

INGWORTH PARISH COUNCIL

Clerk to the Council: Martin K Campbell
Well Cottage, High Street, Southrepps, Norwich NR11 8AH
Telephone: 01263 834551 E-mail: nnparishes@tiscali.co.uk

Minutes of the First Meeting of the Council held on Thursday 9th June 2011 in the Reading Room, Ingworth

Present: A Gibbons, R Calvert (Chairman), C Cannon, M Spink, J Steed, D White and 1 member of the public.

1. The Chairman welcomed all those present. Apologies were received from Cllr N Smith (NNDC).
 2. Procedural items:
 - 2.1 Election of Chairman; R Calvert was proposed as Chairman by JS, seconded by DW and duly elected.
 - 2.2 Declarations of Acceptance; the Chairman and members had completed their Declarations of Acceptance prior to the meeting. The Chairman took item 4 as next business.
 - 2.3 Election of vice-Chairman; CC was proposed and duly elected, all in favour
 - 2.4 Representative for Griffon Partnership – the Clerk was asked to advise all members when the next meeting was due. MS agreed to represent the council at the Aylsham Area Forum.
 3. Declarations of interest - none
 4. Co-option of members to fill the four Council vacancies (taken after item 2.2); C Cannon, A Gibbons and M Spink were proposed and co-opted, with all in favour. The new members made their Declarations of Acceptance.
 5. Finance
 - 5.1 To adopt the Accounts for 2010-2011; the accounts were reviewed and agreed, nemcon, and signed. The Cashbook was signed.
 - 5.2 To approve Sections 1 and 2 of the Annual Return 2011; these were reviewed and agreed, nemcon, and signed.
 - 5.3 To review and approve the budget for 2011-2012; this was reviewed and agreed, nemcon.
 - 5.4 Mr K Benford was re-appointed as the Internal Auditor for 2011-2012, agreed nemcon. The Internal audit would be undertaken following the meeting.
 - 5.5 The Clerk was re-appointed as Responsible Financial Officer, agreed nemcon.
 - 5.6 The following payments due were approved en bloc, all in favour:

- NALC, annual subscription	£72.49	(cheque 0326) *
- Clerk's salary payment	£203.96	(0327) *
- E.ON, electricity	£23.43	(0328) *
- NORSE, grounds maintenance	£159.32	(0329) *
- Broker Network Ltd, insurance premium	£265.00	(0330)
- The cheques were signed. * signed outside the meeting
AG would replace T Chambers as cheque signatory, which the Clerk would process.

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6. The minutes of the Annual Parish Meeting and Ordinary Meeting of the Council both held on March 7th 2011 were approved and signed.

7. Matters arising

7.1 NCC highways matters; Cromer Road; NCC had confirmed that they had already identified this road for resurfacing.

7.2 NCC footpath matters; the Clerk confirmed that the kissing gates had been installed on Ringers Lane and he read a letter of appreciation from Mr Mackintosh. RC advised that she understood that footpath cutting would be severely reduced in future.

7.3 NNDC - (playground) the Clerk had written to NNDC to enquire about possible purchase of the playing field and awaited a response. (street signs) - the Clerk read the email from NNDC confirming that a Butts Common sign would be erected.

8. Planning

8.1 Mr Mrs Broadbent, cart shed/holiday unit conversion, Wolsey Farmhouse, West End (2011/0163) – the Council supported the application.

8.2 Mrs R Craddock, Replacement garage, The Cottage, The Street (2011/0338) - the Council supported the application.

9. Reports

9.1 Clerk's report – the Clerk advised that he had registered the Council for PAYE with HMRC but that the process was as yet unclear; there is to be an increase in admin costs: the mileage rate would increase to 45p per mile from 6/4/11 and photocopying cost had doubled; he confirmed that he would be preparing the Annual Report. The Clerk expressed his concern over the cost to the Council of undertaking work for NNDC at elections. He would draft an amendment to standing orders for the next meeting in respect of the Chairman's tenure of office which the Council could then debate.

9.2 Councillors' reports -

RC asked the Clerk to contact Anglian Water about the materials still left on the playground following recent works.

There being no further business the meeting closed at 20.50.

Signed..... (Chairman)

Date2011