

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 31st August 2023, at 7:00pm, in the Reading Room, Ingworth

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

In attendance: Colin Studholme (Clerk).

23/50. Apologies for absence – none.

23/51. Declarations of Interest & dispensation to speak – A Gibbons – Item 11 (c): Payment to J Goldson.

23/52. To agree the minutes of the Parish Council meeting held on Thursday 25th May 2023 – The minutes of the meeting on Thursday 25th May 2023 were approved and signed.

23/53. Matters arising, not covered on the agenda – None.

23/54. To consider reports from District and County Councillors - None.

23/55. Open Forum for public participation - None present.

23/56. To consider items referred from previous meeting – None.

23/57. Updates and discussion on Standing Items

- (a) Reading Room – the work to install cupboard doors and Perspex screens at the windows for notices had been completed. The storeroom had been tidied. There was discussion about the need for a noticeboard for a Parish Map – Mrs Northey was to investigate.
- (b) Playground – the annual inspection report had been received and circulated and was discussed. The items raised in the report were of low risk and no action was considered necessary except for the dead tree by the entrance gate which was to be cut back in case branches fell from it. The tree that had fallen on to the fence was also to be cleared. No repair to the fence was considered necessary. There was discussion about the need for a replacement “spring rabbit” and Mrs Chambers was to investigate and report back to the next meeting. The area beneath the swings had worn through use and Mrs Gibbons was to lay soil beneath them and sow grass seed.
- (c) Village Green – usual parking problems continue.
- (d) Highway Issues/SAM2 – The Chairman had downloaded the SAM User Manual and the USB required for downloading data from the SAM was found in the Reading Room. Mrs Yardley volunteered to help move the SAM between its 3 locations. A meeting was to be arranged with Mr Sims, Mrs Yardley and Andrew to agree on-going arrangements for operating the SAM. Downloaded data would be used to make a case to the County Council for a reduced speed limit in the village.

- (e) Windfarm Projects – Mr Sims reported that Murphy Construction were moving their Construction Compound from Oulton to somewhere between Aylsham and Ingworth and that he had contacted Murphy's to try to find out what was proposed but was yet to receive a reply. Vattenfall were to hold an open day in Aylsham on 14th September to update residents on their plans. Mr Sims was to attend.
- (f) Renovation of the Milestone – the required funding to carry out the proposed renovations (c£3,000) had not been raised and those donations which had been received were to be returned to the donors.
- (g) Friends of Ingworth Church – Mr Sims reported that a meeting of the Friends of St Lawrence Church had taken place on 02 August 2023 in St Lawrence Church where he explained what would be necessary if it was decided to apply for a National Lottery Heritage Grant. He also advised that a meeting with Saul Penfold would take place at 10:00 on 21 September 2023 to find out what was done by St Nicholas Church, Wells-next, as they had been successful in obtaining a National Lottery Heritage Grant and that Saul Penfold was their consultant during the application process. The Clerk confirmed that if it wanted, to the Parish Council could make a grant to the Church towards grounds maintenance, but not for any work to the fabric of the building.
- (h) Website – the existing website is not particular user friendly (in terms of updating) and the Clerk was to arrange some tuition with NALC to help resolve this. Mrs Gibbons suggested that she might be able to arrange for help to assist with technical aspects of updating, otherwise the Council could pay someone to update the website. There was general agreement that, although there was the need to improve communication with residents, a website was probably not the main source of information for residents. As such a switch to a more expensive, but more user friendly, website platform was not considered a worthwhile option. Mr Sims was proposing to call on all residents in the village to introduce himself as the new Chairman and to discuss whatever issues or concerns that they might have.

23/58. Correspondence, Reports and External Meetings – Mr Sims had attended the Blickling Stakeholders meeting on 27 July 2023 and reported back to the meeting that he had thanked Blickling for reinstating the Reeding Room water supply and advised them that he was the new Parish Council Chairman. He reported that there was general concern regarding traffic speeding through Ingworth Village. There was general discussion on a number of topics which included repairs to Blickling Lake wall and sluice which were scheduled to commence at the end of August or beginning of September and that the lake side walk would be closed during the duration of the works. The new Blickling Team Local Community Liaison Officer Angela Brook was to be invited to the next Parish Council Meeting in November. The next Blickling Stakeholders Meeting will be held at some point during October 2023

23/59. Policies – the Clerk had prepared a schedule of Parish Council policies and their review dates. Two policies were reviewed at the meeting:

- (a) Annual Review of the Effectiveness of Internal Audit. This statement was last updated in November 2021 but its recommendations had not been implemented since then. The final paragraph was amended to read:

“Internal Controls

The Council shall carry out an annual review of its system of internal control and of its financial risk management at the meeting immediately following the meeting at

which the Internal Auditor's report is received (usually August). The review of internal audit shall be approved by the full council and by the responsible financial officer".

With this amendment the policy was agreed and signed.

- (b) Annual Review of the Effectiveness of Internal Control. Changes to this policy statement were proposed by the Clerk in view of the new bank account which the Council was in the process of opening with Unity Trust Bank. These changes were agreed and the Clerk was to circulate an updated version for approval at the next meeting.

23/60. Finance Report

Cashbook and Bank Reconciliation – The cash book and bank reconciliation was distributed to Members prior to the meeting. It was duly approved and signed by the Chairman.

Schedule of Payments for Authorisation - The schedule of payments for authorisation was approved. The proposed reimbursement of the milestone donations was added to the schedule for audit purposes. The Chairman signed the Schedule and Invoices. The Council also agreed the following future payments to be paid between meetings:

Clerks' contracted salary and allowance (now to be paid monthly)

Any additional invoices from RN Slaughter for grass cutting

Renewal of Microsoft 365 software on Clerk's PC (due September – amount to be advised)

New Bank Account with Unity Trust Bank – two accounts had been opened, Current and Instant Access Savings. Signatories had received login instructions and were now able to gain access online. The Clerk was still awaiting access codes. A mandate had been signed and sent to Barclays Bank closing the existing accounts, with funds to be transferred to the new Unity accounts.

HMRC Appeal – no response had yet been received from HMRC regarding the Council's appeal for the fines issued for "late submissions".

23/61. Planning Applications – none

23/62. Matters for next meeting's agenda – Budget 24/25. Invitation to NT Officer.

23/63. Date of Next Meeting – this was agreed for Thursday 16th November at 7.00 pm in the Reading Room

23/63. There being no other business the meeting closed at 8.50pm

Signed by:

(Chair)

Date:

31st August 2023

*Colin Studholme
Clerk to the Council
1st September 2023*