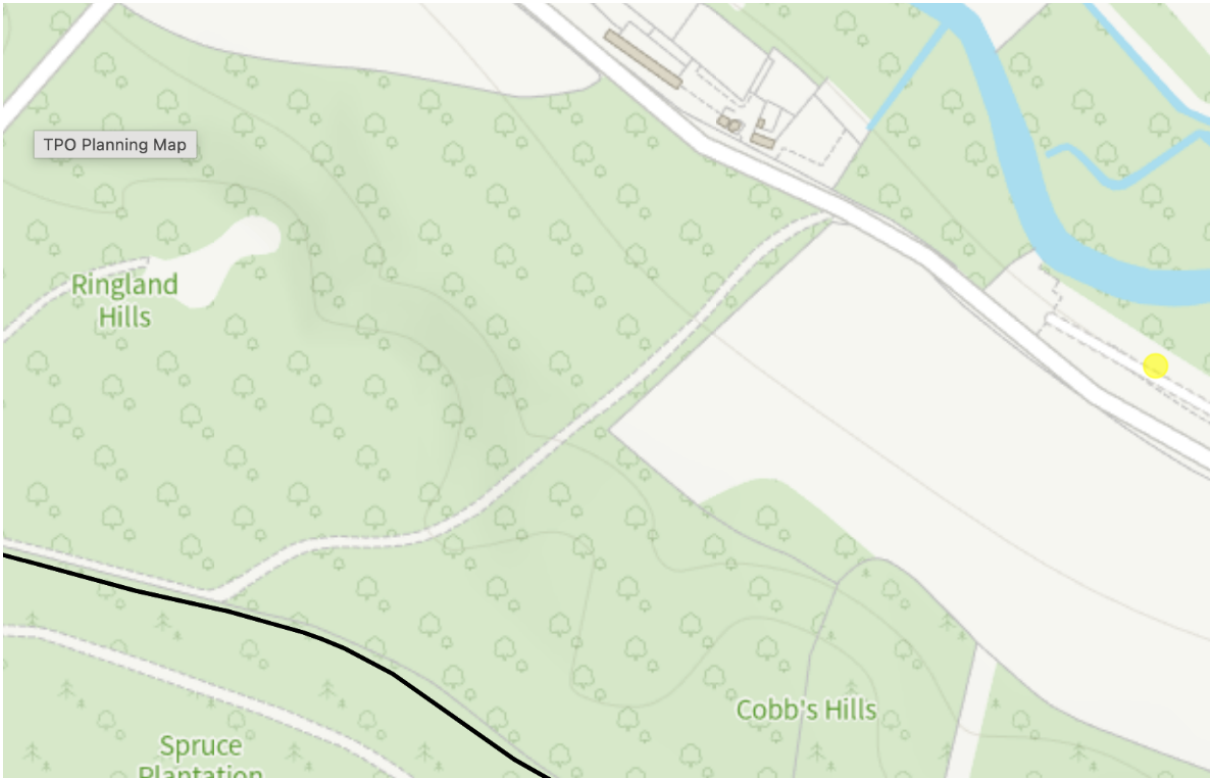
Site 1 TPO Check - Clear



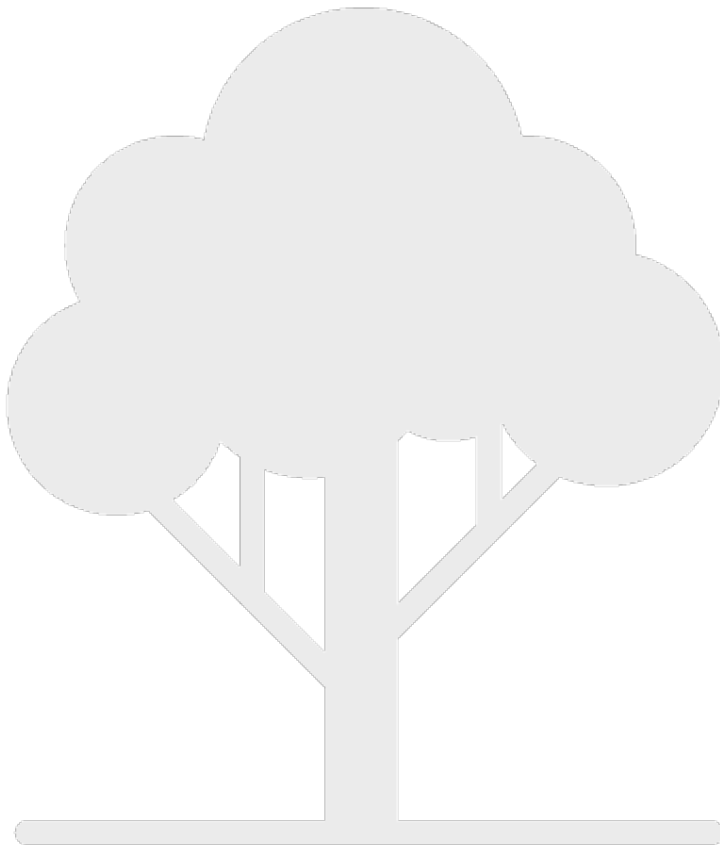
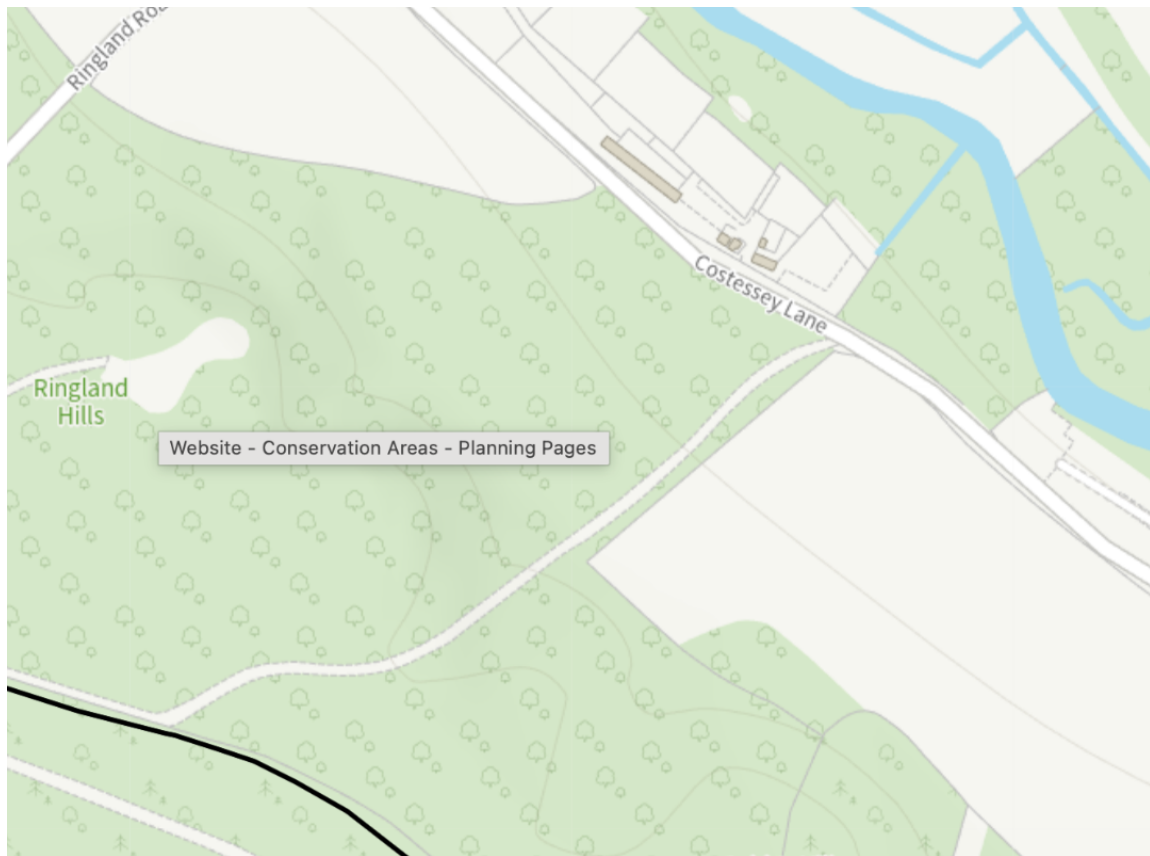
Site 1 Conservation Area Check - Clear



Site 2 TPO Check - Clear



Site 2 Conservation Area Check - Clear



Target Trees Limited

79 Stalham Road

Hoveton

Norfolk

NR12 8EF

info@targettrees.com

VAT Registration No.: 402973209



Estimate

ADDRESS

Kay Montandon

Ringland Parish Council

ESTIMATE NO. 4188**DATE** 24/07/2026

	QTY	RATE	AMOUNT	VAT
Tree Surgery To carry out work according to the highways specifications. T1 Oak , ///vaulting today clots, to fell. T6 Oak , ///tranished dote wardrobe, to fell. T8 Oak , ///tinsel replied capillary, to fell. T9 Oak , ///curtains padlock apes, reduce the crown to create an 8m habitat stump, natural fracture pruning to be created. On the day you will have a team of Arborists who will access the trees crown using our 25 meter tracked platform and rope and harness'. Before work commences we would carry out a Wildlife Risk Assessment to ensure no active birds nests are disturbed. We would set up a road traffic management system in line with Highway specifications to create a safe working site for the team and members of the public. All materials will be stacked back within the woodland areas to be retained as valuable ground habitat using our track skid steer machine to ensure quick and efficient works along these roads. Please find attached our waste carriers license, insurances and our T&C.	1	2,166.67	2,166.67	20.0% S

Target Trees Limited
Natwest Banking

SUBTOTAL

2,166.67

VAT TOTAL

433.33

Sort code: 60-15-31

Account no: 77911237

All of our works conforms to British Standard 3998 and is carried out by qualified Arborists and Consultants of Target Trees.

We are fully insured by Trust Insurance, policy no: 11902.

All quotations are valid for 3 months.

Upon accepting our quotation you are accepting our Terms and Conditions which are attached.

We have been approved by Trading Standards, April 2021.

TOTAL

£2,600.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		433.33	2,166.67

Accepted By

Accepted Date

From: Jake Woods <jwoods0160@gmail.com>
Sent: 04 August 2026 21:34
To: clerk@ringlandparishcouncil.gov.uk
Subject: Re: Tree felling at Ringland

Hi Kay,

I had a look at the sites this afternoon and met with Andrew Illing while I was there.

The quotation is as follows:

- **Fell two oak trees and reduce the larger oak to approximately 8 metres**, creating habitat piles from the brash and leaving the timber on site: **£760 + VAT**
- **Fell the oak tree at the church site**, creating habitat piles and leaving the timber on site: **£680 + VAT**

Andrew also showed me another site where there is potential to carry out some pond restoration work.

- **First pond:** Raise the surrounding area and remove one limb from the overhanging ash tree.
- **Second pond:** Raise a few lower limbs from the overhanging trees.

All arisings will be chipped, with the timber left on site.

Cost: £550 + VAT

Alternatively, to carry out all of the above works **including the removal of the fallen willow from the pond**, the total cost would be **£720 + VAT**

Thanks Jake

On Tue, 4 Aug 2026 at 14:12, clerk@ringlandparishcouncil.gov.uk
<clerk@ringlandparishcouncil.gov.uk> wrote:

Hi Jake, I just wondered if you managed to take a look at the trees that need work in Ringland yet?

Many thanks

Kay Montandon
Parish Clerk
Ringland Parish Council
Tel: 07355004437

Email: clerk@ringlandparishcouncil.gov.uk

Please note I work 5 hours a week for the Parish and aim to respond to your query within 7 days.

You have received this email from Ringland Parish Council. The content of this email is confidential and may be legally privileged and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future. Ringland Parish Council, ensures that email security is a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email. By Contacting Ringland



PASK TREE CARE

QUOTE

Ringland Parish Council
1 Chapel Close
Tuttington
Norwich
Norfolk
NR11 6GS

Date
23 Jul 2026

Expiry
22 Aug 2026

Quote Number
QU-1012

VAT Number
443739966

Thomas Pask
07495040566
info@pasktreecare.co.uk
www.Pasktreecare.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
- Carry out work as per the tree report supplied by Norfolk County Council. - T1 Fell - T6 Fell - T8 Fell - T9 Heavily reduce crown to approximately 8 meters high creating coronet cuts as natural fracture pruning techniques. - Clear up and chip brash. Chippings to be left in piles. - Timber to be left stacked in lengths as habitat piles whilst not obstructing any near by footpaths.	1.00	2,605.00	20%	2,605.00
Subtotal				2,605.00
TOTAL VAT 20%				521.00
TOTAL GBP				3,126.00

Terms

We hold £5,000,000 public liability and £10,000,000 employee liability insurance.
We have a registered waste carriers license.
All staff are trained to carry out their role.
Any questions regarding your quote or if you wish to see our insurance certificate's please get in touch.

Quote



Quote No.	Date	Page
QTE1521	07/09/2026	1 of 1

www.norfolkstockfencing.co.uk

Customer:
Ringland council

Folkards Farmhouse
Jordan Green
Whitwell
Norfolk
NR10 4RQ
Phone: 01362 686821 or 07799847076
Email: matthew@norfolkstockfencing.co.uk
Company Number: 7140467
VAT Reg. Number: 987 4107 83

Customer Reference	Terms

Quantity	Description	Unit Price	Line Total	VAT
92	To supply and erect post and 8-80-22 HT sheep netting complete with two strands of 2mm HT barb	£15.00	£1,380.00	20%
	Maps must be supplied of any underground services passing through the working area. Norfolk Stock Fencing cannot be held responsible for any damage done to underground services if we are not made aware of their existence. If the customer wishes us to carry out service searches, any charges will be passed on.	Subtotal: £1,380.00 VAT Total: £276.00 Total: £1,656.00		
Quote valid for 7 working days				

From: Cllr Lindy Cooper <cldr.lindy.cooper@ringlandparishcouncil.gov.uk>
Sent: 11 September 2026 16:30
To: Aaron Brown
Cc: Simon Addington; Cllr. Andy Illing; clerk@ringlandparishcouncil.gov.uk
Subject: Re: EXT- Ringland quotations

Many thanks Aaron, we will add this to the agenda for our meeting on 21st September.

Lindy

Sent from my iPhone

On 11 Sep 2026, at 14:47, Aaron Brown <aaronb@norfolkwildlifetrust.org.uk> wrote:

Hello all,

It was good to catch up with you all again on the 28th to discuss some potential follow up work at the commons. This would be valuable and build on the work we're already done to help to restore these important acid grassland Priority Habitats and which are now much smaller than they were only 20 years ago and hopefully the PC will be happy for it to go ahead. I met Jake on site on Wednesday and please see below for a break down of his quote. As before we can grant fund 75% if the PC is able to pay 25%. Jake said that he would be able to carry out the work before the NEWS volunteers work on the site on 15th Nov (joined by myself and 2 more) and which would be perfect as we can process the brash. Parking is limited so I'll encourage the volunteers to travel to the site in the NEWS minibus. If people can't park then they can always park at Church Hill Common and I can ferry them to Ringland Hills.

The glade at Ringland Hills doesn't have a management plan/statement and it is important to get something in place. It only needs to be a simple document and which I can produce. Given its size this area is subject to added pressures from amenity use and which will increase if we open up the view. We want to prevent it becoming an expanse of open grassland as this will only encourage more to use it. At the moment there are stands of mature in-field gorse and which should remain. This can be thinned in places and allowed to grow in others in order to maintain good coverage. This gorse grassland mosaic will reduce the amenity use of the grassland as well as being more valuable for biodiversity. I wondered if it would be alright if I took a look at the management plan that Matt Davies did for Church Hill Common as it would be interesting to read through?

Finally I've emailed my colleague Lydia Kittle today about pencilling in a date in the spring to discuss a potential Woodland Management Plan for Ringland Hills.

Kind regards

Aaron

Church Hill Common**Total: £475 + VAT of £95 = £570**

NWT pay £427

Ringland PC pay £143 (25%)

Ringland Hills**Total: £425 + VAT of £85 = £510**

NWT pay £382

Ringland PC pay £128 (25%)

From: Jake Woods <jwoods0160@gmail.com>**Sent:** 10 September 2026 20:41**To:** Aaron Brown <aaronb@norfolkwildlifetrust.org.uk>**Subject:** EXT- Ringland quotations

Good evening Aaron,

Following our site visit yesterday, please find below our quotations for the works discussed:

Ringland Church

Felling of 5 oak trees, cutting and processing all brash to be stacked neatly on site, along with the application of stump killer.

Total: £475 + VAT**Ringland Hills Site**

Felling of 1 beech tree and 2 small oak trees in the rear corner of the site. On entering the site, removal of the required limb from the birch tree, followed by the felling of approximately 8 smaller trees. All brash will be processed and prepared for stacking. Also stump killer will be applied

Total: £425 + VAT

Kind Regards

Jake Woods

JW Horticulture & Fencing Ltd

Direct Dial:

Mobile:

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Aaron Brown
County Wildlife Sites Adviser

Office: 01603 625540

Web: www.norfolkwildlifetrust.org.uk



[Click here for more information](#)



<="" br="" data-unique-identifier="">



Norfolk Wildlife Trust, registered in England as a Company limited by guarantee no. 217338. Registered charity no. 208734. Registered office Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

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Think green – please don't print this email unless you really need to!

RINGLAND PARISH COUNCIL

CODE OF CONDUCT

Introduction

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

All councils are required to have a local Councillor Code of Conduct under the Localism Act 2011.

Ringland Parish Council has amended the model code of conduct from the Local Government Association 2020 version to incorporate new and relevant issues.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist a councillor in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against them. It is also to protect individual councillors, the public, fellow councillors, local authority officers and the reputation of local

government. It sets out general principles of conduct expected of all councillors and their specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to a councillor as soon as they sign the declaration of acceptance of the office of councillor or attend their first meeting as a co-opted member and continues to apply until they cease to be a councillor.

This Code of Conduct applies when a councillor is acting in their capacity as a councillor which may include when:

- they misuse their position as a councillor
- their actions would give the impression to a reasonable member of the public with knowledge of all the facts that they are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Councillors are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer at [District] Council has statutory responsibility for the implementation of the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out councillor obligations, which are the minimum standards of conduct required of a councillor. Should a councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1. I treat other councillors and members of the public with respect.**
- 1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect for the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. A councillor can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. They should not, however, subject individuals, groups of people or organisations to personal attack.

In contact with the public, councillors should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, councillors have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening councillors are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equality and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may

not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Councillors can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, councillors must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority;**

- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.**
- 4.3 I regularly access the information provided by the clerk for council meetings and for the purposes of decision making in a timely manner prior to the meetings, and I make reasonable efforts to respond to requests for decisions on matters that need to be reviewed between full council meetings.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. Councillors should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- 5.1 I do not bring my role or local authority into disrepute.**

Councillors are trusted to make decisions on behalf of the community and their actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. They should be aware that their actions might have an adverse impact on themselves, other councillors and/or the local authority and may lower the public's confidence in their or the local authority's ability to discharge functions. For example, behaviour that is considered dishonest and/or deceitful can bring the local authority into disrepute.

Councillors are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- 6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

A councillor's position as a member of the local authority provides them with certain opportunities, responsibilities, and privileges, and they make choices all the time that will impact others. However, councillors should not take advantage of these opportunities to further their own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.**
- 7.2 I will, when using the resources of the local authority or authorising their**

use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

Councillors may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to help carry out the role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for a councillor to demonstrate high standards, to have their actions open to scrutiny not to undermine public trust in the local authority or its governance. If a councillor does not understand or is concerned about the local authority's processes in handling a complaint they should raise this with the Monitoring Officer at Broadland District Council.

9. Protecting councillors' reputation and the reputation of the local authority interests

As a councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

Councillors need to register their interests so that the public, local authority employees and fellow councillors know which of their interests might give rise to a conflict of interest. The

register is a public document that can be consulted when (or before) an issue arises. The register also protects councillors by allowing them to demonstrate openness and a willingness to be held accountable. Councillors are personally responsible for deciding whether or not they should disclose an interest in a meeting, but it can be helpful for them to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, always seek advice from the Parish Clerk.

10. Gifts and hospitality as a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

In order to protect councillors and the reputation of the local authority, councillors should exercise caution in accepting any gifts or hospitality which are (or which could reasonably believe to be) offered because they are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case it could be accepted but it must be publicly registered. However, gifts and hospitality which are not related to the role as a councillor, such as Christmas gifts from friends and family, do not need to be registered. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with duties as a councillor.

APPENDICES

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1** below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been

granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

* director' includes a member of the committee of management of an industrial and provident society.

* securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - i) exercising functions of a public nature
 - ii) directed to charitable purposes or
 - iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Ringland Parish Council IT Policy

1. Introduction

Ringland Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Ringland parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Ringland parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Ringland parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Ringland parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Ringland parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Ringland parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted or marked CONFIDENTIAL and DO NOT FORWARD. Councillors must not forward Ringland Parish Council emails to external bodies without making sure there is no confidential or commercially sensitive information included.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Ringland parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Ringland parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Ringland parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution (the Clerk). Report any email-related security incidents or breaches to the IT administrator immediately (IT@Norfolkalc.gov.uk).

13 Training and awareness

Ringland parish council will provide access to resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive information on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Ringland parish council's IT and email systems. By adhering to this IT and Email Policy, Ringland parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____ 8th September 2025 _____

Signature: ____ Cllr L Cooper _____

Role: _____ Chair _____

RINGLAND PARISH COUNCIL

Health and Safety Policy

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees and volunteers, and to provide such information, equipment, instruction, training and supervision as they need for this purpose.

Our policy is to provide and maintain safe facilities for the public.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the Council's activities change in nature and size.

Responsibilities

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.

Employees and volunteers have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are notable to put right, they must inform the Clerk.

Employment of Contractors

The notes to be given to contractors are attached as appendix 1.

Reporting and Recording Accidents

Accidents shall be reported to the Clerk who will record them.

Adopted March 2024
To be reviewed September 2026

Appendix 1

Notice to Contractors

For Ringland Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

RINGLAND PARISH COUNCIL

Press and Media Policy

1. INTRODUCTION

Ringland Parish Council's interaction with the community is vital to its work and the decisions it takes. An open and constructive dialogue is a key requirement for influencing and developing services, identifying needs and measuring satisfaction. Effective information, news and media relations are an essential factor.

This policy does not set out to be comprehensive, but is to guide Parish Council Members and anyone employed by the Council in their relations with the news media.

The term media encompasses many different means of communicating information to a wide audience and whilst not exhaustive includes the following: Radio, Television, Internet, Newspapers, Magazines, Leaflets, Posters and local publications.

This Policy has been drawn up in accordance with the "Governance Toolkit for Parish and Town Councils" prepared as a partner publication by Association of Council Secretaries and Solicitors, Society of Local Council Clerks, Standards for England, the National Association of Local Councils and the Local Government Association. It also takes into account the principles in the National Code for Recommended Practice on Local Authority Publicity 2001.

The Code of Practice aims to help local government communicate effectively and impartially so that legitimate political debate is not stifled. It states "The main purpose of local authority publicity is to increase public awareness of the services provided by the authority and the functions it performs; to explain to electors and Council Tax payers the reasons for particular policies and priorities; and in general to improve local accountability".

The Policy is designed to be used in conjunction with Ringland Parish Council's Social Media Policy and any communications policies contained herein also apply to Social Media communications.

2. GENERAL PRINCIPLES (COMMUNICATIONS WITH THE MEDIA AND THE PUBLIC)

- The Council's communications will be open and honest in dealing with the media.
- All requests from the press or other media, for an oral or written statement, or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- The purpose of press releases is to increase public awareness of the Council's activities. All press releases must be written by the Clerk, who will, if appropriate, consult Parish Councillors individually, or the Parish Council as the corporate body.
- Proactive media releases will be issued to promote a decision or work of the Parish Council.
- Reactive press releases will be prepared and issued in response to a specific question or as a rebuttal to an article already published. Such statements should be dealt with in a timely manner.

- Information bulletins (which are posted on the website and notice-board) will be used when it is necessary to provide vital information to the public quickly.
- Other press releases will report the decisions and outcomes of the Council's activities, and explain the reasons for them.
- Unless a Parish Councillor has been authorised by a decision of the Parish Council meeting they must make clear in all and any correspondence that they are not acting on behalf of the Parish Council but as an individual.
- The Clerk will be responsible for clearing all press reports, or comments to the media, in consultation with the Chairman of the Council.
- The media will on occasions attempt to by-pass the Clerk; however, it is essential that all communications are co-ordinated and managed through the Clerk. Where Parish Councillors are contacted direct by the media, they should refer them to the Clerk.
- The Parish Council occasionally works with partners, mostly from the public sector, and in these circumstances, their contribution should be acknowledged.
- Press reports from the Parish Council, its committees or working groups shall, in general, be sent from the Clerk or via the reporter's own attendance at a meeting.
- In addition to the Clerk, the Chairman, or in his/her absence, the Vice-Chairman (if a Vice Chairman has been elected at the Annual Meeting), shall be authorised to speak to representatives of the media in respect of Parish Council matters, where specifically authorised so to do.
- Unless a Parish Councillor has been authorised by the Council to speak to the media on a particular issue, Parish Councillors who are asked for comment by the press should make it clear that any views they express are personal and request that this be clearly reported as their personal view.
- Unless a Parish Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view. [The only clear way of being aware of the Council's view is if the matter has been discussed at a Parish Council meeting, and a decision made on that item.]
- It should also be noted that on occasions, the most effective strategy is not to respond to the media.
- Press releases will not be used to comment on national political debates unless of specific relevance to this Parish Council.
- Media releases issued by the Council may include a quotation from the Chairman (or, in his/her absence, the Vice-Chairman, if there is one); if it is not possible to contact the Chairman or Vice-Chairman a quotation will be attributed to the Chairman.

- The Clerk will be the first point of contact for the media; however, where it is appropriate for an elected Member to represent the Parish Council, the Chairman or Vice-Chairman shall be authorised as the official spokesperson for the Council.
- Individual Members will not be permitted to issue media releases on behalf of the Parish Council.
- In the restricted period before an election, commonly known as “purdah” media releases will not include quotes from Members who are due for re-election; this is mainly of relevance to the District and County Councils, but it is helpful for Parish councillors to be mindful of the provision.

3. PARISH COUNCIL CORRESPONDENCE

- The first point of contact for the Parish Council is the Clerk and it is to the Clerk that all correspondence for the Parish Council should be addressed.
- The Clerk should deal with all correspondence following a meeting.
- No individual Parish Councillor should communicate direct with companies/individuals with which the Parish Council has a contractual relationship. All enquiries should be through the Clerk.
- No individual Parish Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council (or its committees/sub-committees). In particular, Parish Councillors do not have a right to obtain confidential information/ documentation unless they can demonstrate a “need to know”.
- All official correspondence should be sent by the Clerk in the name of the Parish Council, using Council letter-headed paper.
- Correspondence sent on behalf of the Parish Council to the District Council shall also be copied to the District Councillor. Similarly, correspondence with the County Council shall also be copied to the County Councillor.

4. PARISH COUNCILLOR CORRESPONDENCE WITH EXTERNAL PARTIES

- The Clerk sends out the Council’s correspondence to other bodies, and correspondence from individual Councillors should be avoided; however, there may be exceptional situations when it is appropriate for a Councillor to issue correspondence in his/her own name. Such correspondence must be authorised by the Council and the correspondence must make it clear that it has been written in an official capacity and has been authorised.

Adopted: 17th April 2023

Bank Reconciliation July 2026

Ringland Parish Council

Financial Year Ending

31 March 2027

Prepared by Kay Montandon, Clerk and RFO

03 August 2026

Balance per bank statement as at

31st July 2026

Business Current Account	£	17,864.16
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Business Reserve Account	£	6,787.39
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TOTAL	£	24,651.55
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Balance as per R & P Book

Opening Balance 1st July 2026	£	25,025.72
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Receipts	£	1,088.37
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Payments	£	1,467.44
----------	---	----------

Interest	£	4.90
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Closing Balance per R&P Book	£	24,651.55
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Transactions

Account type: **Business Current**

Account number: **68509596**

Sort code: **601531**

Account name: **SLA RINGLAND PARISH**

Your transactions

Date: **03 Aug 2026**

Showing: **03 Jul 2026 to 31 Jul 2026, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
31 Jul 2026	BAC	P MIDDLETON-JONES , KAYAK P M JONES , FP 30/07/26 1939 , 400000001814721248	£5.00		£17,864.16
31 Jul 2026	BAC	STEVEN CAIRA , CAIRA PADDLEBOARD , FP 31/07/26 1136 , REV854941711362664	£5.00		£17,859.16
27 Jul 2026	BAC	PHILLIP R , PHILLIPS CANOE , FP 25/07/26 0937 , 038273317390527001	£5.00		£17,854.16
27 Jul 2026	BAC	C NORMAN , NORMAN CANOE , FP 26/07/26 1712 , 200000001802403222	£25.00		£17,849.16
24 Jul 2026	BAC	CRAIG DAVIES , DAVIES , FP 24/07/26 0928 , TW0000002006272244	£10.00		£17,824.16
23 Jul 2026	D/D	HMRC SDDS , 0000609977		£207.20	£17,814.16
23 Jul 2026	BAC	NCC BACS A/P , 644233	£303.37		£18,021.36
23 Jul 2026	BAC	C RICHARDSON , RICHARDSON CANOE , FP 23/07/26 1506 , 200000001800676418	£25.00		£17,717.99
22 Jul 2026	DPC	Norfolk ALC , INV3001 , VIA ONLINE - PYMT , FP 21/07/26 10 , 21192007445442000N		£118.33	£17,692.99
22 Jul 2026	DPC	DM PAYROLL LTD , INVOICE NO. 5401 , VIA ONLINE - PYMT , FP 21/07/26 10 , 20191741575274000N		£79.20	£17,811.32
22 Jul 2026	DPC	Norse , S12011744 , VIA ONLINE - PYMT , FP 21/07/26 10 , 45192538915755000N		£265.82	£17,890.52
22 Jul 2026	DPC	Norfolk ALC , INV3296 , VIA ONLINE - PYMT , FP 21/07/26 10 , 02191529852249000N		£360.07	£18,156.34
22 Jul 2026	DPC	Cllr Addington , RPC EXPENSES , VIA ONLINE - PYMT , FP 21/07/26 10 , 44191109216117000N		£7.50	£18,516.41
22 Jul 2026	DPC	Kay Montandon , RINGLAND PC , VIA ONLINE - PYMT , FP 21/07/26 10 , 18190333274479000N		£47.49	£18,523.91
20 Jul 2026	BAC	MOON C + MOON S , MOON CANOE , FP 18/07/26 0926 , RP4679965304836600	£10.00		£18,571.40
17 Jul 2026	BAC	BROADLAND DC	£600.00		£18,561.40
16 Jul 2026	D/D	EDF ENERGY , A-8A4ABC51-001		£37.33	£17,961.40
15 Jul 2026	D/D	TESCO MOBILE , 330168393461A-0041		£9.01	£17,998.73
13 Jul 2026	D/D	SKY BUSINESS , 3006268 SUB		£29.94	£18,007.74

Date	Type	Description	Paid in	Paid out	Balance
13 Jul 2026	DPC	STEELE M & T , T Steele Canoe , VIA MOBILE - PYMT	£5.00		£18,037.68
13 Jul 2026	DPC	STEELE M & T , N Steele Canoe , VIA MOBILE - PYMT	£5.00		£18,032.68
10 Jul 2026	DPC	TAYLOR EM , Taylor with kayak , VIA MOBILE - PYMT	£5.00		£18,027.68
08 Jul 2026	BAC	REYNOLDS H , RIVER DAY PERMIT R, FP 08/07/26 1429 , RP4679963746759500	£5.00		£18,022.68
07 Jul 2026	BAC	MITCHELL W G , MITCHELL CANOE , FP 06/07/26 1944 , RP4659983763599600	£5.00		£18,017.68
06 Jul 2026	BAC	P SEABROOK , SEABROOK VHALL , FP 04/07/26 1840 , 200000001790851518	£50.00		£18,012.68

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Bank Reconciliation August 2026

Ringland Parish Council

Financial Year Ending

31 March 2027

Prepared by Kay Montandon, Clerk and RFO

03 September 2026

Balance per bank statement as at

31st August 2026

Business Current Account	£	14,591.19
Business Reserve Account	£	6,791.82
TOTAL	£	21,383.01

Balance as per R & P Book

Opening Balance 1st August 2026	£	24,651.55
Receipts	£	318.71
Payments	£	3,591.68
Interest	£	4.43
Closing Balance per R&P Book	£	21,383.01



Transactions

Account type: **Business Current**

Account number: **68509596**

Sort code: **601531**

Account name: **SLA RINGLAND PARISH**

Your transactions

Date: **03 Sep 2026**

Showing: **03 Aug 2026 to 02 Sep 2026, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
01 Sep 2026	BAC	LE NEVE A TTEES , ROOM HIRE 24.08.26, FP 28/08/26 1918 , RP4659980906846000	£10.00		£14,601.19
20 Aug 2026	D/D	GOCARDLESS , RLSCOMPUTERS-SVA5S		£57.60	£14,591.19
18 Aug 2026	BAC	NORFOLK ASSOCIATIO, NORFOLK ALC REFUND, FP 18/08/26 0936 , 25093639484190000N, NORFOLK ALC REFUND	£173.71		£14,648.79
17 Aug 2026	D/D	TESCO MOBILE , 330168393461A-0042		£9.01	£14,475.08
14 Aug 2026	D/D	EDF ENERGY , A-8A4ABC51-001		£34.16	£14,484.09
14 Aug 2026	BAC	CRAIG DAVIES , DAVIES , FP 14/08/26 0854 , TW0000002045341644	£10.00		£14,518.25
14 Aug 2026	BAC	BROADLAND DC	£50.00		£14,508.25
13 Aug 2026	BAC	ABLETT SL , ABLETT PADDLEBOARD, FP 13/08/26 0950 , RP4659988754472900	£5.00		£14,458.25
13 Aug 2026	BAC	LEE DISTIN , PADDLE BOARDING , FP 13/08/26 0956 , 17437330050774607	£5.00		£14,453.25
12 Aug 2026	D/D	SKY BUSINESS , 3006268 SUB		£29.94	£14,448.25
10 Aug 2026	BAC	LOTTIE ROSE-BUSSEN, ROSE-BUSSENS CANOE, FP 10/08/26 1651 , P5Y1NHPQ3Z08QH3MBU	£5.00		£14,478.19
07 Aug 2026	DPC	Norfolk Home , INV 7433 , VIA ONLINE - PYMT , FP 07/08/26 10 , 28171006431108000N		£114.00	£14,473.19
07 Aug 2026	DPC	DBF Electrical , RINGLAND VILLAGE H, VIA ONLINE - PYMT , FP 07/08/26 10 , 12165551969099000N		£897.80	£14,587.19
07 Aug 2026	DPC	COUNTRYSTYLE , INV174782 , VIA ONLINE - PYMT , FP 07/08/26 10 , 32170615486197000N		£54.00	£15,484.99
07 Aug 2026	DPC	NKS , INV 507 , VIA ONLINE - PYMT , FP 07/08/26 10 , 07170210426962000N		£1,824.00	£15,538.99
07 Aug 2026	DPC	Norse , S12013321 , VIA ONLINE - PYMT , FP 07/08/26 10 , 53170425957352000N		£265.82	£17,362.99
05 Aug 2026	BAC	MAGNUS C , MAGNUS CANOE , FP 04/08/26 2323 , 45232302975916000R, .	£25.00		£17,628.81
03 Aug 2026	DPC	Kay Montandon , RINGLAND PC , VIA ONLINE - PYMT , FP 02/08/26 10 , 01173605259018000N		£305.35	£17,603.81



NatWest

Date	Type	Description	Paid in	Paid out	Balance
03 Aug 2026	BAC	ABLETT SL , ABLETT PADDLEBOARD, FP 02/08/26 2112 , RP4659987415188100	£5.00		£17,909.16
03 Aug 2026	BAC	RACKHAM M , REYNOLDS CANOE , FP 02/08/26 2116 , 328623806112208001	£5.00		£17,904.16
03 Aug 2026	BAC	L TOOKE , TOOKE - CANOE , FP 02/08/26 2116 , 400000001816757272	£5.00		£17,899.16
03 Aug 2026	BAC	HARPER K , CANOE-KYLE HARPER , FP 02/08/26 0623 , RP4659987327581600	£25.00		£17,894.16
03 Aug 2026	BAC	ELIZABETH INGRAM , INGRAM PADDLEBOARD, FP 02/08/26 2116 , HUBX8B326D7EC789B2	£5.00		£17,869.16

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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	01 SEP 2026
Period Covered	01 AUG 2026 to 01 SEP 2026
Previous Balance	£6,787.39
Paid In	£4.43
Withdrawn	£0.00
New Balance	£6,791.82
BIC	NWBKGB2L
IBAN	GB35NWBK60153177971299

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If you have changed your address or telephone number please let us know.

Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 AUG 2026	BROUGHT FORWARD			6,787.39
28 AUG	Interest 28AUG GRS 77971299	4.43		6,791.82

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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	
How to contact us Message Us via the mobile app Ask Cora, our digital assistant at: www.natwest.com 24hr Lost/Stolen Cards: 0370 600 0459 If you're a Business Customer: 24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477) Find useful contact information visit on our 'contact us' page: https://www.natwest.com/business/support/contact-numbers.html Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477) Or, if you're a Commercial, Corporate & Institutional customer: Please contact your local sector service team or your relationship manager. To use Relay UK, add 18001 in front of the numbers above. Branch Address: Norwich Gentleman's Walk Branch, 21 Gentleman's Walk, Norwich, Norfolk, NR2 1NA.	
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Dispute Resolution If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman. If you need to contact us about a complaint, you can: • Message Us via the mobile app • Visit www.natwest.com/complaints • Telephone 03457 888 444 (to use Relay UK add 18001 in front of the number)	
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Ringland Parish Council - Accounts July 2026

Payments (Expenditure)	2025/26 Actual	Grants or other income received	held from prev. years	2026-27 Budget	2026-27 Actual	Over/ Under Spent	Receipts (Income)	2025-26	2026-27 Budget	2026-27 Actual
Administration							Precept	8,700.00	9,700.00	4,850.00
Clerk's Salary	4,855.80			5,000.00	1,573.52	3,426.48	Canoe Permit	305.00	1,000.00	325.00
Office Expenses	556.53			300.00	505.20	-205.20	Village Hall hire	1,374.61	1,500.00	2,062.70
Travel Expenses	92.70			180.00	46.40	133.60	Commons	2,524.43	2,154.00	0.00
Training	0.00			300.00	0.00	300.00	Recycling	563.25	250.00	303.37
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	0.00	37.12	0.00
Audit	322.00			280.00	75.00	205.00	Grant	5,220.00	0.00	0.00
Insurance	783.37			1,000.00	970.02	29.98	Other	0.01		0.00
Publication (Website)	71.40			126.00	0.00	126.00	VAT Refund from previous yr	1,684.92		1,859.63
ICO	47.00			47.00	0.00	47.00	Bank Interest paid	76.02	70.00	19.25
Subscription / Membership	205.33			400.00	306.73	93.27	Total	20,448.24	14,711.12	9,419.95
APM Refreshments	0.00			25.00	0.00	25.00	Opening Balance @ 1 April	20,250.71		25,025.72 Opening balance @ 1 July
Maintenance							Total Receipts ytd	9,419.95		1,088.37 receipts in month
Grass cutting	3,780.00			4,000.00	265.82	3,734.18	Total Payments ytd	5,019.64		1,467.44 payments in month
Footpaths	0.00			0.00	0.00	0.00				4.90 interest in the month
Notice boards	0.00			0.00	0.00	0.00	RPC events	248		248
Commercial bins	449.76			600.00	0.00	600.00	Closing Balance	24,899.02		24,899.55 0.53
Bottle Bank (recycling)	179.41			100.00	90.01	9.99	Represented by:			
Village Hall	4,103.57			1,000.00	636.91	363.09	Bus. Current Account	13,483.10		17,864.16
Tree Works	1,110.00			1,000.00	0.00	1,000.00	Bus. Reserve Account	6,768.14		6,787.39
Commons	7,319.63			1,000.00	550.03	449.97	Villate Hall float	-		-
Village Sign	0.00			0.00	0.00	0.00	RPC Events			248.00
Defibrillator	0.00			0.00	0.00	0.00	Total	20,251.24		24,899.55 Closing balance at 31st July
S137 Grant	0.00			0.00	0.00	0.00		-0.53		0.00
Community Events	117.34			50.00	0.00	50.00				
Projects	0.00			800.00	0.00	800.00				
VAT yet to be reclaimed	0.00			0.00	0.00	0.00				
						0.00				
Sub Total - Recurring Exp.	23,993.84			16,308.00	5,019.64	11,288.36				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			15,099.55
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 August 2026

Payments (Expenditure)	2025/26 Actual	Grants or other income received	held from prev. years	2026-27 Budget	2026-27 Actual	Over/ Under Spent	Receipts (Income)	2025-26	2026-27 Budget	2026-27 Actual
Administration							Precept	8,700.00	9,700.00	4,850.00
Clerk's Salary	4,855.80			5,000.00	1,878.87	3,121.13	Canoe Permit	305.00	1,000.00	420.00
Office Expenses	556.53			300.00	571.81	-271.81	Village Hall hire	1,374.61	1,500.00	2,062.70
Travel Expenses	92.70			180.00	46.40	133.60	Commons	2,524.43	2,154.00	0.00
Training	0.00			300.00	0.00	300.00	Recycling	563.25	250.00	303.37
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	0.00	37.12	0.00
Audit	322.00			280.00	75.00	205.00	Grant	5,220.00	0.00	50.00
Insurance	783.37			1,000.00	970.02	29.98	Other	0.01		173.71
Publication (Website)	71.40			126.00	0.00	126.00	VAT Refund from previous yr	1,684.92		1,859.63
ICO	47.00			47.00	0.00	47.00	Bank Interest paid	76.02	70.00	23.68
Subscription / Membership	205.33			400.00	306.73	93.27	Total	20,448.24	14,711.12	9,743.09
APM Refreshments	0.00			25.00	0.00	25.00	Opening Balance @ 1 April	20,250.71		24,651.55 Opening balance @ 1 August
Maintenance							Total Receipts ytd	9,743.09		318.71 receipts in month
Grass cutting	3,780.00			4,000.00	531.64	3,468.36	Total Payments ytd	8,611.32		3,591.68 payments in month
Footpaths	0.00			0.00	0.00	0.00	RPC events	248		4.43 interest in the month
Notice boards	0.00			0.00	0.00	0.00	Closing Balance	21,630.48		21,631.01 0.53
Commercial bins	449.76			600.00	0.00	600.00	Represented by:			
Bottle Bank (recycling)	179.41			100.00	144.01	-44.01	Bus. Current Account	13,483.10		14,591.19
Village Hall	4,103.57			1,000.00	1,712.81	-712.81	Bus. Reserve Account	6,768.14		6,791.82
Tree Works	1,110.00			1,000.00	0.00	1,000.00	Villate Hall float	-		-
Commons	7,319.63			1,000.00	2,374.03	-1,374.03	RPC Events			248.00
Village Sign	0.00			0.00	0.00	0.00	Total	20,251.24		21,631.01 Closing balance at 31st August
Defibrillator	0.00			0.00	0.00	0.00		-0.53		0.00
S137 Grant	0.00			0.00	0.00	0.00				
Community Events	117.34			50.00	0.00	50.00				
Projects	0.00			800.00	0.00	800.00				
VAT yet to be reclaimed	0.00			0.00	0.00	0.00				
						0.00				
Sub Total - Recurring Exp.	23,993.84			16,308.00	8,611.32	7,696.68				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			11,831.01
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 (IND)
Ringland Village Hall
The Street
Ringland
NR8 6JA

Countrystyle Recycling Ltd
Ridham Dock Road
Iwade
Sittingbourne
ME9 8SR
www.countrystylerecycling.co.uk

INVOICE

Invoice Number	Date	Due Date	PO Number	Account
I74782	31/07/2026	30/08/2026		1203148

Ticket	Date	Description	Quantity	Rate	Sub Total
<u>The Swan Pub, 1 The Street, Ringland, NR8 6AB</u>					
952185	21/07/2026	Disposal, Bottle Bank - Mixed Glass, Mixed Glass Bottles & Jars	1.800	£25.00	£45.00

Please refer to the Terms and Conditions of Sale on our website.

Net Total	£45.00
VAT @ 20.00%	£9.00
Total	£54.00

Any Enquires to:

Customer Service Contact
Customer Service: 0344 880 7700

Compay Registered Number 05103813
VAT Reg No: 837 1441 32

Please send Remits to:

Finance Contact
Credit Control: 01622 852 885
Email: creditcontrol@countrystylerecycling.co.uk

BANK ACCOUNT DETAILS

HSBC Bank
Sort Code: 40-61-35
Account: 03009649
Countrystyle Recycling Ltd
SWIFT/BIC: HBUKGB4B
IBAN: GB29HBUK 4061 3503 0096 49



J W Horticulture & Landscaping

Oakmead, Chapel Road

Foxley

NR20 4QS

jwoods0160@gmail.com

07783974820

HORTICULTURE & LANDSCAPING

Invoice 321

4/9/26

Ringland Parish Council

For work carried out at 2 ponds of Back Lane

First pond: Raise the surrounding area and remove one limb from the overhanging ash tree.

Second pond: Raise a few lower limbs from the overhanging trees including the removal of the fallen willow from the pond

£720

+20% Vat

£144

Total

£864

Account number 44333331

Sort code 01-06-28

Vat Reg Number 461 3999 60

Name JW Horticulture & Fencing Ltd



Norse Eastern Ltd

Sales Invoice

Document number: SI2015498
Date: 31/08/2026
Account number: CU_109031
Sales order: SO1032520
Customer reference:

Invoice to:
Ringland Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
GBR

Supply to:
Ringland Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
GBR

Line	Description of services & items provided	VAT	Qty	Unit price	Line total
001	Grounds Maintenance Monthly	SS	1.00	221.52	221.52

VAT	Type	Rate %	Net	Amount
SS	Standard	20.00	221.52	44.30

Summary	
Net	221.52
VAT	44.30
Total GBP	265.82

Remittance Details

Norse Eastern Ltd
Sort Code: 206261
Account No: 00613312

Payment Terms: 30 Days from Invoice Date

Contact Details:

Contact telephone: 01603 894250
Invoice queries: invoicing@norsegroup.co.uk
Remittances to: remits@norsegroup.co.uk

For those customers who have signed up to Direct Debit, please accept this as confirmation that we will take payment for this invoice on or around the 22nd of the month following. If you would like to sign up to Direct Debit please contact 01603 894279, please continue to pay via your normal method until you receive confirmation that the Direct Debit has been set.



RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
Kings Lynn
Norfolk
PE34 4AW

01553 776937
accounts@rlscomputers.co.uk

Invoice

Accounts Payable
Ringland Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
United Kingdom

Invoice Number: 16425
Invoice Date: 03/09/2026
Due Date: 03/09/2026
Account: RLS00986
Cust. Order No.: CO6812

VAT Registration No: 329389560

Quantity	Description	Price	Total
THIS INVOICE IS FOR JOB REFERENCE CO6812			
1	Product: Supplied (1x Windows 11 Home to Pro Upgrade for Microsoft 365 Business N6QW6-KK824-CXMR8-Q6RR8-QDBQB)	75.00	75.00
xxx THIS ITEM IS INVOICED FOR IMMEDIATE PAYMENT xxx			

Total Net Amount: £75.00

VAT: £15.00

Invoice Total: £90.00



Pay Online

This invoice must be paid within 0 days

PAYMENT INSTRUCTIONS

Our preferred method of payment is Direct Debit, to set-up one please contact us and we'll send you a mandate.

If you wish to pay by BACS please use the following details:-

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Date: 28/07/2026

Dear Parish Clerk/ Chair,

I am writing to introduce myself as the new Deputy Leader of Norfolk County Council. As part of my portfolio, I have responsibility for liaising with town and parish councils on behalf of the County Council.

With over 500 town and parish councils in Norfolk I wanted to take this opportunity to recognise the vital role that you play within local government. You are the tier of government closest to residents and are often the first point of contact when local people have concerns, ideas or aspirations for their communities.

My own journey in local government began at town council level, so I understand first-hand the value of local councils and the difference they can make. Whether supporting local facilities, championing community priorities, improving the local environment or bringing people together, town and parish councils make an enormous contribution to the quality of life enjoyed by Norfolk residents.

I am committed to strengthening the relationship between Norfolk County Council and our town and parish councils. I want to do all I can to support you and ensure that we work together effectively to deliver positive outcomes for our communities.

One excellent example of that collaborative approach is the County Council's **Parish Partnership Scheme**. The scheme, which has now been operating for over a decade, enables town and parish councils to work directly with the County Council to identify and deliver local highway improvements that matter most to residents. Through a shared funding model, local councils can bring forward projects and other measures designed to improve road safety and enhance local communities. For 2026/27, the programme supported 99 schemes across 91 parishes, with County Council funding matched by

contributions from town and parish councils to deliver improvements valued at more than £769,000. You will be contacted with more details about bidding for 2027/28 delivery soon. I am keen to explore how we can build on the success of initiatives such as this and identify further opportunities for collaboration and local empowerment.

As Norfolk continues to navigate significant changes in local government, it is more important than ever that the voices of town and parish councils are heard. Your local knowledge, experience and understanding of your communities are invaluable, and I want to ensure that these perspectives continue to inform decision-making at county level.

Over the coming months, I hope to meet with as many town and parish councils as possible and to develop a constructive and open dialogue about how we can best work together for the benefit of Norfolk's residents.

Thank you for all that you do on behalf of your communities. I look forward to working with you.

With best wishes,

Robin H-C

Councillor Robin Hunter-Clarke

Deputy Leader

Norfolk County Council