

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 Wednesday 28th May at 7:00pm, in the Reading Room, Ingworth

Present: Mrs Belinda Northey, Mrs Tracey Yardley, Mr Steven Anderson, Dr John Scott, Mr Miles Clayden.

In attendance: Colin Studholme (Clerk).

25/26 Appointment of Chairman for 2025-26 – Mrs Northey proposed Ian Sims as chairman, seconded by Dr Scott. All in agreement.

25/27 Appointment of Vice-Chairman for 2025-26 – Mrs Northey proposed Mrs Yardley. Seconded by Dr Scott, all in agreement. In the absence of Mr Sims, Mrs Yardley chaired the meeting.

25/28. To sign the Declaration of Office form – to be signed before or at the next meeting.

25/29. Apologies for absence – Ian Sims, District Councillor J Toye.

25/30. Declarations of Interest – Mrs Northey, Mrs Yardley, Mr Anderson, Mr Clayden, Dr Scott: Friends of Ingworth Church.

25/31. To agree the minutes of the Parish Council meeting held on Wednesday 12th March 2025 – The minutes of the meeting on Wednesday 12th March 2025 were approved and signed.

25/32 Matters Arising

- (a) Defibrillator Training – the Clerk was in touch with the east of England of England Ambulance Service First Responders who were able to provide the training. A date was to be arranged as soon as possible. Mr Anderson agreed to take on the role of carrying out regular checks of the defibrillator.

25/33 Open Forum for Public Participation – None.

25/34 To receive reports from District and County Councillors – None

25/35 Updates on Standing Items

- (a) Reading Room – The National Trust had confirmed that they a list of key holders for the Reading Room.
- (b) Playground – It was agreed that the annual inspection should be carried out as soon as possible by the Play Inspection Company, the Clerk was to place the order. The Clerk and Dr Scott had attended a Regular Inspections training session and weekly inspections were to be initiated.

- (c) Village Green – The daffodil foliage had now died down and Mrs Northey was to ask the contractor to cut the Village Green.
- (d) Highways Issues/SAM – A bus had hit the bridge. There was no obvious damage but Mr Sims was to be asked to speak to his contact at Highways to see if an inspection was required. A tree had also fallen into the river near the bridge and the Clerk was to inform the Environment Agency. It was noted that there used to be a 30 mph sign on the road surface at the entrance to the village by the bridge but this had been tarmacked over. Enquiries were being made as to whether this could be re-instated. Mr Anderson had downloaded and analysed data from the SAM and it showed a considerable number of vehicles exceeding 35mph regularly. Mrs Northey and Mrs Yardley were to attend the Police SNAP meeting on 4th June and were to raise the issue. Mr Anderson was to produce and circulate a summary of the speeding data. Mr Clayden suggested erecting a sign saying that “Speed Checks are in Operation”. The Clerk thought that County Highways would not allow this but he was to check with Councillor Penfold.
- (e) Windfarm Projects – There was local concern about the width of the route being cleared for the windfarm cable installation and the number of mature trees which had been felled. Erpingham Parish Council were holding a public meeting on 29th May when the issue would be discussed.
- (f) Friends of Ingworth Church – Funding had been secured to re-thatch the Church Tower and Porch which would hopefully be carried out this summer. Funding was being sought to re-thatch the Chancel and the Nave with the aim of the work being carried out in summer 2026.
- (g) Website – this had been updated with the latest polices and audit papers and the Clerk was to check if councillor information was up to date. A link needed to be provided to NNDC’s website where parish councillors’ declaration of interest forms could be viewed.
- (h) National Trust Liaison – Mrs Yardley had attended the last liaison meeting and there were no specific issues arising relevant to the Parish.

25/36 Correspondence

- (a) A letter had been received from a resident of Edingthorpe – Mr I M Witham – seeking the Council’s view of the value of small independent parishes. Mr Witham’s village was part of the much larger Bacton parish and he was seeking a community governance review to see if his village could become independent of Bacton or joined to a different neighbouring parish of similar size. Members discussed that matter and concluded that there was much value in small parishes retaining their independence. The Clerk was to respond to Mr Witham with this view.
- (b) An email had been received from local resident Mr R Oliver regarding a scheme to replace septic tanks with sewage treatment plants. Councillors were unsure of the extent of interest that there may be in the scheme, but Dr Scott agreed to speak to Mr Oliver about a possible way forward and the Clerk was to put them in touch.

25/37 Policies

- (a) Grants Policy – the Clerk explained that a grants policy was required to ensure that any grants/donations given was done in an open and transparent way. The policy will be considered at the next meeting.

25/38 Finance Report

- (a) To receive the Internal Audit report and recommendations – the Internal Audit report was discussed and its recommendations noted.
- (b) To approve and sign the Annual Governance Statement 24/25 – the Annual Governance Statement was approved by members and signed by the Chairman.
- (c) To approve and sign the Accounting Statements 24/25 – the Accounting Statements were approved by members and signed by the Chairman.
- (d) 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.
- (e) To set the Public Rights period for the inspection of the accounts – the documents were to be available for inspection between 3rd June and 14th July
- (e) To appoint an internal auditor for 2025/26 – Mrs Jo Boxall had confirmed that she would be able to carry out the audit next year and her appointment was approved.
- (f) Cashbook and Bank Reconciliation as at 31st March 2025 – these were agreed by members and signed by the Chairman.
- (g) Schedule of payments for authorisation/ratification – The following were approved, and payment authorised:

Payee	Item	Amount
Colin Studholme	Salary and allowance	£131.27
Zurich Insurance	Insurance renewal	£214.00
Robert Slaughter	Grass cutting	£120.00
Jo Boxall	Internal audit	£ 50.00
Colin Studholme (reimbursement)	Bin labels	£ 28.73

25/39 Planning Matters – None.

25/40 Items for next meeting - None

25/41 Date of Next Meeting: WEDNESDAY 28th MAY 2025 at 7.00 pm in the Reading Room. The other scheduled meeting dates were agreed as: 28th August, 27th November and 26th February.

25/41 Close of Meeting – the Chairman closed the meeting at 8.20pm.

Signed: (Chairman). Date:

Colin Studholme

Clerk to the Council

29th May 2025