

INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
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Minutes of the Annual Parish Council Meeting of Ingworth Parish Council held on Thursday 10th May 2018, at 7:00pm, in the Reading Room, Ingworth.

Present: Annmarie Gibbons (Chair), Gill Chambers, Andrew Houghton, Belinda Northey, Peter Allen-Jones, K Cotgrove (Clerk).

1. (i) Election of Chair for 2018-19 & declaration of office- B Northey nominated A Gibbons, seconded by A Houghton, all agreed and the declaration of office was signed.

(i) Election of Vice Chair for 2018-19 & declaration of office- A Gibbons nominated G Chambers, seconded by B Northey, all agreed and the declaration of office was signed.

2. Apologies for absence – None.

3. Declarations of Interest – None.

4. To sign and agree the minutes of the meetings held on Thursday 8th February 2018– The minutes were agreed and signed as a true record (Prop. G Chambers, sec. B Northey).

5. Matters arising – None.

6. Planning – PF/18/0517. Riverside, The Street, Ingworth. Detached outbuilding. The PC had no comment on this application.

7. Finance

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

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

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| (i) | £ 250.00 | Kirsty Cotgrove – clerk's salary for May meeting |
| (ii) | £ 380.88 | Came & Company – insurance renewal |
| (iii) | £ 108.90 | Norfolk ALC – annual renewal |
| (iv) | £ 30.00 | J Boxall – internal audit |

(c) To acknowledge receipts – The following receipt was noted:

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| (i) | £ 1360.00 | NNDC – precept 1 st instalment and grant |
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(d) To declare the Parish Council exempt from external audit- The Clerk explained the new audit arrangements. It was agreed to declare the Parish Council exempt from external audit, and the form was signed (prop. A Houghton, sec. A Gibbons).

(e) To receive the internal auditor's report – The internal auditor's report was read out to Councillors.

(f) To approve and sign the AGAR Annual Governance Statement 2017-18 – The Annual Governance Statement was read, agreed and signed (prop. G Chambers, sec. B Northey).

(g) To approve and sign the AGAR Accounting Statements 2017-18 – The Accounting statements were read, agreed and signed (prop. A Gibbons, sec. B Northey). It was noted that the reserves in the business account represent the VAT rebate for the playground and are earmarked for future playground maintenance and equipment.

8. To update on the SAM2 unit – A Houghton reported that the SAM2 units are in place and he has attended training. The two units are shared between three parishes. So far, it appears to be effective. The next location will be on Cromer Road. It was agreed that the Clerk will contact John Timewell to enquire about

Village gates, and will investigate the purchase of wheelie bin speed stickers. Approval was given for the Clerk to purchase them, to the value of £50 (prop. B Northey, sec. A Houghton, all agreed).

9. To review and agree the following policies – The following policies were agreed and signed as necessary (prop. B Northey, sec. A Houghton):

- (i) Financial Regulations
- (ii) Annual Review of the effectiveness of Internal Control
- (iii) Annual Review of the effectiveness of Internal Audit
- (iv) General Data Protection Regulations Policy
- (v) Standing Orders
- (vi) Risk Management Plan

10. To update on Highways issues – (i) Accident on Lodge Lane – A cyclist hit a pothole in the floodwater on Lodge Lane, and came off his bike, injuring himself. The water and pothole has been reported to Highways, but the Clerk will chase and ask J Timewell to look into it.

(ii) Verge damage in the Parish – This was discussed at length in the Annual Parish Meeting. It was agreed that options to prevent damage in future years will be investigated, then passed to J Timewell to take further.

(iii) Parishioner concerns re speed limit on Eagle Road – After investigations, the Clerk established that the Parishioner lives in Erpingham Parish. She has passed all correspondence to the Clerk to Erpingham Parish Council to take on, and has informed the Parishioner.

(iv) It was noted that there are a large number of potholes in the Parish. It was agreed the Clerk will report to Highways and forward a map once received. G Chambers offered to meet with the Highways engineer to show him.

11. To consider co-option of two Parish Councillors - Due to the resignation of Janet & Michael Spink, there are two vacancies on the Parish Council. Despite advertising, there have been no applications. It was agreed that Councillors will attempt to find people to co-opt at the next meeting.

12. To thank Parishioner for volunteer work – A Gibbons wanted to minute thanks to Peter Bull, a resident of Aylsham who has, for a number of years, conducted litter picks in Ingworth. All Councillors expressed thanks to Mr. Bull for his help.

13. To approve the destruction of Parish Council files, in line with GDPR – The Clerk has conducted an information audit, and has a bundle of paperwork which does not need to be kept. It was agreed that the Clerk should destroy the files.

14. Correspondence- (i) Draft Norfolk Access Improvement Plan (2018-28) – It was agreed not to respond to the consultation.

15. Items for discussion at the next meeting- Dog fouling in the village. Wheelie bin speed stickers. River Bure Environment Agency update.

18. Date of next meeting- Thursday 9th August 2018, 7pm.

19. To close the meeting - There being no further business, the meeting closed at 8:35pm.

Signed by:

(Chair)

Date: