INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, 7 Adams Lane, Corpusty, Norwich, NR11 6QJ

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Draft minutes of the Meeting of Ingworth Parish Council

held on Thursday 11th February 2016, at 7pm, in the Reading Room, Ingworth.

Present: A Gibbons (Chair), A Houghton, B Northey, G Chambers, B Nicholson, K Cotgrove (Clerk), John Timewell (County Councillor)

1. Apologies for absence – Peter Riseborough, Norman Smith (District Councillor).

2. Declarations of Interest – None

3. To sign and agree the minutes of the meetings held on Thursday 12th November 2015 – The minutes were agreed and signed as a true record (Prop. A Houghton, Sec. B Northey).

4. Matters arising – None.

5. Planning – The Clerk reported that the Anaerobic Digester appeal had been upheld, therefore planning permission has been given.

6. Finance

(a) Payments – The following payments were approved (prop. A Houghton, Sec. B Northey):

 (i) £ 250.00 Kirsty Cotgrove – clerk’s salary for February meeting

 (ii) £ 35.00 ICO renewal

 (iii) £ 62.50 K Cotgrove – 25% of CiLCA training cost

 (iv) £ 11.64 NNDC – uncontested election costs

 (v) £ 44.40 Soanes Signs – playground signs

(b) Receipts – None.

7. An update on the River Bure frontage – The Clerk reported that minutes from the Upper Bure Valley partnership have been received and that the next meeting is on 24th May. A Houghton agreed to attend on behalf of the Parish Council.

8. To discuss parking in the village - A Gibbons has been approached by a number of villagers who have expressed concern about cars parked dangerously on a corner in the village, as it makes it difficult for vehicles and pedestrians to pass safely. The Clerk has contacted NNDC for advice who have said it is a police matter. J Timewell asked if A Gibbons could let him have the details and he will pass to Highways for assistance.

J Timewell advised that he must leave the meeting as he had another appointment. A Gibbons asked if there was any update regarding the pince points. J Timewell said nothing as yet, but he will be speaking to someone soon. He also advised that the NNDC council tax rise will be 3.99%

J Timewell left the meeting at 7:20pm

9. To discuss and agree changes to the audit arrangements – The Clerk had previously forwarded an email from NALC, which is providing an update on the upcoming audit arrangements. NALC have advised that Councils do not opt out of the new arrangements, and the Clerk recommended that the Parish Council ‘opt in’. All agreed.

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10. To review and agree the grass cutting contract- The Clerk has obtained three quotes. Norse is the most competitive, but doubt was expressed that they cut as frequently as quoted. It was agreed that the Norse quote should be accepted, and that G Chambers will note when the grass is cut, to ensure all cuts are done (Prop. A Houghton, sec. B Northey).

11. To agree an application for a Transparency Grant for the purchase of a Parish Council laptop- The Clerk reported that under the new Transparency Code, the Government are awarding grants to help small Councils to comply. It was unanimously agreed to approve the application.

12. To agree and adopt policies – The following policies were agreed and adopted (prop. A Houghton, sec. G Chambers:

 (i) Expenses policy

 (ii) Disciplinary policy

 (iii) Equalities policy

 (iv) Grievance policy

 (v) Lone workers policy

13. Reports – None.

14. Items for discussion at the next meeting- B Norther advised that she will be moving abroad to study for one year, so will not be able to attend meetings. She expressed a desire to remain as a Councillor. It was agreed unanimously that the Parish Council are happy for her to continue as a Councillor.

It was asked if the VAT element of the playground will need to be returned to the grant providers. A Gibbons has written to both providers, and will report back at the next meeting.

It was asked if the Reading room could be decorated. A Gibbons will ask the NT if they have any paint to donate, and the Clerk will explore options for getting it painted.

15. Date of next meeting- Thursday 19th May 2016, 7pm. Annual Parish Council Meeting and Annual Parish Meeting.

There being no further business, the meeting closed at 7:55pm.

Signed by: (Chair) Date:

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