

INGWORTH PARISH COUNCIL

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

Telephone: 01263 834551

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Minutes of the Annual Meeting of the Council

held on Monday 14th May 2012 in the Reading Room, Ingworth

Present: R Calvert, C Cannon (Chairman), J Steed,

1. Ros Calvert, in the chair, welcomed those present with apologies being received from A Gibbons, M Spink and Cllr N Smith (NNDC). She explained that David White had resigned from the Council that day and paid tribute to the many years that he had supported the Parish Council.

2. Procedural items:

2.1 Election of Chairman – Cal Cannon was proposed, seconded and elected nemcon.

2.2 Declaration of Acceptance by Chairman – CC signed her Declaration of Acceptance.

2.3 Election of vice-Chairman - JS was proposed and elected nemcon.

2.4 Representatives were agreed for: Griffon Partnership - MS,
Aylsham Area Forum – RC, MS Playground - RC

3. Declarations of interest - none

4. Finance

4.1 The Accounts for 2011-2012 had been circulated to members; these were adopted, all in favour, and signed. The Cashbook was signed.

4.2 Sections 1 and 2 of the Annual Return 2012 had been circulated to members and following a proposal were approved, all in favour.

4.3 The budget for 2012-2013 had been circulated to members and following a proposal was adopted, all in favour.

4.4 It was agreed that Mr K Benford be re-appointed as the Internal Auditor for 2012.

4.5 It was agreed that the Clerk be re-appointed as Responsible Financial Officer for 2012.

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

- E.ON, electricity	£17.52	(cheque 0352) *
- NALC, annual premium	£72.33	(0353)
- NPFA annual subscription	£20.00	(0354)
- Digley Associates, playground inspection	£48.00	(0355)
- Broker Network, insurance premium	£265.00	(0356)
- Clerk's salary	£226.90	(0357)

The cheques were signed. (* signed outside the meeting)

5. To consider the co-option of a member to fill the vacancy on the Council; there being no candidates this item was deferred. The Clerk would advise NNDC that there is now a further resignation.

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14.05.12

page 2

6. The minutes of the Ordinary Meeting the Council held on Monday 5th March 2012 were approved and signed.

7. Matters arising

7.1 NCC highways matters; Banningham Road/NFU – the Clerk read the reply from NCC; he had written to the NFU but no acknowledgement had been received

7.2 NCC footpaths – the Clerk had contacted NCC about School Lane and awaited a response.

8. Planning

8.1 B Mackintosh, s/storey extension Erpingham Lodge (2012/0245) – the Council had no objection but the application had been refused.

9. Council business

9.1 To re-adopt the **Financial Regulations of Ingworth Parish Council** – these had been circulated to members and were adopted, nemcon.

9.2 Playground – review of the annual inspection report – this had been circulated to members electronically and it was noted that any rectification was deemed ‘low’ priority; RC offered to make a site inspection to review the comments made. Members saw the future of the playground as a parish council owned asset. The Clerk would contact NNDC again about this and explore any opportunities for play equipment refurbishment.

10. Reports

10.1 Clerk’s report – the Clerk advised that the end-of-year PAYE Return had been completed satisfactorily and that both the first half precept and the VAT reclaim had been received. He would be preparing the Annual Report shortly.

10.2 Members’ reports – there were no reports.

The meeting closed at 20.35

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