

# INGWORTH PARISH COUNCIL

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

Telephone: 01263 585081

Email: ingworthclerk@yahoo.co.uk

## Draft Minutes of the Annual Parish Council Meeting of Ingworth Parish Council held on Thursday 21<sup>st</sup> May 2015, at 7:30pm, in the Reading Room, Ingworth.

Present: A Gibbons (Chair), A Houghton, B Northey, G Chambers, P Riseborough, K Cotgrove (locum clerk), & 5 Parishioners.

The meeting was adjourned for ten minutes to allow for public comment on agenda items.

R Calvert read a prepared statement, where she expressed concern of the Council's handling of the previous Clerk's resignation, and the temporary hiring of the locum Clerk. A number of allegations were made, regarding conversations and email exchanged between herself and various Councillors, and references were made to the Councillors' Code of Conduct. She stated that she had offered her help for various things on a number of occasions, all of these had been declined. Another parishioner expressed disappointment that the statement had not been shown to Councillors prior to the meeting, to allow them time to prepare a response. The Councillors advised that they would take time to read through the statement and prepare a response if necessary. They confirmed they had taken advice from various Bodies, including the N.A.L.C. and N.N.D.C. Democratic Services, at each stage of the staffing change. Ros then thanked Brian Nicholson, Frank Pamment, Peter Spink and all other people who have maintained the footpaths and conducted litter picking over the last year.

Ros Calvert left the meeting at 7:38pm

1. Election of Chair for 2015/16 and Declaration of Acceptance of Office – Annmarie Gibbons was proposed by Andrew Houghton and seconded by Belinda Northey. No other nominations. All agreed and the Declaration of Acceptance of Office was signed.
2. Election of Vice Chair for 2015/16 and Declaration of Acceptance of Office – Peter Riseborough was proposed by Andrew Houghton and seconded by Annmarie Gibbons. No other nominations. All agreed and the Declaration of Acceptance of Office was signed.
3. Ratify the temporary employment of Kirsty Cotgrove as locum Clerk & RFO to the Parish Council – All Councillors agreed, and the contracts were signed.
4. Co-option of two members to fill vacancies on the Council – Belinda Northey proposed the co-option of Brian Nicholson, seconded by Gill Chambers. All agreed, and a Declaration of Office was signed. It was noted that there is still one vacancy, and that Co-option is on the agenda of the extraordinary meeting on 26<sup>th</sup> May 2015.
5. To agree a replacement to administer the Parish Website – Ros was appointed by the Parish Council to administer the Parish website, but is no longer a Councillor. It was discussed and agreed that an active Councillor and Clerk should be administrators. Tina Gibbons had offered to be temporary administrator, and would be happy to meet with Ros to receive training, then deliver training herself to a Councillor and Clerk. Ms Gibbons is highly experienced with IT, and feels confident she can assist with this. Belinda Northey offered to be trained as administrator, and all agreed. **Clerk to contact Ros to accept her offer to train someone.**
6. Apologies for absence – None.
7. Declarations of Interest – None
8. To sign and agree the minutes of the meeting held on Monday 2<sup>nd</sup> March 2015 – The minutes were agreed

and signed as a true record (Prop. Belinda Northey, sec. Peter Riseborough).

9. Matters arising – Peter Riseborough requested clarification of the grant (minute point 6.1). The grant was explained in full.

10. Finance

(a) Payments – The following payments were approved (proposed Annmarie Gibbons, Seconded Andrew Houghton):

- |       |         |   |
|-------|---------|---|
| (i)   | £278.95 | Came & Company – public liability insurance                       |
| (ii)  | £74.95  | Norfolk Association of Local Councils – annual membership renewal |
| (iii) | £250.00 | Kirsty Cotgrove – Clerk wages for May meeting                     |
| (iv)  | £40.67  | Martin Campbell – Clerk’s expenses                                |
| (v)   | £260.37 | Martin Campbell – Clerk’s final wages                             |
| (vi)  | £26.31  | E.on – electricity bill   |

(b) Receipts – The following receipt was noted:

- (i) £1246.00 – NNDC precept 1<sup>st</sup> instalment

(c) To agree signatories for the Council’s banking – It was agreed that Belinda Northey will be added as signatory and Ros Calvert will be removed as signatory, as she is no longer a Councillor (proposed Andrew Houghton, seconded Annmarie Gibbons). The mandate was completed.

(d) To agree and sign the Mazars return for 2014-15 – The accounts were agreed by all and signed by the Chair and Clerk. The Clerk reported that she had attempted to contact the Internal Auditor but was informed that he had died. She advised that she uses an Internal Auditor for her other Parish Councils, who she has contacted and he has agreed to take on Ingworth’s accounts for internal audit. He is prepared to do so on the same rates and the previous Auditor. It was agreed that the **Clerk should contact Stuart Fowler to request his services as Internal Auditor.**

11. Planning Matters – None.

12. To determine the Council’s response to the proposal by the NT to lease a riverside area by the Bure – Andrew Houghton read a report to advise Councillors and Parishioners to let them know the history of the proposal and to update them of the progress made. A conversation was held on the pros and cons of taking over the land. It was agreed that it was vital to the Parish Council that the person overseeing the land should be a Councillor, as the land and all work would be covered by the Council’s indemnity insurance. As No Councillors were forthcoming, Belinda Northey proposed that the Council decline the NT’s offer. A vote was held and was unanimously agreed not to proceed with the offer. Belinda Northey thanked everyone who has been involved with the proposal and all those who helped in the maintenance to date.

13. An update on the new playground – Annmarie Gibbons reported that the consultation took place on the new equipment, and good feedback has been received. There is a meeting on 26<sup>th</sup> May to look at the quotes and agree which one to proceed with. The quotes will be passed to Brian Nicholson to familiarise himself with them before the meeting. Andrew Houghton noted that there has never been a vote to change the equipment, so it was agreed that at the meeting, there will firstly be a vote on changing the equipment, then if necessary a vote on which quote to accept.

14. Correspondence – None

15. Any other business for information – None

16. To agree the date of the next meeting – Tuesday 26<sup>th</sup> May 2015, at 6:30pm (extraordinary meeting), 13<sup>th</sup> August 2015, at 7pm (ordinary meeting).

There being no further business, the meeting closed at 8:40pm.

Signed by:

(Chair)

Date: