

INGWORTH PARISH COUNCIL

Clerk to the Council: Colin Studholme, Hall Farm Barns, Aylsham Road, Saxthorpe, NR11 7DD
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Minutes of the Meeting of Ingworth Parish Council held on Thursday 25th May 2023, at 7:00pm, in the Reading Room, Ingworth

Present: Gill Chambers, Annmarie Gibbons, Belinda Northey, Ian Sims, Tracey White
0 members of the public

In attendance: Colin Studholme (Clerk).

23/21. To appoint a chairman for 2023-24 – Ian Sims was proposed by B Northey and seconded by A Gibbons. All in agreement. Ian Sims took the chair.

23/22. To appoint a vice-chairman for 23-24 – Annmarie Gibbons was proposed by B Northey and seconded by G Chambers. All in agreement.

23/23. To sign Declarations of Acceptance of Office – all members signed the Declaration of Acceptance of Office forms which were witnessed by the Clerk.

23/24. Apologies for absence –welcomed everyone. No apologies had been received.

23/25. Declarations of Interest & dispensation to speak – B Northey - Item 17 (Church) non-pecuniary interest only. A Gibbons – Item 10(ii) Payment to J Goldson. The Clerk was to circulate a link to the NNDC website where all members were required to complete the Declaration of Interest form following the local elections.

23/26. To agree the minutes of the Parish Council meeting held on Thursday 8th February 2023 – The minutes of the meeting on Thursday 8th February 2023 were approved and signed.

23/27. Matters arising, not on the agenda – None.

23/28. To consider the co-option of new members – There were currently two vacancies on the Council. Tracey White was proposed by B Northey and seconded by A Gibbons. All in agreement. After signing the relevant paperwork T White joined the meeting.

23/29. To receive reports - None.

23/30. To adjourn the meeting to allow for public participation: - None.

23/31. Planning – PF/23/0892 The Orchards, Cromer Road. Erection of rear extension.
Members discussed the application and agreed that no comment was necessary.

23/32. Finance

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

(b) Payments – The schedule of payments for authorisation was approved subject to further investigation into one payment - the reasons behind the fine of £300 imposed upon the Council as a result of the apparent late submission of required information to HMRC in July and October 2022. (Proposed. B Northey, seconded G Chambers). The schedule was signed by the chairman and is attached to these minutes. A Gibbons was to make enquiries with Barclays Bank about changing the Clerk's details. Transferring the account to Unity Bank was also discussed and the Clerk was to investigate.

23/33. To declare the Parish Council exempt from external audit – the declaration form had been previously circulated. The Council did not reach the income/expenditure threshold which triggers an external audit, and it was resolved to declare the Council exempt. The form was signed by the Chairman.

23/34. To receive the Internal Audit report and recommendations – the Internal Audit report was discussed and its recommendations noted. Some amendments to the internal accounting procedures were to be put in place as a result.

23/35. To approve and sign the Annual Governance Statement 22/23 – the Annual Governance Statement was approved by members and signed by the Chairman.

23/36. To approve and sign the Accounting Statements 22/23 – the Accounting Statements were approved by members and signed by the Chairman.

23/37. To approve an Internal Auditor for 2023-24 – it was agreed to ask Jo Boxall to audit the Council's account at the end of the current financial year.

23/38. To approve an Insurance Policy – it was agreed to renew the policy with Zurich Municipal for a further year. The Clerk was to send a copy of the policy to the Chairman.

23/39. To approve payments between meetings for grass cutting – it was agreed that payments could be made for grass cutting over the summer and ratified at the next meeting. A Gibbons was delegated to liaise with the contractor to agree timings.

23/40. To update on the renovation of the milestone and to approve any actions necessary – B Northey has not been able to obtain any grants. The Clerk will pass a list of people who donated to B Northey to return the grant money.

23/41. To update on the wind farm projects – Nothing to report.

23/42. To update on Highways issues and to approve any actions or payments necessary – The software to download the SAM2 information had not been purchased yet following approval at the February meeting. The Clerk was to action this.

23/43. To discuss the Village Green – the grass on a small part of the Green in front of the log seat was being worn by traffic and parked cars. After discussion it was concluded that there was little that could be done to address the matter.

23/44. To update on the Reading Room, and to consider further action – Decorating has been completed. It was agreed that a Perspex panel should be fixed inside the window to allow

25th May 2023

notices to be displayed more effectively. It was also agreed that cupboard refurbishment should be carried out up to a maximum cost of £500.

23/45. To discuss the Friends of Ingworth Church group – The Church is looking to acquire lockable storage in order to store Registers and other items securely when the church is open but unattended. The re-thatching of the roof and other refurbishment was discussed and the Chairman was of the view that the work would qualify for a Heritage Lottery grant, especially if more community use could be encouraged. It was to be discussed at the next Church Meeting.

23/46. Correspondence – None.

23/47. Any other business, for information only – None.

23/48. Date of next meeting- Thursday 31st August 2023, 7pm in the Reading Room.

23/49. To close the meeting - There being no further business, the meeting closed at 8:45pm.

Signed by:

(Chair)

Date:

Colin Studholme
Clerk to the Council
26th May 2023