INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB

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Draft minutes of the Parish Council Meeting of Ingworth Parish Council

held on Thursday 7th February 2019, at 7:00pm, in the Reading Room, Ingworth.

Present: Annmarie Gibbons (Chair), Gill Chambers, Peter Allen-Jones, Bill Foster, Fran Whiting, Belinda Northey, Phil Conyers,

0 Parishioners

K Cotgrove (Clerk).

19/20 (i) To elect a Chair for 2019-20- A Gibbons was proposed by B Northey, seconded by B Foster, all agreed. The declaration of acceptance of office was signed.

(ii) To elect a Vice Chair for 2019-20- B Foster was proposed by P Allen-Jones, seconded by A Gibbons, all agreed. The declaration of acceptance of office was signed.

19/21. Apologies for absence – A Gibbons welcomed everyone. There were no apologies.

19/22. Declarations of Interest & dispensation to speak – None.

19/23. To sign and agree the minutes of the meetings held on Thursday 7th February 2019– The minutes were agreed and signed as a true record (Prop. A Gibbons, sec. G Chambers).

19/24. Matters arising - None.

19/25. Planning – None.

19/26. Finance

(a) To approve the financial statement and budget update – The cash book and budget update were approved (prop. A Gibbons, sec. G Chambers, all agreed)

(b) Payments – The following payments were approved (prop. A Gibbons, sec G Chambers):

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

(ii) £ 115.39 Norfolk ALC – subscription renewal

(iii) £ 30.00 Jo Boxall – internal audit

(iv) £ 29.00 E.on – electricity direct debit

(v) £ 396.12 Came & Company – insurance renewal

(c) Receipts- The following receipt was noted –

(i) £ 1382.00 Precept & grant first instalment

19/27. Annual Governance and Accountability review 2018-19

(a) To declare the Parish Council exempt from External Audit for 2018-19- On a proposal by B Foster, seconded by B Northey the exemption from external audit was approved and signed.

(b) To receive the Internal Auditor’s report- The report and answers to observations was read by the Clerk.

(c) To approve the Annual Governance Statements 2018-19- On a proposal by A Gibbons, seconded by G Chambers, the Annual Governance Statement was approved and signed.

(d) To approve the Accounting Statements 2018-19 – On a proposal by A Gibbons, seconded by G Chambers, the Accounting Statements were approved and signed.

19/28. To update on the Vattenfall windfarm application – B Foster reported that the cabling route has not changed, so should not affect the village too badly. The impact on wildlife and potential noise issues will be monitored.

19/29. To update on Highways issues, including consideration of speed reduction projects – A Gibbons met with the Highways Officer, who was very helpful, but felt there was not a great deal more that can be done to reduce speed in the village. He did not feel that trods, village gates or pedestrian lines were viable. He has asked for copies of the 2015 & 2017 speed reports, and will carry out maintenance work on the existing signs. He has suggested a Speedwatch group. Parking cars in the road was suggested. Members of the public were again urged to report any accidents, near misses or dangerous driving to the police on 111 to log the incident. It was agreed that B Foster should continue to pursue funding for a SAM2 unit. Parish Partnership funding will be sought for 50%, and J Timewell has agreed to fund the other 50%. It was agreed that B Foster, A Gibbons and F Whiting will look into the possibility of Community Speedwatch. **If any members of the public are interested in volunteering, please contact the Clerk.**

19/30. To agree an insurance policy – Not required, as the Parish Council has a Long Term Agreement running until 2020.

19/31. To explore uses for the Reading Room – B Foster has been looking into a lease, but it was suggested by P Conyers that a license could be the better, more flexible option. The National Trust are not interested in getting involved in any lease / license, but would like the Parish Council to sign something to protect its interest. It was agreed that the artist will have open events and classes, and Councillors are keen to re-establish social events in the Reading Room too. B Northey and B Foster will explore this further and will be discussed further at the next meeting. **If any members of the public are interested in using the Reading room, please contact the Clerk.**

19/32. To discuss the Environment Agency scheme for the flood plain – The Clerk has received a newsletter, but A Gibbons has still not heard from the EA directly, so will chase. The lack of communication is concerning, as villagers are worried how planned work will affect their properties.

19/33. To update on the Mill House renovation – All seems to be going ok, but one or two contractors are parking on the Green. A note has been left on their windscreen. A Gibbons will speak to the owner of the Mill to ask him to instruct contractors to park on site or in the Church car park. Ownership of the bollards on the Green was discussed, as many are rotten. It was noted that they were installed by North Norfolk District Council. It was agreed that one parking space should be maintained for disabled visitors to the church and for hearses. Councillors will look to see what can be done.

19/34. To agree the 2019 grass cutting contract – A renewal of £425.68 Inc. VAT has been received, which is substantially cheaper than other companies. On a proposal by A Gibbons, seconded by B Northey, it was agreed to renew the contract with Norse.

19/35. To review the following policies – On a proposal by B Northey, seconded by P Conyers, the following policies were reviewed and signed as necessary:

1. Annual Review of Internal Audit
2. Annual Review of Internal Control
3. Financial Regulations
4. Asset Register
5. Risk Management Policy

19/36. Correspondence- (i) North Norfolk District Council Local Plan public consultation. The public consultation runs from 7th May to 19th June. Documents can be viewed at www.north-norfolk.gov.uk/localplanconsultation.

(ii) Interim tree report. The trees at the play area and church have been inspected, and all are low risk. No work is required.

(iii) Bridge inspection. Following the Clerk’s request to NCC, a copy of the most recent bridge inspection has been sent through. She has also asked for a copy of the full inspection, due in 2019-20 year.

(iv) National Trust Big Balsam Bash. NT are looking for volunteers to help clear Himalayan Balsam from 1-19 July.

19/37. Items for discussion at the next meeting- SAM2, village activities and Reading Room, village green reinstatement and parking issues, River Bure.

19/38. Date of next meeting- Thursday 5th September 2019, 7:30pm.

19/39. To close the meeting - There being no further business, the meeting closed at 8:47pm.

Signed by: (Chair) Date: