

Ingworth Parish Council

Clerk to the Council: Colin Studholme, Hall Farm Barns, Aylsham Road, Saxthorpe, NR11 7DD
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To members of Ingworth Parish Council

You are summoned to attend a meeting of Ingworth Parish Council which will be held at 7:00pm on Wednesday 28th May 2025. The business to be conducted is given below:

**The meeting will be held in the Reading Room, The Street, Ingworth.
The public and press are welcome to attend.**

1.
 - (i) To appoint a chairman for 2025-26
 - (ii) To appoint a vice-chairman for 2025-26
 - (iii) For the Chairman to sign a Declaration of Acceptance of Office
2. To receive apologies for absence
3. Declarations of Interest.
4. To approve the minutes of the meeting held on 12th March 2025
5. To discuss matters arising, not covered on the agenda, for information only
 - (i) Defibrillator training
6. Open Forum for Public Participation
7. To receive Reports from District and County Councillors
8. To consider items referred from previous meeting
None.
9. Updates and discussion on Standing Items:
 - (a) Reading Room
 - (b) Playground – Inspection requirements
 - (c) Village Green
 - (d) Highways issues
 - (e) Windfarm Projects
 - (f) Friends of Ingworth Church
 - (g) Website
 - (h) SAM
 - (i) National Trust liaison
10. Correspondence, Reports and External Meetings
 - (a) Letter from Mr I M Witham regarding small independent parishes
 - (b) Email from Mr Raife Oliver regarding Septic Tank Replacement Scheme
11. Policies
Grants Policy.
12. Finance Report
 - (a) To receive the Internal Audit Report and recommendations
 - (b) To approve and sign the Annual Governance Statement 2024-25
 - (c) To approve and sign the Accounting Statements 2024-25
 - (d) To declare the Parish Council exempt from external audit 2024-25
 - (e) To set the Public Rights period for the inspection of the accounts
 - (f) To approve an Internal Auditor for 2025-26
 - (g) Cashbook as at 31st March 2025
 - (h) Bank Reconciliation as at 31st March 2025
 - (i) To approve the Schedule of Payments for Authorisation
 - (j) To approve payments between meetings

13. Planning Matters – to discuss any current planning applications
14. Items for the next meeting's agenda
15. Date of Meetings for municipal year 2025-26. To agree:
 - Thursday 28th August 2025
 - Thursday 27th November 2025
 - Thursday 26th February 2026
16. To close the meeting.

Colin Studholme, Clerk, 16th May 2025