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 19th May 2016, at 7:35pm, in the Reading Room, Ingworth.

Present: A Gibbons (Chair), Peter Riseborough, B Northey, G Chambers, B Nicholson, K Cotgrove (Clerk).

1. (i) Election of Chair for 2016-17 & Declaration of Office – B Northey nominated A Gibbons, seconded by G Chambers. All agreed. Declaration of Office was signed.

 (ii) Election of Vice Chair for 2016-17 & Declaration of Office – A Gibbons nominated G Chambers, seconded by B Northey. All agreed. Declaration of office was signed.

2. Apologies for absence – Andrew Houghton.

3. Declarations of Interest – None

4. To sign and agree the minutes of the meetings held on Thursday 11th February 2016– The minutes were agreed and signed as a true record (Prop. B Northey, Sec. P Riseborough).

5. Matters arising – P Riseborough asked when the next Bure meeting is. The Clerk confirmed that A Houghton will attend the meeting on 24th May 2016.

The Clerk advised that the Transparency Grant application was successful and a laptop has been purchased.

6. Planning – None.

7. Finance

(a) Payments – The following payments were approved (prop. B Northey, sec. P Riseborough):

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

 (ii) £ 22.00 Kirsty Cotgrove - expenses

 (iii) £ 25.00 Stuart Fowler – internal audit

 (iv) £ 62.50 CiLCA – 2nd and final installment

 (v) £ 53.84 E.on – electricity bill

 (vi) £ 369.51 Came & Company – insurance renewal

 (vii) £ 378.80 PC World – Parish Clerk laptop and software.

(b) Receipts – The following receipts were noted:

 (i) £ 336.06 Transparency grant

 (ii) £ 1239.00 NNDC precept – 1st installment

 (iii) £ 32.14 Came & Company – insurance refund re playground

(c) To approve and sign the 2015-16 Annual Return – The Annual Return and Governance statement was agreed unanimously and signed.

(d) To agree and sign a direct debit mandate for E.on – The Clerk explained that the quarterly bill from E.on invariably arrives just after the PC meetings. As the cost is consistent, the Clerk proposed that a direct debit be set up so payment to E.on is not delayed. All agreed and the mandate was signed by A Gibbons and B Northey.

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8. To agree a one year sabbatical for B Northey – B Northey reported that she will be living abroad for a year to study, but would very much like to remain as a Councillor. She will attend any PC meetings she is able to, and will continue to receive and comment on any emails circulated. G Chambers proposed that the sabbatical be agreed, seconded by A Gibbons, all agreed.

9. To review and agree the following policies - The following policies were agreed unanimously and signed as necessary:

 (i) Standing Orders

 (ii) Code of Conduct

 (iii) Complaints policy

 (iv) Freedom of Information scheme

 (v) Risk Management policy

 (vi) Financial Regulations

 (vii) Annual Review of the Effectiveness of Internal Control

 (viii) Annual Review of the Effectiveness of Internal Audit

10. Reports – Reports were presented in the Annual Parish Meeting.

11. Items for discussion at the next meeting- P Riseborough asked if any action needs to be taken regarding Broadband in the village. The Clerk reported that there is a website, Better Broadband for Norfolk, which shows which villages will be getting fibreoptic broadband. She also reported that there are alternatives, such as Thinking Wisp and Wi-Spire, which can be explored should parishioners choose to do so.

G Chambers asked if a letter could be sent to new residents in the village to let them know about the Parish Council and to see if they have an interest in joining. It was agreed this can be put on the next agenda.

15. Date of next meeting- Thursday 11th August 2016, 7pm.

There being no further business, the meeting closed at 8:13pm.

Signed by: (Chair) Date:

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