

# 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 Annual Meeting of the Council held on Monday 9th September 2013 in the Reading Room, Ingworth

Present: M Bunce, A Houghton, J Steed (Chairman); in attendance: Cllr J Timewell (NCC), Cllr N Smith (NND), PCSO A Spinks and colleague (p/time) and 1 member of the public.

1. In the absence of Annmarie Gibbons, Jane Steed took the Chair and welcomed all those present; apologies were received from R Calvert, C Cannon and A Gibbons.
2. Declarations of interest - none
3. The minutes of the Annual Parish Meeting and the Annual Meeting of the Council held on Monday 13th May 2013 were agreed and signed.
4. Co-option of a member to fill the vacancy on the Council – there being no nomination this item was deferred.
5. Matters arising
  - 5.1 NCC highways matters – nil further
  - 5.2 NCC footpaths – NCC had acknowledged the access issues on the footpath from Gulgate House to the Cromer Road. AH agreed to improve a path access of Ringers Lane.
  - 5.3 Highways (police contact) – it was understood that AG had been in contact with the PCSO about parking in The Street.
  - 5.4 River Bure – nil further; but the Council understood that weed coverage is increasing.
6. Planning – no business
7. Finance
  - 7.1 Finance report – the Clerk advised that the Internal Audit had been completed and following the submission of the Annual Return to Mazars he confirmed that the External Audit had been completed with no matters for the Council's attention; there was no audit fee to pay this year. £80 had been received for the Reading Room hire at the May elections which the Clerk had banked. The Clerk had prepared a bank reconciliation which was signed off.

# 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

09.09.13

page 2

7.2 Review of the budgets for 2013-14 and first draft 2014-15 – these had been circulated to members and after discussion were agreed.

7.3 The Council agreed to set the parish precept for 2014-15 at £2390. The Clerk would advise NNDC.

7.4 The 2013 pay award for Clerks – details if this had been circulated to members and the Clerk explained that it represented a 1% increase, for which the Council confirmed its agreement.

7.5 The following payments due were approved by the Council en bloc, with all in favour:

- K Benford, audit fee	£25.00	(cheque 0379) *
- NORSE, grass cutting	£168.03	(0380) *
- A Gibbons, key copies	£20.65	(0381) *
- NPFA, annual subscription	£20.00	(0382) *
- NNDC, annual report printing	£7.80	(0383) *
- E.ON, electricity	£41.79	(0384) *
- Clerk's pay	£193.12	(0385)
- Clerk's expenses (Mar-Aug)	£147.99	(0386)

The cheques were signed. (\* signed outside the meeting)

## 8. Reports

8.1 Clerk's report – the Clerk advised that National Trust had completed the painting of the exterior of the Reading Room; he advised the Council of his holidays dates. He had been asked by NNDC if the Council wished to be involved in the Review of the Standards Regime for Councillors. The Council agreed that they did not wish to be involved at this stage. NNDC had suggested that a senior officer and member attend a Council meeting and the Clerk was asked to follow this up, the preferred option being the March meeting. (The December meeting would include an item to discuss and prioritise issues to be raised).

### 8.2 Members' reports -

There were no specific reports but PCSO Spinks had joined the meeting and was asked to explain the Speedwatch scheme, which the members present thought should be pursued to establish if the costs could be justified. Volunteers would be needed and the team (approx. six) could be made up from more than one village, thus defraying some of the equipment and training costs. A CRB check would be required for the 'leader'. PCSO Spinks reported one theft/burglary in July.

There being no other business, the meeting closed at 20.20

Signed..... (Chairman) Date.....December 2013