

INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
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Draft minutes of the Meeting of Ingworth Parish Council held on Thursday 11th May 2017, at 7:58pm, in the Reading Room, Ingworth.

Present: A Gibbons (Chair), Peter Riseborough, G Chambers, A Houghton, N Smith (NNDC Councillor)
K Cotgrove (Clerk).

1. (i) Election of Chair for 2017-18 & Declaration of Office – A Houghton proposed A Gibbons, seconded by P Riseborough. All agreed. Declaration of Office was signed.

(ii) Election of Vice Chair for 2017-18 & Declaration of Office – A Houghton proposed G Chambers, seconded by A Gibbons. All agreed. Declaration of office was signed.

2. Apologies for absence – B Northey (sabbatical), B Nicholson (illness).

3. Declarations of Interest – None

4. To sign and agree the minutes of the meetings held on Thursday 9th February 2017– The minutes were agreed and signed as a true record (Prop. A Gibbons, Sec. A Houghton).

5. Matters arising – None.

6. Planning – PF/16/1705. Siting of storage container (retrospective). Land to the north of Green Lane, Cromer Road, Ingworth. N Smith has been asked if he would like to call this application in to committee, due to the Parish Council's objections. Councillors explained their concerns. N Smith advised that the planners state the site is adjacent to a conservation area, but not in it. Concerns were raised that if this application is permitted, a precedent will be set. A discussion took place about the complications of planning policy. N Smith will speak to the officer dealing to see if they can approve, subject to no further development on the site.

N Smith left the meeting at 8:20pm

7. Finance

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

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| (i) | £ 250.00 | Kirsty Cotgrove – clerk's salary for May meeting |
| (ii) | £ 366.23 | Came & Company – insurance renewal |
| (iii) | £ 77.73 | NALC membership renewal |
| (vi) | £ 24.92 | E.on – electricity bill (via direct debit 02/05/17) |
| (v) | £ 25.00 | Stuart Fowler – internal audit |

(b) Receipts – The following receipts were noted:

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| (i) | £ 1362.00 | NNDC precept & grant – 1 st installment |
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(c) To approve and sign the 2016-17 Annual Return – The Annual Return and Governance statement were agreed unanimously and signed.

8. To agree and sign a grass cutting contract- The Clerk has received the contract renewal from Norse, but a

number of parishioners have complained about the untidy state the playground is left in after being mowed. Norse have stated to the Clerk that they have never taken away the cuttings. A parishioner has agreed to cut the grass and has provided a verbal quote. It was agreed that the Clerk will contact Norse to request a quote for the grass cuttings to be taken away, and also contact a separate company for an equivalent quote. A Gibbons will obtain a written quote from the parishioner, and confirm liability insurance etc. is in place.

9. To review and agree the following policies - The following policies were agreed unanimously and signed as necessary (proposed A Houghton, seconded G Chambers):

- (i) Financial Regulations
- (ii) Annual Review of the Effectiveness of Internal Control
- (iii) Annual Review of the Effectiveness of Internal Audit

10. To discuss and agree removal of the wooden toilet outside the Reading Room- The Clerk had previously conducted a Risk Assessment, which was displayed on the noticeboard, and distributed to Councillors. Despite investigations, there is nothing to say that the Parish Council own the structure, and a parishioner has indicated that the Social Committee put it up, but they have since disbanded. As it is on National Trust land, it was agreed that the Clerk will contact Andrew Dawson to invite them to remove it, as it is dangerous and vermin have been seen going in and out (proposed A Houghton, seconded A Gibbons).

11. To update on traffic problems in the village- Parking problems continue, and there have been further reported incidents of dangerous and inconsiderate parking on the corner of Cromer Road. A log is continuing to be kept, and parishioners are invited to contact the Clerk to report any incidences.

12. Items for discussion at the next meeting-

Grass cutting contract

Continuing Councillor vacancy for co-option.

13. Date of next meeting- Thursday 20th July 2017, 7pm.

There being no further business, the meeting closed at 8:51pm.

Signed by:

(Chair)

Date: