

26<sup>th</sup> May 2022

## INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB  
Telephone: 01263 587755 / 07754 885750 Email: ingworthclerk@yahoo.co.uk

### Minutes of the Parish Council Meeting of Ingworth Parish Council held on Thursday 26<sup>th</sup> May 2022, at 7:00pm, in the Reading Room, Ingworth

Present: Annmarie Gibbons (Chair), Belinda Northey, Gill Chambers, Sue Nicholson  
John Toye (District Councillor)  
Saul Penfold (County Councillor)  
2 members of the public  
K Cotgrove (Clerk).

22/21. (i) To appoint a Chair for 2022-23 – A Gibbons was elected as Chair (prop. B Northey, sec. S Nicholson, all agreed). The Declaration of Office was signed.

(ii) To appoint a Vice Chair for 2022-23 - G Chambers was elected as Vice Chair (prop. A Gibbons, sec. B Northey). The Declaration of Office was signed.

22/22. Apologies for absence – A Gibbons welcomed everyone. Apologies were accepted for F Whiting.

22/23. Declarations of Interest & dispensation to speak – None.

22/24. To agree the minutes of the Parish Council meeting held on Thursday 10<sup>th</sup> February 2022 – The minute of the meetings on Thursday 10<sup>th</sup> February 2022 were approved and signed.

22/25. Matters arising, not on the agenda – The defibrillator grant has been applied for, and we should hear if it is successful in June.

22/26. To consider co-option of a Councillor – There are two vacancies. A member of the public has expressed an interest in being co-opted, but could not attend the meeting. She will be invited to the August meeting. This would leave one vacancy.

22/27. To receive reports:

(i) Saul Penfold (Norfolk County Councillor) – Free school meals and the lack of vouchers for eligible children over school holidays was discussed. County Cllr Penfold tabled a motion at the May meeting to declare a climate emergency, however this was rejected. County Cllr Penfold has been in contact with the Clerk and the Highways Engineer to ask for painted pinch points in the road, and is trying to arrange an annual visit by the Highway Engineer. It was agreed that the Clerk will investigate whether speed data can be downloaded, and if so, the software will be purchased (funded by the County Cllr) to obtain the data. The Clerk will also contact the police to see if they are able to install a speed recording device too.

(ii) John Toye (North Norfolk District Councillor) – District Cllr Toye emailed a report prior to the meeting. He intends to send reports out monthly.

*County Cllr Penfold left the meeting at 7:28pm.*

22/28. To adjourn the meeting to allow for public participation: - Two members of the public were in attendance, who have concerns about the bench. They are concerned it is attracting cyclists to stay in the area longer than necessary. It was noted that the bench was installed there partly to prevent vehicles parking on the Green and damaging it. The reasons for installation was discussed.

*District Cllr Toye left the meeting at 7:39pm.*

A Parishioner noted that a number of potholes which were repaired last winter have already reopened. Potholes and other Highways issues can be reported at: [www.norfolk.gov/roads-and-transport/roads/report-a-problem](http://www.norfolk.gov/roads-and-transport/roads/report-a-problem).

*Two members of the public left at 7:48pm.*

22/29. Planning – None.

22/30. Finance

(a) To approve the financial statement and budget update – The cash book was distributed to Councillors prior to the meeting. It was duly approved.

(b) Payments – The following payments were approved (prop. A Gibbons, sec. B Northey)

£ 250.00	Kirsty Cotgrove – clerk’s salary for May meeting
£ 7.61	Valda Energy – direct debit
£ 6.93	Valda Energy – direct debit
£ 30.00	Jo Boxall – internal audit
£ 117.10	Norfolk ALC – annual subscription
£ 60.00	Robert Slaughter – grass cutting
£1230.00	Zak Branch – bench for village green

22/31. To declare the Parish Council exempt from external audit in 2021-22 – As both payments and receipts were under the £25,000 threshold, it was resolved to declare the Parish Council exempt from external audit in 2021-22 (prop. A Gibbons, sec. G Chambers, all agreed)

22/32. To receive the internal audit report and recommendations – The internal audit report was received and the recommendations noted and discussed.

22/33. To approve and sign the Annual Governance Statement 2021-22 – The Annual Governance Statement was approved and signed (prop. B Northey, Sec. G Chambers, all agreed).

22/34. To approve and sign the Accounting Statements 2021-22 – The Accounting Statements were approved and signed (prop. B Northey, sec. A Gibbons, all agreed).

22/35. To approve an internal auditor for 2022-23 – It was agreed to appoint Jo Boxall as internal auditor for 2022-23 (prop. A Gibbons, sec. G Chambers, all agreed).

22/36. To approve an insurance policy – The underwriters for CAS who the Parish Council have a long term undertaking with have withdrawn from the market. The Clerk has obtained three quotes, and following discussion, it was agreed to take up a policy with Zurich Municipal (prop. G Chambers, sec. B Northey, all agreed).

22.37. To approve making payments between meetings for grass cutting on an ad-hoc basis – Robert Slaughter is happy to continue with the current arrangement of cutting the grass on request. As he is going a very good job, and the arrangement is cost effective, it was agreed to continue.

22/38. To update on the renovation of the milestone and to approve any actions necessary – Donations have been received, totaling £290. Two other people have offered £200 each, on the condition that the Parish Council will give a written undertaking to maintain it for five years. This means the total donations are £690. B Northey will apply for a grant from the milestone Society. The Parish Council would only need to commit £500 towards the £2000 renovation, and can reclaim the VAT on this. Councillors were reluctant to commit finances to this, due to the backlash over the bench on the Green, but are happy to commit to the maintenance plan. B Northey will attempt to obtain additional grant funding. The Council welcome views from Parishioners on this matter. It will be revisited in the August meeting.

22/39. To update on the wind farm projects – Vattenfall have commenced consultation for a community benefit fund. The Clerk attended the recent meeting, and will continue to monitor.

22/40. To update on Highways issues, including public rights of way, and a parishioner request for additional passing places on Banningham Road – A Parishioner has asked if dialogue can be opened with Highways regarding additional passing places. The Clerk and A Gibbons will meet with the Highways Engineer to chase the possibility of painted pinch points.

22/41. To discuss the Village Green – The bench has been installed. There has been positive, negative and neutral feedback. Following discussion, it was agreed that the bench will be left where it is for the time being, and will be revisited in the future if necessary. Letters will be sent to thank people who contacted the Council for their feedback.

22/42. To update on the Reading Room, and to consider further action – The National Trust has approved the work required and this should commence soon. A member of the public has been storing items in the Reading Room, so the Clerk will contact him to ask him to remove these, as the room will need to be cleared for the building work to take place.

22/43. To update on a possible village event for the Queen's Platinum Jubilee – Two Parishioners have very kindly organised a Jubilee Party at the playground on Saturday 4th June to start at 2.30 pm. Everyone welcome. The PC approved money spent on cups, plates, bunting etc to a maximum of £100, and will reimburse the Parishioners in due course

22/44. Correspondence – (i) Blickling Half Marathon – Highways have expressed concerns regarding this. It will be monitored.

(ii) Comments regarding new bench on the village green – This has been covered in public participation and item 22/41.

22/45. Any other business, for information only – Concern was raised at the disruption from summer events at Blickling Hall. Events cause noise, litter and a large increase in traffic. It was agreed that the Clerk will write to the National Trust with concerns.

The Village Sign – A Gibbons has spoken to the person who made the sign. He has retired from the trade, but feels it needs a good clean. A member of the public had raised concerns at

26<sup>th</sup> May 2022

the state of the sign, so the Clerk will write to them to see if they can suggest someone who can help.

The bench in the church has been removed as it was unsafe. It was provided by the Parish Council originally to commemorate the millennium, so the church has suggested that the Parish Council could replace it. A replacement recycled plastic bench was agreed (prop. G Chambers, sec. S Nicholson, all agreed) up to the value of £400.

22/46. Date of next meeting- Thursday 11<sup>th</sup> August 2022, 7pm in the Reading Room.

22/47. To close the meeting - There being no further business, the meeting closed at 9pm.

Signed by:

(Chair)

Date: