

INGWORTH PARISH COUNCIL

Clerk to the Council: Martin K Campbell, Well Cottage, High Street, Southrepps, Norwich NR11 8AH

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Minutes of the Ordinary Meeting of the Council

held on Monday 5th March 2012 in the Reading Room, Ingworth

Present: R Calvert (Chairman), C Cannon, A Gibbons, M Spink, J Steed, D White
and one member of the public

1. The Chairman welcomed those present; apologies were received from Cllr N Smith (NNDC) and PCSO A Spinks. RC in wishing the District Councillor well in his illness nevertheless expressed her concern that the attendance by principal authority members had been so infrequent over recent years.

2. Declarations of interest - none

3. To consider the co-option of a member to fill the vacancy on the Council; there being no candidates this item was deferred.

4. The minutes of the Ordinary Meeting of the Council held on Monday 5th December 2011 were approved and signed.

5. Matters arising

5.1 NCC highways matters; the Clerk had alerted the Council to Banningham Road and Butts Corner issues and relayed the NCC comment. He would advise NCC of the land owner, and ask them to give feedback on a previous request for improvements to School Lane. The Clerk was asked to write to the local NFU representative asking that consideration be given to less use of lanes in Ingworth, particularly Banningham Road.

5.2 NCC footpaths – the Clerk was asked to contact NCC about the hedge encroachment on the track to the east of School Lane.

5.3 Playground – the Clerk had arranged for the annual inspection which was due shortly. RC had checked the equipment regularly; the Council discussed the condition of the equipment and would await the report.

5.4 Reading Room electricity – the installation of an automatic ‘smart meter’ had been completed.

6. Planning – there was no planning business

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7. Finance

7.1 Finance report - the Clerk presented a bank reconciliation which was signed off. He outlined the basis for shared costs (at 25%) with three other councils which the Council accepted. He advised the process by which there would now be a payment due to HM Revenue and Customs for the Income Tax deducted from the Clerk's pay.

7.2 The following payments due were approved en bloc, all in favour:

- E.ON, electricity	£16.77	(cheque 0348)*
- Clerk's pay	£157.56	(0349)
- HMRC, income tax due	£5.60	(0350)
- Clerk's expenses (Sep-Feb)	£109.34	(0351)

The cheques were signed. (* signed prior to the meeting).

8. To review the Financial Regulations of Ingworth Parish Council – these had been circulated to members and were discussed; the Clerk was asked to include the recently adopted practice of a bank reconciliation being presented to each meeting and present the up-dated Financial Regulations to the next meeting for re-adoption.

9. Reports

9.1 Clerk's report – in his report the Clerk reminded members that training courses are arranged regularly to suit any member's needs. The next meetings would be the Annual Parish Meeting followed by the Annual Meeting of the Council at 7.30 pm on May 14th 2012. He confirmed that following a re-organisation PCSO Spinks continues to have responsibility for Ingworth.

9.2 Councillors' reports -

MS asked that his fellow members pass on the information envelopes more quickly as information could easily get out of date; members would 'date' their names as the envelope was passed on.

MS gave a brief outline of the recent councillor course he had attended.

RC raised the issue of bonfires being set which contained non-garden waste; as this was a matter for NNDC Environmental Health members were encouraged to ask residents with this concern to contact NNDC direct.

There was no business from the public so the meeting closed at 20.35.

Signed..... (Chairman) Date.....2012